

## **River Place East Policies and Procedures For Renovations and Improvements**

Whereas Section 7.10 of the Bylaws addresses Additions, Alterations or Improvement Made by Shareholders and states, “No shareholder shall make any structural addition, alteration or improvement to his Apartment, or any addition, alteration or improvement in or to any mechanical, electrical, plumbing or other system, without the prior written consent of the Board of Directors.”

Whereas the Board of Directors deems it necessary to clarify this language and provide specific guidelines and procedures that facilitate and encourage shareholders wishing to perform repairs, alterations or improvements to their units:

NOW THEREFORE, BE IT RESOLVED THAT the following Design Guidelines are adopted.

These guidelines clarify shareholder’s responsibilities in repairing, renovating or improving their unit.

When in doubt, shareholders should seek guidance from the Building Manager as to whether a specific item requires notification to the Building Manager or submission of a formal alteration proposal to the Board of Directors.

Authorized Shareholder Repairs: The following scope of work are considered repairs and can be undertaken by shareholders without formal Board of Directors approval

- Replacing refrigerator, stove, dishwasher and disposal.
- Replacing light fixtures
- Replacing electrical outlets with like kind outlet
- Replacing counter tops
- Replacing medicine cabinet
- Replacing toilet
- Replacing faucets
- Painting or wallpapering
- Replacing window blinds ensuring they are conformance to the color standards
- Replacing or removing doors inside the unit
- Replacing floor covering including carpet, wood or tile floor (exception is penthouse level)
- Replacing tile walls in the bathroom or installing laminate wall covering in the bathtub.
- Widening doorways inside units by removing the metal doorframe and repairing the plaster.
- Refinishing a bathtub

- Replacing kitchen cabinets or doors
- Repairing plaster walls

Building Manager Authorized Improvements: The following items require the shareholder to coordinate with the Building Manager and confirm that work is performed by a licensed firm.

- Replacing valves in the apartment that require having the water turned off in the tier.
- Adding a new electrical outlet
- Any repairs requiring interruption of electrical service outside the unit
- Replacing windows in the unit
- Replacing exterior doors leading to balconies

Board of Director Authorized Renovations: The following items require Board of Directors approval and require formal submission of an “Application of Design Review.” (Attached)

- Any electrical or plumbing that affects another unit or common area.
- Removing and installing a new bathtub or shower (note: provisions must be made for damage to the adjoining property’s wall and affecting plumbing in common area)
- Installing a dishwasher or disposal where one does not exist (note: each appliance must have dedicated circuit and impact analyzed on additional throughput on plumbing system)
- Removing a non load bearing wall. (note: load bearing will not be authorized for removal or alteration)
- Redesigning a kitchen or bathroom that entails relocating plumbing/fixtures and electrical outlets or appliances
- Installing drywall as an interior wall in the unit (note: need to ensure that metal studs are used and electrical and plumbing remains intact)
- Replacing flooring on Penthouse (note: need to ensure that pressure treated wood is used as subfloor)

Application Procedures to the Board of Directors

- a. For Board of Directors approval the shareholder must submit the proper written application with all appropriate sections completed.
- b. If a shareholder is authorizing another person or entity to submit an application on his behalf, the shareholder must also sign the application.
- c. Oral requests will not be considered

d. Each alteration or addition must be specifically approved even when a similar or substantially identical alteration or addition has been previously approved in the building or unit.

#### Results of Board Review

a. The applicant shall be informed in writing of the decision.

b. If the applicant fails to receive a reply within sixty days, the request shall be considered to have been approved.

c. The applicant may request reconsideration to the Board of Directors if new or additional information can be provided that might clarify the request or demonstrate its acceptability.

d. Copies of all requests for review will be filed in the Management Office according to unit number along with the written decision and a statement of action by the Board of Directors, if any. There will be a cross-index maintained which groups cases into types, for future references. This index shall be made available, upon request, to any shareholder considering an alteration or improvement to his unit.

e. Management office will maintain a checklist for each renovation request showing possession of proof of insurance, licensed contractor, plan design and specifications and permits.

f. All approvals shall expire six months after the date of approval if the item approved has not been completed.

