

Home Owner Association
DRM
Phone: 760-346-1161
Fax: 760-346-9918

Guidelines for Air-Conditioner Replacement

1. Only licensed air conditioner contractors are to be used. The name of contractor, phone number and license number must be delivered to the Association prior to work starting.
2. Applicable permits are to be obtained from the City of Palm Springs Permit Department at the expense of the individual owner/his contractor.
3. A certificate of insurance naming the Association as beneficiary is to be in the managing agents possession before work begins.
4. After existing air conditioning unit is removed from the platform, it is the individual owner's/air conditioner contractor's responsibility to check the-existing platform for weather tightness and proper fit for new air conditioning units.
5. If new air conditioner does not fit onto existing pad, the installation of a new raised platform and metal cap must be installed and signed off by the installer of the air conditioner and a roofing contractor approved by the Association.
6. A copper condensation line must be run to the roof drain.
7. All conduit, gas, electric and condensation lines must be placed on appropriate blocks.
8. Upon completion of installation, the Association must be notified by using the above phone, or fax number and submit Notice of Completion.
9. A representative of the Architectural Committee/Member of the Board or an Association appointed licensed contractor, or a member of the Palm Springs Permit Department will then inspect the installation of the air conditioner unit and roof area regardless if a new or existing pad is utilized.
10. Unit owner is responsible for any damage incurred to Association's property during the installation process by their contractor.
11. Unit owner is responsible for any inspection fees that may be required.
(This fee will be the cost charged by the appropriate appointed inspector.)

NOTICE OF COMPLETION OF INSTALLATION
OF
AIR CONDITIONER/PLATFORM/PAN/METAL CAP

(To Be Submitted by Home Owner on Completion of Work)

Notice is hereby given:

The Undersigned is the owner of the property located at:

_____ Palm Springs, ca 92264

The modification/construction/improvement on the above described property
completed on _____

Description of work performed in accordance with the Association's Guidelines,

Name of Owner(s) _____

Signature of Owner _____

Contact number _____

*****Space Below for Association's Use*****

Work Inspection completed by _____

Representative/Permit Department

Inspection Results:

() Inspection meets requirements

() Installation needs the following to meet requirements.

Please note: Any concealed damage to roof that causes a roof leak is individual owner's
responsibility.

Please Note:

Association's Contact Information:

Landon Burt, DRM, 760-346-116, Fax: 760-346-9918