

➤ What do I need to do if I want to install an Air Conditioning unit for my residence?

DO NOT BEGIN ANY WORK BEFORE YOU RECEIVE HOA APPROVAL.

(See CC&Rs, Article IV – Architectural Control)

- **Window A/C unit installations are not permitted.**
- **External units** – These projects will require obtaining a building permit from the City of Novato to ensure compliance with building code requirements. **You will need to provide the HOA with a copy of the permit application and obtain HOA approval before commencing work on the project.**
 - External A/C Unit Pad – If you are not replacing an A/C unit on an original concrete pad, you will need to obtain HOA approval for the site of the new pad for the A/C unit – since it will be installed in the Common Area. We also require that the unit be placed at least 18” from the building to allow sufficient space for leaves and debris to be cleared from the base of the siding. Any dirt removed to install the pad must not be left next to the siding, and should be removed from the site.
 - Use of foundation conduit – Many units have a pre-existing conduit line in the foundation from the rear of the residence to the room containing your central heating and air distribution unit. However, under current building codes, the diameter of these pre-existing conduits may no longer be sufficient to meet state A/C efficiency rules that require the copper tubing to be wrapped in thick insulation. As a result, city building inspectors may not approve replacements using them. Any new installations will be required to meet these new efficiency standards.
 - Privacy Screen – If the unit is visible to neighbors, the HOA may require the installation of a short fence to screen it from view.
 - External lines/Penetrations into siding or vents – **No lines may be mounted on the exterior, or new holes penetrating the siding or vents, without prior HOA approval.** Under current architectural standards, any supply lines must be run along the baseboard of the interior (with a protective cover to conceal the lines).