

River Place West Policies and Procedures For Renovations and Improvements

Whereas Section 7.10 of the bylaws addresses additions, Alterations or Improvements 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 any 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 General Manager as to whether a specific item requires notification to the General Manager in submission of a formal alteration proposal to the General Manager.

NOTE: All contractors or any others performing work MUST be certified in EPA Lead Based Requirements in the unit that requires painting/demolition of walls, etc if the renovations are over six (6) square feet. If the contractor is not Lead Based EPA Certified, River Place West Management will charge the contractor \$50 to do the lead based testing. Failure to report the construction repairs to the management office in advance will be taken before the Board of Directors for further action against that contractor or persons performing work.

Authorized Shareholder Repairs: The following scopes 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 in 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

General Manager Authorized Improvements The following items require the shareholder to coordinate with the General Manager and confirm that work is being performed by a licensed firm/contractor with approved Arlington County Permits.

- Replacing shutoff valves by a licensed, registered plumber that requires having the water turned off in the tier.
- Adding a new electrical outlet.
- Any repairs requiring interruption of electrical service outside the unit.
- Replacing exterior doors leading to balconies with like kind.
- Any electrical or plumbing repair that affects another unit or common area.

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

- Installing a dishwasher or disposal where one does not exist (note: each appliance must have a dedicated circuit and impact analyzed on the existing plumbing system. This is only allowed in one or two bedroom units and never allowed for studios.)
- Removing a non load bearing wall. (Note: load bearing walls WILL NOT be authorized for removal or alteration)
- Redesigning a kitchen or bathroom that entails relocating plumbing fixtures or electrical outlets or appliances.
- Installing drywall as a interior wall in the unit (Note: need to ensure that metal studs are used and electrical and plumbing remains intact)
- Replacing flooring on Penthouse Atrium Bump out areas (Note: need to ensure that pressure tested wood is used a subfloor)

Prohibited to add in an apartment

- a. Installing room air conditioning/heating unit with air duct hole punched in exterior/ patio walls for air exhaust or through existing apartment windows.

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 of the unit 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. The applicant may request reconsideration to the Board of Directors if new or additional information can be provided that might clarify the request or to demonstrate its acceptability.
- c. Copies of all request 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/her unit.
- d. The Management Office will maintain a checklist for each renovation request showing possession of proof of insurance, licensed contractor, plan design and specifications and permits.
- e. All approvals shall expire six months after the date of approval if the renovation and or improvement have not been completed.

Administrative Requirements

- a. Once approved, applicant must inform the 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. All renovations and improvements operations are limited to Monday through Friday 9:00 AM to 5:00 PM.
- d. Applicant must provide the Management Office with notice of completion of the work.
- e. Upon completion, a representative of the corporation will inspect the unit and, If satisfied that construction is in compliance with approved plans.

Standards to be met:

- a. All required government approvals shall be obtained by or on behalf of the shareholder prior to commencement of the work.
- b. All construction must meet all applicable building codes of Arlington County.
- c. Shareholder is responsible for the removal of any construction debris resulting from repairs or renovations to their unit and minimizing impact on adjacent units and common areas of the building.
- d. The Corporation assumes no responsibility for any damage to person/persons 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 the original condition at the shareholder's expense.

Attachment: "Application for Design Review"

Application for Design Review

Please Mail or Deliver to: River Place West Management Office
1111 Arlington Blvd., Suite #106
Arlington, VA 22209

1. APPLICANT INFORMATION (Note only one unit per application)

Applicant's Name (s): _____

Unit # W-_____

Applicant's Address: _____

Shareholder's Name (if other than Applicant):

Shareholder's Address (if other than Applicant's):

Applicant's Phone: (H): _____

(C): _____

(O): _____

II. INTERIOR ALTERATIONS

If you wish to alter the interior of the unit and it requires Board of Directors approval 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 (60) 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 on 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. River Place West Housing Corporation must be named as insured.

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 Corporation assumes no responsibility for any damage to any 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: _____

Shareholder's Signature: _____ Date: _____

For Management Office use only !

Received on: _____

Application No: _____

Action: _____

Approved: Yes _____ No _____ Date: _____

Stipulations and conditions: _____
