

Woodlake Condominium Association (Association)

Electric Vehicle (EV) Charging Station Policy

Introduction

This policy provides an application process for a unit owner who wishes to install a Level 1 (110-120-volt) or Level 2 (240-volt) EV charging station and associated electrical components in a common area and/or limited common area. This policy necessitates compliance with all of the requirements and responsibilities identified below. It is the intent of this policy that unit owner(s), rather than the Association at large, pay for costs associated with installation, use, maintenance, and/or removal of an EV charging station.

Owner Requirements: If a unit owner(s) (hereafter known as the Applicant) wishes to install an EV charging station within their limited common area (i.e., their assigned parking space inside their building's garage), the Applicant must meet all applicable health and safety standards and requirements imposed by the State of Alaska and/or Municipality of Anchorage (MOA) authorities as well as all other applicable zoning, building codes, and other ordinances or land use permits. This requirement also applies if an Applicant wishes to install associated electrical components from their unit's meter base to the EV charging station, which includes both common and limited common areas. In addition, the owner must obtain approval from the Association's Board of Directors (Board) and agree, in writing, to the following:

- *Licensed, Bonded, and Insured Electrical Contractor.* The Applicant shall use an electrical contractor who is bonded, insured, and licensed to work in the MOA to install the EV charging station and all associated wiring and upgrades. The Applicant shall provide evidence of such in an Application to the Board (see Attachment 1).
- *Insurance.* The Applicant, at all times, shall maintain a liability coverage policy in the amount of one million dollars (\$1,000,000) and shall name the Association as a named Additional Insured under the policy through a written endorsement in addition to a Notice of Cancellation Endorsement. Following approval of the Application by the Board, but prior to the electrical contractor beginning any work associated with the installation of the EV charging station, the owner shall provide the Association's Management company with proof of the Additional Insured and Notice of Cancellation Endorsements.
- *MOA permit.* The Applicant shall provide a copy of the MOA final electrical retrofit inspection report, which approves the electrical modification, to the Association's Management Company prior to using the charging station.
- *Costs.* The Applicant shall pay for all costs associated with (1) completion of the Application, (2) installation of the charging station and any associated electrical connections, (3) equipment and materials related to the installation, and (4) electricity usage associated with the EV charging station.

Owner Duties and Liability: The Applicant shall be responsible for all of the following:

- *Damage.* Damage to the station, common areas, exclusive common areas, or adjacent units resulting from the installation, maintenance, repair, removal or replacement of the station and any system upgrades.
- *Maintenance.* Maintenance, repair, and replacement of the EV charging station until it has been removed from the limited common area.
- *Insurance.* Maintain a liability coverage policy as noted above.

Design Specifications: Installation of an EV charging station in an Applicant's assigned space inside their building's garage area shall include a new line intercepting the feeder cable that runs from the Applicant's meter base on the outside of their building into the building's crawlspace. At the interception point, a new electrical panel shall be installed that would feed the new EV charging station using surface mounted conduit running across the crawl space ceiling through the top of the unit owner's storage room and to the Applicant's parking space. The EV charging station box, cord, and port shall be located on the wall, center post, or ceiling of the Applicant's parking space. The location of the charging station box, cord, or port shall not (1) impede access to other unit owners' parking spaces and storage units and/or (2) create a trip or other hazard for residents or guests using the garage.

Application Process: Any unit owner wishing to (1) install an EV charging station that includes new wiring from the unit owner's outside meter, (2) remove and install an identical EV charging station, and (3) remove and install a non-identical EV charging station, shall complete the attached application and then submit it to the Association's management company for review. The management company shall have 14 days to determine if the application is complete, and if so, shall forward the application to the Board for consideration. If the application is deemed to be incomplete, the management company shall notify the Applicant in writing, requesting the missing information. Upon receipt of the application from the management company, the Board shall provide notice of approval or denial of the application to the unit owner via the Association's management company within 45 days of receipt of the application. If an application is not denied in writing within 45 days from receipt of the application, the application shall be deemed approved, unless that delay is the result of a reasonable request for additional information.

Key Steps: Key steps for installing an EV charging station include:

Step 1: Completing and filing the application in Attachment 1 with the Association's management company.

