

WEST COVE A CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
A GUIDE FOR BOARD APPROVAL OF REQUESTS TO INSTALL
MINI-SPLIT HEATING/AIR CONDITIONING SYSTEM
(Amendment Proposed as Item 12: Air Conditioning)

The following are the guidelines used by the West Cove A (WCA) Board of Directors in responding to requests from unit owners who want to install a mini-split heating/air conditioning system in their home. Owners must submit their requests, before any work commences, via the WCA Architectural Request Form. The Board will respond with their decision as swiftly as possible but have a maximum of thirty days to respond. The information listed below is subject to change at the sole discretion of the Board. The final written approval and mandatory conditions issued by the Board of Directors supersedes this document.

- a. All installation and maintenance (in accordance with system manufacturer's recommendations or as requested by the Board of Directors) of any such system so installed shall be the sole responsibility and expense of the Unit Owner and such responsibility shall continue with all succeeding owners of the Unit. Each requesting owner shall be required to sign and return a Transfer of Responsibility form as part of the approval process. The Board will not approve any requests to install air conditioning without a signed Transfer of Responsibility form. Installation must be performed by a licensed and insured contractor.
- b. A Unit Owner installing such a system shall be required (at Unit Owner's expense) to adequately screen or enclose the external condensers as directed by the Board of Directors in their sole discretion. The condenser must be on a low stand to protect it from ground moisture, preferably on a vinyl pad for additional noise muting purposes.
- c. All exterior piping of the system shall reasonably match the color of the Units.
- d. The location of the external condensers shall be determined by the Board of Directors, in their sole discretion, considering:
 - (1) the impact (sound and aesthetics) on abutters;
 - (2) location of the condenser and any other materials should be convenient and easily accessible for installation and maintenance purposes;
 - (3) unit owner preference;
 - (4) the maximum size of the condenser should be approximately 4' X 4' X4'; and,
 - (5) the cost to remove and reinstall any exterior components, including the condenser, required for maintenance within the limited or common area shall be at the sole expense of the owner.

(6) the Board will seek input from abutters regarding condenser placement, but the Board shall have sole authority in such decisions.

e. In addition to the completed West Cove A [WCA] Architectural Request Form, Unit Owners must also submit:

- (1) a detailed sketch of the system;
- (2) detailed specifications of the system;
- (3) a sketch of where the condenser and all piping will be located;
- (4) all plumbers, electricians, propane technicians and/or other professionals involved in installing the system must provide their respective license numbers – it will not suffice to simply submit the name of a general contractor to identify who is doing the installation work; and,
- (5) insurance certificates for liability to include worker's compensation for all employees and/or subcontractors of the professionals installing the system. All subcontractors must also provide their certificate of liability, and worker's compensation if they have employees.

f. These guidelines are solely related to ductless mini-split heating and air conditioning systems and other substantially similar systems with minimal decibel output (i.e. no more than 55 decibels) as determined by the Board of Directors.

The following are not necessary for Board approval of requests to install mini-split heating/air conditioning systems, but the Board urges all applicants for such approval to consider the following:

1. Systems with automatic restarts are encouraged in the event of power outages.
2. Systems with internet interface to controls are also available.
3. A system connected via the internet should have software protection against hacking that can occur through any device connected to the Internet of Things.

Pursuant to the WCA Bylaws, the Board of Directors shall review all written requests and forward their written decision and applicable conditions to the Unit Owner within 30 days receipt of the completed WCA Request Form and all requested documentation.

Adopted by the WCA Board of Directors on February 12, 2019.

WCA Board of Directors
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