CONDO DEL SOL HOMEOWNERS ASSOCIATION
301 IBERIAN WAY, SANDPOINT, IDAHO 83864
(208) 263-7595, condodelsol@gmail.com

Air Conditioning Application Process:

1. **Request approval to install a mini-split ductless air conditioning system utilizing the Application Form located in the Owner's Area of the website.** If you have trouble locating the Application Form, please reach out to the Property Manager at condodelsol@gmail.com. "Installation Standard" documents for both upper and lower condo units are also located in the Owner's Area of the website.
2. **Check the box on the Application for "Preliminary Approval,"** add the desired/expected project start date and the required Owner signature(s), and submit the Application to the Property Manager. This can be a physically signed Application delivered or mailed to 301 Iberian Way, Sandpoint, Idaho 83864. The Application may also be submitted electronically with digital signatures to condodelsol@gmail.com.
3. **The Preliminary Approval must be accompanied with a check for the application fee** ($800 for upper unit installs, $150 for lower unit installs). The check may be delivered to the Property Manager in-person or via mail, and the Preliminary Approval will not be granted until payment is received. Checks can be made out to "Condo Del Sol."
    - *This fee will be applied to HOA administrative costs. For upper unit Owners, it will also cover the Owner's share of a completed and installed exterior condenser cover as defined in the Installation Standard, to be supplied and installed by Condo Del Sol; line hide and electrical conduit painting costs, supplied and completed by Condo Del Sol; and the Owner's share of installing the one required House electrical outlet per building side to meet code. All other costs for supply and installation of the mini-split Air Conditioning system will be borne by the Owner.*
4. **Preliminary Approval will be reviewed and Owner will be notified within 21 days of receipt.** If approved, the CDS Property Manager will provide Owner with notification of approval, a copy of the appropriate Installation Standard, and the CDS AC Terms and Conditions.
5. **Upon approval from the Board, Owner will have 45 days to respond** with an application with the "Final Approval" box checked, a signed copy of the CDS AC Terms and Conditions, and a copy of the Installation Standard signed by the installing contractor confirming compliance with the applicable Installation Standard. It is the responsibility of the Owner to coordinate installation with one of the Qualified Contractors listed on the Application Form. Pease note that signatures will be required from all contractors, for example if the primary AC contractor subcontracts or asks the owner find a different electrical contractor. **Note that installation MAY NOT PROCEED before owner receives a signed final approval from the CDS Property Manager.**

Adding a Qualified Contractor: Should the Owner wish to request approval of an additional contractor, they may do so with a request – in writing – to the Property Manager. Adding a Qualified Contractor to the list will require Board approval. If actual installation date is expected to deviate more than 5 days from the "Expected Installation Date" provided on the signed Installation Standard, Owner must notify Property Manager in advance.

Note: Should either party fail to meet the terms listed above, the application fee will be refunded to the applicant and any approval to install will be rescinded.