

Members are allowed to build an enclosure around their central air conditioning units. Before doing so, keep in mind that the policy must be adhered to:

1. An Installation/Alteration Permit is required and must be approved prior to the installation of the enclosure.
2. The frame of the enclosure must be built with treated wood or approved composite material, or a combination of the two. All sides must be lattice type or approved material. If wolmanized wood is used, it must be stained with a clear sealant or approved color stain.
3. When using composite material, no open ends of the material can be exposed.
4. The enclosure must be constructed in such a way as not to interfere with the access of working space to outside faucets, electrical meters, and other utility meters or equipment.
5. The dimensions must not exceed 12 inches wider or taller than the unit and may not extend past the theoretical property line for the townhome.
6. It must have at least three sides; the open side must face the building.
7. The enclosure may not be attached to the building.
8. A 12” maintenance strip must be around the enclosure. The actual size of the maintenance strip will be based on the location of the enclosure.
9. The Member is solely responsible for the upkeep of the enclosure, the ground within the enclosure, and the maintenance strip around the enclosure.
10. Nothing may be stored inside or on the enclosure.
11. The Member is responsible for removal of all weeds around and inside the enclosure. The grounds staff will not weed whip close to the enclosure.
12. After completion of the work, the enclosure must be inspected by Management. If it does not conform to the required policy, it must be corrected or removed.
13. If the central air conditioner is removed, the enclosure must also be removed immediately, and the area must be returned to its original condition.

14. The Member shall be responsible for maintaining the enclosure 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 enclosure.

15. The Cooperative reserves the right to require the enclosure 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 enclosure is not removed or moved as required by the Cooperative, the Cooperative will remove the enclosure, restore the area, and charge the Member for the cost.

NOTE: The Board of Directors has the right to reject or grant a variance to this policy if they determine it is in the best interest of the Cooperative.