

# Rock Creek Village Condominium Association

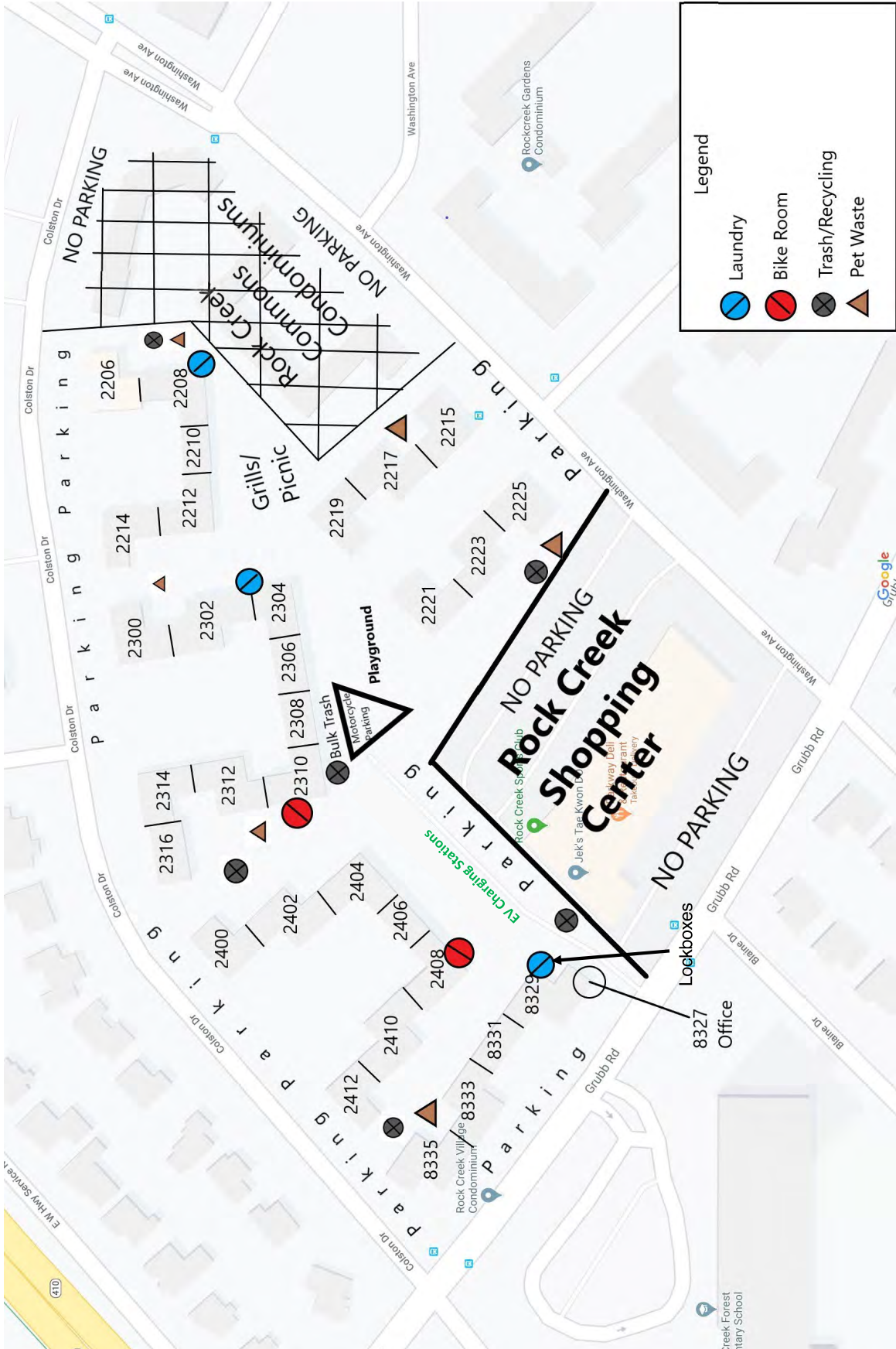
## RULES & REGULATIONS

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Office: 8327 Grubb Road, Silver  
Spring, MD 20910  
301-585-4030





## CONTENTS

### Adherence

#### Management Office

#### Emergencies

- Gas Leak
- Abaris Emergency Answering Service
- Power Outage
- Current Contact Information

#### Paying Fees

- ClickPay Online Payment System
- Pay by Check
- Condominium Assessments
- AC Fees

#### Building Entry System

#### Maintenance

- Working Keys for Management

#### RCVCondo.com

- Residents Log-In
- Online Maintenance Requests
- RCV Document Access & Retention

#### Deliveries

#### Lockout Services

#### Personal Property

- Unit Owners' Insurance Coverage
- Non-resident Owners' Insurance Coverage

#### In-Unit Carpeting

#### Security

- Security Cameras
- Resident Contact Updates

#### Trash, Composting, & Recycling

- Trash
- Composting
- Recycling
- Scrap Metal
- Bulk Trash

#### Noise Restrictions

#### Vehicles & Parking

- Motorcycle Parking
- Registration
- Working Condition
- Vehicle Covers
- Towing
- Electric Vehicle Charging Stations
- Moving Trucks, Vans, & Pods
- Other Vehicle & Parking Prohibitions

#### Moving

- New Resident Orientation
- Moving Hours

#### Laundry Rooms

#### Bicycle Storage Rooms

#### Other Storage

#### Extermination

#### Landscaping and Planting Patio

- Planting Patio
- All Other Planting

#### Grill / Picnic Area & Tot Lot

#### Common Areas & Equipment

#### Lockboxes

#### AC Units

#### Architectural Control

- Applications
- Dryer Vents

#### Smoking & Vaping

- Relevant Laws

#### Board Meetings

- Recorded & Virtual Meetings
- Privacy & Civility

#### Disputes & Hearings

- Management Staff's Role & Responsibility
- Hearings
- Incivility, Verbal Abuse, & Personal Safety

#### For Sale Signs

#### Settlement Statements

#### Leasing A Unit

- Leases
- Non-resident Owners Are Responsible for Renters' Behavior

#### Residential Use

Re Forms in Appendix: Links in the online version of this document will take the reader to a separate, downloadable file of each form. In the print version, the forms will be full-size versions of the documents. These pages are simply place-holders.

- Resident Profile Form
- Confirmation of Receipt of Parking Permits
- Facility & Equipment Reservation Form
- Bicycle Registration Form
- Accident Waiver & Release of Liability Form
- Pet Registration Form
- ACC Form A: Application for Appliance Installation
- ACC Form B: Application for Structural Improvement
- ACC Form C: Application for First-Time New Washer/Dryer Installation
- ACC Form D: Application for Lofting

## ADHERENCE

The following are the Rules & Regulations by the Council of Unit Owners of Rock Creek Village Condominium (RCV). Read this document carefully. If any of these Rules & Regulations are unclear, you may contact onsite management staff at 301-585-4030 or [office@rcvcondo.com](mailto:office@rcvcondo.com).

## MANAGEMENT OFFICE

RCV is managed by Abaris Realty, Inc. The on-site manager is Rod Sagastume. The management office is located at **8327 Grubb Road, Silver Spring, MD 20910**.

- Office hours: **Monday through Friday 8:00 am – 4:00 pm**.
- Office Phone: **301-585-4030**
- Email at: [office@rcvcondo.com](mailto:office@rcvcondo.com)
- Website: [RCVCondo.com](http://RCVCondo.com)
- Fax: 301-585-4095
- Abaris Realty: **301-468-8919**
- Maintenance Emergency (after hours): **301-421-4530**

If the office is closed, please use the mail slot in the office front door to drop off documents.

## EMERGENCIES

Call 911 in the event of life-threatening emergencies such as violent or volatile incidents, break-ins, auto accidents, severe illness, fire, etc.

### Gas Leak

When smelling gas, it is possible that the pilot light in a gas stove has blown out. Check the stove's pilot light in the unit – ask neighbors to check their stoves' pilot lights.

If residents cannot find the source of the gas smell, call 911 **and** Washington Gas: 844-927-4427. Alert your neighbors and **evacuate the building**.

### Abaris Emergency Answering Service

If there is an after-hours maintenance emergency, please call: **301-421-4530**.

The following are considered emergency maintenance issues:

- Burst pipes or flooding appliances
- No heat
- No gas
- No water

Be ready to provide:

- The resident's name and phone number
- The address of emergency
- The nature of the emergency

Tenants should notify their landlord about the emergency after calling the emergency answering service.

## Power Outage

### Power out in one unit

If there is no power or partial power in the unit, check the **circuit breaker** in the unit.

### Power out in multiple buildings or in the neighborhood

RCV has 4 electricity meters and 4 PEPCO accounts — PEPCO associates multiple addresses with each of those 4 accounts.

When reporting a power outage, call PEPCO at 877-737-2662.

Refer to the chart below to tell PEPCO where the power outage is — these addresses correspond to the 4 meters:

If you live	Tell PEPCO the outage is at
<b>On Washington Avenue at:</b> 2221, 2223, 2225, 2215, 2217, 2219	2221 Washington Avenue
<b>On Colston Drive at:</b> 2206, 2208, 2210, 2212, 2214	2208 Colston Drive
<b>On Colston Drive at:</b> 2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316	2306 Colston Drive
<b>On Colston Drive at:</b> 2400, 2402, 2404, 2406, 2408, 2410, 2412 <b>Or on Grubb Road at:</b> 8335, 8333, 8331, 8329, 8327	8329 Grubb Road

## Current Contact Information

In case of emergencies, unit owners, property agents, and tenants must inform management staff of any changes to their contact information by updating the [Resident Profile form](#) including: mobile phone, home phone, business phone, and address changes. It is the responsibility of all residents to inform management staff of changes to their home or business telephone numbers or address changes. This information must be kept current for use in emergencies.

## PAYING FEES

### ClickPay Online Payment System

ClickPay is the online payment provider for Abaris Realty. Use ClickPay to set up automatic, recurring, or one-time payments by credit cards and debit cards for a fee or by e-check from a bank account with no fee.

Instructions:

- 1) Open this web page — <https://abarisrealty.com/payment-options/>
- 2) Click **Pay Online**
- 3) Click **Register** and then create an online profile
- 4) **Connect Your Property** using the 9-digit account number on the billing statement

from Abaris

5) Set up **Automatic Payments** or click **Pay Now** to make one-time payments.

### **Pay by Check**

Make checks payable to: Rock Creek Village Condominiums.

Mail payments to:  
Rock Creek Village Condominiums  
c/o Abaris Realty, Inc.  
P.O. Box 30347  
Tampa, FL 33630

For additional questions regarding billing, contact the Abaris Billing Department during business hours: 301-468-8919, or email [billingdept@abarisrealty.com](mailto:billingdept@abarisrealty.com).

### **Condominium Assessments**

Condominium assessments include all utilities and maintenance of common areas. Questions about an account should be directed to the Abaris Realty Billing Department: 301-468-8919.

When writing a check, use the coupons and envelopes supplied by Abaris. Mail payments to the address above.

