
HVAC Inspection & Filter Changes (January 2020)

Purpose: This policy is meant to ensure that owners are properly maintaining their HVAC units. The policy's primary goal is to avoid/minimize leaks from owners' HVAC units and damage from leaks to neighboring units and to the common element. Some owners have not properly maintained their HVAC units. At the advice of legal counsel and to protect all owners' property against damage from neighboring units, the Council is requiring HVAC inspections and filter changes as outlined in the policy.

Scope: This policy applies to all in-apartment HVAC units, all of which are ultimately the property and responsibility of the individual owners. The inspection and maintenance plan set forth in this policy is mandatory.

Changes Since Last Version: This is the first version of this policy.

This policy sets forth a required, semi-annual filter change program meant to ensure the most basic level of maintenance on HVAC units as well as an annual professional inspection by a certified and licensed HVAC professional that assesses the maintenance and functionality of each individual HVAC unit. The purpose of the inspection is to prevent damage to adjacent apartments and the common element, not to ensure full functionality.

Semi-Annual Filter Change Program: At the cost of the Council, staff will change the HVAC unit filters in individual apartments on a semi-annual basis. The cost of the filter change is a common expense covered by monthly assessments. The filter change is mandatory and will be performed by the Association. As part of the filter change, Council staff will also visually inspect the area around the HVAC for signs of moisture, will take a moisture reading of the wall area surrounding the HVAC, and will inspect the condensation drain for signs of a clog. If staff observe moisture or issues with the functioning of the HVAC unit, the owner of the apartment will be made aware of those and, where the cause is the owner's responsibility, the owner will be required to undertake repairs. It is important to note that the maintenance staff are not certified HVAC technicians and the inspections are not intended to replace an annual HVAC inspection by a certified and licensed professional. As an accompanying process document, the management team will develop a rolling schedule for this activity. This semi-annual activity should take about 20 minutes per HVAC unit and can be performed with the owner present or absent. If the owner prefers, their selected inspection contractor may perform the filter swap during the annual professional inspection with the filter provided by the Association.

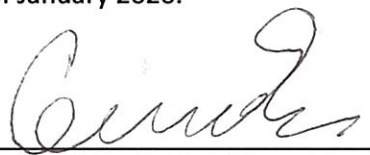
Annual Professional Inspection: At the cost and expense of the owner, each individual owner must contract with a certified contractor licensed to inspect and repair HVAC units in the Commonwealth of

Virginia. The inspection must be conducted annually between 1st March and 31st May. The owner must provide to the office, not later than the 10th of June, written proof of successful inspection by such a licensed professional. If the owner does not provide the required documentation, the Council will, at the cost of the owner, contract with a licensed professional to perform the inspection and will, also at the owner's expense, take any necessary corrective action. This inspection is meant to ensure that each HVAC in the building is functioning in a manner that will minimize any damage to neighboring units or the common elements. The Association will provide each owner with a detailed list of inspection points.

As a complement to this policy there is an AKW form which directs owners' contractors as to what the inspection must entail as the minimum criteria to be in compliance with the annual requirement.

This policy is a means to protect owners from the potential accidental oversight or negligence of their neighbors as it relates to the HVAC units.

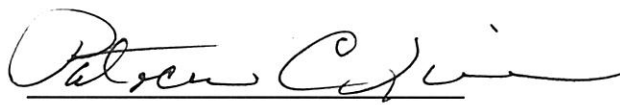
Passed by a vote of the AKW Board of Directors in Open Session during its January 2020 meeting, on the 28th of January 2020.


B. Quade Whitmire, President

**** ABSENT ****

Bill Munson, Vice President


Sharon Grant, Secretary Treasurer


Pat Quinn, Secretary


Becky Martin, Director

**** ABSENT ****

Joann Wray, Director


Dana Johnson, Director