

Part One (Owner's Copy):

CLIFFSIDE VILLAGES MODIFICATION - WINDOW/SPLIT AIR CONDITIONER (A/C) GUIDELINES

The following is to provide guidelines for the replacement/installation of an existing/new window air conditioner.

- 1. Application Form and Drawings:** Apartment Owner must complete, sign, and submit A) a "Window/Split Air Conditioner Request" (page 3 of 6), an "Indemnification and Hold Harmless Agreement" (page 4 of 6), and **two (2) drawings** for review and approval PRIOR to beginning the installation of a Window Air Conditioner (A/C). Drawing #1 must illustrate the frontal view looking towards the window containing the A/C, must include accurate dimensions of the window and the A/C and must indicate where the entire length of drip hose will be located to ensure compliance with item #7 below. Drawing #2 must illustrate the view looking down from the roof towards the ground to indicate how far the A/C will protrude from the building and indicate all structures or property below the proposed A/C to ensure that the A/C will not interfere with entry into the apartment by people, furniture, or appliances. Installations made without prior written Board approval are subject to fines, mandatory removal, and other related fees and costs.
- 2. 48 Hour Advance Notice of Installation:** Upon receipt of written approval, owner must submit the attached "Notice of Scheduled A/C Installation" form (page 5 of 6) – this notice must be RECEIVED by the Association a MINIMUM of forty-eight (48) Hours prior to the installation work begins.
- 3. Professional Installation and Adequate Power:** All A/C's must be professionally installed to ensure that this modification will not damage the common elements or adjacent apartments. Professional installer must certify that the existing 110 electrical receptacle nearest the window A/C is part of a circuit that has adequate available power for this model of A/C, at this window location, and that the Professional Installer has received a copy and will comply with the Cliffside Villages Modification - Window Air Conditioner (A/C) Guidelines.
- 4. Water Condensation/Drip Tubes:** Water condensation produced by the A/C is to be directed a minimum of six inches away from the building, entryway, or lanai areas into a soil or gravel area. No water condensation is permitted to drip or spray onto any siding, wood, cement, or onto a neighbor's A/C or personal property. All A/C's located on the second floor shall be equipped with a drip hose neatly tucked in the inside corner of the closest trim/wall intersection in a manner that does not draw attention to it. Drip Tube material shall be rubber hose, white or clear in color or an approved equal. If metal clamps are used, they must be painted to match the surrounding trim or siding so as to appear nearly unnoticeable. All penetrations from staples, nails, clamps, etc., into the wood siding or trim must be properly sealed/painted to prevent water encroachment, wood rot, and termite damage to the common element siding and trim. Drip tubes must be maintained to ensure ongoing proper flow of condensation and aesthetic requirements.
- 5. Aesthetic/Security/Noise Requirements:** All A/C frames must be off-white or cream in color and must be maintained in a "like-new" and rust-free condition. All trim and filler to replace missing glass must be composed of wood painted to match the off-white trim of the building. Contact Manager at 671-3275 for a supply of paint. The edges of the wood filler must be properly secured and sealed flush to the A/C and window frame to prevent water encroachment and pests. Please take all necessary precautions to make and keep the installation strong and secure.
- 6. Debris:** All installation debris, cartons, containers, and old equipment must be disposed OFF-SITE. Disposal of installation debris and/or old equipment in the Cliffside Villages complex, including in or around the dumpsters, will be considered bulky item dumping. **Bulky Item dumping carries a minimum fine of \$85.**
- 7. Parking and other Site Rules:** Your Professional installers must comply with all Cliffside Villages' Rules and Regulations. Please have your contractor park in a visitor stall or in your assigned stall or in the street. Please notify your installer not to park in any area where the curb is painted red, in the driveways, or near "No Parking" signs.
- 8. Notice of Completion:** Within 10 days of installation, Owner must submit "Homeowner's Certificate of Completion" (page 6 of 6). Final approval of the A/C installation is subject to the terms outlined in the "Homeowner's Certificate of Completion".
- 9. Ongoing Maintenance and Future Removal:** Owners are responsible for regularly inspecting and maintaining their A/C modification. If the A/C is installed incorrectly, malfunctions, or otherwise deteriorates, owner is responsible for any resulting damages to the owner's unit, the common elements, and any other units that are damaged as a result of this A/C Modification. Please note that improper drainage can lead to water damage, wood rot, and termite damage. Please also note that improperly sealed penetrations (holes, cuts, staples, nails) into the exterior siding can also lead to water encroachment, wood rot, and termite damage. A/C's must be maintained so as not to be a noise or aesthetic problem as long as they remain installed. Rusted A/C's must be removed or replaced subject to the current application, approval process and guidelines applicable at the time of the replacement/installation. When the A/C modification is removed, the window and exterior of the building must be restored to its original condition.
- 10. Future Disclosure Requirements:** Owners are to retain a copy of your Board-Approved A/C Modification Request for future reference and to provide appropriate disclosures of all modifications to future and prospective owners, who will inherit the same duties and responsibilities and liabilities related to this A/C modification.