Late assessment fees are subject to a \$15.00 late fee.

**Note:** Management staff is prohibited from accepting condominium assessments. They can, however, accept air conditioning fees.

### **AC Fees**

There is a seasonal charge for each installed window or portable air conditioning (AC) unit to cover the additional electrical expense to the community. The current charge is \$160 (FY 2023–2024) for each AC unit installed whether operating or not. **This fee is subject to change annually.** Unit owners will receive a bill for the AC assessment fees during the summer months.

All AC units appearing in windows will be charged even if they are turned off or non-working. No exceptions shall be made. Residents are responsible for **self-reporting all portable AC units**. Periodic inspection of the property may be made to verify the location of AC units. (See the AC Units section below.)

The annual AC charges are not included in the auto-pay. This charge is included in the monthly statement that unit owners receive. Payments can be made by check or online through ClickPay (instructions above).

### **BUILDING ENTRY SYSTEM**

All residents must provide management staff with their preferred phone number to be programmed into their building's entry system. The entry system allows residents to admit visitors into the building. Since proof of residence is required, this cannot be done by calling management staff and **must be done in person**. For new residents,

management staff will get this set up during the brief mandatory orientation. For a more efficient process, complete the [Resident Profile form ahead of orientation](#).

To be ‘buzzed in’, visitors call the resident by dialing the unit number on the callbox at the front door. The resident presses a number on the phone to release the door’s lock and sound a buzzer:

- Residents who live on Colston Dr. or Washington Ave., press ‘9’ on the phone
- Residents who live on Grubb Rd., press ‘6’ on the phone.

## MAINTENANCE

The unit owner is responsible for maintenance of the condominium unit (e.g., plumbing, wiring, appliances, ceilings, walls, windows). Unit owners or tenants may call management staff for advice or to determine the cause of the problem. At that time, management staff can determine whether the repair is the unit owner’s responsibility or the association’s responsibility.

The association is responsible for maintenance of the grounds and common areas (e.g., building doors, hallways, gutters, roofs). Report needed repairs to management staff by:

- Calling the office at 301-585-4030
- Sending an email to [office@rcvcondo.com](mailto:office@rcvcondo.com)
- Using the [RCVcondo.com](#) maintenance ticket system.

Non-emergency requests will be handled the next business day.

## Working Keys for Management

Residents are required to turn in a set of working keys to management staff for their units. Remember to do this when the locks are changed (e.g., by a new owner). These keys will be used only:

- In case of emergencies
- Issued to authorized emergency personnel
- Issued to authorized agents of the Council of Unit Owners (e.g., maintenance or management staff).

If emergency access is necessary and the unit owner or tenant has not given management staff a working key, the unit owner or tenant must pay all costs associated with entry, including damage to the unit, common elements, or related liabilities.

## RCVCONDO.COM

[Rcvcondo.com](#) is both RCV’s public website and the resident portal. Questions and requests for the website may be sent to management staff.

## Residents Log-In

Unit owners and tenants must register to access documents and use the website’s tools including the maintenance reporting system.

To register your account, you can access the click the **Resident Sign-In** link from the homepage. Click **Sign Up** to start the registration process.



## Online Maintenance Requests

Maintenance requests can be submitted online via the maintenance ticket system, by email, by phone, or in person. The most efficient method is to submit it online. This activates a maintenance ticket which is then tracked. The online maintenance request system is available after logging into RCVCondo.com

## RCV Document Access & Retention

Board Meeting minutes, governing documents, and forms are stored on RCVCondo.com. Residents must be logged into the website to access some documents. Access to specific documents may be restricted based on whether the resident is a board member, a committee member, a unit owner, or a tenant.

## DELIVERIES

Management staff does not accept packages or mail on behalf of residents. Delivery services generally make every effort to put packages and large envelopes inside the building lobbies.

Residents should retrieve packages from building lobbies in a timely manner.

## LOCKOUT SERVICES

Lockout services are not available outside of management office hours. Lockboxes are permitted only in designated areas (see the Lockbox section).

## PERSONAL PROPERTY

Unit owners and tenants furnish all personal property and contents of a unit at their own risk. This includes but is not limited to furniture, clothing, wall-to-wall carpeting, any non-permanent or movable fixtures, and improvements or betterments.

Personal property is not covered by the RCV's master insurance policy. Unit owners and tenants are individually responsible for obtaining insurance policies to protect the contents and personal property in the unit.

## Unit Owners' Insurance Coverage

Unit owners need a Condominium Unit Owner's Policy (aka HO-6). Unit owners should ensure this policy covers windows, alternate living expenses for 12 months or longer, and improvements made to the condominium after its original construction. The policy should insure against loss or damage to personal property not covered by the master insurance policy. The unit owner's policy must also cover damage to neighboring units judged to be the unit owner's responsibility (e.g., water damage that leaks into neighboring units).

Per Maryland law, unit owners should verify their [HO-6 covers the \\$10,000 deductible](#). The Association will bill the unit of origin up to \$10,000.

## Non-resident Owners' Insurance Coverage

Non-resident owners should make themselves aware of Montgomery County laws and of the Commission on Common Ownership Communities (CCOC) guidance regarding insuring rental units. This includes additional fire insurance and coverage in the event of damage to common areas or other units originating in their unit.

The Association strongly encourages non-resident owners to require tenants to carry Renter's Insurance as a condition of their lease.

## IN-UNIT CARPETING

All unit owners, tenants, residents and occupants shall cover 80% of the floor area of their unit, except the kitchen and bathroom, with a minimum of ½ inch padding and carpeting or rugs. All new residents have 30 days from their move-in date to comply.

At the request of a neighbor on a noise complaint, a carpet inspection will be conducted to ensure compliance.

Be advised, noise travels very easily through uncarpeted hardwood floors to the units below. Residents' cooperation is appreciated.

## SECURITY

Neither the RCV association nor Abaris management staff are responsible for the security of the units, the residents, or their private property. Residents are responsible for taking adequate precautions for their own personal safety.

Never admit strangers into the building.

Never prop open exterior doors except in extenuating circumstances such as moving. When exterior doors are propped open, the resident who propped the door open assumes liability.

Help keep the community safe by **calling 911 in the event of a crime or security risk**. In addition to calling 911, inform management staff of the incident including the date, time of day, exact location, and description of the incident.

## Security Cameras

Security cameras, including Ring doorbell cameras and cameras pointed out windows, are prohibited.

## TRASH, COMPOSTING, & RECYCLING

### Trash

Trash is picked up 6 days a week. There is no trash or recycling pickup on Federal Holidays. Trash must be properly bagged, tied up, and disposed in one of the trash corrals. Residents are subject to a \$100 fine for leaving garbage anywhere other than in the trashcans in the corral.

### Composting

There are 3 composting bins in the trash corral behind 2310 Colston Dr. They are emptied

weekly. Please use the following guidelines when utilizing the composting bins in accordance with Veteran Compost, our composting service:

## What can be composted

- Breads and pastries
- Meat
- Fish
- Dairy
- Fruits and vegetables
- Packaging marked 'Compostable'
- Coffee grounds, coffee filters, and tea bags including the string and staple

## What can NOT be composted

- Paper packaging
- Liquids
- Glass
- Plastic bags
- Animal waste
- Oil or liquid fats including yogurt and left over grease or cooking oil

## Recycling

Recycling is picked up 3 times a week. The rules for RCV recycling come from Montgomery County's recycling laws.

### Recyclables should be rinsed

It is critical that cans, aluminum foil, bottles, plastic containers be **rinsed** before recycling. Dirty containers, including boxes, are thrown out at the recycling center.

### Recyclables should not be bagged

Separate recycling into two bins: 1) paper and cardboard; 2) glass, aluminum, and [plastic marked](#) 1, 2, 3, 4, 5, and 7.

At this time, Montgomery County is **not recycling #6 plastics**, which includes foam containers and packaging peanuts, as well as rigid plastics. Additionally, Montgomery County does not recycle plastic bags, wrappers, bubble wrap, or air-filled packing pillows.

## Scrap Metal

Scrap metal is picked up for recycling 3 days a week. It should **not be bagged**. Place small all-metal items in the trash bin labeled Scrap Metal — the cans have a black lid. Allowable scrap metal items include griddles, pots, cake pans, utensils. **Appliances** should be discarded as bulk trash.

## Bulk Trash

Bulk trash is picked up the last Wednesday of each month. Bulk trash items should be placed outside the [trash enclosure](#) behind 2310.

Residents are subject to a \$100 fine for leaving bulk trash anywhere other than outside the trash enclosure behind 2310.

Please note, the following items are NOT considered bulk trash and is the responsibility of the owner/tenant/resident to dispose of with the county:

- AC units
- Equipment with motors, including:
  - motorized bed frames
  - motorized sofas and recliners
  - refrigerators
  - microwave ovens
  - dishwashing machines
  - washers and/or dryers
- Stoves and/or ovens
- Glass dining tables
- Car parts
- Hazardous waste or flammable materials, including:
  - infectious, medical, radioactive waste
  - industrial and automotive fluids
- Construction debris, including:
  - drywall
  - cabinets
  - used tiles
  - flooring
  - wood materials
  - paint
  - concrete
  - metal frames or rods
  - glass
  - doors

For these items, residents can contact a bulk trash hauler of their choice. To use the RCV trash hauler, Trash Away, call 703-339-4560. For hazardous and flammable waste, specialized disposal may be required.

## NOISE RESTRICTIONS

RCV follows the [Montgomery County Noise Control Ordinance](#). In dealing with noise complaints involving a dispute between neighbors, the RCV Association follows the guidelines of the Montgomery County Noise Control Ordinance. Montgomery County designates residential quiet hours as:

- 9:00 pm to 7:00 am, Monday–Friday
- 9:00 pm to 9:00 am, Saturday–Sunday.

Residents who experience noise disturbances should do the following:

- Try to resolve the problem with the offending neighbor in a diplomatic and

considerate manner.

- If this does not provide a resolution, the complaining resident should send a complaint to management staff either through email, a letter, or the maintenance ticketing system using RCVCondo.com.
- If management staff cannot resolve the issue, the complaining resident can request a [hearing](#) before the Board of Directors.
- If all other efforts have failed, call Montgomery County Office of Landlord-Tenant Affairs at 240-777-0311 to register a complaint and pursue a resolution.

## VEHICLES & PARKING

Parking is permitted only in designated general parking spaces or on the street. There are no assigned parking spots. Residents are prohibited from placing items in parking spots to reserve the spot. Tandem parking is strongly encouraged for residents with more than one vehicle.

### Motorcycle Parking

Motorcycles (2-wheeled and 3-wheeled), mopeds and scooters (such as a Vespa) must be parked in the designated area in the [back parking lot](#).

### Registration

All vehicles, including motorcycles, mopeds and scooters must be registered with management staff. A current parking decal or hangtag provided by management staff must be displayed when the vehicle is parked on RCV property. Complete the [Resident Profile form](#) to be issued a parking decal or hangtag from management staff. Upon receiving the parking permits, complete the [Confirmation of Receipt of Parking Permits](#).

