

THINKING OF BUYING A NEW AIR CONDITIONER?



Read This!

If you are planning or needing to replace your air conditioner, Fairfield House Condominium Policy requires unit owners to **submit a written application** with required accompanying licensed and insured contractor documents to the Board for review.

Unit owners own their air condensing units and are responsible for its replacement and repair. The placement of them on the flat roof above the breezeway is part of the common elements under the responsibility of the Association. These policies preserve the roofs from damage and protect personal safety.

See the FFH website ffhcondos.com for Rules/Policy on Replacement of HVAC Condensing Units on Rooftops for application.

Contact **Layton Wilson**, FFH Property Manager, CMC, **703-230-8587** with questions.

Checklist

- ✓ Air condensing units should be approximately 27 X 27 inches and no more than 165 pounds in weight.
 - ✓ A written application **MUST** be submitted by the unit owner to the Board with required accompanying contractor documents at least **15 days** prior to installation for approval.
 - ✓ Fax these to Layton Wilson at CMC—Fax # **703-631-9786**.
 - ✓ The unit owner is **responsible for renting a crane** to install the air condensing unit on the roof.
 - ✓ Please **notify your neighbors** before the installation date so they can move their vehicles making space for the crane.
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