



Rosslyn Heights East Unit Owners Assn.

Arlington, Va.

www.rosslynheightseast.com

Portfolio Manager: Keymont Community Management
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RHE Board member duties

Under the Rosslyn Heights East Bylaws, RHE is governed by a five-member board, which has all of the powers and duties necessary for the administration of the affairs of the condominium. The Board has the power to adopt any rules and regulations deemed necessary for the enjoyment of the condominium, provided they do not conflict with the Virginia Condominium Act, the RHE Declaration, or the Bylaws. The condominium common areas, grounds, and utility systems are managed on a day-to-day basis by a property management company hired by the Board. Management of individual units is the responsibility of the unit owner.

Board member duties include:

- Attend Board meetings, which generally last 90 minutes to two hours, about every six weeks. The Board president presides; the meetings are held via video/audio teleconferencing (Zoom).
- Review the Board packet, including financial information, prepared by the property manager for the Board meeting.
- Read and become familiar with the RHE House Rules and Regulations, which are posted on the RHE website.
- Between Board meetings, review draft minutes of the latest meeting and other Board documents (e.g., letters or notices to unit owners, contractor proposals).
- Between Board meetings, participate in Board member email discussions about issues that arise before the next meeting.
- Research items that require meeting decisions and/or special requests from owners for community improvements.
- Report to the condominium property manager and Board president on condominium operational issues that arise, such as a lack of radiator heat, hot water, or air conditioning; damage to RHE buildings; non-functioning lights; and furniture abandoned at RHE dumpsters. Board members who live at RHE also may be asked to post stairwell notices, such as water service shutdowns.

Adopted by the Board of Directors on April 15, 2026