Parking decals must be removed and parking hangtags must be returned at the end of residency.

### Working Condition

All vehicles must be in operable condition to park on RCV property, including the motorcycle parking area.

### Vehicle Covers

Vehicles must be sufficiently uncovered to see the RCV Parking Permit.

### Towing

Without exception, vehicles will be towed as permitted by Montgomery County ordinance when:

- The vehicle is inoperable
- The vehicle has no RCV decal or hangtag displayed
- The vehicle is parked in a no-parking zone such as in a fire lane
- The vehicle is parked in a handicap spot without the proper Maryland State permit
- The vehicle is parked in a parking spot reserved for electric vehicle charging.

Towing between 9:00 AM and 2:00 AM may be authorized by RCV staff.

Towing between 2:00 AM and 9:00 AM may occur without authorization by RCV staff.

This is restricted to vehicles in no-parking zones, vehicles without a hangtag, and vehicles parked in a handicap spot without the proper Maryland State permit.

## Electric Vehicle Charging Stations

Electric vehicle charging (EV) stations have been installed. There are 2 dual stations located in the back parking lot close to the office.

To charge your vehicle at EV stations, use the following steps.

1. First-time users must download ChargePoint App and create an account. If you already have an account, open the ChargePoint App on your phone.
2. Hold your phone close to the reader on the charging station to connect the app to the station, releasing the charging hose.
3. Plug the charging hose into the correct port on your car.
4. ChargePoint will notify you once your vehicle is charged.
5. Once you are notified that your vehicle is charged, please move your car to another empty parking spot.

The fee to charge electric vehicles is \$0.17 per kWh. The fee is subject to change at any time by Board Resolution, depending on community needs and market conditions.

Gasoline-powered vehicles parked in EV charging parking spots will be towed.

## Moving Trucks, Vans, & Pods

RCV Residents are permitted to park a moving truck or van in a parking space under the following conditions:

- The moving truck or van must fit within the lines of a parking space
- The moving truck or van must have a parking hang tag if parked overnight
- The moving truck or van may be parked for a maximum of 3 days.

**Absolutely NO vehicles are allowed to park on sidewalks or the lawn.** The unit owner will be fined \$250. In addition, the unit owner will be charged for all damages to RCV common property caused during the move. The cost of damages will be based on the cost to repair them.

RCV Residents are permitted to park a moving pod in a parking space under the following conditions:

- The pod must be approved by management staff before its arrival
- The pod must fit within the lines of a parking space
- The pod must have a parking hang tag
- Parking the pod on Washington Ave., Grubb Rd., or Colston Dr. is permitted for a maximum of 5 days
- Parking the pod in the back parking lot is permitted for a maximum of 3 weeks
- The location of the pod must not interfere with fire lanes, trash removal, or cars entering and exiting parking spaces.

## Other Vehicle & Parking Prohibitions

No trailer, camper, boat, non-street legal vehicle, motor home or live-in van, equipment (including propane tanks), storage containers, truck caps/shells/toppers, or car covers

may be stored on RCV property except while loading and unloading. **Loading and unloading is permitted for a maximum of 2 days.**

No vehicle restoration, repair, or maintenance is permitted, except when emergency repairs are required (e.g., changing a flat tire, replacing a windshield).

Follow this link for [Montgomery County Ordinances](#) regarding parking commercial and recreational vehicles.

## MOVING

There is a \$100 Move-In fee made payable to Rock Creek Village Condominiums.

### New Resident Orientation

Thirty days before or after moving in, all new residents must schedule a **New Resident Orientation** with someone in the management office by calling 301-585-4060. **This orientation is mandatory.** The move in fee is due at the orientation along with a copy of the lease or settlement sheet.

### Moving Hours

Moving hours are outside the [Montgomery County Quiet Hours](#):

- Weekdays from 7:00 AM – 9:00 PM
- Weekends and holidays from 9:00 AM – 9:00 PM.

Property agents and unit owners are responsible for informing tenants of these restrictions prior to their move date.

This rule also applies to receiving or removing heavy furniture or appliances. Violators are subject to a \$50 fine.

## LAUNDRY ROOMS

RCV has [3 laundry rooms](#) that are accessible on the lower levels of the following buildings:

- 8329 Grubb Rd.
- 2304 Colston Dr.
- 2208 Colston Dr.

Residents who choose to use the laundry rooms must:

- 1) Sign a [Liability Release Form](#)
- 2) Pay \$10 for a key to enter the building
- 3) Clean up after themselves.

Once inside the building use the code 543 to enter the laundry room itself.

The hours of operation are 7:00 AM to 9:00 PM weekdays and 9:00 AM to 9:00 PM weekends (following [Montgomery County Quiet Hours](#)). Using the laundry rooms after hours is strictly prohibited and violators are subject to a \$50 fine.

For safety and to reduce the likelihood of vandalism, laundry rooms must be kept locked at all times, even while doing laundry.

## BICYCLE STORAGE ROOMS

RCV has [2 bicycle storage rooms](#) that are accessible from the rear of the following buildings:

- 2408 Colston Dr.
- 2310 Colston Dr.

Residents who choose to store their bicycle need to:

- 1) [Register](#) their bicycle with management staff
- 2) Affix a registration sticker to their bicycle
- 3) Sign a [Liability Release Form](#)
- 4) Pay \$10 for a key to the building where the bicycle will be stored.

Residents use the key to enter the building and then use the code 235 to enter the bicycle storage room itself.

Nothing should be stored in these rooms except bicycles and bicycle related accessories such as pumps, bike stands, and bike locks. Periodically, management will check the registration numbers on bikes to keep the rooms clear of abandoned bikes. Additionally, management will remove all items stored that are not bicycles or bicycle related equipment.

## OTHER STORAGE

No items should be stored in any areas other than bicycles and bicycle equipment in the bicycle storage room. This includes items left in common areas such as hallways and lobbies, and outside on the property. No resident may hang pictures, place furniture, or leave personal items in hallways, on the walls around their unit door, or outside on the property.

The only exceptions will be at the discretion of the Board of Directors.

RCV management staff will remove any personal property in common areas.

## EXTERMINATION

To schedule a pest control appointment, residents should call the contractor directly. The contractor is at RCV 2 times each month. There is no additional charge, as long as the appointment is on a regularly scheduled service day.

To schedule an appointment, contact **Pest Control Club**:

- email: [pestcontrolclub@verizon.net](mailto:pestcontrolclub@verizon.net)
- phone: 301-528-2550

## Pets

Domestic pets are welcome at RCV. Pet owners must complete a [Pet Registration form](#) and send it to management staff. Residents must abide by the rules listed below:

- All pets must be leashed when on the common elements. Owners who allow their pets off leash are subject to a \$50 fine.
- Dispose of pet waste in one of the 6 dog-waste cans located on the property. Pet owners who do not carry visible means to remove their pet's waste (e.g., a bag)



are subject to a \$50 fine.

- No pets are allowed to run free in hallways or stairs.
- No pets are permitted in the tot lot.
- All animal bites or attacks should be reported to management staff and also to the local county animal protection agency.
- Pet owners are solely responsible for any property damage, injury, disturbance or nuisance their pets may cause or inflict.

Additionally, pet owners are responsible for following all [Montgomery County Government Animal Control and Anti-Cruelty](#) laws.

Anyone with a pet-related problem should attempt to solve the problem with the pet owner in a courteous manner. If that fails, a written complaint should be sent to management staff in hard copy, by email, or through the maintenance ticketing system via [RCVcondo.com](#) website. The complaint should include all pertinent information such as dates, times, pet description, name of owner, and a full description of the complaint.

Management staff will attempt to mediate a solution to the problem. If this fails, the complaining resident can request a [hearing](#) before the Board of Directors.

## LANDSCAPING AND PLANTING PATIO

RCV has contracts for all essential lawncare and tree services.

### Planting Patio

From spring through autumn, residents may have plants in pots on the Planting Patio, located behind 2308 across from the tot lot. During these months, only pots containing growing plants are allowed. During winter months, residents are encouraged to strip pots down to bare soil.

This is no storage area, even for gardening tools. The following may be removed at any time: tools, empty pots, soil in bags, fertilizer, chemicals, gloves and garments, loose bags, storage bins, plant waste, or any other personal belongings not described above.

You may label your pot with your name and unit address. No other signs or messages are permitted.

### All Other Planting

The Landscaping Committee must approve planting anywhere other than on the Planting Patio. The Landscaping Committee will present plans for larger projects for Board authorization. Residents can reach the chair of the Landscaping Committee by calling or emailing the RCV office at [office@rcvcondo.com](mailto:office@rcvcondo.com).

## GRILL / PICNIC AREA & TOT LOT

RCV has an area with grills and picnic tables as well as a tot lot for all residents to use. At all times, these areas are used at the residents' and their guests' own risk.

No pets are permitted in the tot lot.

## COMMON AREAS & EQUIPMENT

As always shared amenities are first come–first serve basis.

Residents are encouraged to share when using the grills and picnic area and the tot lot.

There are 6 long folding tables that can be used for parties or yard sales. The tables must be picked up and returned during business hours. Please contact the office staff in advance to make arrangements to use these tables.

## LOCKBOXES

Lockboxes are permitted only on the [designated structure](#) near the laundry room behind 8329. No lockboxes may be placed on any part of a building's exterior or interior, including trellis work, railings, or nearby plants. Management staff will remove lockboxes found anywhere on the property other than the designated area. The removed lockbox will be retained for 30 days for the owner to retrieve.

## AC UNITS

Residents may install window AC units at their own expense, without any application and without any separate approval process. AC units must be window units that do not exceed 12,000 BTU's. This includes window mounted and portable units that vent out the window. Units must be operated on a 110 volt, 20-amp grounded circuit with a 3-pronged outlet. The large electrical demand of an AC unit, even a small one, makes it necessary to put it on a separate line with a circuit breaker.

One grounded 'AC outlet' can be found in the living room of every unit at RCV. **Do not plug an AC into any other outlet.**

Window-mounted AC units must have a drainage hose that directs water away from the building's brick. Window AC installations must follow the Guidelines given by Document 16-123, dated 14 June 2016 and given in the appendix.

To install an AC unit in another room, the unit owner must hire an electrician to install a 20-amp grounded outlet for each additional AC unit. Each AC unit must be on a dedicated circuit breaker tied into the kitchen circuit breaker panel box. All AC units must be installed using the manufacturer's installation kit or other proper mount. AC units improperly mounted are subject to a \$100 fine.

Portable AC units are permitted, but the **unit owner must self-report all portable AC appliances**, which are subject to the same AC impact fee.

Central air conditioners may only be installed by approval, following the Architectural Control Committee (ACC) approval process. The exterior unit of the central air conditioning system must be of the split-AC type and must follow the exterior air conditioner guidelines given in the Appendix. **Residents must submit ACC Form A: Application for Installation of an Appliance, and wait for final approval before beginning any work.** The exterior unit must be attached to the wall, following the Exterior Air Conditioner Wall Fastening Method Instructions document, given in the Appendix.

