

## WEST OAKS CONDOS

### Resolution

#### **Air Conditioner Installation and Architectural Guidelines**

Authority: ORS 94.630	Powers of the Association
Bylaws	Powers and Duties
Bylaws Article IX, Section 1	Air Conditioner Maintenance and Repair
Bylaws Article IX, Section 5 (b)	Air Conditioner Noise Requirements
Declaration	Owner Maintenance Responsibilities

WHEREAS, the West Oaks Owners Association (WOCOA) Board of Directors (the “Board”) recognizes a need to establish a policy regarding the use and installation of air conditioners in individual units in West Oaks Condominiums. WOCOA adopts this Resolution to allow the installation and use of air conditioners in any condominium unit according to the terms of described herein.

- A. Allowable Types of Air Conditioners. The installation of window mounted, central or ductless air conditioning systems are not permitted at the West Oaks Condominiums. Owners may only install portable air conditioning (“AC”) units. Portable ACs are defined as those ACs that have wheels, are compact, and reside inside a room and have a flexible exhaust hose placed through a window. WOCOA will only consider units with self-evaporative condensate water removal systems. Gravity feed with a condensate pump or bucket condensate models are not permitted.
- A. Installation, Use and Care Requirements.
1. AC units must be used, installed, and maintained in accordance with the manufacturer's specifications.
  2. AC's must be installed and vented in the back windows of the condominium unit.
  3. The return air window kits for portable AC units must be bright white. Use of cardboard, plywood or any other material other than the manufacturer's window kit for venting is prohibited.
  4. Use of ACs is only allowed during the summer season from May 1 to October 31. ACs returns must be removed from windows prior to November 1. In the event of extended periods of warm weather, the Board reserves the right to modify said period of use on a temporary basis.
- B. Approval Process.
1. Owners must complete, sign and submit to the Board the WOCOA Application for Approval of Air Conditioner Installation form (Attachment A). Approval of ACs is up to the Board's sole discretion.
  2. Written request must include the AC type, make, model, and year of purchase.
  3. The Board or its representative will acknowledge receipt of the Application within ten (10) business days of receipt of all materials required by the Application. The Board has 30 calendar days from said date to review Owner's Application. The Board will notify Owners by e-mail if Application is approved or denied unless Owner has requested notification by regular mail on the Application. No installation can start until Owner receives written approval from the Board.

Last Updated 12-8-14

**West Oaks Condos Owners Association**  
**Application for Approval of Air Conditioner Installation**

Today's Date:	Owner Contact Information:
Unit Address:	Owner's Name:
	Owner's Address ( if different from Unit Address):
	Telephone/E-Mail: (Day) (Eve) (Cell) (E-Mail)
Please contact me via <input type="checkbox"/> Email; <input type="checkbox"/> regular mail regarding the status of my Application.	

If Occupant of the Unit is other than Owner, please provide Occupant's contact information : <input type="checkbox"/> N/A  <i>Name:</i> <i>Telephone:</i> <i>Email:</i>	If Occupant and Owner work with Property Management Firm, please provide Property Management Company's contact information: <input type="checkbox"/> N/A  <i>Property Management Company Name:</i> <i>Contact/Title:</i> <i>Telephone:</i> <i>Email:</i>
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AC Specifications. Please identify the AC type/make/model/year of purchase:  Manufacturer's Installation Specifications: <input type="checkbox"/> Attached <input type="checkbox"/> Not Attached. Explain:  If attaching addition information regarding your request, please indicate so here: <input type="checkbox"/> Additional Attachments
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