OWNER SIGNATURE: _____ DATE: _____

Part One (Professional Installer's Abbreviated Copy):

CLIFFSIDE VILLAGES MODIFICATION - WINDOW/SPLIT AIR CONDITIONER (A/C) GUIDELINES

The following is to provide guidelines for the replacement/installation of an existing/new window air conditioner.

1. **Application Form and Drawings:** Apartment Owner must complete, sign, and submit A) a "Window/Split Air Conditioner Request" (page 3 of 6), an "Indemnification and Hold Harmless Agreement" (page 4 of 6), and **two (2) drawings** for review and approval PRIOR to beginning the installation of a Window Air Conditioner (A/C). Drawing #1 must illustrate the frontal view looking towards the window containing the A/C, must include accurate dimensions of the window and the A/C and must indicate where the entire length of drip hose will be located to ensure compliance with item #7 below. Drawing #2 must illustrate the view looking down from the roof towards the ground to indicate how far the A/C will protrude from the building and indicate all structures or property below the proposed A/C to ensure that the A/C will not interfere with entry into the apartment by people, furniture, or appliances. Installations made without prior written Board approval are subject to fines, mandatory removal, and other related fees and costs.
2. **48 Hour Advance Notice of Installation:** Upon receipt of written approval, owner must submit the attached "Notice of Scheduled A/C Installation" form (page 5 of 6) – this notice must be RECEIVED by the Association a MINIMUM of forty-eight (48) Hours prior to the installation work begins.
3. **Professional Installation and Adequate Power:** All A/C's must be professionally installed to ensure that this modification will not damage the common elements or adjacent apartments. Professional installer must certify that the existing 110 electrical receptacle nearest the window A/C is part of a circuit that has adequate available power for this model of A/C, at this window location, and that the Professional Installer has received a copy and will comply with the Cliffside Villages Modification - Window Air Conditioner (A/C) Guidelines.
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6. **Debris:** All installation debris, cartons, containers, and old equipment must be disposed OFF-SITE. Disposal of installation debris and/or old equipment in the Cliffside Villages complex, including in or around the dumpsters, will be considered bulky item dumping. **Bulky Item dumping carries a minimum fine of \$85.**
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8. **Notice of Completion:** Within 10 days of installation, Owner must submit "Homeowner's Certificate of Completion" (page 6 of 6). Final approval of the A/C installation is subject to the terms outlined in the "Homeowner's Certificate of Completion".

INSTALLER'S COPY



Part Two:

**CLIFFSIDE VILLAGES AT WAIPIO AOA
WINDOW/SPLIT AIR CONDITIONER MODIFICATION APPLICATION
APARTMENT # _____**

PART 1. PROFESSIONAL A/C INSTALLER INFORMATION, DUTIES, AND SIGNATURE:

Business Name: _____ Contractor License No. _____ Phone: _____

Address: _____

By signing below I certify that I have verified that sufficient power is available in the existing 110 receptacles and circuit into which this window A/C will be plugged, and that I have received the **Installer's Copy** of and will install the A/C unit according to the "Cliffside Villages Modification - Window Air Conditioner (A/C) Guidelines".

Print Name: _____ Signature: _____ Date: _____

PART 2. AIR CONDITIONER INFORMATION:

Model Name: _____ Color of A/C: _____

Number of BTU's: _____ (Window A/C cannot exceed 110 voltage)

Voltage: ____ 110 ____ Other, indicate specific voltage for Split A/C Unit

Additional Outlet: ____ Yes ____ No, If yes, please include in the drawing where the new outlet will be installed.

Window Location (bottom left master bedroom, bottom right living room): _____

PART 3. OWNER PRINTED NAME, OWNER DUTIES, AND OWNER SIGNATURE:

- 1) I am the Owner of apartment # _____, and I hereby request Board approval to install a Window A/C.
- 2) I have received copies of the Cliffside Association Guidelines.
- 3) I have reviewed the guidelines with my Professional Installer as certified above.
- 4) I have attached the two (2) drawings (front view, top view of the A/C, showing window, structures, drip tube, etc.).
- 5) I have attached the completed and signed "Indemnify and Hold Harmless Agreement".
- 6) I will notify the Site Manager of the date of the installation **at least** two (2) business days in advance.
- 7) I will submit a "Certification of Completion" within ten days after the installation is completed.
- 8) I hereby agree to comply with the "Cliffside Villages Modification - Window Air Conditioner (A/C) Guidelines".

