

DRAFT: Revisions through 5/21/16
Anchorage Condominium Association
Policy Regarding Unit Owners Use of Common Areas

1) Policy Objective and Purpose:

- a. Establish a uniform process for individual unit owners' use of Anchorage common areas for any betterment of an individual unit owner's property - specifically, the installation of central air conditioning/HVAC units and more generally any other alteration or modification to the common elements that benefit an individual unit owner.

Any and All obligations hereunder are perpetual and shall attach to all successive unit owners and assignees, and shall be specifically noted in any subsequent future sale or transfer of unit ownership.

The failure of the Association to enforce any right, provision or condition hereunder shall not constitute a waiver of the right of the Association to enforce such right, provision or condition in the future.

2) Board's Authority:

- a. Master Deed & Rules and Regulations; the By-Laws of the Association; and the Anchorage Rules and Regulations.

3) Required notice:

- a. Any unit owner seeking to install an Air Conditioner/HVAC or otherwise make any alterations or improvements to their unit which utilize the Anchorage common areas, must first make written application to the Anchorage Condo Association Board. Requests by individual unit owners must be submitted at least 30 days prior to the desired installation commencement date and must be submitted while regular Board meetings are scheduled (usually May 1st through October 15th)

4) Required actions and responsibilities by the unit owner:

- a. Unit owners must submit detailed plans and specifications. Such plans and specifications must include the specific location of all elements of the alteration, modification or installation including the proposal from a qualified, insured and licensed installer.
- b. Prior to Board consideration and decision, the unit owner or the installer must provide the Board (or its designee) evidence of the installer's applicable license(s) and insurance.
- c. Prior to Board consideration and decision, the unit owner will require the installer to review the installation plans with the Board (or its designee).
- d. The unit owner or the installer will be required to obtain all permits.
- e. All Installations shall be executed in a workman like fashion by professional installers and shall not compromise the buildings structural integrity. The unit owner is solely responsible for any and all costs associated with damage to any common area either during the installation or subsequently during operation or use of the approved alteration or modification.

- f. The unit owner is responsible for any and all costs associated with removal or modification of any approved alteration or modification of a common area should full or partial removal be necessary to accomplish building repairs or maintenance.
- g. The unit owner shall provide notice to the Board when the installation is complete and shall review the installation with the Board (or its designee).
- h. The unit owner is required to return the common area to its original condition if possible. If not possible to return the common area to original condition, the area must be returned to a condition that satisfies the Anchorage Board (or its designee) in its sole discretion.

5) HVAC Units

- a. Location:
 - i. Air conditioner units/HVAC may not be located in the common areas abutting the building facades and the sides of the East, West, North and South buildings which abut the common area courtyards.
 - ii. The North and East building are considered to each have two facades; the North building entrance on Pleasant Street as well as the entrance abutting the common area courtyard; and the East building entrance on School House Road as well the entrance abutting the common area courtyard.
 - iii. Air Conditioner/HVAC condensers for any second floor unit may not be located below any window area.
- b. Installation:
 - i. Any piping, duct work and conduit incident to Air Conditioning/HVAC unit installation cannot penetrate or transect any common areas above or below the crawl spaces adjacent to the unit seeking to have the HVAC system installed. Firewalls cannot be penetrated.
 - ii. Installation shall be executed in a workman like fashion by professional HVAC installers and shall not compromise the buildings structural integrity. All necessary building permits and inspections shall be obtained by the unit owner.
 - iii. Installation shall be accomplished so that when running the unit and surrounding areas are free from vibration; and shall not cause or generate condensate/moisture.
 - iv. Any damage to the buildings common areas resulting from the HVAC unit installation and/or operation shall remain the sole and exclusive responsibility of the unit owner, his successors and assigns.
 - v. All piping incident to the air conditioner/HVAC installation shall be covered by a white vinyl conduit. The Association shall review and approve the style of the conduit so as to maintain a common aesthetic.
 - vi. Condenser units shall have plantings around them; the Association's Landscaping Committee shall specify the size and type planting, and the unit owners shall be responsible for providing and planting the same at their expense.

- c. Specifications:
 - i. The HVAC unit condensers shall not exceed 50-52dB (decibels).
 - ii. Condenser air discharge shall not blow up but away from the building.
 - iii. Condensers shall be installed on a concrete or synthetic pad designed for such purposes.
 - iv. The HVAC unit condensers unit shall not exceed 36 inches wide, 14 inches deep and 42 inches high (final installed height).
 - d. Preexisting Conditions:
 - i. Air conditioner units/condensers installed prior to October 10, 2015 shall be exempted from compliance . Any future replacements or modifications of these preexisting units shall be subject to review and approval by the Board.
- 6) Board's Response:
- a. The Board will respond to all properly submitted requests as soon practicable.
 - b. The Board may request additional information as it deems necessary
 - c. No decision will be issued, and no work may commence, until the Board has received all required and requested documents.
 - d. Requests may be approved as submitted, modified in whole or in part, or approved conditionally.