

Architectural Change Request
For changes

Per section 5 of the By-Laws an architectural committee will be formed by no less than 3 people to approve changes to common areas which include but are not limited to:

- Balconies
- Storage Units
- Common areas
- Changes internal to the unit which require approval

Please submit this and all permits and architectural drawings to the Management office by emailing it to Colonnade Manager colonnade@abarisrealty.com or dropping it and all paperwork off at the Colonnade at Kentlands Management office.

Requestor: _____

Requestor Unit: _____

Proposed Change: _____

Permit Required: Yes/No

Permit(s) Received from the City of Gaithersburg? Montgomery County? Maryland? :

Permits included with Submission? _____

Architectural Drawings included? _____

To be used by the Committee

All Paperwork submitted? _____

Committee Approval granted? _____

Condo Board Approval Granted? _____

CCA approval Granted? _____

If Rejected, reason rejected:

Attachment 2: Condominium Form for City Permits
(Submit to the Abaris for Guidance and Approval)

This form must be completed prior to requesting a Permit from the city of Gaithersburg. The Architecture Committee / Condo Board must review and approve the statement of work to be performed prior to obtaining the Permit. Abaris will get the Condo signatures or sign for the Colonnade. A hard **copy** of the city Permit must also be provided for the Condominium records. **You may continue on the back side of this form**, if necessary.

1) Name of owner: _____ Date: _____

2) Street Address of owner with unit #:

3) When the Permit is requested, make sure that the City understands that the request involves a Condominium.

4) Provide a detailed scope of all of the work which will appear on the permit:

5) Does this project impact more than the owner's unit? _____ If yes, explain (list any Storage Units with their addresses, if different):

6) Has any of the work been accomplished prior to this request? Yes / No
If Yes, explain:

7) Condo Representative (reviewing this form) and Signature:

8) Is a City Inspection required? Y / N Date of Inspection: _____

Condo Architectural Committee Approvals/Comments to be attached

Change Guidelines for Colonnade Owners

Overview

These Change Guidelines clarify the Condo Review Process that has been implemented at the Colonnade. This Review Process requires that all owners making certain modifications have received permission from their Condominium and that they will obtain any necessary city permits before those modifications are initiated. The Condo Review Process is guided by our By-Laws and the Code requirements in the City of Gaithersburg. Before this process was established, many owners were unaware of the regulations which insure their safety in a multi-family building and that control and guide their efforts when they make certain modifications. We need to protect our buildings and our neighbors by following the established rules and Code requirements. The notification and the description of work of any proposed modifications are presented to the Condo Board by using the Colonnade Form for City Permits, included as an Attachment.

The Review Process will help owners correctly implement upgrades such as installing recessed lights, which can potentially avoid costly rework due to improper lighting fixture or installation. Unit owners should not assume that a licensed electrician understands all of the local code requirements which apply to multi-family (Condo) buildings. Inspections of modifications performed with a city Permit must be inspected by a city inspector who works in the Permits & Inspections unit of the Planning and Code Administration.

There are two types of changes; 1) those that do not require Condo permission and also do not require a city permit and 2) those that require Condo permission and/or a City Permit. The Condo Board must receive follow-up notification when a required inspection has been completed. This notification must include a description of what was inspected and a photocopy of the signed inspection sticker.

Examples:

1): Examples of changes to a Condo unit that do not require Condo permission or a City Permit:

- Painting an interior wall of a Condo unit
- Hanging pictures on an interior Condo unit wall
- Installing or replacing an interior threshold
- Replacing or installing new carpet or hardwood floors
- Replacing a ceiling light with track lighting
- Replacing track lighting with a chandelier or other light fixture
- Replacing an on/off switch with a rheostat (dimmer)
- Activating a pre-wired outlet for phone or cable
- Installing a ceiling fan with a pre-installed box & wiring already in the ceiling
- Replacing Venetian blinds with white Venetian blinds or white backed curtains
- Adding shelves to a closet or a Storage Unit (a limited common element)

- Installing an inside screen door where the balcony door opens outward

2): Examples of changes to a Condo unit that require permission and/or a City Permit:

- Installing an outside screen door with balcony doors which open to the inside (**Permission** required)
- Adding a new electric circuit (**Permission & permit** required)
- Adding additional power outlets (**Permission & permit** required)
- Installing recessed lights (**Permission & permit** required). The solution chosen to meet the fire code requirements should be capable of being installed in the ceiling of the unit and it should be an approved solution by the City Permits and Inspection Department.
- Expanding the builder supplied tiled area in the kitchen/entrance with additional tile or marble (**Permission** required)
- Installing tile or carpet on balcony, porches or patios (Permission required)
- Attaching and/or hanging any object to exterior walls, posts, columns and/or railings (**Permission** required)
- Replacing heating and A/C units which require building modifications (**Permission & permit** required)
- Replacing heating and A/C units which require building modifications (push/pull) (**Permission** required)
- Replacing a dryer (**Condo** permission required); If long throw unit registration is required
- Modifying and/or removing portions of non-load bearing walls or sections of walls (**Permission & permit** required)
- Modifications to limited common elements, i.e., balconies, patios, or a storage units (**Permission** required), **See NOTE 1**
- Converting a bathtub to a shower, or a shower to bathtub. (**Condo** permission required, possible permit required)
- Changing any piping layouts (**Condo** permission required)

If your planned modification is not on either list **1) or 2) above**, please contact the Condo Architecture Committee for advice. If your planned modification is listed under item #2, please use the **Condominium Form for City Permits** and submit the completed form to the Architecture Committee prior to doing any of the work and prior to obtaining a Permit. If a City Permit is also required, the detailed description of the scope of work on the Permit must be the same as the approved description on the **Condominium Form for City Permits**.

3): The Condo Board will not approving any of the following modifications:

- Modifying of an exterior wall of a living Unit or a Storage Unit
- Obtaining or diverting electrical power for use in a Storage Unit. A standard light switch and a simple ceiling light is all that is supplied and the electrical service should not be modified in any Storage Unit.

- Replacing, painting and/or modifying exterior doors or windows other than with like quality, color and style
- Breaching a **firewall** between buildings or Condo units
- Installation of exterior lights and/or electrical outlets

NOTES:

NOTE 1: Any change to a limited common area, such as a balcony, needs approval. Any owner modification made without Condominium permission to a balcony or patio can be ordered to be removed or to be restored to the original condition. There is nothing in our rules or By-Laws which would preclude the Condo Board from approving the installation of some object on a balcony after an approved method of attaching these objects has been established.

NOTE 2: The long term use of a common element electrical circuit in the garage may be established by the CCA in the future for charging electrical vehicles. However, unit owners may not install any additional electrical outlets in the garage without CCA approval.

NOTE 3: The Rules and Restrictions can be changed within a condominium environment. What we cannot change is the code requirements for the Gaithersburg City or Montgomery County. We cannot change the Gaithersburg code requirements established for recessed lights in a multi-family building. Owners with recessed lights must have an inspection sticker which insures that their installation meets the Gaithersburg code.