

# 2026 Annual Meeting Packet

## EV Charging Policy Addendum

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Thursday, September 17, 2026 | 7:00 p.m. | Online via Zoom

Fountain Hill Condominium Association, Inc.

### NEW GOVERNING-DOCUMENT ITEM

#### **Schedule C-4 — Electric Vehicle Charging Station Policy**

This addendum supplements the previously assembled 2026 Annual Meeting Packet. It adds the EV policy to New Business and provides the proposed policy and administrative application/owner agreement for Unit Owner review.

### Contents

- Revised Annual Meeting Agenda
- Owner Review Summary
- Proposed Schedule C-4 — EV Charging Station Policy
- EV Charging Station Application + Owner Installation Agreement

## ANNUAL MEETING

# Agenda

Thursday, September 17, 2026 | 7:00 p.m. | Online via Zoom

| TIME        | ITEM                                                                                                                                                                                                                                                                          |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00        | Welcome and call to order                                                                                                                                                                                                                                                     |
| 7:01        | Old business and approval of prior meeting minutes                                                                                                                                                                                                                            |
| 7:02        | Capital Plan debrief: roof project                                                                                                                                                                                                                                            |
| 7:15        | Owner participation and comment on old business                                                                                                                                                                                                                               |
| <b>7:16</b> | <b>NEW BUSINESS</b>                                                                                                                                                                                                                                                           |
|             | Capital projects — Discuss Siding Phase 1 or Painting Phases 3 and 4; approve updated Capital Plan; consider timeline, color options, and siding options.                                                                                                                     |
|             | Treasurer's report — Approve the 2026–2027 budget.                                                                                                                                                                                                                            |
|             | Governing documents — Review Amended and Restated Declaration, Bylaws and Schedule C updates; schedule owner vote.                                                                                                                                                            |
|             | <b>EV Charging Station Policy — Proposed Schedule C-4. Review Connecticut requirements and FHCA application procedure; receive owner comments; authorize Executive Board action after statutory notice period; approve application/owner agreement for use upon adoption.</b> |
|             | Election of Directors / organization of the Executive Board — Unit Owners elect Directors; Board elects officers at organizational meeting within 10 days.                                                                                                                    |
| 7:46        | Owner participation and comment on new business                                                                                                                                                                                                                               |
| 7:50        | Announcements                                                                                                                                                                                                                                                                 |
| 7:59        | Adjournment                                                                                                                                                                                                                                                                   |

**Timing note:** CGS §47-261b requires at least 10 days' notice before the Executive Board adopts, amends, or repeals a rule. If that period has not expired by September 17, this item is for review and owner comment; formal Board action follows afterward.

# EV Charging Station Policy

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Proposed Schedule C-4 | Owner Review Summary

## Why this is being added

Connecticut law protects a Unit Owner's ability to install an electric vehicle charging station in a Unit parking space or qualifying Limited Common Element parking space and renders conflicting prohibitions or unreasonable restrictions unenforceable. FHCA may adopt reasonable requirements addressing safety, electrical capacity, contractors, insurance, cost allocation, Common Element protection, and administration.

## What the proposed policy does

- Requires a written application before installation.
- Provides written acknowledgment within 30 days and a written approval or denial within 60 days, subject to lawful requests for additional information.
- Requires a licensed and insured contractor, required permits, code compliance, and protection of Common Elements.
- Places installation, electricity, maintenance, repair, damage, restoration, and successor-owner responsibilities on the Unit Owner as provided by Connecticut law.
- Allows reasonable electrical-capacity and professional review where necessary.
- Uses a standardized two-page application and Owner Installation Agreement.
- Keeps detailed procedures in standalone Schedule C-4 while the restated Declaration contains only the basic statutory right and Executive Board authority.

## Recommended meeting treatment

Receive Unit Owner comments and review the proposed policy. Because CGS §47-261b requires at least 10 days' notice before an Executive Board rule action, Schedule C-4 should be formally adopted only after that notice period has been satisfied. If the required notice was not delivered at least 10 days before September 17, the Board should schedule its formal action for a later date.

## Relevant statutes

CGS §47-261g — Electric vehicle charging stations in Unit and Limited Common Element parking spaces.

CGS §47-261b — Rule adoption, amendment, and repeal; notice and Unit Owner comment.

# FOUNTAIN HILL CONDOMINIUM ASSOCIATION, INC.

## SCHEDULE C-4

### ELECTRIC VEHICLE CHARGING STATION POLICY

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**Proposed for Board Adoption** | Adopted: \_\_\_\_\_ | Effective: \_\_\_\_\_

**Authority.** Connecticut General Statutes §§47-261g and 47-261b, as amended from time to time; the Declaration, Bylaws, and Rules of Fountain Hill Condominium Association, Inc. This Policy is intended to operate as a standalone companion policy to Schedule C and not as a substitute for the Declaration or Bylaws.

