

1. An Installation/Alteration Permit is required and must be approved by the Board of Directors prior to the installation of the air conditioning unit.
2. No structures or objects, other than the back of the air conditioner itself, may protrude from the window. If bracing is required, it must be approved prior to the installation.
3. The air conditioner should not be set directly on the window track. This could damage the window track making it difficult to re-install the window. Any and all costs incurred to repair or replace the window, window frame, interior sill, or drywall, etc. would be at the Member's expense.
4. The opening in the window caused by the width and height of the air conditioner must be filled with rigid material, such as plexi-glass, wood painted white, or white plastic composite material.
5. To preserve energy during the winter months (November 1st thru March 31st), the air conditioner must be removed and the original window must be put back in. If the air conditioner is not removed before November 1st, a monthly charge will be assessed for every month the air conditioner(s) remains in the window(s). See Charge List Policy.
6. The original Installation/Alteration Permit will continue to be in effect from the original installation but must abide by the current policy and all future revisions.
7. The Member shall be responsible for maintaining the air conditioner in a safe, clean, and sanitary condition. The Member must also use 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. The Member shall be required to carry liability insurance, in an amount acceptable to the Cooperative, to cover such damages and costs. 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.
8. The Cooperative reserves the right to require the air conditioner 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.