

## **REPLACEMENT OF AIR CONDITIONER OUTSIDE UNIT**

### **PROCEDURES FOR UNIT OWNERS:**

1. Obtain an Architectural Change Form from the Property Manager.
2. Select an accredited/licensed installer with proper insurance credentials.
3. Select a replacement unit.
  - a. Should fit on existing pad or new fiberglass/cement condenser pad placed in the same place.
  - b. Gray, tan or earth tones allowed.
  - c. Square shape or rounded square.
  - d. Noise level should be as low as possible.
4. Forward the completed form along with a photo of the condenser to be installed to the Property Manager for submission to the Board of Managers for approval. Include condenser specifications and electrical applications.
5. After approval has been granted, a copy of the form will be returned to the unit owner and installation may begin.

### **PROCEDURES FOR THE INSTALLER**

1. Obtain permit from the Town of Amherst and comply with all requirements related to AC condensers, including inspection by the Town Electrical Inspector upon completion. Send a copy of this certificate to the Property Manager.
2. Install replacement condenser in the exact same location as original condenser either on the existing pad or new fiberglass/cement pad.
3. If the new piping or tubing needs to be installed in a different spot, seal the original openings and relocate. Back units piping or tubing should be covered with white baked aluminum or vinyl and front units with brown or brick red coverings.