**Adoption procedure.** Before adoption, amendment, or repeal as an Association rule, the Executive Board shall provide the notice and owner-comment opportunity required by Connecticut General Statutes §47-261b.

#### 1. Purpose

This Policy establishes a uniform procedure for Unit Owner electric vehicle charging station applications while protecting life safety, electrical capacity, Common Elements, Association insurance, and the interests of other Unit Owners.

The Policy shall be administered so that it does not prohibit or unreasonably restrict an installation protected by Connecticut General Statutes §47-261g.

#### 2. Statutory Right and Reasonable Restrictions

No provision of the Governing Documents or this Policy shall be interpreted to prohibit or unreasonably restrict the installation or use of an electric vehicle charging station in a Unit parking space or Limited Common Element parking space where Connecticut General Statutes §47-261g applies.

For purposes of this Policy, a reasonable restriction is one that does not significantly increase the cost of the charging station or significantly decrease its efficiency or specified performance.

#### 3. Eligible Location

A Unit Owner may apply to install an electric vehicle charging station in a parking space that is part of the Unit or in a Limited Common Element parking space. If use of a Limited Common Element parking space is reserved to more than one Unit, the applicant shall obtain the written approval of the Unit Owner of each Unit to which use of that parking space is reserved.

This Policy does not grant a Unit Owner the right to occupy or modify a parking area assigned to another Unit.

#### 4. Prior Written Approval

Except for ordinary use of an existing electrical outlet that requires no installation or modification, a Unit Owner shall submit the Association's EV Charging Station Application and obtain written Executive Board approval before beginning work that installs equipment, modifies wiring, penetrates a building surface, affects a Common Element or Limited Common Element, or changes electrical service.

Approval under this Policy is Association approval only. It does not replace governmental permits, utility approvals, inspections, or other legal requirements.

#### 5. Application Requirements

The application shall include information reasonably necessary to evaluate the installation, including the proposed location; charger manufacturer, model, and charging capacity; electrical source and circuit; conduit and wiring route; mounting method; contractor information; and proposed method of measuring and paying for electricity.

The applicant shall provide plans, photographs, product specifications, load calculations, permits or permit applications, and other supporting materials when reasonably necessary for the particular installation. The Association shall not require information unrelated to a legitimate review of the proposed work.

## **6. Executive Board Review and Statutory Deadlines**

The Executive Board shall acknowledge receipt of an application in writing not later than thirty (30) days after receipt.

The application shall be processed in the same manner as an application for an addition, alteration, or improvement under the Declaration or Bylaws. Written approval or denial shall be issued not later than sixty (60) days after receipt. If the application is not denied in writing within that sixty-day period, it is deemed approved unless the Executive Board reasonably requests additional information within that sixty-day period. If additional information is requested, the Board shall act promptly after receiving the requested information.

## **7. Approval Standard**

The Executive Board shall approve an installation protected by Connecticut General Statutes §47-261g when the Unit Owner agrees in writing to the obligations required by that statute and this Policy and the proposed installation satisfies applicable health and safety requirements.

Approval may include reasonable, project-specific conditions concerning electrical safety and capacity, licensed installation, permits, equipment placement, conduit routing, protection of Common Elements, insurance, metering, restoration, maintenance, and removal, provided such conditions are lawful and are not an unreasonable restriction.

## **8. Electrical Capacity and Professional Review**

The installation shall not overload a Unit, building, feeder, panel, transformer, or shared electrical system or create an unsafe condition. The Association may require a load calculation, electrician's report, electrical engineer review, load-management equipment, or other technically reasonable documentation when warranted by the proposed installation.

Any professional review required specifically because of an individual Unit Owner's application shall be paid by that Unit Owner to the extent permitted by Connecticut law. The Association shall use reasonable efforts to avoid unnecessary or duplicative review costs.

## **9. Licensed Contractor, Permits, and Code Compliance**

Installation shall be performed by a properly licensed and insured contractor and shall comply with all applicable federal, Connecticut, and City of New Haven health, safety, building, electrical, fire, zoning, permitting, and inspection requirements, together with manufacturer installation instructions.

The Unit Owner shall provide copies of permits and final approvals or inspections when reasonably requested by the Association.

## **10. Installation Standards**

Equipment shall be listed, labeled, installed, and used in accordance with applicable code and manufacturer requirements. Wiring and conduit shall be routed and protected in a workmanlike manner and, where reasonably feasible, shall minimize visible impact and interference with Association maintenance.

No installation may compromise fire separation, structural components, drainage, access, snow removal, emergency access, or the safe use of another Unit or parking area.

## **11. Insurance**

Within fourteen (14) days after approval, the Unit Owner shall provide a certificate of insurance demonstrating insurance coverage in an amount the Executive Board reasonably deems sufficient, as required by Connecticut General Statutes §47-261g.

