Village at Riverbend Condominium Association
Requirements and Guidelines for Installation of AC/Heat Pumps

Adopted by the Board of Directors July 27, 2018

Working in conjunction with our sister condominium association in Thornton and with qualified local HVAC contractors, the Board of Directors has adopted the following requirements and guidelines for installation of AC/heat pumps at the Village at Riverbend. Owners may install modern HVAC systems while preserving the integrity of the original architectural details of building exteriors.

Updated Policy - Alternative Heating Systems. Effective with the adoption of these guidelines, the Association will no longer accept applications for ***new*** installations of individual fossil fuel alternative heating systems.

Terms to Know

Common Area: Defined in the Village at Riverbend declaration as "all portions of the Condominium other than the Units." Generally any part of the property that is not inside an individual condominium unit.

Limited Common Area: Defined in the VRB declaration as "a portion of the Common Area reserved for the exclusive use of the owners of one or more, but less than all, of the Units." Generally refers to decks, patios, and garages.

Backup Heating System: A secondary heating system that must be available in each unit to back up an AC/heat pump used ***for heating***. AC/heat pumps may function less efficiently in low temperatures or may even shut down, so a backup heating system is ***mandatory***.

Traditional Alternative Heating System: A fossil fuel heating system installed to serve a single unit with its fuel tank located outdoors in the Common Area or Limited Common Area.

Fuel Tank Shed Enclosure: For traditional alternative heating systems, a structure permanently attached to a building that contains a fuel tank that serves a single unit.

Compressor Shed Enclosure: A structure permanently attached to a building that contains an AC/heat pump compressor that serves a single unit. This enclosure is similar in design and construction to fuel tank enclosures. Lattice (rather than siding) is used on the front and sides to allow airflow.

Compressor Cover: A cover that fits snugly over a single AC/heat pump compressor but is detached from a building. This cover has a shingled roof and is similar in design and construction to compressor shed enclosures. Lattice is used on the front and sides to allow airflow.

Heat Pump: An electromechanical appliance used to heat and/or cool an individual unit. The heat pump moves heat between indoor and outdoor spaces using an outdoor compressor, refrigerant lines, and indoor heat exchangers. Heat pumps collect heat from outdoor air and move it into the indoor space during the winter. They operate "in reverse" in the summer by collecting heat from indoor air and moving it to the outdoors (air conditioning).

Mini Split: A heat pump configuration consisting of an outdoor compressor that is connected to one or more self-contained indoor heat exchangers (zones). These guidelines use "AC/heat pump" to describe this configuration.

Requirements and Guidelines: General

Limit on Number of Heating/Cooling Systems Installed in Common or Limited Common Area. Owners who install an AC/heat pump may have ***only one*** alternative heating appliance or cooling appliance or combination heating/cooling appliance in the Common Area or Limited Common Area. To be approved for installation of an AC/heat pump, the unit owner must agree to:

1) remove any existing fuel tank and enclosure (unless the enclosure will be repurposed for the new AC/heat pump compressor—see below)
2) remove any existing through-the-wall air conditioner
3) restore the Common Area or Limited Common Area to its original, pre-installation condition, including all exterior walls

All removal and restoration must be completed before or during installation of the AC/heat pump. All costs for removal and restoration are the responsibility of the unit owner. If feasible and cost-effective for the owner, the existing fuel tank enclosure may be repurposed to house the new outside compressor. See "Requirements and Guidelines: Compressor Shed Enclosures and Covers" below.

Backup Heating System. If installing an AC/heat pump ***for heat***, owners ***must*** have a secondary heating system in their units to back up their AC/heat pump. Heat pumps may function less efficiently in low temperatures or may even shut down, so a backup heating system is ***mandatory***.

Owners must maintain minimum required temperatures in unoccupied units during cold weather. The Association requires a minimum temperature of 50 degrees in kitchens and baths and 45 degrees in other areas. Owners may use either their backup heating system for this purpose or a combination of their backup system and AC/heat pump. If using both the backup system and AC/heat pump, owners must set both systems so they work together to maintain minimum required temperatures. Owners should consult their heat pump documentation or their installers for guidance.

Installation and Associated Costs. The AC/heat pump must be installed by qualified, licensed and insured contractors, and the equipment and installation must meet all applicable building and safety codes.

A building permit is required from the Ashland Building Inspector for electrical work, and the work must be inspected upon completion. Contact information: 603-968-4432 or bldg@ashland.nh.gov.

Written permission from the Ashland Fire Chief is required for installation of ancillary components in the chimney chase. See "Requirements and Guidelines: Outside Compressor and Ancillary Components." Contact information: 603-968-7772 or firechief@ashland.nh.gov.

The owner must pay all costs connected with the installation, including costs for inspection of exterior siding adjacent to the installation for rot and for replacement of siding as needed.

Revocable Installation Agreement and Prohibitions on AC/Heat Pump Use. Owners must sign an installation agreement that indemnifies the Association against any liability related to installation and use of the AC/heat pump. See separate document: "Agreement for Installation of AC/Heat Pump System."

The Association reserves the right to prohibit the use of any system that is not properly approved, installed, maintained, and/or is malfunctioning in any way. This includes systems that are leaking into the building or are operating above the maximum allowable noise level. The Association also reserves the right to terminate the agreement governing the installation of the equipment for cause. Upon termination, the unit owner must remove all externally installed components (including the new shed enclosure/cover or the repurposed fuel tank enclosure) and restore the Common Area or Limited Common Area to its original, pre-installation state, including all exterior walls.

