

# Variance Request Instructions

## Linden East Condominium

*\*Note: Only the Ranch & 2-story Townhouse style units are eligible. Terrace units are not.*

### **When replacing the furnace in your unit, use the following as a reference guide:**

1. Homeowner's (HO) must advise the property management company of their interest in replacing the unit's furnace. All new furnaces in the ranch and 2-story units must be up-flow style due to the deteriorating condition of the old heat ducts located under the concrete floor. This will require new heat ducts to be run for the unit. Ranch style units also have the option to install a heat pump, but Linden East Condominium is not responsible for any cost in relation to the heat pump. All lines must be concealed and not run in overhead space. The condenser unit must be placed where the existing AC unit is located.
2. HO, LE Superintendent & contractor must meet to review scope of work to be completed.
3. HO must complete and submit a variance request form to the property management company for Board of Managers review:
  - a. HO to choose a contractor. Contractor to provide a quote for furnace replacement, including snorkel kit installation if required and a separate quote to include detailed plans of new solid style duct work installation (no-flex pipe allowed), any carpentry, drywall & finishing required outside the furnace room, along with filling of previously used floor ductwork/ registers & old furnace plenum with concrete.
  - b. Variance must contain copies of quotes, both general liability and worker's compensation insurance certificates for contractor. Any variance where the contractor does not carry worker's compensation insurance will not be approved by the Linden East Condominium Board of Managers.
  - c. HO & contractor agree to 3 separate installation inspections (beginning of work, 50% completion point, 100% completion point). Contractor is responsible for removal and disposal of old furnace & any additional materials.
  - d. HO is responsible all work inside the furnace room, except the filling of plenum with concrete. HO is responsible for payment for furnace & installation, and painting.
4. **For Ranch units:** Linden East Condominium will contribute up to \$8,500 toward the cost of installing new solid style heat duct, carpentry, drywall & finishing outside the furnace room, and filling of previously used floor ductwork/registers & old furnace plenum with concrete.
  - a. If HO chooses a Heat pump instead, Linden East Condominium will not contribute towards the cost.
5. **For 2-Story Townhouse units:** Linden East Condominium will contribute up to \$9,500 toward the cost of installing new heat ducts, carpentry, drywall & finishing outside the furnace room, and filling of previously used floor ductwork/registers & old furnace plenum with concrete.
6. HO is responsible for all other painting inside the condominium

Owners are free to select a contractor of their own, as long as the contractor has all required insurance & documents. For those without a contractor, *Taylor Home Energy* or *Empire Heating & Cooling* are both familiar with the HVAC systems & requirements at Linden East.