



**OLIVEDALE HOME OWNERS ASSOCIATION NPC  
APPLICATION TO ALTER COMMON PROPERTY:  
INSTALLATION OF AIR CONDITIONING UNIT**

**NAME OF OWNER** .....

**UNIT NO** ..... **DATE OF APPLICATION** .....

**TELEPHONE** ..... **E MAIL** .....

The following **General Terms and Conditions** apply to **all** applications for changes and additions to the common areas of Olivedale Retirement Village:

1. Application for any change to the Village is to be made in writing.
2. The Directors reserve the right to decline any application.
3. No work may commence before an application has been approved in writing.
4. The application must include a site plan of the unit clearly showing the proposed positioning of the installation/change in relation to the unit, road and neighbouring units.
5. The installer must be a reputable company with staff qualified to do the work.
6. Specifications for the installation/change must be included in the submission and must conform to the laid down requirements in the Village.
7. The applicant understands that if the installation/change does not conform to the specifications approved in this application, the Directors can issue an instruction for the removal of the structure and reinstatement of the unit to its original state at the owner's cost.
8. Although the installation/change will be erected on common property, the applicant undertakes to maintain the installation/change at their own cost and the Directors reserve the right to take any action that may be necessary if this is not done.
9. Any damage to the existing structure or common property caused by the installation, or attributable at a later stage to the existence of the installation, must be immediately repaired by the owner, at their cost.
10. Insurance of the installation is the responsibility of the owner and the premiums arising therefrom will be for the owner's account.
11. It is the responsibility of the owner, should they sell the unit, to ensure that the purchaser is aware of the conditions of this application.

**Specific Terms and Conditions**

- 12. The air conditioning system must not emit an unreasonable disturbing noise.
- 13. All the external components of the system shall be installed in the courtyard or in a position approved by the committee.
- 14. All cabling and piping is to be enclosed in trunking to be painted the same colour as the wall on which it is secured.
- 15. The drainage pipe for the air conditioning system must be indicated on the plan.
- 16. By signing this application form, the applicant acknowledges having read, understood, and accepted the General and Specific Terms and Conditions associated with this application.

Applicant Signature..... Date.....

**Application**  Approved  Declined

**Signatures**

Chairman Infrastructure Committee ..... Date.....

General Manager ..... Date.....

**Comments**

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**Application Checklist**

- Signed Application
- Specifications included
- Plan of unit with proposed positioning
- Installer qualified

**Inspection**

- Installation satisfactory
- Inspected by: .....
- Signature: .....
- Date: .....