Print Name: _____ Signature: _____ Date: _____

Submit: Signed Guidelines (1 of 6)

via: USPS: Cliffside Villages Board of Directors
94-105 Mui Place, #105, Waipahu, HI 96797;

Completed Application (3 of 6)

FAX: (808) 676-6626;

Two drawings (frontal & top-to-bottom)

Email: info@cliffsidevillages.com

PART 4. BOARD/MANAGEMENT REVIEW OF WINDOW A/C APPLICATION is:

Approved

NOT Approved - for the following reason(s): _____

(Continue on back if necessary)

Signature of AOA Representative

Print Name

Date



Part Three: Indemnification and Hold Harmless Agreement

Apartment Number: _____ Date of Request: _____

The undersigned, being the lawful owner or owner's agent of the residential property, the address of which is _____, Waipahu, Hawaii 96797 and which is the subject of this **Cliffside Villages Modification Application - Window/Split Air Conditioner**, hereby agrees to indemnify, defend and hold harmless the Cliffside Villages at Waipio AOA, its officers and directors, its members, representatives, agents and employees, individually and severally, against all claims, demands, losses, liabilities and damages of every kind and nature arising from any cause whatsoever, and which may result or which may be alleged to have resulted from any error or omission involving the approval or implementation of this Air Conditioner request and the owner's work thereunder.

I/we further agree that it is my/our sole responsibility to know and understand, and to comply with, all applicable laws, ordinances, rules, regulations, covenants, conditions, restrictions, agreements and directives which appertain to the real property involved or the work proposed in the plan.

Whether or not a liability claim is covered by insurance, I/we agree to pay all fees and expenses for attorneys, and all claims for Bodily Injury, Property Damage and any other demands, claims and awards, including but not limited to such demands, claims and awards arising out of negligence, loss, destruction or theft of property, violation of law or ordinance (whether unintentional or deliberate), fair employment or discrimination laws, violation of safety regulations, violation of property deeds, negligent hiring and personal injury including, but not limited to, invasion of privacy, malicious prosecution, trespass, libel, slander or disparagement.

I/we have read and understand the applicable provisions of the Cliffside Villages at Waipio Bylaws.

Signature(s) of Owner(s)

Signature of Witness

Printed Name(s)

Printed Name

Date

Date



Part Four:
CLIFFSIDE VILLAGES AT WAIPIO AOA
NOTICE OF SCHEDULED A/C INSTALLATION
AT
APARTMENT # _____

The Installation Appointment for the Board-Approved Window Air Conditioner Application is scheduled for:

Date: _____

Time: _____

1. I am the Owner of apartment # _____ .
2. I will ensure that the installation is done in a manner that substantially complies with the work described on my application and with the two (2) drawings I submitted with my application.
3. I will submit a “Certification of Completion” within ten days after the installation is completed.
4. With my signature below, I hereby confirm that the Installation of the Window Air Condition will comply with the “Cliffside Villages Modification - Window Air Conditioner (A/C) Guidelines”.
5. If the post-installation inspector determines that my installation is not in substantial compliance, I will remedy the non-compliance within sixty (60) days.

Owner Printed Name: _____

Owner Signature: _____

Submit completed “Notice of Scheduled A/C Installation” form (page 5 of 6)

via:	USPS:	Cliffside Villages Board of Directors
		94-105 Mui Place, #105, Waipahu, HI 96797;
	FAX:	(808) 676-6626;
	Email:	info@cliffsidevillages.com

THIS FORM MUST BE
RECEIVED
BY THE ASSOCIATION AT LEAST 48 HOURS BEFORE
INSTALLATION BEGINS.



Part Five:
CLIFFSIDE VILLAGES at WAIPIO
HOMEOWNER'S CERTIFICATION OF COMPLETION
OF WINDOW/SPLIT AIR CONDITIONER INSTALLATION

I/we hereby notify the Board of Directors that the project identified by the Apartment Number and date below is complete.

I understand that within thirty (30) working days after the Board of Directors receives this Notice, a representative of the Board of Directors shall inspect the improvements or work in order to determine whether or not there has been substantial compliance with the approved plans and specifications. If the Board finds that there has not been substantial compliance with the plans and specifications, it shall notify me/us of such noncompliance and require me/us to remedy the same within sixty (60) working days after such notice is given. If I/we fail to remedy such noncompliance within said sixty-day period, the Association may take any and all reasonable steps to remedy the noncompliance or to restore the property to its pre-existing condition and may assess me/us for all costs and expenses incurred in connection therewith. If the Board does not notify me/us of any noncompliance within thirty (30) working days after receipt of this Certification of Completion, the improvements or work shall be deemed to have been completed in accordance with the approved plan and specifications.

Owner's Name (Please print)

Apartment Number

Owner's Signature

Date

Submit signed and dated "Certificate of Completion" via: USPS:

Cliffside Villages Board of Directors
94-105 Mui Place, #105,
Waipahu, HI 96797;

FAX:

(808) 676-6626;

Email:

info@cliffsidevillages.com

FOR BOARD OF DIRECTORS USE ONLY

Certification Received (Date)

By (Board Member)

The completed work [] **complies** / [] **does not comply** with the approved Air Conditioner Request.

Non-compliance must be remedied within 60 days of notification date shown below.

Inspected by: (Printed Name)

Signature

Date of Inspection

Owner(s) notified of non-compliance on (Date) _____ by _____ (Print Name)

Reason for finding of non-compliance: _____

(Continue on reverse if necessary)