

## MILLRIDGE POLICY ON AIR CONDITIONING UNITS

(adopted by Resolution dated May 9, 2018)

1. **PREFERRED TYPES OF AIR CONDITIONING UNITS.** No ACC or Board approval is needed for the following two types of air-conditioning units:
  - a. **Central AC Units** that are installed in the private courtyard area of a lot, are not attached to the exterior siding, and are not visible from Common Area.
  - b. **Portable AC Units** that are freestanding and sit inside of a room with venting to the outside through a small vent hose that requires a window opening of less than 6 inches and doesn't protrude beyond or attach to the exterior of the building.
  
2. **WINDOW-MOUNTED AIR CONDITIONING UNITS.** Air conditioning units that are designed for installation in an open window and protrude to the exterior ("Window AC Units") are permitted subject to the following rules, regulations, and conditions:
  - a. **Owner's Notice to Board.** No Owner shall install a Window AC Unit prior to submitting notice to the Board (directly or through the managing agent) of the intent to install a Window AC Unit. The Notice must include Owner's representation that he/she has read and agrees to the rules and conditions contained in the Millridge Policy on Air Conditioning Units (the "AC Policy").  
**NOTICE FORM IS ATTACHED. IF YOU INTEND TO INSTALL A WINDOW AC THIS YEAR, YOU MUST READ THESE RULES, SIGN THE ATTACHED NOTICE, AND SUBMIT THE SIGNED NOTICE TO CMI AS SHOWN ON THE FORM.**
  - b. **Installation Date.** Window AC Units shall NOT be installed before the EARLIER of:
    - i. June 1st; or
    - ii. The first day of the year with a temperature of 80 degrees or higher as forecast by a major local news source.
  - c. **Removal Date.** Window AC Units must be removed on or before September 30th.
  - d. **No Damage to Buildings.** Window AC Units must only be installed using "no drilling required" air conditioner support brackets; such brackets do not use screws and will not damage the siding. NO OTHER TYPE OF SUPPORT HARDWARE IS PERMITTED.
  - e. **Window Opening Around Window AC Unit.** Open window area above or beside the Window AC Unit shall be filled with plexi-glass and NOT with plywood, cardboard, or other materials.
  - f. **View of Window from Common Area.** Nothing may be placed immediately behind plexi-glass and visible from common area, with the exception of white or off-white blinds or window curtains.

**OWNER'S NOTICE OF INTENT TO INSTALL WINDOW-MOUNTED AC UNIT**

**OWNER NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**UNIT NUMBER:** \_\_\_\_\_

I have read the Millridge Policy on Air Conditioning Units. I intend to install \_\_\_\_\_ (number) of window-mounted air conditioners this spring/summer season. I understand and agree to the following:

- 1. Installation Date.** Window AC Units shall NOT be installed before the EARLIER of:
  - a. June 1st; or
  - b. The first day of the year with a temperature of 80 degrees or higher as forecast by a major local news source.
  
- 2. Removal Date.** Window AC Units must be removed on or before September 30th.
  
- 3. No Damage to Buildings.** Window AC Units must only be installed using "no drilling required" air conditioner support brackets; such brackets do not use screws and will not damage the siding. NO OTHER TYPE OF SUPPORT HARDWARE IS PERMITTED.
  
- 4. Window Opening Around Window AC Unit.** Open window area above or beside the Window AC Unit shall be filled with plexi-glass and NOT with plywood, cardboard, or other materials.
  
- 5. View of Window from Common Area.** Nothing may be placed immediately behind plexi-glass and visible from common area, with the exception of white or off-white blinds or window curtains.

I also understand that installing a window-mounted air conditioning in a manner that violates these rules may result in a fine of \$25 per day until air-conditioner is removed or the violation is corrected; if not corrected within ten days, the fine would increase to \$50 per day.

Owner's Signature: \_\_\_\_\_  
\_\_\_\_\_

**Sign and submit this Notice and Agreement to CMI if you intend to install a window-mounted AC this year.**

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