Step 2: Obtaining Board approval of the Application.

Step 3: Providing, prior to the initiation of work, the Association's management company with proof of the Additional Insured and Notice of Cancellation Endorsements.

Step 4: Completing the electrical modifications and/or charging station installation.

Step 5: Providing, prior to using the charging station, a copy of the MOA final electrical retrofit inspection report, which approves the electrical modification, to the Association's management company. *[Note: This step applies only when new wiring is required from the unit owner's outside meter to the charging station.]*

Sale of Unit with EV Charging Station: As part of the Application process, the Applicant shall provide the Association's management company with a \$500 deposit, to be retained by the Association's management company in the Applicant's account, for the purpose of removing the EV charging station and properly disconnecting the EV charging station power at the unit's meter following the sale of the unit. Prior to the sale of a unit, the Applicant may remove the charging station and use a licensed, bonded, and insured electrical contractor to properly disconnect the EV charging station power at the unit's meter. The owner may then submit to the Association's management company, documentation by the electrical contractor that this work has been completed. In that case, the \$500 deposit shall be returned by the Association's management company within 14 days following their receipt of the documentation described above. In the event the EV charging station is not removed and/or the power is not disconnected from the meter, the Association's management company will use the deposit to complete said work. Any excess funds along with a copy of the invoice for the work shall be returned to the unit owner within 14 days of the work being completed.

Denial of Application: If there is insufficient capacity either within an Applicant's building or within the buildings served by their transformer (see Attachment 2), the Application shall be denied by the Board. It shall be the Applicant's responsibility to work with the utility company providing power to the Association to obtain additional capacity. Other reasons for denial may include, but are not be limited to: Applications for EV charging stations on the outside of the unit buildings or in unit owner(s) outside parking spaces, incomplete Applications, or failure to meet policy or Application requirements.

Non-Compliance: Failure to abide by any or all of the requirements outlined in this policy will place the unit into non-compliance, subject to daily fine assessments.

We, the undersigned owner(s) have reviewed the above information and agree to comply with all requirements and responsibilities.

(Address)

(Signature of Owner)

(Signature of Owner)

Date

Date

Attachment 1

Application for Installing or Removing Electric Vehicle (EV) Charging Station: Woodlake Condominium Association (Association)

Unit Owner(s): _____

Address: _____

Unit Number: _____

Phone: _____

Email: _____

Identify the purpose of the Application:

- ☐ Installation of new EV charging station, including new wiring from unit owner's outside meter.
- ☐ Removal and installation of identical EV charging station.
- ☐ Removal and installation of non-identical EV charging station.

Provide the following information to the Association's property management company:

1. Proof of license, bonding, and insurance of electrical contractor who will perform the work.
2. One line diagram describing the electrical route and connections from the unit's meter box to the charging station (see Design Specifications).
3. Schematic drawing showing the location of the charging station box, cord, and port in the garage.
[Note: this is required only when new wiring is installed from the unit owner's outside meter to the EV charging station.]
4. Make, model, and photo of the charging station to be installed along with both the charging station box and cord dimensions (in inches).
5. Amperage of the charging station to be installed.
6. Proof of charging station's safety certification (i.e., UL or ETL Listed).
7. Documentation by electrical contractor that sufficient electrical capacity exists both in the building and the building's transformer service area for the proposed EV charging station (see Attachment 2).
8. Signed copy of Woodlake Condominium Electric Vehicle Charging Policy.
9. Check for \$500 deposit to cover the cost of removing the EV charging station and properly property disconnecting the EV charging station power at the unit's meter following the sale of the unit.
10. Proof of posting on the door leading into the garage of each Association building (Buildings A through I), a notice that the owner is submitting an Application to the Association's property management company to install a new EV charging station, including new wiring from the unit owner's outside meter.

Signature of Owner

Signature of Owner

Date

Date

Attachment 2

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Transformers: There are four transformers within the Association. The transformers serve the following buildings:

- Buildings A and B: one 25kva transformer
- Buildings C, D, and E: one 50kva transformer
- Buildings F and G: one 25kva transformer
- Buildings H and I: one 25kva transformer