

STONEWOOD PROCEDURE NO. 38

Subject: Installation and Securing Air Conditioning Units

Purpose:

This procedure is to advise owners that the air conditioning (A/C) units on the A, C, and D building roofs are to be installed according to the current building codes for the state of Florida, to be solidly secured to the A/C racks, and to follow the process described below.

Background:

Currently, there are twenty (20) air conditioning units on each of the three (3) residential roofs, with each A/C unit being the responsibility of each respective unit owner. There are five (5) air conditioning units clustered into one (1) group, with four (4) groups in total. As of 2004, the new building code required the A/C units be anchored to an equipment stand which in turn is securely bolted to the roof. Each equipment stand holds 5 A/C units.

Procedure:

The access hatch to the A, C, and D roofs will be kept securely padlocked to prevent unauthorized access. Any repair person needing access to the roof for A/C repairs will contact the Property Manager to obtain authorization for access to the roof.

The unit owner is responsible for supplying the Association office with all proper documents associated with the installation and securing of the AC units. This includes contractor forms, permits, notices of commencement, and schedule of equipment and repairs.

The unit will be secured to the equipment stand according to the current building codes at the time of installation. In addition, the unit owner will be responsible for the installed unit being labeled with the correct unit number for identification. Stonewood Towers will not supply any hardware used to secure AC units. After installation, the Manager will inspect the roof area and any other areas affected by the installation. The unit owner will be solely responsible for any and all damage caused to the roof or any other Association property during the installation process.

FOR THE BOARD OF ADMINISTRATION