

FORM A:

APPLICATION FOR APPLIANCE INSTALLATION

MANAGEMENT USE ONLY: RECEIVED BY: _____ DATE: _____ COMPLETE / INCOMPLETE: _____

To: **BOARD OF DIRECTORS**
ARCHITECTURAL CONTROL COMMITTEE

Date: _____

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 yourselves 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 yourselves 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 left on the curbside after completion of work at 5:00 p.m or prior to start of work day at 8:00a.m.