AC fees are **not automatically deducted** but will appear on the monthly assessment invoice. [Use ClickPay](#) to pay this invoice.

## ARCHITECTURAL CONTROL

Any improvements or additions to a unit or any alteration that affects the common areas or structural integrity of the building **must** be applied for and approved by the Architectural Control Committee (ACC).

### Applications

Unit owners must fill out the appropriate application:

Form A: [Application for Appliance Installation](#)

Form B: [Application for Structural Change](#)

Form C: [Application for Washer/Dryer Installation](#)

Form D: [Application for Lofting](#) — all applicants must contact the county for the most current lofting information, applications, and permits

All work must be performed by a licensed contractor and conform to Montgomery County Code. The contractor's Insurance Declaration page must include Rock Creek Village Condominium as a named insured party. The unit owner assumes ultimate responsibility for the work. In addition, the unit owner must obtain all required permits and submit a copy of each to management staff. Direct questions to management staff.

### Dryer Vents

All clothing dryers must be vented through the exterior wall and/or roof deck of the building. A venting system installed through the wall must line up with any existing exterior vents and painted to match the brick.

The unit owner is responsible for:

- Cleaning the dryer vent to prevent fires — annually is recommended.
- Any damage caused by water infiltration or leaks that result from the installation of the dryer vent and 12-inches around the penetration of the brick and/or roof deck.

If the vent requires penetration into the roof deck, the unit owner is responsible for a one-time expense for new flashing around the vent, which must be done by the Condominium's roof contractor to maintain the roof warranty.

A copy of the service ticket/invoice showing that the work was completed must be provided to the Condominium Site Manager.

### SMOKING & VAPING

Montgomery County law does not prohibit residents from smoking or vaping in their units. However, residents are responsible for keeping smoke and vape aerosols inside their unit. This includes tobacco, marijuana, and any other product being smoked or vaped. This may involve blocking airflow around doors and employing an air filtration system of sufficient strength and efficiency to purify the air before it escapes the unit.

The [Montgomery County Board of Health](#) prohibits smoking or vaping in any common area of a multi-family residential property. This includes hallways, lobbies, and laundry rooms. Additionally, there is no smoking or vaping within 25 feet of a playground.

## Relevant Laws

There are no Maryland state or local laws prohibiting smoking in a unit. Likewise, there is no 'right to smoke' preserved in the Constitution, Federal, Maryland state or local law.

Under the Federal Fair Housing Act, a homeowner's association, unit owners, and/or their tenants could be held legally liable for creating a 'hostile housing environment' by failing to respond to a complaint regarding smoke or vape aerosols infiltrating common areas and others' units.

## BOARD MEETINGS

In accordance with [Montgomery County, Maryland law](#), the Board of Directors holds open Board Meetings. In a typical year there are 9 Board Meetings on the 3rd Wednesday of the month. The Board typically votes to skip meetings in months when attendance is especially low (e.g., August and December).

The Annual Meeting in May does not count as a Board Meeting because its primary purpose is to elect Board Members.

## Recorded & Virtual Meetings

In accordance with [Montgomery County, Maryland law](#), Association meetings (closed and open) may be **recorded solely for the purpose of documenting meeting minutes**. The participants must be notified that the meeting is being recorded. **The recording must be deleted once the meeting minutes are approved.** These recordings shall not be distributed.

Since the start of the COVID-19 pandemic, the CCOC has permitted virtual meetings.

## Privacy & Civility

No private information may be shared during open Board Meetings or the Annual Meeting. Residents' privacy must be respected. The Board President or management staff should **halt the meeting** and arrange another time to speak about private matters. This includes anytime someone shares private information about a resident or themselves.

Civility must be maintained during meetings. When anyone behaves in an argumentative, combative, or offensive manner, the Board President or management staff should **halt the meeting**. Personal attacks are not permitted on any person, present or not. The meeting may resume when the problematic behavior will no longer disrupt the meeting.

## DISPUTES & HEARINGS

Unit owners and residents should make every reasonable effort to resolve disputes between themselves before involving Management or the Board of Directors.

## Management Staff's Role & Responsibility

Management staff will make every reasonable effort to resolve issues or complaints

made by residents. When decisions have a financial impact on RCV, management staff will bring the issue to the Board. Additionally, issues that cannot be resolved by management staff must be referred to the Board and possibly to legal counsel.

## Hearings

When an issue or complaint has gone unresolved through prior efforts, any resident, including unit owners and tenants, can call for a closed hearing before the Board of Directors. Hearings will follow the procedures in accordance with [Montgomery County, Maryland law](#). They are typically 30 minutes long, during which:

- Each resident and unit owner involved speaks uninterrupted
- After this, each resident and unit owner involved has the opportunity to rebut uninterrupted
- The Board of Directors may ask questions before adjourning.

Through this process, the Board will learn the facts and determine a resolution. The Board will issue a decision in writing within 30 days. The Board's decision in the matter is binding. The resident or unit owner has the right to appeal the decision to the CCOC or a Maryland court.

**Note:** Hearing can only be requested by the complaining parties who are directly involved. Hearings may not be called on behalf of a third party. Board Members can request a hearing as a resident — in which case, the Board Member recuses themselves from their role in deciding the outcome of that hearing.

## Incivility, Verbal Abuse, & Personal Safety

Incivility and verbal abuse are not tolerated regardless of the parties' role at RCV. Consequences of verbal abuse may be determined in a hearing by the Board. Escalation may involve the police or other authorities.

Anyone who **fears for their safety should call 911** immediately. This includes residents, unit owners, contractors, management staff, and others on RCV property.

## FOR SALE AND OPEN HOUSE SIGNS

For Sale and Open House signs may be posted from Friday at 5:00 PM until Monday at 9:00 AM, and on holidays from 9:00 AM to 5:00 PM. The following three types and locations are permitted: signs mounted in the Unit window and visible from the outside, easel or leaning signs at the building entrance, and directional signs visible from the curb and held in the ground by thin wires. Signs outside the Unit are only permitted during active Open House hours. RCV Management and the Board of Directors have the right to deny or remove For Sale and Open House signs not in compliance with the Rules.

## SETTLEMENT STATEMENTS

New owners or their settlement agents must forward a copy of their deed or settlement statement to Abaris Realty, Inc., to show proof of ownership. Upon receiving a copy, Abaris will provide the unit owner with [payment instructions](#).

## **LEASING A UNIT**

### **Leases**

Unit owners or their agents may lease units in accordance with the following rules. **A copy of the current lease must be on file in the management office.** It must include the names of roommates, new tenants, and all home/mobile/work phone numbers. It is crucial to know who is living in the unit and how to reach someone in the event of an emergency. This protects the entire community. Unit owners or their agents can furnish this information by email, by submitting a [Resident Profile form](#), or by calling management staff at 301-585-4030.

### **Non-resident Owners Are Responsible for Renters' Behavior**

Non-resident owners will be held responsible for their renters' adherence to Maryland State laws, Montgomery County laws, and to RCV Rules & Regulations. Fines and penalties caused by renters will be incurred by unit owners.

## **RESIDENTIAL USE**

All condominium units shall be used only for private residential purposes. Specifically:

- No portion of the unit, other than the entire unit, may be leased for any period
- No unit may be leased for transient or hotel purposes
- No lease shall be permitted for fewer than 6 months.

**Re Forms in Appendix:** Links in the online version of this document will take the reader to a separate, downloadable file of each form. In the print version, the forms will be full-size versions of the documents. These pages are simply place-holders.

**Resident Profile Form**

**ROCK CREEK VILLAGE CONDOMINIUM RESIDENT PROFILE FORM**

Please complete and return this form to the Site office located at 8327 Grubb Road. It is the applicant's responsibility to ensure that this form is filled out completely and accurately. A new form should be re-submitted when any of the information is changed. This information is only intended for Rock Creek Village Management Office use and will only be utilized for Association business. No portion of this information will be distributed or sold to a third party.

**PLEASE PRINT LEGIBLY ALL RESIDENT VEHICLES MUST DISPLAY A VALID PARKING TAG AT ALL TIMES OR BE SUBJECT TO TOW AT THE OWNERS EXPENSE.**

**Unit Address**

Building	Street Name:	Unit #:
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**Name of Legal Owner(s) Owner Occupied (Circle): YES -or- NO**

Name:	Day Phone:	Evening Phone/Cell/Other:	E-Mail:
Name:	Day Phone:	Evening Phone:	E-Mail:

**Mailing Address (only if different from unit address)**

Street Address:	City:	State:	Zip Code:
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**Resident Profile (The following person(s) resides in the unit)**

Name:	Day Phone:	Evening Phone:	E-Mail:
Name:	Day Phone:	Evening Phone:	E-Mail:
Name:	Day Phone:	Evening Phone:	E-Mail:
Name:	Day Phone:	Evening Phone:	E-Mail:

**\*\*\*\*\* RESIDENT EMERGENCY CONTACT INFORMATION \*\*\*\*\***

<b>Name(Relation):</b>	<b>Day Phone:</b>	<b>Evening Phone:</b>	<b>E-Mail:</b>
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**Rental Management Company (If Applicable):**

Company/Agent: N/A	Day Phone:	Evening Phone:	E-Mail:
Address:	City:	State:	Zip-Code:

**Pet Registration: Please provide copy of pet registration & current vaccine records.**

Type:	Breed:	Color:	Weight:	County License #:
Type:	Breed:	Color:	Weight:	County License #:

**Vehicle/Bike Information: All vehicles/bikes must display current parking/sticker tags or be subject to tow.**

Vehicle #1: Make	Model:	Color:	Year:	License Plate
Vehicle # 2: Make:	Model:	Color:	Year:	License Plate
Vehicle # 3: Make:	Model:	Color:	Year:	License Plate:

*I have read, understand and agree to abide by the Governing Documents, Rules & Regulations.*

I would like to receive the newsletter, announcements, meeting minutes in the following format: (Please indicate below)  
 { x } Electronically      { } Paper      { } Both Unit settled 02/01/2016 & Move fee collected \$100

Homeowner/Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY- Vehicle Permit (s) #'s Issued:</b>		
Emergency Key on File: YES / NO	Mortgage/Lease on File: YES / NO	Personal Condo Liability Insurance: YES / NO

**Confirmation of Receipt of Parking Permits**



**Confirmation of Receipt of Parking Permits**

**DATE:** \_\_\_\_\_  
**FROM:** MARK LOVELAND/ROD SAGASTUME  
**TO:** \_\_\_\_\_ (Owner/Resident)  
**RE:** Parking Hangtags

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, I, \_\_\_\_\_  
confirm receipt of TWO (2) parking permits assigned to

Unit # \_\_\_\_\_ in Building # \_\_\_\_\_

Assigned Parking Permit #s \_\_\_\_\_ and \_\_\_\_\_

from the management office/agent/owner for display in registered vehicles at all times while a resident of Rock Creek Village Condominium Association.

I acknowledge that it has been explained to me that in the event that my parking permit is not displayed in my vehicle while parked on the property at any time, for any length of time, my vehicle is subject to being towed, at my risk and expense, and without further notification, per the RCV Rules and Regulations.

