
Member Signature

Date

1. An Installation/Alteration Permit is required and must be approved prior the installation of the central air.
2. The condenser unit must be placed in an area approved by the Cooperative.
 - a. Condenser unit must be placed within the privacy fence area of townhomes with cooperative owned privacy fences.
 - b. No condenser unit will be allowed in the front of the townhome.
3. Any townhome with a Highlands privacy fence that has the condenser unit outside of the fenced area is grandfathered until one of the two events occur:
 - a. Current condenser unit needs replaced or
 - b. Membership is sold or transferred to another member
4. The condenser unit must be surrounded by a maintenance strip. The size of the maintenance strip will be determined based on the location of the condenser unit. See Maintenance Strip Policy for specifications.

The maintenance strip must be installed within 10 days of the installation of the air conditioner.

Any existing condenser unit that was approved and installed prior to March of 2007 is not required to have a maintenance strip installed, unless the weeds/grass around the unit are not cut on a regular basis and kept below a height of 5 inches, then the unit will be required to be in a flowerbed or maintenance strip.

5. It is the Member's responsibility to change the furnace filter during the cooling season. If this is not done, the evaporator coil on the furnace could ice up and leak water into the furnace unit. This could result in damage to the furnace and will be the responsibility of the Member to make the necessary repairs, up to and including replacement of the furnace. Filters may be purchased from the Office.
6. If the exterior condenser of the air conditioning unit is damaged, it can cause low freon pressure. This can cause the evaporator coil to ice up and leak water into the furnace unit. This could result in damage to the furnace and will be the responsibility of the Member to make the necessary repairs, up to and including replacement of the furnace.
7. Any upkeep of the condenser unit is the responsibility of the Member. The Cooperative has no liability regarding the air conditioning unit.

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8. If the condenser unit is removed, the furnace and any holes in the brick/mortar are to be restored to an acceptable condition as approved by the Cooperative.
9. The Member shall be responsible for maintaining the condenser unit in a safe, clean, and sanitary condition. The Member must also use due care to avoid damaging any community property, including, but not limited to, the telephone, water, plumbing, electrical or other utility conduits and systems. The Member shall be responsible for any damages or costs to the Cooperative, or to other Members, guests, agents, or invitees, and their property resulting, in any way, from the installation and/or existence of the air conditioner.

Member is responsible for sealing where the line set comes through the brick exterior, so that bugs or rodents cannot enter through the opening.
10. The Member shall be required to carry liability insurance. Proof of such insurance must be provided with the Installation/Alteration Permit and updated by the Member each year thereafter, by providing proof of renewal to the Cooperative.
11. The Cooperative reserves the right to require the condenser unit be removed or moved, and/or require the area be restored to its original condition, for any legitimate reason, including, but not limited to, non-compliance with the provisions of this policy, utility work required, building structure repairs. After reasonable notice, if the air conditioner is not removed or moved as required by the Cooperative, the Cooperative will remove the air conditioner, restore the area, and charge the Member for the cost.
12. If the condenser unit needs to be removed, there will be an additional expense to the Member for restoring the area.