Rosslyn Heights East Unit Owners Assn.
Arlington, Va.
www.rosslynheightseast.com
Property Manager: Keymont Community Management
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[Note: This document is included in the resale certificate package provided to new purchasers of RHE units. This summary of rules and procedures also applies to existing owners of RHE units and is provided for their convenience.]

Remodeling Guidance for New (and existing) RHE Unit Owners

After purchasing a condominium unit at Rosslyn Heights East, new owners often undertake a variety of remodeling projects. The Board of Directors provides the following summary of procedures and policies to assist new owners in efficiently pursuing their projects within the context of a multi-residence condominium and its building-wide electrical and plumbing systems, which the Board manages on behalf of the RHE Unit Owners Association.

Please review the topics below if you have remodeling plans in mind. (In addition, please see the RHE website at www.rosslynheightseast.com for information on living at RHE, including Tips for Owners and Residents.)

- **Load-bearing walls:** Because unit alteration plans may affect load-bearing walls, the Board established a policy and prior approval procedure to ensure that remodeling projects do not adversely affect the structural integrity of the building. See the Board's Unit Alteration Policy on the RHE website under Reference Documents.

- **Non-structural remodeling:** Improvements such as painting and installation of cabinets, tile, flooring, countertops, sinks, vanity, or faucets generally do not require prior approval by the Board since they would not involve changes in unit walls.

- **Electrical repairs:** Each RHE unit has a circuit breaker in a building electrical panel that turns power to the unit off and on. Contact the RHE Board or property manager to determine the location of the circuit breaker for your unit. Since each unit's electrical power flows through condominium association equipment, unit owners cannot alter it without prior Board approval. (Building electrical systems cannot support increased power to condominium units.) Unit owners may replace an in-unit fuse box with a circuit breaker box if there is no change in total electrical capacity and no condominium electrical lines or equipment are affected. The work must be performed by a licensed electrician.

- **Plumbing work/water shutoff:** Many units already have a valve under the kitchen sink to shut off water to the entire unit. In units where no valve exists or one needs replacement, unit owners must follow the Board's Building Water Shutoff Procedure on the RHE website under Reference Documents. The procedure requires advance notice to other building residents of a planned water shutoff and identifies the plumbing company the Board authorized to shut off building water.

- **HVAC repairs, replacement:** Repair or replacement of radiators or in-unit AC air handlers requires advance coordination with the Board's HVAC contractors to drain condominium pipes or shut down systems for such work. Building radiator and AC pipes are filled with water year-round. Unit owners should contact the RHE property manager to coordinate.

- **Washers and dryers:** RHE House Rules & Regulations prohibit the installation of in-unit machines. Building plumbing and electrical systems cannot support their increased demand.

- **Electric Ovens:** RHE House Rules & Regulations prohibit the installation and operation of electric ovens in RHE units as a safety measure because of building electrical capacity limits. All RHE units include a natural gas hook-up in the kitchen for gas stoves.

- **Floor work:** Unit owners who plan to install new flooring or refurbish existing floors should keep in mind that the RHE Bylaws prohibit bare floors when their unit is over another unit. The Bylaws state that 80% of the floor area must be "carpeted with appropriate padding under the carpet." **NOTE:** The power available to each RHE unit cannot support the operation of more than one 110-volt floor sander at a time. There is no access to 220-volt electrical service.

- **Vent installation:** Unit owners may install bathroom moisture vents as specified in the Board's Bathroom Vent Policy on the RHE website under Reference Documents. Installation of outside vents for stoves is prohibited. Most unit owners rely on range hoods with filters for managing cooking vapors.

- **Unit door locks:** Unit owners may install the door lock of their choice, including combination-style locks, on their unit front door. (The Board recommends but does not require a brass color.) Under the Bylaws, however, the Board determines the outside paint colors of each unit's front door and door trim for consistency throughout each building. Current colors are Benjamin Moore Hampshire Gray (HC-101) semi-gloss for doors and Wheeling Neutral (HC-92 at 50%) Regal semi-gloss for trim.

- **Window replacement:** Unit owners may replace their unit windows without prior Board approval if the new windows match all other RHE windows for color (white), design and spacer patterns and color, and window screens (black).

- **Construction debris:** Unit owners are responsible for ensuring their contractors haul away construction debris and do not dispose of it in RHE dumpsters.

- **Noise hours:** Under RHE House Rules & Regulations, noise-producing activities (such as hammering) are limited to the hours of 8 am to 9 pm.

– The RHE Board of Directors
11/18/2026