

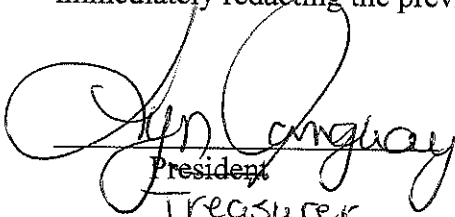
Policy Name:	Air Conditioner Policy
Policy Number:	4
Board Approved:	November 10, 2016
Effective:	November 10, 2016
References:	

1. Members who would like to install an Air Conditioner in their unit should submit a written request addressed to the Co-op office to ensure proper recording is in place. The letter should indicate the number of air conditioners to be installed in their unit. A written letter of approval from the office should be received before any installation taking place.
2. Members are responsible for the costs and installation of their own Air Conditioner units.
3. The Air Conditioner should always be installed with plexi glass. Do not install your Air Conditioner with cardboard, plastic, or any other material in the window. Do not drill holes in the window frames. The Air Conditioner should be securely fastened and will be inspected by Management and/or Maintenance.
4. Your Air Conditioner requires its own outlet. In some cases the cord from the A/C may seem short for your preference. If you choose to use an extension cord, you must ensure that it is designed for the use of an Air Conditioner and has three prongs. Ensure that the prongs are not bent or broke. DO NOT use any other major appliance in the same outlet as the A/C while it is in operation.
5. Air Conditioners should not cause any dripping that may cause damage on the window sill, window frame, floor, walls, the outside of the building, the patio below, etc. Any damage caused by the installation and use of the air conditioner will be charged to the unit. Management will be responsible to make all the decisions regarding the charges for the damages charged to the members.
6. Air Conditioners may be installed when payment has been received in full by the office or the member has entered into a payment agreement with the office. An Air Conditioner charge of \$75.00 per unit per season will be applied to your member account. The season starts May 15th

be added to your member account and are subject to late fees if not paid by 4:00 pm on the first business day of the month.

7. A follow up inspection will be made by Management and/or Maintenance during the season to validate the number of A/C installed per unit.

This Policy was approved by the Board of Directors on November 10, 2016 effective immediately redacting the previous Air Conditioner Policy.


President
TREASURER


Corporate Secretary