



## Air Conditioner Policy

Residents who install their own window air conditioner unit accept full responsibility for installation and removal and for any damage incurred during such installation or removal.

The following installation requirements apply:

- All Members must register their current A/C units with the office and notify the office prior to the installation of any additional air conditioners.
- Each air conditioning unit installed must not exceed 12 amps or 12,000 BTUs.
- **The Board of Directors has agreed to charge a fixed flat rate for A/C Charges in the amount of: 1 AC/UNIT -\$60.00 annually or 5.00 per month. Additional A/C units will cost an additional 2.50 per month to a maximum of three (3). No more than one (1) a/c unit is to be used per room.**
- Members will be charged the fixed flat rate for any units installed in their windows whether they are being used or not. Please uninstall any A/C units you are not using to avoid being charged.
- All window air conditioners must be supported by platforms designed to support the air conditioning unit. Metal platforms can be purchased through the co-op office at a cost of \$70.00. (If necessary, members can pay \$10.00 a month for 7 months).
- The air conditioning unit should be tilted away from the window to ensure proper water drainage.
- WATERPROOF MATERIAL must be used to fill in the open space between the air conditioner and the window edge.
- The sliding window in which the a/c unit is installed must be secured. (*A child proof lock may be requested and is available to be installed, to secure this sliding window. A work order requesting the child proof lock must be submitted when registering the installation of the air unit.*)



This form is to be completed and returned to the office by all members who have A/C units installed and prior to the installation of any new air conditioning units.

## Air Conditioner Registration Form

Unit # \_\_\_\_\_

Phone # \_\_\_\_\_

Member Name: \_\_\_\_\_

How many air conditioning units will you install? \_\_\_\_\_

**The Fee is a fixed flat rate for a twelve-month period as follows:**

**1 AC/UNIT -\$60.00    Additional AC units - \$30.00 each**

If you require a child proof lock installed to secure the sliding window you must submit a work order along with this Installation Form.

**I have read the Air Conditioner Policy and will comply with all the requirements.**

Name: (Print) \_\_\_\_\_

(Signature) \_\_\_\_\_

Name: (Print) \_\_\_\_\_

(Signature) \_\_\_\_\_

**All A/C units will be inspected annually along with the yearly unit inspections, to ensure that they have been installed correctly and safely.**