

South Park Homeowners Association

HVAC Guidelines

1. Installation of a HVAC system (heating and/or cooling) requires an Architectural Request to be approved by the HOA Board prior to installation of any unit.
2. A City of Santa Clara **permit must** be obtained. The City will issue a permit once the HOA has approved the installation. Upon completion of the installation a copy of the Signed Permit must be forwarded to the Property Manager at Community Services.
3. A Specification sheet for the proposed unit is required.
4. Exact installation location of the compressor unit is required.
 - a. If installed on the patio: where will the pipes be located and how will they enter the house. Will the pipes be covered by conduit or some other material.
 - b. No penetration of the flat or sloped roof is allowed. Will the compressor rest on risers or some other method. This must be fully explained on the Architectural Request.
 - c. No part of the HVAC system will be installed in or on common areas.
5. Any compromise or damage to the roofs, gutters or downspouts will result in owner responsibility for the repair and/or maintenance of said items.
6. It is the Homeowner's responsibility to verify that contractors are licensed and insured.
7. Resealing/replacement of any roofing system will require the homeowner to bear the cost of removal and/or reinstallation of any portion of the HVAC system.
8. The HOA Board will review requests at the monthly meeting. Meetings are scheduled for the third Tuesday of the month. Please submit requests one week prior to the monthly meetings. Instructions are on the Architectural Request.