

APPROVED RULE

Rule 30. Renovations. Unit Owners are required to notify the Board of Directors (Board”) of any and all planned renovations in their Units to which any of the following By-Law and/or Rule sections relate: By-Law Section 6.4 (Structural Changes); By-Law section 6.6 (Required Floor Coverings) and Rule 9 (making or permitting any disturbing noises or doing or permitting to be done anything which will interfere with the rights, comforts or conveniences of others).

- a. Definition of Renovation. The term “renovation”, as used in this rule, is intended to apply to all improvements, upgrades and/or modifications to a unit that will result in a violation of any provision in By-Law sections 6.4 or 6.6 or Rule 9. For example, it would apply to the installation of new flooring, constructing or tearing down walls, and any other work within a unit creating excessive noise that will be disturbing to the residents of other units or in common areas over an extended period, such more than 2 days. It is not intended to apply to every type of upgrade, such as the installation of new carpet, new ceiling fans with mounts, or the replacement of counter tops or appliances, or similar work unless it involves the excessive noise factor described above. If in doubt, as to the applicability of the Notice requirement in paragraph b, below, Unit Owners should contact a Board member. Additionally, in the case of any work involving noise that could be disturbing to residents in other units (whether or not the Notice provision of this rule applies), Unit Owners are urged to keep residents of adjacent and lower units advised and attempt to coordinate work schedules that will result in the least interference with the rights, comforts and conveniences of others.
- b. Notice to the Board. All notifications from the Unit Owner to the Board under this rule shall be in writing and submitted to the Board at least 30 calendar days prior to the planned renovation. The contents of the notification shall contain sufficient details to enable the Board to determine whether there may be a violation of any provisions in the By-Laws or Rules. To this end, the notification shall (i) describe in detail the substance of the planned renovation; (ii) state the length time required for the renovation; (iii) state that work on the renovation will not occur during weekends or Holidays nor outside the hours of 8:00 A.M. to 5 P.M., (iv) state that the Unit Owner will obtain all City of Rockville permits required for the renovation and (iv) state that electrical and plumbing work will be performed by licensed plumbers, electricians, general contractors and subcontractors. A copy of any renovation plans shall be attached to the Unit Owner’s Notification. A copy of the City of Rockville permit(s) will be provided to the Board upon the Unit Owners receipt of such permit(s).
- c. Meeting with Members of the Board and Unit Owner. In order to fully understand the scope of and specifics relating to the planned renovation, the Unit Owner will allow Board members to visit the unit in question, observe the details of the planned renovation and, if the Board determines it necessary, discuss details of the planned renovation with the Unit Owner and architect and/or persons performing work on the planned renovation.
- d. Board Response to the Unit Owner. While Board approval of a planned renovation itself may not be required in a specific instance, the Board must ensure that all renovations are carried out in such a manner that there will be no violation of the By-Laws and Rules and that there will be minimal noise and no undue interference with the rights, comforts and conveniences of other building residents. The Board’s response to the Unit Owner will

be in writing and delivered to the Unit Owner within fourteen (14) days of the Board's receipt of the Unit Owner's Notification, unless within the 14 day period the Board notifies the Unit Owner that more time is required to obtain additional information concerning the planned renovation. However, in no event shall the Board's Response be delivered to the Unit Owner later than 30 days from the Board's receipt of the Unit Owner's notification. In assessing a planned renovation, the Board may seek inputs from Building residents who may be inconvenienced by the proposed renovation, as well as outside architects and engineers who may render opinions about adverse impacts to the building as a whole or to specific common areas. The Board's Response may:

- (1) grant unconditional approval for the planned renovation; or
- (2) grant approval for the planned renovation subject to certain conditions (such as the time period during which the project will take place); or
- (3) deny the planned renovation based upon a violation of a provision in the By-Laws and/or Rules.

- e. Final Control: Notwithstanding anything to the contrary in this Rule, the following shall govern and control: **No work on any renovation shall commence until (i) it is approved by the Board pursuant to paragraph d, above; and (ii) the Board receives copies of all required City of Rockville permits.**