I further consent that in the event that I misplace/damage the parking permit(s), I will immediately contact the management office to purchase a replacement(s) at my expense at a cost of \$50 per permit (maximum 2 per unit). It is also understood that at the end of my tenancy/residency/ownership, the parking permits are the property of RCV and must be returned to the management office or the cost of replacement will be billed to the unit owner's account for reimbursement.

\_\_\_\_\_  
RCV Representative Signature

\_\_\_\_\_  
Unit Owner/Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

REV\_6.30.22



Facility & Equipment Reservation Form



FACILITY & EQUIPMENT USE AGREEMENT

Residents may reserve the common areas and equipment listed below for LIMITED use. This agreement is between the Rock Creek Village Condominium Association (RCV) and the resident named below.

<u>Common Area</u>	<u>Date</u>	<u>From</u>	<u>To</u>
Grill/picnic area:	_____	_____	_____
Tot lot:	_____	_____	_____
Office meeting room:	_____	_____	_____

When reserving space, the resident agrees to be present at the event during the date and time stated above. RCV reserves the right to stop the event if it runs past the stated time or becomes disorderly or damaging to the property in any manner.

<u>Equipment</u>	<u>Pick-up Date &amp; Time</u>	<u>Return Date &amp; Time</u>	<u>Quantity (1-6)</u>
Folding Tables:	_____	_____	_____

When reserving the use of the folding tables, the resident agrees to pick up and return the tables during office hours. Further, the resident affirms that they will be present while the tables are being used. RCV will charge the resident the replacement price for damages to tables that prevents their future use.

**For All Reservations**

The resident agrees to assume full responsibility and liability for the actions of themselves and their guests with respect to injury or damage to the property. The resident agrees to hold harmless and indemnify RCV, except in case of gross negligence or willful misconduct by RCV, for any and all injuries or damage in connection with the use of the facility and its equipment.

The resident agrees to leave the facility and equipment clean after the event. No trash or other personal items may be left on the grounds, in the office, or on property owned by RCV. Trash cans may be used, but if they are full, the resident will supply additional trash bags for disposal of material. RCV will be responsible for disposing of ashes in the grills.

This agreement is accepted by:

_____ Resident Signature:	_____ RCV Management Representative Signature:
_____ Resident Printed Name	_____ RCV Management Representative Printed Name
_____ Street Address & Unit Number	_____ Date of Agreement

Updated July 2023

Bicycle Registration Form



8327 Grubb Road
Silver Spring, MD 20910
Tel: 301-585-4030
Email: office@revcondo.com
Website: www.revcondo.com

To: All Residents
Rock Creek Village

From: Management Office
Date: February 1, 2023
RE: Bicycle Registration

Bicycles stored in the bicycle storage rooms must be registered and properly maintained. This is to avoid overcrowding the bicycle storage rooms with abandoned or unusable bicycles. Periodically, unregistered bicycles will be removed from the bicycle storage rooms.

Please complete the information below and submit to the Management office by email at office@revcondo.com. Please fill out a separate form for each bicycle. We will issue your decal(s) upon receipt.

Name: Building #: Unit #:

Phone:

Bicycle Make/Model/Color:

Stored Location: 2408 / 2310

Accident Waiver and Release of Liability Form: Resident(s) assume(s) all of the risks of using common amenities and/or participating in activities on the Rock Creek Village Condominium property, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by Rock Creek Village Condominium, or because of their possible liability without fault.

To be filled out by Management:

Date Issued: Sticker #:

**Accident Waiver & Release of Liability Form**

Resident(s) assume(s) all of the risks of using common amenities and/or participating in activities on the Rock Creek Village Condominium property, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by Rock Creek Village Condominium, or because of their possible liability without fault.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Building #: \_\_\_\_\_ Unit #: \_\_\_\_\_

Mobile or Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Pet Registration Form



Rock Creek Village Condominium Pet Registration Form

Due to the increasing number of residents keeping pets on the property, it is important that all pets must be registered, as required by the Pet Rules. Please complete and return this form (along with a photo of your pet if it is a dog or other animal that will be kept exclusively in your unit ), so that it may be filed with your unit records.

Owner Information

Resident Name: \_\_\_\_\_ Unit: \_\_\_\_\_
Phone numbers: \_\_\_\_\_
Email: \_\_\_\_\_

Emergency Contact Information

Name: \_\_\_\_\_
Phone Number: \_\_\_\_\_

Pet Information

Pet Name/Species \_\_\_\_\_ Breed: \_\_\_\_\_
Color(s) \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_
Photo (check one): Attached \_\_\_\_\_ Emailed \_\_\_\_\_

Montgomery County License Number (if applicable): \_\_\_\_\_

Please review the Pet rules for the community, copies of which are available at the management office.

I, the undersigned, affirm that the foregoing information is true and correct and that I have read and understood the Pet Rules and my obligation to observe the same at all times.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACC Form A: Application for Appliance Installation**

**FORM A:**

**APPLICATION FOR APPLIANCE INSTALLATION**

MANAGEMENT USE ONLY: RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ COMPLETE / INCOMPLETE: \_\_\_\_\_

To: **BOARD OF DIRECTORS** Date: \_\_\_\_\_  
**ARCHITECTURAL CONTROL COMMITTEE**

In accordance with the By-laws of the Council of Unit Owners of the Rock Creek Village Condominium, I/We hereby apply for the written consent from the ACC and/or Board of Directors to make the following appliance installation in our apartment.

**Unit Owner:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_  
(If different from above)

I wish to install: (1) Dishwasher: \_\_\_\_\_ (2) Kitchen Exhaust fan: \_\_\_\_\_ (3) Disposal: \_\_\_\_\_ (4) Ceiling Fan: \_\_\_\_\_  
(5) BA. Exhaust fan: \_\_\_\_\_ (6) Ceiling Fan: \_\_\_\_\_ (7) Built-In Vented Microwave: \_\_\_\_\_ (8) other: \_\_\_\_\_

Please provide the following information contract scope of work & any specification sheets (manufacturer, voltage, etc).

Brief description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor:** \_\_\_\_\_ **License #:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Approx. start & finish dates:** \_\_\_\_\_

Applicant(s) and/or contractor(s) MUST assume responsibility for obtaining any and all electrical/plumbing permits as applicable by Montgomery County. All work must comply with county code and the By-laws of this condominium. Copies of permits, insurance liability insurance coverage MUST be submitted before any work begins. The applicant is solely responsible to repair any damage to adjoining units and the common areas of the condominium caused by the contractor(s) and/or scope of work. You hereby agree to hold the association harmless and agree to be responsible for any negligence on the part of the contractor(s).

Applicant Signature: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**ACTION:** **APPROVED:** \_\_\_ **APPROVED WITH CHANGES:** \_\_\_ **DENIED:** \_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Changes and/or comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIREMENTS FOR FIRST TIME APPLIANCE INSTALLATION  
(FORM A)**

1. Dishwashers should be energy efficient as should an under cabinet vented microwaves (if specified other”) or a garbage disposal.
2. A licensed and insured plumber/electrician must be used for:
  - A new dishwasher hookup to your unit’s water and drain lines if there are no existing connections from an old unit that is being replaced;
  - A new garbage disposal where there is no prior existing drain connection or electrical feed from a kitchen plug on a 20amp line  
(N.B.: plumbers are familiar with this direct connection to an electric box and are generally if informally authorized to make the connections as long as they are licensed, but if no convenient kitchen box on a 20amp line is available, a licensed electrician is required to run a new dedicated 20amp line from the unit panel box).
3. A licensed and insured electrician must be used whenever a kitchen or bath exhaust fan, a vented microwave, or a ceiling fan is being installed where there is no existing unit with its electric feed and a new wire must be run to a nearby electric junction box. Unit owners who are handy do it yourselfers can install those devices that consume little power such as a kitchen wall or bath ceiling mounted exhaust fan that can be fed from a nearby junction box. Do it yourselfers should note that the requirements for a vented system (see #5 below) will have to be followed and that RCV Management office should be notified before and after the work is completed so that it may be inspected.
  - An electrician is definitely required if a new electrical line to the unit panel box is necessary as in the case of:
    - A bath ceiling exhaust fan with high wattage infrared lights:
    - A built in under cabinet vented microwave unit
    - A ceiling fan in the living room as no RCV units have ceiling fixture electrical box
    - Installation of track, chandelier, or any custom lighting in the living room ceiling for the reasons cited above.

Please note that any ceiling fan, whether in a new location, or replacing an old exiting fan or chandelier, MUST be hung from a fan brace. This can be either a 2x4 joist to joist, or a metal brace made specifically for ceiling fans. Attaching a ceiling fan to the old ceiling light fixture hanger is potentially dangerous as it is strong enough to hold the greater weight of a fan and the extra weight and added vibration when in use may cause the ceiling to loosen and crack.
4. The plumbers & electricians insurance must include a Workman’s Compensation & Liability coverage that names Rock Creek Village as an additional insured.
5. Vendors’ Certificate of Insurance and quote agreement must be submitted with the application before it will be signed as “received” by RCV office. The only exception is the site office already an additional insured on the contractor’s policy, I this case only the quote will be required, please verify if your vendor already has policy on RCV files.
6. If using a vented system, vents must be installed to line up with any existing vents and painted to match brick and owner will be responsible for a minimum of 12” around the penetration in the event of water infiltration, leaks, etc. caused as a result of this alteration. For units that require penetration of the roof deck the owner will be responsible for a minimum of 12”-1’ around the penetration and assume a onetime expense to new flashing application in the aforementioned area by the roofer to not void the existing warranty. All new roof penetrations must be painted to match the existing adjoining vents. The standard condominium approved units are available for purchase in the management office for a total cost of \$35.00 each.

7. A copy of the application must be submitted to the office & marked received no later than 12:00p.m. on Friday's to prepare for that weeks distribution at 3:00p.m. to the Architectural Control Committee members. An update of the committee's response will be forwarded pending the formally ratification of the application at the next monthly Board of Directors meeting
8. All work MUST BE PERFORMED during the following authorized hours: Mon- Fri: 8:30am – 5:00pm & Sat, Sun & Holidays: 9:00a.m. – 3:00p.m to allow for neighbors to enjoy some quite. Quite hours must be observed in accordance with the Montgomery County Noise Control Ordinance are follows: ***Mon-Fri: 9:00p.m – 7:00a.m & Sat/Sun/Holidays: 9:00p.m – 9:00a.m.***
9. Any and all construction done by your contractor or unit owner(s), friends, etc. must be hauled away from the property. Construction debris may not be disposed of at the curbside or permitted at the RCV's recycle center. The Condominium provides no bulk waste services and therefore arrangements need to be made with your contractor(s), self, friends, etc. to have said items removed from the property within the working hours so as not to detract from the property and the neighbors. Storage of bulk trash is strictly prohibited from being life on the curbside after completion of work at 5:00 p.m or prior to start of work day at 8:00a.m.