A Unit Owner shall not be required under this Policy to maintain a liability coverage policy solely for an existing National Electrical Manufacturers Association standard alternating-current power plug where Connecticut General Statutes §47-261g provides that such coverage may not be required.

## **12. Owner Responsibility for Installation Costs**

The Unit Owner shall pay all costs associated with the individual installation, including equipment, labor, wiring, conduit, panels or controls, permits, zoning compliance, utility work, metering, restoration, increased master-policy premiums attributable to the installation, and reasonable Association attorney, engineering, or other professional fees associated with the application, to the extent permitted by Connecticut law.

No cost attributable solely to a privately owned charging station shall become a Common Expense unless specifically authorized by law or approved by the Association for a common-purpose installation.

### **13. Electricity and Metering**

The Unit Owner shall pay all electricity costs associated with the charging station. Whenever reasonably feasible, the station shall be connected to the Unit's individual electrical meter or to a separate meter or approved submeter that accurately identifies the electricity used by the station.

If electricity is supplied through an Association meter, the Unit Owner shall reimburse the Association under a reasonable billing method adopted by the Executive Board.

### **14. Maintenance, Repair, and Replacement**

The Unit Owner, and each successive owner who accepts the charging station, is responsible for the maintenance, repair, and replacement of the charging station and all owner-installed wiring, conduit, controls, meters, and related equipment until the charging station is removed.

Equipment shall be maintained in safe operating condition. An unsafe, damaged, or abandoned charging station shall be promptly repaired, disconnected, or removed as appropriate.

### **15. Damage, Restoration, and Uninsured Losses**

The Unit Owner, and each successive owner who accepts the charging station, is responsible for the costs of damage to the charging station, Common Elements, Limited Common Elements, or Units resulting from installation, use, maintenance, repair, removal, or replacement.

The responsible Unit Owner shall pay the costs of restoring the physical area after removal. As permitted by Connecticut General Statutes §47-261g, the Association may assess the Unit Owner for any uninsured portion of a loss associated with the charging station, including a deductible, regardless of whether the Association submits an insurance claim.

### **16. Association Access and Emergency Action**

The Association retains all rights of access provided by the Governing Documents and law. Upon reasonable notice when practicable, the Association may access charging equipment or related wiring located on or passing through Common Elements when necessary to inspect, maintain, repair, replace, or protect Association property.

If a qualified professional determines that a charging installation presents an imminent electrical, fire, structural, or other safety hazard, the Association may require immediate cessation of use or temporary disconnection until the condition is corrected.

### **17. Association Maintenance Requiring Temporary Removal**

If Association maintenance, repair, or replacement of a Common Element reasonably requires temporary removal, relocation, or disconnection of an owner-installed charging station, the Association and Unit Owner shall cooperate in scheduling the work and minimizing disruption.

Allocation of the resulting costs shall be determined by the Governing Documents, this Policy, the approved installation agreement, Connecticut law, and the circumstances requiring the work.

### **18. Sale or Transfer of the Unit**

Before transfer of a Unit with an installed charging station, the selling Unit Owner shall disclose to the prospective purchaser the existence of the station, the responsibilities associated with it, and the statutory requirement that the purchaser accept the charging station unless it is removed before transfer.

The Association may require removal before sale unless the purchaser agrees in writing to accept ownership and the obligations associated with the charging station. If removed, the selling Unit Owner shall restore affected property at the selling Unit Owner's expense.

### **19. Removal and Abandonment**

A Unit Owner may remove an approved charging station after giving reasonable advance notice to the Association when the work affects Common Elements or Association systems. Removal shall be performed safely and in compliance with applicable permit requirements.

All abandoned wiring, supports, penetrations, signage, meters, and related equipment shall be removed or safely terminated as directed by applicable code and the Association, and affected Common Elements shall be restored to a condition reasonably acceptable to the Association.

### **20. Association or Common-Use Charging Stations**

The Association may install electric vehicle charging stations in the Common Elements for use by Unit Owners and may adopt reasonable rules concerning access, payment, charging duration, parking, idle time, maintenance, and enforcement. The Association may also create a new parking space where permitted by law to facilitate charging.

Common-use charging equipment and related rules are separate from an individual Unit Owner installation under this Policy.

### **21. Enforcement and Attorney's Fees**

Violations of this Policy shall be addressed through the Association's applicable notice, hearing, and enforcement procedures. Nothing in this Policy authorizes a fine or charge without any process required by Connecticut law and the Governing Documents.

Connecticut General Statutes §47-261g provides that, in an action by an association seeking to enforce compliance with that section, the prevailing party shall be awarded reasonable attorney's fees.

### **22. Interpretation, Amendment, and Severability**

This Policy shall be interpreted consistently with Connecticut General Statutes §47-261g and other applicable law. If a provision of this Policy conflicts with controlling law, the law controls and the remaining provisions remain effective.

