

Guidelines for requesting Board Approval of new HVAC system

July 2024

As our homes age it will become increasingly important that we look at replacing our HVAC systems. This process has started for some of our residents already. Because of this the following guidelines have been developed to assist the homeowner and the Board in addressing the replacement of HVAC units.

New units generally are high efficiency furnaces that vent through the side of the home. Because these vents exit the home through the homes side wall they need approval by the Board since they constitute an exterior change to the home. This is also true of the outdoor condenser (heat exchanger) unit which is visible on the exterior.

The following must be included when a request for a new HVAC unit is received by the Board.

1. A request for "Exterior remodeling and/or additions approval" form must be submitted. The following information must be included with the complete form.
 - A. The type of exterior vent to be used, including location on the home and color.
 - B. A picture of the exterior vent to be used.
 - C. A picture of the outside condenser (heat exchanger) noting the location and color of the HVAC condenser.

2. Prior to the contractor installing the new HVAC units there must be on file, with the Summerfield Condo. Assoc. a valid insurance certificate, (ACORD). The Board may issue a "Provisional Approval" pending receipt of the ACORD.

After the above information is compiled the request may be submitted to the Board for their decision of approval/denial.