**ACC Form B: Application for Structural Improvement**

**FORM B:  
APPLICATION FOR STRUCTURAL IMPROVEMENT**

MANAGEMENT USE ONLY: RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ COMPLETE/INCOMPLETE: \_\_\_\_\_

To: **ARCHITECTURAL CONTROL COMMITTEE** Date: \_\_\_\_\_  
**BOARD OF DIRECTORS**

In accordance with the recorded Bylaws of Rock Creek Village Condominium, I/We hereby apply for written consent from the ACC and/or Board of Directors to make the following structural changes to our apartment.

**Unit Owner(s):** \_\_\_\_\_ **Home Phone #:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Work Phone #:** \_\_\_\_\_

Description of proposed structural change(s). Please attach blueprints, diagrams, specification sheets signed contract agreement with detailed scope, elevations, dimensions, finished design, ins. Cert. permit, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor:** \_\_\_\_\_ **License #:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Approximate start and finish dates:** \_\_\_\_\_

Important: Please read and sign – Applicants(s) and contractors assumes ALL responsibility for obtaining required electrical, plumbing and county permits & liability insurance as applicable. All work must be done in accordance with Montgomery County code and condominium Bylaws. Copies of required permits must be filed with the management office. I/We understand that approval is only for what is stated above, and that all work is subject to inspection by the Board and/or the management office. The applicant(s) has the sole responsibility to repair any damage to adjoining units and the common elements.

Applicant Signature: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**ACTION:** APPROVED: \_\_\_\_ APPROVED WITH CHANGES: \_\_\_\_ DENIED: \_\_\_\_

RCV Officer's Name & Signature – Title \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPLICATION FOR STRUCTURAL IMPROVEMENT**

1. This application includes removing non load bearing walls, relocating anything from its original location, lofting and anything that will alter the appearance of the unit from its current state.
2. To remove a wall: A representative from Management must come to inspect the wall to assure that it is not a load bearing wall.
3. Lofting: You must first have a certified architect draw up blue print plans of how your loft will look and how much space you will be using. Those plans must be given to a certified & licensed contractor. A copy of contractor's certificate of insurance must be attached naming Rock Creek Village as insured on their policy. The contractor will have to go the Montgomery County Building and planning to obtain permits to build the loft. The plans and permits must then be taken to the association's attorney so the space can be registered.
4. **All work MUST BE PERFORMED during the following authorized hours: 8:00a.m. – 5:00p.m. Monday thru Friday. All weekend work must be performed during the hours of 9:00 a.m. – 3:00p.m. to allow for neighboring residents to enjoy their peace and quiet.** Quiet hours must be observed as follows: 9:00 p.m. – 9:00a.m. Saturdays, Sunday and all holidays.
5. **All construction debris must be removed from the premises. Any items left on the curb must be removed at the end of the work day as the condominium DOES NOT PROVIDE BULK TRASH PICKUP SERVICES. Any construction debris left at the curbside for collection with the daily trash pickup will not be collected and thereof any additional charges to dispose of such items will be charged to the homeowner.**
6. Application must be submitted to the site office **10 days prior** to the monthly board meeting to be considered for approval that month. Please include (1set) of scale drawings and (1set) copy (size: 8.5 x 11) for duplication to Board and committee members.

ACC Form C: Application for First-Time New Washer/Dryer Installation



FORM C:

APPLICATION FOR FIRST-TIME WASHER/DRYER INSTALLATION

MANAGEMENT USE ONLY: RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ COMPLETE/INCOMPLETE

To: **BOARD OF DIRECTORS** Date: \_\_\_\_\_  
**ARCHITECTURAL CONTROL COMMITTEE**

In accordance with the Bylaws of the Council of Unit Owners of Rock Creek Village Condominium, I/We hereby apply for written consent to make an installation of a washer/dryer on the premises.

Unit Owner: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Unit Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
(If different from above.)

Please provide the following information:

Model & Make: \_\_\_\_\_ Voltage (110/220): \_\_\_\_\_

Location in Apt: \_\_\_\_\_

Does this model require that the unit be hooked up to a circuit breaker: YES: \_\_\_ NO: \_\_\_

If yes, is the washer/dryer a dual unit requiring just one circuit breaker or two separate units requiring the washer on one breaker and the dryer on a separate breaker? ONE: \_\_\_ TWO: \_\_\_

Is the unit intended for installation \*Energy Efficient\*? YES: \_\_\_ NO: \_\_\_

All washer installations must include an overflow pan in accordance with RCV condominium requirement and have a separate drain line.

Briefly explain (or provide a diagram) of venting application: (a) exterior through brick, explaining how (b) via roof puncture or (c) through crawl space. Please note that any penetrations, damage & their associated expenses related to work will be the maintenance responsibility of the owner within a minimum/maximum of 12"-1".

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR FIRST-TIME WASHER/DRYER INSTALLATION**

Give a brief explanation & a copy of contractor's work scope (providing a diagram) of how the drain lines for both the washer and the overflow pan will be installed. What is their intended path from the apartment to the basement/crawl space and/or to the outside brick wall of the apartment building?

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**Contractor:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Approx. Start & Finish Dates:** \_\_\_\_\_

Applicant(s) and/or contractor(s) MUST assume responsibility for obtaining any and all electrical/plumbing permits as applicable by Montgomery County. All work must comply with County code and the Bylaws of this condominium. Copies of permits MUST be submitted before any work begins. The applicant is solely responsible to repair any damage to adjoining units and the common areas of the condominium caused by the contractor(s) and/or scope of work. You hereby agree to hold the association harmless and agree to be responsible for any negligence on the part of the contractor(s).

\_\_\_\_\_  
**Applicant Signature/Date**

\_\_\_\_\_  
**Applicant Signature/Date**

<b>ACTION TAKEN:</b>	<b>APPROVED</b>	<b>APPROVED WITH CHANGES:</b>	<b>DENIED:</b>
<b>By:</b> _____		<b>Date:</b> _____	
<b>Title:</b> _____			
<b>Changes and/or comments:</b> _____			
_____			
_____			
_____			

**ACC Form D: Application for Lofting**



For Management use ONLY

**FORM D:  
APPLICATION FOR LOFTING**

To: **BOARD OF DIRECTORS** Date: \_\_\_\_\_  
**ARCHITECTURAL CONTROL COMMITTEE**

In accordance with the Bylaws of the Council of the Unit Owners of Rock Creek Village Condominium, I/We hereby apply for the written consent to loft the limited common area foot print above our unit.

Unit Owner(s): \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Unit Address: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
(If different from above)

\*\*\*\*\*

**Please provide the following information:**

	<u>Rcvd</u>	<u>Approved</u>
_____ Architectural Drawings of Proposed loft	_____	_____
_____ Provisional Letter of Approval from ACC <i>(Issuance of this letter is strictly for the purpose of obtaining a building permit from local government agency.)</i>	_____	_____

**PLEASE SUBMIT THE FOLLOWING:**

_____ <b>Copy of Montgomery County Building Permit</b>	_____	_____
_____ <b>Form A: Application for First-Time Appliance Installation</b> (If applicable)	_____	_____
_____ <b>Form B: Application for Structural Improvement</b> (If applicable)	_____	_____
_____ <b>Form C: Application for First-Time Washer/Dryer Installation</b> (If applicable)	_____	_____
_____ <b>ACC (Architectural Control Committee) Approval</b>	_____	_____
_____ <b>RCV Board of Directors – Granting of Easement to Loft</b> (This will commence start of construction)	_____	_____
_____ <b>RCV ACC &amp; Mgmt. review of site for adherence to the approved submission</b> (Submission of copies of county inspection approvals; plumbing, electrical, framing, etc.)	_____	_____
_____ <b>Final Inspection of new loft by ACC &amp; Mgmt. Representative</b> (ACC issuance of Certificate of Compliance)	_____	_____
_____ <b>Easement recordation ion by RCV Board</b>	_____	_____
<i>(Approval by the Board of Directors of the Easement will commence the start of loft fees. Applicants consents to retain the services of RCV's legal counsel to complete and record the Easement.)</i>		
_____ <b>Copy of recordation receipt from legal counsel on Easement</b>	_____	_____

Adopted 4/17/2014

8327 Grubb Road • Silver Spring, MD 20910 • Tel: 301-585-4030 • Fax: 301-585-4095



## APPLYING TO BUILD A LOFT

### INTRODUCTION

If you own a second-floor unit in a two-story building at Rock Creek Village (RCV), you may decide to build a loft that may vary in size from half the square footage of your base unit (mezzanine loft) to one that uses all the space directly above your unit (full loft). A bath may be included in the loft, provided that a new riser pipe is installed. A loft adds substantially to your unit's desirability in exchange for a modest loft fee on top of the standard monthly condo fee to cover the additional utility costs.

### THE REQUIRED EASEMENT

The attic space above the second-floor units in two-story buildings is considered part of the condominium's common area. Consequently, because building a loft entails occupying part of that common area, you must first apply for and receive an easement granted by the Board of Directors (BOD) for using and accessing that space. This easement may be granted only for the space directly above the main unit below and may not be used to extend the loft's footprint beyond those boundaries. Following ACC approval, an easement agreement must be submitted in the form approved by the Board of Directors. The Board of Directors records the easement for use and occupancy only after the loft has been constructed and has passed inspection by the Montgomery County Building Permit Office and RCV's Architectural Control Committee (ACC).

### SEQUENCE OF STEPS FOR BUILDING A LOFT

**Step 1.** Have plans drawn by a licensed architect so that they meet the following RCV requirements:

- a) The loft's footprint cannot exceed the boundaries of the unit's floor plan below and cannot encroach on common areas such as stairwells.
- b) If a bath in the loft is planned, the current riser that feeds the water supply to the main level will not suffice, and county code requires a separate riser line to be installed to supply water for the new addition as well as an easement

obtained from the first-floor unit owner. Currently, Montgomery County code permits only shower stalls in lofts; no bathtubs are allowed.

- c) Skylight and plumbing or dryer vents must be at least 32" apart and 3' from the closest change of the roof plane and, if possible, aligned with other skylights and vents on the same roof plane. Dryer and plumbing vents must be the RCV standard, which can be purchased at the office.
- d) Existing 2 x 8 joists under the loft floor must be sistered with 2 x 8's.
- e) Windows must be maintained in a consistent architectural style. The gable ends of attic spaces currently have round windows. In a loft, that existing round window must be replaced by a window of the same dimensions and style (6/6 mullions) as those on the same building side as well as any replacement loft window directly opposite in another building. Brick mold width and setback within the rough opening should also match those of the surrounding windows.
- f) Any heating source permanently installed in the loft must be tied into RCV's existing hot water heating system and should resemble the vector type radiators as closely as possible.
- g) The framing plan must isolate the loft from any unlofted common attic space to retard fire.
- h) All walls forming the loft's perimeter, including those that abut an adjoining unit's loft, must have sheetrock (5/8 fire rated) on both sides, along with full-length insulation, as a fire retardant and sound abatement.

