

CHECKLIST FOR AIR CONDITIONERS (AC)

Submit Required Supplemental Materials:

1. Two (2) physical sets of your **plot plan**, showing the intended location(s) for the AC highlighted and labeled. A plot plan may also identify the lot dimensions, layout of the home, property lines, easements, etc. Inquire with the Architectural Department if a copy of your plot plan exists in file.
2. The manufacturer's brochure identifying the **type, make, model, color, and measurements** of the AC.
3. Three (3) color **photos** of the area(s) to be modified that match the blueprint / plans location on the plot plan. Photos may be emailed to architectural@newtownestates.org or submitted as hard copies with the application.

Relevant Architectural Rules and Guidelines:

1. AC unit(s) which is not visible from the street or from the adjacent property may not require a review by Architectural Committee. In such cases, the Architectural Manager will then review your request.
2. AC unit(s) visible from the street or adjacent property, the owner must paint the entire unit in a manner which will blend in with the residence. No bare metal or conspicuous filter elements may be exposed. If the design of the installed AC is such that filter elements may not be painted, the owner is responsible for providing a design acceptable to the committee to screen or otherwise enclose the AC in such a manner that it may be painted to blend with the mounting surface.
3. The owner is responsible for insuring quiet operation of all installed AC units. If the AC unit operates at an excessively noisy level, which disturbs neighbors, the owner may be required to remove the unit.

Notable Reminders:

1. Your application will be considered complete upon receipt of the **(1) Architectural Application Form, (2) the required supplemental materials, and (3) the appropriate processing fee**. All **incomplete** applications will be **delayed or disapproved**.
2. Properties located in Sub-Associations **must** obtain a written approval from their Board of Directors or managing agent prior to submitting their application to NECA.
3. In general, applications submitted **on or before** the first (1st) Saturday of the month will be reviewed in said month. Applications submitted after the first (1st) Saturday will be scheduled for review in the following month.
4. The Architectural Committee is scheduled to meet on the second (2nd) Tuesday of each month. Once your application is reviewed by the committee, and if approved, please allow thirty (30) days for your application to be processed.
5. NECA staff will notify owners once the NECA Permit is ready for pick up. Owners are advised to read their permit. Permits **not** picked up within seven (7) days of being notified will be **charged a \$10 per-week permit holding fee**.
6. It is the owners' responsibility to communicate with their contractors. Contractors should be informed of NECA's rules, guidelines, and the application and permitting process.
7. Projects that start without the proper approval and projects that do not display the NECA Permit are considered to be in violation and will be subjected to NECA's Covenant Enforcement.
8. **NECA RULES & GUIDELINES:** The Architectural Committee will uphold and maintain the integrity of NECA's Master Declaration of Covenants, Conditions, & Restrictions (MDCCR).

NOTE: IT IS NOT GUARANTEED THAT YOUR REQUEST WILL BE APPROVED

Homeowner's Signature

Date