



AIR CONDITIONER POLICY

Purpose

The purpose of this policy adopted by the Housing Authority of the City of York, hereafter referred to as the YHA, is to implement and regulate the process of allowing window air conditioners in Housing Authority owned properties.

Effective Date of Implementation

Procedures set forth in this policy will be effective with YHA public housing residents newly housed on January 1, 2015 or after; and, current public housing residents with re-examination dates effective March 1, 2015 or after.

General Requirements

As of the effective date of this Policy, residents in Public Housing properties where air conditioners are not provided may install an energy star efficient (approved) resident-owned window air conditioner(s) during the months of May thru September. A monthly fee, established in the Tenant's Accounts Receivable (TAR) Policy shall be applied to the residents' account for each window air conditioner installed in those units that are not individually metered. For those non-metered units, the monthly utility fee will be \$20.00 per air conditioner unit. Individually metered Public Housing units will be charged an excess utility charge for these months dependent upon the monthly utility allowance in effect at the time. Residents will be required to remove the window air conditioner(s) no later than October 1st of each year and may not install them in the window again until May 1st of the following year. Air conditioners that remain installed from October 2nd to April 30th of each year will be subject to a \$50.00 per month non-compliance fee and a lease violation warning notice.

All requests for installation must be in writing and approved by Management **prior to installation**. An inspection of the installation will be done. All new air conditioner(s) must be Energy Star certified. Proper energy efficient installation is required to prevent; air-flow leaks, improper condensation drainage and unsightly appearance that detracts from the positive appearance of the community.

Air-conditioners installed without approval and notification will be considered **undeclared** and will be charged the applicable fee from the beginning of the declared air-conditioning season, which is May 1st of that year; the applicable monthly utility fee of 20.00 per air conditioner unit fee. Additionally, unreported air-conditioners will result in a lease violation.

Medical Exceptions

Medical Exceptions to this policy are allowed. Medical Exceptions need to be approved in writing by the YHA Accommodations Committee. If a medical accommodation is approved for a window air-conditioner to remain in the home from October 2nd through April 30th, an Energy Impact Fee of \$30.00 (non-metered units) will be assessed per month per air conditioner unit. Individually metered units will be charged the excess utility charge for these months dependent upon the monthly utility allowance in effect at the time.

Effective: 1/1/15; Board Approved: 12/16/14

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