

**IGNACIO CREEK HOA
Air Conditioner/Heat Pump Installation¹
Authorization Form/Agreement
CC&Rs, Article VI – Architectural Control**

- **Owners must attend the Board Meeting at which this Form is submitted to for approval to ensure a full and complete understanding of all of the provisions for approval.**
- **The installation contractor must sign this Agreement before any work is performed.**
- **Window Air Conditioning unit installations are not permitted.**

By signing this Agreement, the owner (and Installation Contractor) agree to abide by all of the terms outlined below.

This Agreement is not effective until it is signed by the Owner, Contractor and an HOA Board Representative.

NO WORK MAY PROCEED UNTIL THIS AGREEMENT IS FULLY EXECUTED BY ALL PARTIES.

By this Agreement, the Ignacio Creek Homeowners Association has conditionally accepted your proposal to install an air conditioner or heat pump for your unit, subject to the requirements outlined below.

The Owner is responsible for the Contractor’s compliance with these provisions and is ultimately responsible for any costs to remedy any deviation from the existing architectural standards, including, but not limited to, the location of the unit and the proper installation of necessary service lines. The Owner hereby agrees to the following requirements:

1. You are required to obtain a building permit from the City of Novato. A copy of the permit application must be submitted to the HOA before any work commences on the project.
2. The installation must be performed by a California licensed contractor.
3. The Contractor must provide a certificate of insurance *prior to beginning any work*. Insurance certificates can either be e-mailed to Contact@IgnacioCreek.com or mailed to our office (300 Indian Way, Novato, CA 94949). expense.
4. Installation Requirements:
 - a. Support Pad – HOA approval is required for the site of support pad. The unit must be installed at least 18” from the building to allow sufficient space for leaves and other debris to be cleared from the base of the siding.
 - b. Foundation Conduit – Many units have pre-existing conduit lines built into the foundation from the rear of the residence to the closet containing the central heating and air distribution unit. Under current state building codes, the diameter of these pre-existing conduits may no longer be sufficient to meet state energy efficiency standards. As a result, city building inspectors may require the installation of new service lines.

¹ A city building permit and HOA approval are required for the replacement of the condenser unit.

- c. External service lines – **No lines may be mounted on the exterior of the residence, or new holes penetrating the siding or vents without prior written approval from the HOA.** Under current HOA architectural standards, any service lines must be run along the baseboard of the interior (with a protective cover to conceal the lines).
 - d. Debris Removal - All debris created during the project (including old support pads, fencing and fresh dirt) must be hauled away and disposed of by the Owner or Contractor.
 - e. Privacy Screen – If the unit is visible from the roadways or from neighboring residences, the HOA may require that the owner install a fence to screen it from view.
5. The Owner must conclude this project in a timely manner (not to exceed 14 days’ duration without prior written permission from the HOA).
6. The Owner understands that any nonconformity must be corrected at the Owner’s expense. Should the Owner fail to correct the nonconformity within 30 days, the HOA will make the necessary changes and charge the Owner for the cost of any required remediation.
7. The Owner agrees to contact the HOA for final approval upon completion of the project. The project is not considered complete until the Owner has received final approval in writing.

The signatures of the Owner and Contractor below indicate acceptance of these conditions. The Owner further agrees to make any and all changes at your expense required by the Board of Directors to ensure that the project conforms to current Building Code standards, as well as the original architectural specifications.

_____ Date _____
 Owner

Unit Address: _____

_____ Date _____
 Contractor

Contractor License No: _____

_____ Date _____
 HOA Representative

HOA Owner Project Checklist

Required Documents to submit to HOA

- ___ Building plans specifying intended location of unit and any service line installations
- ___ City of Novato Building Permit Application
- ___ Contractor's Certificate of Insurance
- ___ Confirm Contractor's License status
 - <https://www.cslb.ca.gov/onlineservices/checklicenseII/checklicense.aspx>

Special Requirements – Owner/Contractor must initial

- *Unit will be placed at least 18" from the residence*
 - Owner: _____ Contractor: _____
- *Service lines will not be mounted on the exterior/siding (they must run along the interior base board, if necessary)*
 - Owner: _____ Contractor: _____
- *Debris will be removed from the property (including old support pads, fencing and fresh dirt)*
 - Owner: _____ Contractor: _____
- *Privacy Screen Required: Yes or No (HOA will determine)*
 - Owner: _____ Contractor: _____