

Royal City Housing Co-operative Inc.

Air Conditioner Use Policy

The purpose of this policy is to ensure the safe and correct installation and use of air conditioners within the units of the Co-op.

Section 1: Equipment

- 1.01 Air conditioner units, both Portable and Window, cannot be more than 8 years old.
- 1.02 Window air conditioner units cannot weight more than 60 pounds.
- 1.03 All air conditioners must be in a good state of repair, and cannot drip and/or leak. If the cord for the unit is frayed or damaged, it cannot be used.
- 1.04 All air conditioners must be plugged directly into an outlet. An extension cord cannot be used.
- 1.05 All air conditioners must be installed according to the manufacturer's instructions, and cannot be installed sideways unless specified in the instructions.

Section 2: Timeline

- 2.01 Window air conditioners can only be installed from May to October.
- 2.02 If members do not remove their window air conditioner(s) October 31st, the Co-op will have maintenance or a contractor remove the unit. The cost for this service will be charged back to the member.
 - a) Members who require assistance for air conditioner removal can submit a work order to the Management Office. Requests for assistance must be submitted before October 15th or members may be charged back for the service.

Section 3: Installation

- 3.01 Members are not permitted to install their own air conditioner unit unless they are a certified general contractor or electrician.
- 3.02 Members must submit a work order to the Management Office to request the installation of their window air conditioner. Installations will take place in the order that they are received. Alternately, members can hire a professional at their own expense to complete the installation.
- 3.03 If a member installs their air conditioner incorrectly and/or in a manner that is unsafe, the Co-op will have Maintenance or a contractor reinstall the unit correctly. The cost for this service will be charged back to the member.

Section 4: Co-op Property

- 4.01 Members are required to ensure that their air conditioner unit does not cause any harm or damage to the unit or any Co-op property.
- 4.02 Member are required to keep any removed window screens in a safe and secure place while the air conditioner(s) is installed.
 - a) Screens must be placed back into the window once an air conditioner has been removed. If maintenance or a contractor is removing the air conditioner unit and the screen is not present at the time of removal, the member will be responsible for the reinstallation
 - b) If the window screen is damaged while removed from the window, the member will be charged back the cost of replacement
- 4.03 Any materials provided for the installation of an air conditioner must be kept in a safe and secure place within the unit, and left with the unit upon the member vacating. Members will be charged back the cost of any materials provided if they are damaged or not returned.

Section 5: Grandfathering and New Members

5.01 Only member households already using window air conditioner units, and living on the property prior to January 1, 2025 will be permitted the use of window air conditioners in their units. The following conditions will apply:

- a) the equipment must meet the standards as set in Section A, as well as comply with the remainder of this policy
- b) should an existing window air conditioner unit need to be replaced, it must be replaced with a portable air conditioner unit
- c) should the member household want to purchase a new or additional air conditioner, for any reason, it must be a portable air conditioner unit
- d) grandfathering will end if/when the member household should internally transfer to another unit

5.02 New members will not be permitted the use of window air conditioner units.

5.03 Grandfathering will end for any unit in which the windows are replaced on or after January 1, 2025.

- This clause applies in cases where either a single window replacement or the replacement of all the unit's windows is required.

Passed by the Board of Directors on January 21, 2025