Application Instructions and Form. See separate document: "Request for Permission to Install AC/Heat Pump: Instructions and Application Form."

Notification of Abutting Unit 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. 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.

Right to Reject Application. If a compressor and enclosure/cover cannot be installed in accordance with these 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.

Requirements and Guidelines: Outside Compressor and Ancillary Components

Outside Compressor Location. Buildings and units are not identical, so there must be some flexibility in siting the outside compressor. The Association may allow an outside compressor to be installed at ground level in one of the following locations:

- At the front of the building (Common Area – Generally Unit Types F, G and H)
- At the side of the building (Common Area or Limited Common Area – Generally Unit Types E, E+, E++, F and H)
- At the back of the building (Limited Common Area – Generally Unit Types, E, E+, E++, G and H)

Compressors ***may not*** be installed on an exterior wall, chimney chase, roof or deck, and no part of the AC/heat pump may be installed in the Limited Common Area of another owner. Compressors must be situated to allow sufficient access for maintenance.

Compressors must be hidden from view by a shed enclosure or a compressor cover, similar in design and construction to existing enclosures used for fuel tanks. See "Requirements and Guidelines: Compressor Shed Enclosures and Covers" below. Shed enclosures must be at least 6 inches away from any walkway. Some installations may require relocation of the walkway, which may be done, if approved, at the owner's expense.

Owners should work closely with their contractor to determine the compressor location that best meets their heating/cooling needs while also meeting the installation requirements of the Association.

Ancillary Connection Components. Except for an electrical shutoff box, ancillary connection components (including but not limited to wiring, hoses, and tubing) must not be visible outside the shed enclosure/cover and must enter the condominium unit directly from the compressor using a single access point. Any point of entry into the building must be weatherproofed and in full compliance with local building codes.

If feasible and approved by the Ashland Fire Chief, the ancillary connection components may be run inside the chimney chase serving the unit. The owner must obtain written approval from the Fire Chief for an installation using the chimney chase. Contact information: 603-968-7772 or firechief@ashland.nh.gov.

Noise Level. Outdoor compressors must be rated at no more than 60 decibels.

Condensate. Condensate must be drained into the area under the shed enclosure/cover or otherwise controlled within the condominium unit. Condensate may not drain onto walkways or another unit's Limited Common Area.

Requirements and Guidelines: Compressor Shed Enclosures and Covers

Visibility of Compressor. Outside compressors must be hidden from view by a shed enclosure or a compressor cover as described below. These shed enclosures and covers will be similar in design and construction to the existing enclosures for fuel tanks. However, lattice (rather than siding) will be used on the front and sides of enclosures and covers to allow airflow. Only the manufacturer's stand for the outdoor compressor and the pad may be visible in the open space under the shed enclosure or cover. Visibility of these components should be minimized whenever possible.

Compressors located on the ***front*** or the ***side*** of a building must be enclosed in a shed permanently attached to the building.

If sufficient space is available, compressors located on the ***back*** of a building must be enclosed in a shed enclosure permanently attached to the building. If sufficient space is not available, compressors may be hidden by a cover that fits snugly over the unit but is detached from the building. This cover will have a shingled roof and will be similar in design and construction to compressor shed enclosures.

If feasible and cost-effective for the owner, an existing fuel tank enclosure may be repurposed to house the compressor.

Referrals are available for the construction of shed enclosures and compressor covers.

Enclosures and Compressor Warranty. Adequate airflow is a major consideration for the effective operation of outside compressors. Although housing compressors in enclosures that allow airflow is now a common practice in condominium complexes, AC/heat pump manufacturers may differ on whether enclosing compressors affects their operation and warranty. Owners should consult with their contractors about the airflow requirements for the brand they plan to install. Owners take sole responsibility for any changes in equipment operation or the warranty resulting from enclosing the compressor as required by these guidelines.

Dedicated Use. Each shed enclosure or cover will house a single compressor and may not be used for any other purpose.

Materials Specifications:

- *Framing:* kiln-dried 2x dimensional lumber
- *Siding:* Diagonal lattice panels on front and sides of enclosure or cover to allow for adequate air flow. Panels must be easily removable or hinged to allow for maintenance access. Lattice must be paintable or matched to color of building siding. If painted, primer coat of Cabot Problem Solver and a finish coat of Cabot Solid Color Acrylic Siding Stain, Newport Blue
- *Trim:* #2 S4S pine primed 4 sides with one finish coat of Sherwin Williams Duration® Exterior Acrylic Latex Satin, Super White
- *Roofing:* Owens Corning TruDefinition® Duration® shingles, Sierra Gray

Requirements and Guidelines: System Maintenance Responsibilities

Outside Compressor. The unit owner is responsible for maintaining the compressor and airflow around the compressor and shed enclosure, including the removal of snow and other obstructions.

Shed Enclosure and Compressor Cover. Other than periodic exterior painting and reroofing performed by the Association, the unit owner is responsible for maintenance and repair of the compressor cover and the shed structure, including any portions of the building enclosed by the shed structure.

Indoor Components. Maintenance of the indoor components of the system is the sole responsibility of the unit owner. Repairs for any damage to the building caused by a failure of these components (e.g., leaking refrigerant, condensate overflow) are also the unit owner's responsibility.