#### Administrative Requirements

a. Once approved, applicant must inform Management office of date on which construction starts

b. If shareholder desires to make changes during construction, a revised application must be submitted to the Board of Directors, which shall act promptly upon the revised application.

c. Once begun, construction and/or demolition must be completed within 60 days and must be done in a way that does not unreasonably disturb or interfere with other residents.

d. Applicant must provide the Management office with notice of completion of the work.

d. Upon completion, a representative of the corporation will inspect the unit and, if satisfied that construction is in compliance, with approved plans, issue a Corporation Certificate of Compliance a copy of which will be maintained in the Corporation records.

Standards to be met

a. All required governmental approvals shall be obtained by or on behalf of the shareholder prior to commencement of work.

b. All construction must meet all applicable building codes.

c. Shareholder is responsible for the removal of any debris resulting from repairs or renovations to their unit and minimizing impact on adjacent units and common.

d. The Corporation assumes no responsibility for any damage to person or property resulting from or related to any change in plumbing or plumbing service or structural modifications from that originally installed, whether or not such change has the approval of the Board of Directors. The Corporation cannot control quality of workmanship relative to the change or errors or omissions of pertinent information on the application.

e. Failure to comply with the governing documents, state and county codes and this resolution may subject the shareholder to sanctions by the Corporation up to and including returning the unit back to original condition at the shareholder's expense.

Attachment: "Application for Design Review"

APPLICATION FOR DESIGN REVIEW

Please Mail or Deliver to: River Place East Management Office  
1021 Arlington Blvd  
Arlington, VA 22209

I. APPLICANT INFORMATION

Applicant's Name(s): \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Shareholder's Name (if other than Applicant's):  
\_\_\_\_\_

Shareholder's Address (if other than Applicant's)  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Phone (H): \_\_\_\_\_  
(O): \_\_\_\_\_

II. INTERIOR ALTERATIONS

If you wish to alter the interior of your unit and it requires Board of Directors approval as contained in Resolution \_\_\_\_\_, please provide the following:

A. Prepare a sketch of the unit schematic of the proposed work in the unit including current status and the proposed renovation.

B. Attach a written description of the proposed improvement or change in sufficient detail so that the Board of Directors can make a decision.

C. All proposed improvements must meet local building and zoning codes. Your signature indicates that these standards are to be met to the best of your knowledge. Application for local building permits is the applicant's responsibility.

D. Once begun, construction and/or demolition must be completed within sixty days and must be done in a way that does not unreasonably disturb or interfere with other residents.

E. Applicant has responsibility for removal of any debris resulting from the renovation. **Trash should be removed to the dumpster in the loading dock area and not placed in the trash rooms or down the trash chute. Depending upon the scope of the project and the amount of debris projected, shareholder**

may be charged a fee for hauling debris away or have to coordinate to have a dumpster installed.

F. Certificates of insurance must be filed with the Management Office by contractors, mechanics or shareholders as applicable.

III. NOTES

A. The undersigned understands and agrees that no work on this request shall commence until written approval of the Board of Directors has been received.

B. This application takes no longer than 60 days for complete review.

C. A copy of this application shall be returned to you after review by the Board of Directors.

D. The undersigned has read and understands the Bylaws and Resolution No \_\_\_\_\_ pertaining to renovation requests.

F. The Corporation assumes no responsibility for any damage to person or property resulting from or related to any change to a unit or the common areas whether or not such change has been approved by the Board of Directors. The Corporation cannot control quality of workmanship relative to the change or errors or omissions of pertinent information on the application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Shareholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Received on :** \_\_\_\_\_

Application No: \_\_\_\_\_

Action: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Stipulations and conditions \_\_\_\_\_

\_\_\_\_\_