

Request for Permission to Install AC/Heat Pump Instructions and Application Form

Application Form. Unit owners must submit a completed “Request for Permission to Install AC/Heat Pump” application form to the management company. Applications may be sent by email or U.S. mail using the addresses on the application form. The Board and management company prefer emailed PDF applications, if possible.

The following supporting documents must be included with the application:

- A copy of the AC/heat pump contractor’s insurance certificate naming the Village at Riverbend as an additional insured
- A copy of the electrical contractor’s insurance certificate naming the Village at Riverbend as an additional insured
- A photo showing the proposed location of the outside compressor and shed enclosure/cover
- Construction sketches for the new shed enclosure/cover or for modifications of the existing shed enclosure, including front and side elevations showing dimensions and clearances
- Town of Ashland building permit (electrical work)
- Written approval from the Ashland Fire Chief for installation of ancillary components in the chimney chase (if applicable)

Upon receipt, the management company will forward the application to the Board for review.

Notification of Abutting Owners. Applicants must notify abutting unit owners of the proposed installation and provide them with a photo of the proposed location and construction sketches of the shed enclosure or cover *before* submitting the application to the management company. After the application is submitted, abutting unit owners have the right to comment on, but not to reject, the proposed installation. Comments may be sent to the Board at directors@villageatriverbend.net. Applicants should work with their neighbors to resolve any concerns with the planned installation prior to application submission.

Application Review. Upon receipt of the application from the management company, the Board of Directors will review the request and notify the applicant(s) of its decision within 21 days. If approved, unit owners must sign an installation agreement and submit the signed agreement to the management company before the AC/heat pump is installed.

Right to Reject Application. If a compressor and enclosure/cover cannot be installed in accordance with the AC/heat pump requirements and guidelines, the Board will work with the unit owner to identify an acceptable alternative, if such alternative exists. The Board of Directors reserves the right to reject any application that the majority of directors deems not in the best interest of the Association in general.

Village at Riverbend Condominium Association

c/o Lincoln Condominium Management Group
P.O. Box 37 • Campton, NH 03223
603-960-9061 • lcmg.office@gmail.com

Request for Permission to Install AC/Heat Pump

Application Date: _____ **Unit #:** _____

Unit Owner Name(s): _____

Current Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

AC/Heat Pump Contractor: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

Worker's Comp Policy #: _____ Issue Date: _____

General Liability Policy #: _____ Issue Date: _____

Heat Pump Make/Model #: _____

Compressor Dimensions: _____ (W x D x H)

of Indoor Units: _____ Model #(s): _____

Electrical Contractor: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

Worker's Comp Policy #: _____ Issue Date: _____

General Liability Policy #: _____ Issue Date: _____

Does your unit have a fuel tank/shed? Yes: No:

If yes, do you intend to repurpose the existing shed for the new system? Yes: No:

Does your unit have through-the-wall air conditioners? Yes: No:

OWNER CERTIFICATIONS:

I/We hereby request permission to install an AC/heat pump in the unit listed above. I/We have read and agree to follow the installation requirements and guidelines approved by the Board of Directors, including the requirements to remove any existing fuel tank and shed enclosure (if the shed enclosure will not be repurposed); to remove any existing through-the-wall air conditioners; to restore the Common Area or Limited Common Area to its original, pre-installation state, as applicable; and to have a backup heating system in place if the AC/heat pump will be used for heating.

Owner Certifications (Continued)

I/We have attached the following supporting documents to this application:

- A copy of the AC/heat pump contractor’s insurance certificate naming the Village at Riverbend as an additional insured
- A copy of the electrical contractor’s insurance certificate naming the Village at Riverbend as an additional insured
- A photo showing the proposed location of the outside compressor and shed enclosure/cover
- Construction sketches for the new shed enclosure/cover or for modification of the existing shed enclosure
- Town of Ashland building permit (electrical work)
- Written approval from the Ashland Fire Chief for installation of ancillary components in the chimney chase (if applicable)

I/We have notified the owners of the following abutting units in writing of the intention to install an AC/heat pump and have given them copies of the location photo and construction sketches:

Unit #: _____ Owner Name(s): _____

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Unit #: _____ Owner Name(s): _____

I/We have also let abutting owners know that they may comment on this application by emailing the Board of Directors at directors@villageatriverbend.net.

If approval is granted, I/We will sign an installation agreement which has been prepared by the Association’s attorney and submit the signed agreement to the management company *before* the AC/heat pump is installed.

Owner’s Signature: _____ **Owner’s Signature:** _____

Date: _____ **Date:** _____

BOARD ACTION:

► Application **APPROVED** by the Board of Directors: _____ (Date)
Condition(s):

► Application **DENIED** by the Board of Directors: _____ (Date)
Reason(s):