

# Bethune Condominium

## Air Conditioner Requirements October 2010

The Board of Directors has approved these requirements for owners who would like to install air conditioners.

### **Before You Shop:**

Prior to commencing any installation or modifications to the common element, you must obtain written Board approval. To avoid costly mistakes, please ensure that the steps below are followed:

1. Complete the **Home Owner Agreement** at the end of this document.
2. Complete the **Application Request for Modification to the Common Elements** form. The form can be obtained from the web site <http://www.bethunecondo.ca/exterior.html> or from the [Property Manager](#).
3. Send the completed forms to the Property Manager for written Board approval.
4. With the application, include a complete description of the type and model of air conditioner, the location and installation details, and the manufacturer's literature.

Currently the Board allows Central Air Conditioner units, Split Air Conditioner units and Window Air Conditioner units (fixed or portable).

### **Central Air Conditioner Units & Split Air Conditioner Units**

1. The compressor unit may **not** be mounted to the exterior building structure.
2. The compressor unit must be located at the rear of the condominium unit, in close proximity to the ground-level patio door.
3. The compressor unit must be mounted on the ground and set level on a precast concrete pad.
4. All work must adhere to building, electrical and air conditioning (refrigerant type) codes.
5. The installation must be neat and tidy.
6. Electrical and refrigeration lines must enter the condominium unit through the basement wall at an approximate location that is adjacent to the compressor unit. The maximum length of these lines, before entering the condominium unit, is one meter.

### **Window Air Conditioners**

#### **Fixed Window Air Conditioner Units**

Fixed window air conditioner units must be fully surrounded by glass or clear acrylic (e.g. Plexiglas) which must be surrounded by a frame of the same dimensions and brown trim colour as the original window frame. Modifications to the common element are not permitted.

#### **Portable Window Air Conditioner Units**

The exhaust hose from a portable window air conditioner unit can only be vented through a window. The exhaust hose must be fully surrounded by glass or clear acrylic (e.g. Plexiglas) which must be surrounded by a frame of the same dimensions and brown trim colour as the original window frame. Modifications to the common element are not permitted.

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One method of an acceptable portable air conditioner installation which does not require wood trim is as follows:

- Remove the screen and frame that is installed on the interior of the unit.
- Remove the screen from the frame.
- Install the bracket for the hoses for the air conditioner at the bottom of the screen frame and clear acrylic at the top.
- Reinstall the frame in the window.
- Connect the air conditioner hoses to the air conditioner and window bracket.

When the air conditioner is off, the window can be fully closed. To use the air conditioner, simply open the window and turn on the air conditioner.

The Board reserved the right to remove any window air conditioner which leaks or in any way discolours or damages the common element and to add all costs associated with, but not limited to: removal of the air conditioner, replacement of the window, and repair of the common element, to the owner's common expenses.

### Maintenance

Owners must maintain air conditioning units and all associated parts according to the manufacturer's instructions. If at any time an air conditioner is deemed by the Board to be problematic in any way, the Board may cause the removal of the air conditioner. All aspects of removal must be born by the owner. Repairs of any damage to the common element associated in any way with the air conditioner must be effected by the condominium corporation to the satisfaction of the Board, and all associated costs will be added to the owner's common expenses.

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## Home Owner Agreement

- 1) I/we have read and understand, and agree with the above and the accompanying pages.  
This agreement covers the installation of:

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Address: \_\_\_\_\_

The manufacturer, model number and colour are: (attach copies of literature)

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The installer is: \_\_\_\_\_

Owner signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Date: \_\_\_\_\_

- 2) Approved, for the Board of Directors:

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Date: \_\_\_\_\_

- 3) After installation inspection, for the Board of Directors:

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Date: \_\_\_\_\_