

TOWN AND COUNTRY COMMUNITY CORPORATION

POLICY RESOLUTION NO: 5

Pertaining to Window Air Conditioners

WHEREAS, Town and Country Community Corporation (“Association”) is a community association organized and operating pursuant to the Virginia Property Owners’ Association Act (“Act”) and the Association’s Governing Documents; and

WHEREAS, Article Four, Section 1 of the Association’s By-laws states that the “affairs of the corporation shall be managed by its board of directors;” and

WHEREAS, the Board of Directors for the Association (“Board”) has determined that there is a need to update its policies and procedures for the use of window air conditioners.

NOW THEREFORE, BE IT RESOLVED THAT the following policies and procedures are hereby adopted pertaining to the residents’ use of window air conditioners.

1: The use of window air conditioners is discouraged at any time, but usage is allowed on a temporary basis for the following reasons from 1April – 31October.

1a: Awaiting replacement /repair of HVAC system. The owner must notify the BOD of T&CCC and provide a good faith estimate of when the repair/replacement will be completed.

1b: Medical necessity - the owner must provide the BOD of T&CCC with a letter of explanation and receive approval from T&CCC.

1c: Other reasons may be approved. The owner must provide the BOD of T&CCC with a letter of explanation and receive approval from T&CCC.

2: Should it be necessary for a window unit to be temporarily installed, the property owner must ascertain that the opening on either side of the unit in the window be filled with either the “fins” that are provided with the original unit or a solid filler that shows white to the outside.

Effective Date. The rules and regulations set forth in this policy resolution are effective as of 2September, 2021.