**Step 2.** Submit architectural plans in full large format to the management office for provisional approval from the ACC. (A full description of the ACC's function appears in a package of condo documents for new owners and may also be obtained upon request.) A Letter of Provisional Approval indicates that the plans meet RCV requirements for exterior appearance and are eligible for an easement. This letter is NOT a building permit, which must be obtained from the county.

**Step 3.** Once approved by the ACC, the architectural plans and the Letter of Provisional Approval should be submitted to Montgomery County's Building Permit Office for approval and any required permits. The ACC Letter of Provisional Approval assures the permit office that the application is legitimate. A request for a waiver of the county's sprinkler requirement will have to be made at the same time or the county will not approve the application. Please contact the onsite manager for more details about how to have this requirement waived.

**Step 4.** If Montgomery County approves the plans and waives the sprinkler requirement, both the plans and the waiver must be submitted to the ACC again so that it can grant its approval for construction to begin. If the ACC grants that

approval, you will need to provide the management office copies of the license and insurance information for the general contractor and any sub-contractors you have chosen before any work can begin. Also, you will need to submit an easement agreement for recording in the County land records. The easement agreement is prepared by the condominium's attorney at the owner's expense. Please contact the onsite office to make the necessary arrangements to engage legal counsel.

Please note: When soliciting bids from general contractors, be sure to inform each bidder about the requirement for the 5/8 fire-rated sheetrock on both sides of the loft perimeter walls as this material is more expensive to buy and install.

**Step 5.** Work on the loft may now begin subject to the following RCV requirements:

- a) All roof cuts must be made by RCV's roofer (Corley Roofing; 301-894-4460), which holds the warranty on RCV roof shingles. Your contractor can contact the office for details.
- b) All appliances such as washers, dryers, dishwashers, large exterior vented microwaves, and overhead fans must be installed in accordance with ACC Forms A and C, which must also be submitted as applicable. All new major appliances must be energy efficient and Energy Star rated with make, model, and specification sheets included. All washers must have an emergency drain pan for installation above the first floor.
- c) All kitchen and bath plugs within 3' of a basin or tub must be GFI (ground fault interrupter) and all plugs in a kitchen or bath should be wired for a three-prong separate grounded outlet even if a GFI is not required. (The same requirements apply to renovating the kitchen and bath on the main level.) The original and post-conversion to condominium wiring can otherwise be left as is. The loft itself will have a new separate feed from the unit panel box as required by Montgomery County electric code.
- d) The loft construction will be subject to periodic inspection from the RCV onsite manager and ACC to catch any deviation from approved plans as early as possible.
- e) Permitted work hours are 8:30 a.m. to 5:00 p.m. weekdays and 9:00 a.m. to 3:00 p.m. weekends and holidays.
- f) All construction trash must be disposed of separately by the contractor or owner. RCV does not dispose of construction debris and at no time can such trash be left overnight anywhere in the condominium's common area, including its trash enclosures.

**Step 6.** Once all work on the loft has been completed, has passed Montgomery County's framing, electrical, and plumbing inspections and has received a Certificate

of Occupancy, notify the RCV management office and provide copies of all county-issued documents. The ACC will inspect the new loft to verify that all work has been completed according to the original approved plans and any subsequent changes the ACC and management office require during the course of construction. The ACC will issue a Certificate of Compliance if everything is in order. This certificate will be presented to the BOD as verification it may grant an easement for the loft and adjust the owner's account to include a loft fee in accordance with the approved fiscal budget.

**Step 7.** It is understood by the unit owner that all necessary documentation to grant easement for use of the new addition will be drafted including all recordation fees and all other associated costs by the association's attorney at the unit owner's expense.



Document 16-123: Window AC attachment Guidelines

**Structural Solutions**  
 1001 Spring Street, Suite 227 Phone 301-587-1777  
 Silver Spring, Maryland 20910 Fax 301-588-1250  
 Consulting Structural Engineers

Date: 14 June 2016 Page 1 of 2

Project: Rock Creek Village - A/C Unit Guidelines

Project No.: 16-123 By: MAR

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 Info@StructuralSolutionsDC.com

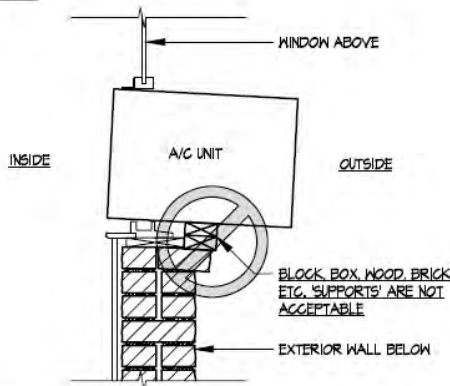
GENERAL NOTES

1. Limitations of Structural Notes

These notes are intended as a set of guidelines for the installation of window-mounted Air Conditioning Units at Rock Creek Village Condominiums. There can be many subtle differences in conditions that will render these guidelines inadequate for other projects or locations. Therefore, due to these variations in conditions which are beyond Structural Solutions' control, these guidelines shall not be used for other projects without prior written authorization from Structural Solutions.

The installation of window-mounted Air Conditioning Units and all associated fastening and sealing are the sole responsibility of the individual residents. These notes are intended as guidelines and recommendations only. Damage caused by the installation shall be the sole responsibility of the individual residents. The residents are also responsible for the window units to be installed in such a way as to prevent the unit falling and/or causing injury or damage.

2. As specific installation requirements vary between manufacturers, all window-mounted Air Conditioning Units shall be installed in a manner not less than those specified by the individual manufacturer's recommendations.
3. The Air Conditioning Unit shall not be installed in a window showing any signs of deterioration or rot. The window used shall be in serviceable condition, shall be functional/operable, and shall have intact frames, sills, rails, sashes and jambs. Repair/replace window as required prior to installation of A/C Unit.
4. Do not use lumber blocks, bricks, plywood, foam, or any other loose objects to support the Air Conditioning Units.



Notes continue on following page.

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Consulting Structural Engineers

Date: 14 June 2016 Page 2 of 2

Project: Rock Creek Village - A/C Unit Guidelines

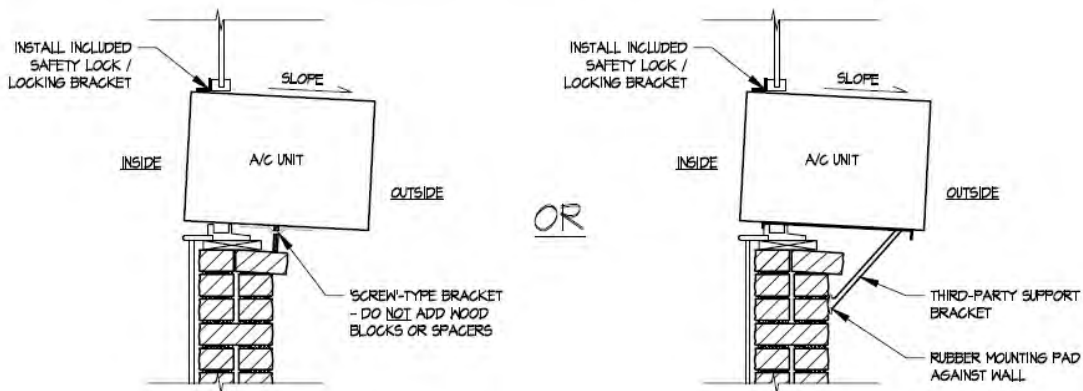
Project No.: 16-123 By: MAR

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*Notes, continued from prior page.*

5. The Air Conditioning Unit shall be supported from beneath by metal brackets. The brackets shall either be those supplied by the manufacturer, or shall be third-party A/C Unit brackets capable of supporting the published weight of the unit. The brackets shall be supported directly by the wall/sill; the brackets shall not be supplemented by lumber blocks, or other loose objects. If manufacturer-supplied brackets cannot be used with the geometry of the windows, third-party brackets should be used instead. We recommend that third-party brackets have rubber mounting pads for installation against the exterior wall. Holes/screws are not to be installed in the exterior brick walls without prior approval from Rock Creek Village.
6. The Air Conditioning Unit shall be securely fastened to the jamb/sash/sill using the Safety Lock or Locking Bracket as supplied by the manufacturer, per the manufacturer's specifications. Do not install or operate the Air Conditioning Unit without the manufacturer's Safety Lock / Locking Bracket securely in place.



7. The Air Conditioning Unit shall be gently sloped towards the exterior to allow for proper drainage of condensation, per the manufacturer's recommendations. Condensate shall not be permitted to drip down the exterior walls; drainage tubing shall be installed from the condensation drain to help prevent damage/staining to the exterior walls.
8. Objects such as flower pots, satellite dishes, bird feeders or the like shall not be placed on top of or hung from the Air Conditioning Unit.

**END OF GENERAL NOTES**

## Exterior Air Conditioner / Split Air Conditioner Installation Guidelines

Rock Creek Village Condominium  
Architectural Guidelines for the Installation of an  
Exterior Air Conditioning Appliance (EACA)  
Draft Date: 2024-07-28  
Effective Date: Not yet approved.



*These guidelines do not apply to window air conditioners. Window air conditioner guidelines are described in the Window A/C Installation Rules Document 16-123, dated June 14, 2016.*

### Definitions:

**Exterior Air Conditioning Appliance (EACA):** Any appliance, powered by available electrical connections, that operates only on the exterior of living spaces (outdoors) for the purpose of producing a fluid cooling medium circulated by pipes or ducts within an interior living space (indoors) for the purpose of cooling or heating the indoor space to produce a comfortable living temperature.

**Submission Instructions:** Please fill out the Architectural Control Committee (ACC) *Form A: Application for Appliance Installation*. Address all questions below in an attached addendum to your application. If there are any required deviations to these guidelines or to the document referenced in Section III below on fastening methods, the *Exterior Air Conditioning Appliance Fastening Method Instructions*, please be sure to clearly describe all necessary deviations, and be aware these deviations could result in the denial of your application.

**Section I: Architectural Restrictions.** All of the following questions should be answered "No". If any of these questions is answered "Yes", please research your installation plans carefully and write a justification as to why this is required. Each "Yes" answer requires its own written justification with photos and drawings as needed to make the reason for the decision clear. Please be advised that any of these conditions could result in the denial of your application.

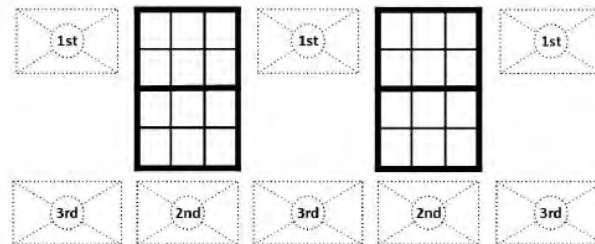
1. Is the EACA located on roof space?
2. Is the EACA located on the ground of the common elements?
3. Does the EACA occupy wall space at the perimeter of another Condominium Unit?
4. Does the EACA occupy wall space at the perimeter of interior common elements (such as a foyer, stairwell, workshop, laundry room, bike room, utility room, crawl space, or attic)?
5. Is the EACA visible from anywhere along the approach from the front curb to the building main entrance?
6. Is the EACA visible from any courtyard area? Specifically, is the EACA visible from anywhere along the approach from the front curb to any other building main entrance also visible along the same approach as in number 5 above?
7. One line of hose to manage waste condensed water would be allowed, and the length may be as long as needed to route the water to a proper drainage location. Beyond this, will the installation require more than 24 additional inches of cords, piping, conduit, hoses, or other visible exterior features?
8. Does the EACA installation plan require any modifications or attachments to any interior common elements? (No hoses, cords, conduit, or piping may run through any common element, including attics or crawl spaces. Points of entry into the Condominium Unit must be located at the EACA.)

