



HVAC REPLACEMENT PROTOCOL

All new or replacement HVAC units will need to adhere to the following requirements:

- 1.) A permit from the City of Newport Beach must be obtained prior to installation to ensure that all state and local requirements have been met.**
- 2.) A sound blanket must be installed around the compressor to reduce noise levels.**
- 3.) New isolator pads must be installed for all new/replacement HVAC units.**
- 4.) Proof of liability insurance from the HVAC company and crane company naming the Villa Balboa Community Association and Action Property Management as additional insured must be received prior to installation.**
- 5.) The new HVAC system should not exceed the size of the existing unit. If the new HVAC unit is larger than the existing unit, please inform Management so that Architectural Committee can be consulted. An architectural application must be submitted with the specifications of the proposed unit.**
- 6.) The secondary condensation drain needs to have a sensor. Some HVAC units already have a sensor. If the proposed HVAC unit does not, you must have one installed to help prevent leaks and flooding.**

PLEASE NOTE: There is no roof access before 9:00 A.M. and all workers must be off the roof by 4:00 P.M.

Preferred Vendors:

Airsmiths (714) 532-9588

Sloan Mechanical (949) 293-8029

*****Homeowners do NOT need to submit proofs of insurance when using these preferred vendors, as this information is on file***