

The Arbors Air Conditioning Policy for Split A/C & Window Units

91-927 Laaulu Street, Ewa Beach, Hawaii 96706

Split Air Conditioning systems are approved for the Arbors, but information must be submitted to the Resident Manager and reviewed by the Design Committee to guarantee adherence to the policy outlined below. Once reviewed and the submitted documents meet this policy, you will be issued a Letter of Authorization to proceed with the installation.

Window Air Conditioning Systems are approved for the Arbors. You do not need to submit documents, but the installation must adhere to this Policy. Window units must be installed in the windows, not in walls.

1. For Split A/C units only:

1. Condenser Mounting Locations that are Pre-Approved:
 1. Buildings with 7 units
 1. Units A, E & F. Condensing units must be installed in the fenced Limited Common Area ground floor. Units E and F can also be installed at the front door but not blocking the sidewalk entrance to the front door.
 2. Unit C. Condensing units must be installed in the fenced Limited Common Area ground floor or on the Lanai.
 3. Units B, D & G. Condensing units are to be installed on the Lanai.
 2. Building with 4 units
 1. Units A & C. condensing units must be installed in the fenced Limited Common Area ground floor.
 2. Units B & D. Condensing units must be installed on the Lanai.
 3. **Note:** Non Pre-Approved Locations: Requests can be made to locate the condensing unit in another location, but must be approved by the Design Committee and the Arbors Board of Directors during a regular scheduled meeting.
2. Please provide the following information to the Resident Manager even if all the design requirements in this policy are followed:
 1. A/C type and size.
 2. Drawings or pictures of the location of the condensing units and where all Line Set Duct and drip lines will run.
 3. Signed copy of this Air Conditioning Policy.
 4. Name of contractor and who the Design Committee can contact if there are questions about the submitted documents.
3. When installing the Condensing unit at ground level, the unit must be installed on a proper pad.
4. All penetrations must be properly sealed for water tightness.
5. All wiring and tubing must be in Line Set Duct and the duct must be the same color as the building. All duct runs must be as inconspicuous as possible and not seen from the Laaulu Street.
6. All screws and fasteners to the build must be Stainless Steel.

2. All A/C Units:

1. Must be installed with a PVC drip system to the nearest rain gutter, downspout or the lawn area. If drained on to the lawn, it must drain at least 24 inches from the

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building and not be a trip hazard to people. You may not drain onto a lower lanai or roof.

2. Units considered “Dripless” must still have a drip system.
3. If the drip system is observed to back up and does not operate properly, it must be repaired promptly by the owner. If not repaired, the association will service the line and charge the cost to the unit.
4. If the A/C unit is removed permanently or for a period of more than 45 days, the drip system must also be removed. Upon reinstallation of an A/C unit, the drip system must be reinstalled.
5. Units must be maintained for the duration of installation. If an A/C unit is reported to the Resident Manager to be problematic or unsightly, the owner is required to provide prompt service. Complaints not resolved by the owner, may result in the Board of Directors taking action against the unit
6. Units and the mounting system must be tan, off white or white. The same color scheme as the outside of the buildings.
7. All hardware fastened to the building must be fastened with Stainless Steel screws.

3. Owner and Contractor Responsibilities:

1. The unit owner is solely responsible for all damages to the building, limited common elements and common elements resulting from the installation of the A/C equipment.
2. The owner and all future owners understand and agrees that all costs of installation, maintenance and removal of A/C equipment is the responsibility of the current owner and not The Arbors.
3. No installation work can start until the owner and contractor have a Letter of Approval, from The Arbors, approving the A/C Design Request and also approving any changes allowed by The Arbors Board of Directors as documented in the submittal and Approval Letter.
4. The Arbors Resident Manager must be notified when the A/C will be installed and will meet with the contractor, at the job site, the first day of installation to review this document and the A/C Design Request with the contractor.
5. When the A/C installation is complete, the owner must contact The Arbors Resident Manager for an inspection before the A/C is put in service. If the A/C installation conforms to this document and the A/C Design Request, then The Arbors will provide, to the owner, a letter approving the installation. If the installation does not comply, then, the corrections must be made before the A/C is put in service.
6. When the installation conforms to this document and the PV Design Request, then The Arbors will provide, to the owner, a letter approving the installation.
7. The contractor will not dispose of any material in the Arbors dumpsters.
8. The contractor must install the A/C unit in accordance with:
 1. All local building codes, and
 2. The Arbors “Air Conditioning Policy”

This policy has been implemented and adopted by The Board of Directors for the AOA, The Arbors. Its purpose is to eliminate lengthily waiting periods between requests and approvals. The Board of Directors reserves the right to amend or alter this policy for the good of the property as a whole.

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Any questions may be directed to The Arbors Resident Manager. 808-683-5261

Please return a signed copy of this and supporting documents to The Arbors Resident Manager.

A/C Contractor:	_____	_____	_____
	Print name of Company	Print the name of Project Manager	Date
	_____	_____	
	Phone Number		
Unit Owner:	_____	_____	_____
	Print name	Owner Signature	Date
	_____	_____	
	Phone Number		