The Executive Board may amend this Policy in accordance with the Governing Documents and the notice-and-comment procedure required by Connecticut General Statutes §47-261b. References to statutes include subsequent amendments and successor provisions.

## **BOARD ADOPTION**

RESOLVED, that the Executive Board of Fountain Hill Condominium Association, Inc., after providing the notice and opportunity for Unit Owner comment required by applicable law, hereby adopts Schedule C-4, Electric Vehicle Charging Station Policy, effective on the date stated below.

President: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

**FOUNTAIN HILL CONDOMINIUM ASSOCIATION, INC.**  
**EV CHARGING STATION APPLICATION**

*Schedule C-4 Companion Form - Page 1 of 2*

**Unit Owner(s)**

**Unit / Building**

**Email / Phone**

**Application Date**

**1. Proposed Charging Location**

☐ Parking space that is part of the Unit   ☐ Limited Common Element parking space   ☐ Other / explain:

Exact location / parking position:

If the Limited Common Element parking space is reserved to more than one Unit, attach written approval from each affected Unit Owner.

**2. Charging Equipment**

**Manufacturer**

**Charging level / kW**

**Wall / pedestal mounted**

**New equipment**

☐ Yes ☐ No

**Model**

**Connector**

**Serial no. (if known)**

**Existing NEMA outlet only**

☐ Yes ☐ No

**3. Electrical Source and Installation**

Electrical source / panel:

Metering: ☐ Unit meter   ☐ Separate meter/submeter   ☐ Association meter with reimbursement method   ☐ Other: \_\_\_\_\_

Proposed conduit/wiring route and mounting method:

Licensed electrical contractor: \_\_\_\_\_ CT License #: \_\_\_\_\_

Contractor phone/email: \_\_\_\_\_ Proposed install date: \_\_\_\_\_

**4. Required Attachments - Check All Submitted**

☐ Product specifications   ☐ Site photo / location sketch   ☐ Wiring/conduit route   ☐ Load calculation if requested  
☐ Contractor certificate of insurance   ☐ Permit / permit application if available   ☐ Shared-space owner consent, if applicable

**5. Owner Certification**

I/We certify that the information submitted is accurate and request approval under Schedule C-4. I/We understand that Association approval does not replace governmental permits or inspections and that no installation work may begin until written approval is issued or the application is otherwise deemed approved under applicable Connecticut law.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOUNTAIN HILL CONDOMINIUM ASSOCIATION, INC.**  
**OWNER EV CHARGING STATION INSTALLATION AGREEMENT**

*Schedule C-4 Companion Form - Page 2 of 2*

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Unit: \_\_\_\_\_ Owner(s): \_\_\_\_\_

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**Owner Agreements**

1. I/We will comply with the Declaration, Bylaws, Schedule C, Schedule C-4, the written approval, and all applicable governmental health, safety, building, electrical, fire, zoning, permit, and inspection requirements.
2. I/We will use a properly licensed and insured contractor for the installation and will provide a certificate of insurance within fourteen (14) days after approval in the amount reasonably required by the Executive Board, except to the extent Connecticut law provides otherwise for an existing NEMA standard alternating-current power plug.
3. I/We will pay all costs associated with the installation, including equipment, labor, electrical work, metering, permits, utility work, restoration, and any increased master-policy premium or reasonable Association attorney, engineering, or professional fee attributable to this installation, to the extent permitted by law.
4. I/We will pay all electricity costs associated with the charging station and will use the approved meter, submeter, or reimbursement method.
5. I/We, and each successive owner who accepts the charging station, are responsible for maintenance, repair, replacement, damage caused by the installation or station, restoration after removal, and common expenses resulting from uninsured losses associated with the station as provided by Connecticut General Statutes §47-261g.
6. Before sale or transfer of the Unit, I/We will disclose the charging station and the associated owner responsibilities to the prospective purchaser. The purchaser must accept the station and its obligations unless the station is removed before transfer.
7. I/We will provide reasonable Association access to the installation when necessary to inspect, maintain, repair, replace, or protect Common Elements or Association systems, and will cooperate with any temporary disconnection or relocation reasonably required for Association work.
8. If the charging station is removed, abandoned, unsafe, or no longer authorized, I/We will safely remove or terminate owner-installed equipment and restore affected property as required by applicable code, the written approval, and Schedule C-4.

**Acknowledgment.** I/We understand that this Agreement documents the responsibilities required for this installation and is intended to remain with the Association's permanent Unit file. It does not waive any right granted by Connecticut law.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ASSOCIATION ACTION**

☐ APPROVED    ☐ APPROVED WITH CONDITIONS ATTACHED    ☐ DENIED - Written reasons attached    ☐ Additional information requested

Executive Board / Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions / Notes:

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