**Section II: Architectural Design Choices.** Please submit the following items for the location of the EACA installation.

- Drawing or sketch showing the EACA location relative to windows and other prominent architectural features (This must include any existing EACA already installed on the same wall)
- Color photos of the building's existing elevation view
- Color photos of the appliance to be installed
- Color photos of any bracket, cord, pipe, conduit, hose, or other visible exterior parts

In preparation of the drawings and photos, please review the following considerations. As many questions as possible should be answered "Yes". If any questions are answered "No", then please include a written justification for the design choice. Each "No" answer requires its own written justification with photos and drawings as needed to make the reason for the decision clear. All vertical and horizontal positions described below should be interpreted with respect to centerlines, both for EACA and windows, unless otherwise specified. Double-wide windows should be considered as a single architectural feature.

1. If the building's existing elevation view already contains any EACA, does the proposed new EACA follow the same sight lines and symmetry patterns (see below)?
2. Is the vertical location of the EACA selected so that the top line of the EACA aligns with the top line of adjacent windows? (See Figure 1, first choice, and Figure 2.) If your answer is "No", skip to question 3.
  - (a) If "Yes", is the EACA horizontally centered between windows or between the nearest visible adjacent architectural features? (See Figure 1, first choice.)
3. If Question 2 is answered "Yes", skip this question and (a), (b), (c) and (d) below. Is the EACA at a different vertical height location from the Condominium Unit's existing windows, so that no component of any window is the same vertical height location as any component of the EACA? (See Figure 1, second choice and third choice.) If your answer is "No", skip to question 4.
  - (a) Is the EACA is along a vertical column of windows (See Figure 1, second choice) ? If your answer is "No", skip to Question 3(c).
  - (b) Is the EACA horizontally centered to line up with the column of windows ? Skip to question 3(d).
  - (c) Is the EACA horizontally centered between two columns of windows or otherwise horizontally centered between a column of windows and the nearest adjacent visible architectural feature? (See Figure 1, third choice.)
  - (d) Is the EACA vertically centered within the available space provided within Question 3?
4. Have all color choices available from all manufacturers for the EACA and all parts been selected to maximize harmony with the building's existing exterior colors, and will non-matching parts be painted to match? (If any small parts won't match, like hoses, please provide a short justification.)
5. Could the architectural design choices for the proposed EACA reasonably be repeated in the future for additional EACA locations within the same elevation's view and for all locations within the range of visibility of the proposed EACA?



**Figure 1.** Options for the locations of the EACA. The first choice is described in Questions 2 and 2a. The second choice is described in Questions 3, 3a, 3b, and 3d. The third choice is described in Questions 3, 3c, and 3d.

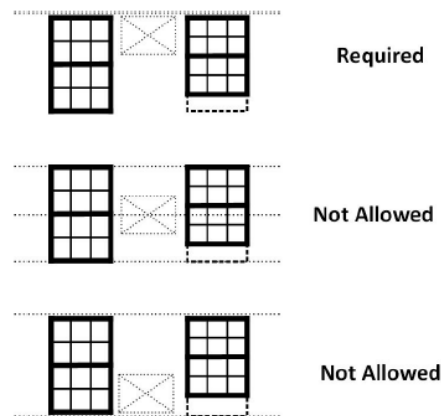


Figure 2. Allowed vertical alignments when the EACA is between windows. This is described in Question 2.

**Section III: Engineering, Fastening, and Electrical Requirements.** The fastening of the EACA to the wall must follow the Rock Creek Village document, “Exterior Air Conditioning Appliance Fastening Method Instructions.” Most importantly, the anchoring must be to the underlying structural wall composed of concrete masonry units (CMU, also known as cinder blocks), not just the red or painted brick facade. Any exterior piping shall be covered with a “Line Hide” system, such as Hide-A-Line Pro or Turbo Decorative PVC. These systems shall be painted to closely match the color of the adjoining brick. The work must be conducted by professionals who are licensed and insured. All installations must have a mechanical permit issued by the Authority Having Jurisdiction. Provide a copy of the calculations from Manual J, published by the Air Conditioning Contractors of America (ACCA), to Rock Creek Village Condominium. All inspections must be completed by the installer, and any structural problems identified must be communicated to and addressed by Rock Creek Village Condominium, prior to the start of installation work. All electrical connections must proceed from the Condominium Unit’s electrical panel, and all electrical work must conform with all applicable codes and be conducted by a licensed and insured electrician. Waste water from condensation must be managed by a single hose to be directed away from all parts of the building interior, exterior, and envelope and any EACA below. All insurance declaration pages must name Rock Creek Village Condominium as an insured party and copies of the licenses and insurance declaration pages must be provided to the Rock Creek Village Management Office prior to the start of work. It is the responsibility of the Unit Owner and the Installer to obtain all necessary permits.

**Section IV: Maintenance Responsibilities.** Maintenance of the EACA in good working condition is the sole responsibility of the Unit Owner. Ongoing compliance with all above requirements and any future requirements imposed by Rock Creek Village Condominium is the responsibility of the Unit Owner. The Unit Owner must comply with any requests from Rock Creek Village Condominium to re-direct the waste water hose outlet. Maintenance of the exterior building envelope within 24 inches of the EACA or any of its attachments is also the responsibility of the Unit Owner, and any building leaks, moisture, or structural problems originating within this area must be properly addressed either by the Unit Owner or by Rock Creek Village Condominium at the Unit Owner’s expense. Any EACA damaged, leaking, in poor condition, generating noise or sparks, inoperable, or otherwise creating a nuisance must be addressed by the Unit Owner. If not addressed, such conditions could result in fines or removal of the EACA by Rock Creek Village Condominium, at the Unit Owner’s expense.

**Section V: Removal.** If the EACA is removed, for any reason, the building exterior must be restored to current architectural appearances at the time of removal, including masonry repair, patching, caulking, or painting, in matching colors, by the Unit Owner or by Rock Creek Village Condominium at the Unit Owner’s expense. No brackets, cables, hoses, conduits, line-hiding parts, or other EACA features may be left attached.

## Exterior Air Conditioner Wall Fastening Method Instructions

**Rock Creek Village Condominium**  
**Exterior Air Conditioning Appliance (EACA) Fastening Method Instructions**  
 Draft Date: 2024-07-27  
 Effective Date: Not Yet Approved



1. Select the bracket most appropriate for the weight and dimensions of the appliance. All materials for the bracket and all fasteners must be stainless steel, to avoid corrosion. The selected bracket must be approved in writing, or in published documentation, from the EACA manufacturer.  
 (Example products: Diversitech Quick Sling 2000/4000, MN: QSWB2000SS or QSWB4000SS.)

If Section II, Question 2 from the EACA Architectural Guidelines is answered "Yes":

2. Using the manufacturers' drawings for the EACA and the bracket, determine the vertical offset for the bracket, between the bracket's top line and the top line of the EACA, once installed.
3. From the lower edge of the brick (or other masonry) immediately above the adjacent windows, position the bracket beneath that line at the proper offset, so that the top edge of the EACA will align with the lower edge of the bricks (or other masonry) immediately above the adjacent windows. Level the bracket and mark the location of the attachment holes (minimum five holes, if one is centered, or six holes, if three are on each side). Remove and store the bracket for later attachment.

If Section II, Question 3 from the EACA Architectural Guidelines is answered "Yes":

2. Using the manufacturers' drawings for the EACA and the bracket, determine the vertical offset for the bracket, between the bracket's top line and the midline of the EACA, once installed.
3. Find the halfway height of the available space provided within Section II, Question 3 of the EACA Architectural Guidelines. Position the bracket so that the midline height of the EACA will align with this halfway height. Level the bracket and mark the location of the attachment holes (minimum five holes, if one is centered, or six holes, if three are on each side). Remove and store the bracket for later attachment.
4. Using an appropriate masonry drill, make holes at the marked locations, 3/8 inch diameter. The holes will extend clear to the interior of the Condominium Unit. The length of the resulting holes will be between 12-15 inches, so use a long masonry drill bit.
5. Choose one suitable location to create one large diameter hole as needed for all hoses and wiring, including power, controls, refrigerant lines, and waste condensed water hoses. This should be no more than 24 inches from the EACA, and it may be located behind it. Bore this hole as needed to the interior.
6. On the interior side, remove all cosmetic plaster and wood framing materials within a radius of 1.5 inches of the hole, to expose the concrete masonry unit (CMU, also known as cinder block) structural wall. Inspect the CMU to make sure it is intact and structurally sound.
7. Into each hole from step 4 insert a stainless threaded rod 18 inches long (thread 5/16-18).  
 (Example product: <https://www.mcmaster.com/catalog/98804A110>)
8. On the interior side, apply urethane caulking around each threaded rod to seal each hole.
9. On the interior side, attach to each threaded rod the following parts, in this order:
  - a. Two-inch stainless steel washer  
 (Example product: <https://www.mcmaster.com/catalog/92303A103>)
  - b. Internal-tooth lock washer (stainless steel)  
 (Example product: <https://www.mcmaster.com/catalog/91757A111>)
  - c. Locknut with 5/16-18 thread (stainless steel with nylon insert).  
 (Example product: <https://www.mcmaster.com/90715A135/>)  
 Medium strength threadlocker adhesive is recommended to hold each nut.
10. On the exterior side, apply urethane caulking around each threaded rod to seal each hole.
11. On the exterior side position the bracket over the protruding threaded rods, and attach to each threaded rod the following parts, in this order:
  - a. Internal-tooth lock washer (stainless steel)

(Example product: <https://www.mcmaster.com/catalog/91757A111>)

- b. Locknut with 5/16-18 thread (stainless steel with nylon insert).

(Example product: <https://www.mcmaster.com/90715A135/>)

12. Tighten the nuts in the range of 16-22 ft-lb torque. Be sure to precisely level the bracket before final tightening. Do not overtighten, as this could crack the CMU or exterior brick facade.
13. If needed, cut any excess length from the threaded rod on the exterior side.
14. Proceed with attachment of the EACA per the instructions of the manufacturers of the appliance and the bracket, including all service wires and hoses.
  - a. Seal the space around service lines with urethane caulking.
  - b. Insure there is adequate distance from the wall to the EACA for proper airflow through the unit. See manufacturer's Installation Instructions.
  - c. Provide vibration isolation between the mounting bracket and the EACA.
15. Re-attach and re-apply any wood, plaster, or paint as needed to refinish the interior wall surface.