

II INFORMATION REGARDING

IN-UNIT RENOVATIONS/ALTERATIONS

The following information is for in-unit remodeling, renovations, and appliance/fixture replacement for Skyline Plaza Condominium. It is strongly suggested that only **Licensed Contractors** perform the work in the owner's unit. For specific work that is scheduled for a unit, **PERMITS** from Fairfax County may be required. Please visit www.fairfaxcounty.gov for permit information.

ENERGY

Electricity and gas are supplied to each unit and the cost associated with each is included in the owner's monthly condominium fee. (Please reference Fairfax County permits requirements for electricity and gas installations or charges).

ELECTRICITY:

During the construction of Skyline Plaza Condominium, there were no 220-volt lines installed, nor was there any provision for later installation of such lines. Therefore, **no appliances of equipment requiring such service can be installed or operated within each unit.** The electric service for each unit is controlled through a circuit breaker box (not fuses) located in the kitchen of each unit. The service amperage varies from 100 amps to 160 amps depending on the size of the unit.

Electrical equipment and devices must run on the standard 110-volt, 60 cycles used in the United States. Only a qualified licensed electrician should work on the addition, removal, change, repair and relocation of switches, plugs, and other electrical connections.

NATURAL GAS:

Low-pressure natural gas is provided to the kitchen only of each unit. The cook-top stove/oven combination and the clothes dryer use this. Flexible gas lines are permitted for hook up from the gas line to the appliances. This permits connection of new appliances to the existing supply lines with relative ease by a **licensed** and experienced contractor. Because the gas is **low-pressure** it is not possible to install professional and/or commercial cook-tops or stoves that require **high-pressure** gas supply. Propane, LPG or other bottled fuels are not permitted by either the Fairfax County Fire Marshall or the Association documents.

OTHER UTILITIES

WATER:

The Fairfax County Water Authority provides domestic water and the cost is part of the condominium fee. Skyline Plaza does not treat the water in any way. Each building is divided into two zones (HIGH: 13th floor and above and LOW: 12th floor and below). The water from the Fairfax County Water Authority for cold water is pumped to the top of each zone and gravity fed to the units. Because of this system, the pressure delivered can be higher than that in other residential dwellings or as much as 145-155 pounds per square inch (psi). Current building codes do not permit the use of PVC pipes behind walls. Domestic hot water is provided by system heat exchangers in each building that is heating water for residential use. The domestic hot water system has a recirculating system to provide almost instant hot water at all times. There are no isolation valves for each unit. There are zone valves allowing a complete zone to be shut off and drained. There are isolation (angle stop) valves for each water-using fixture or appliance. These isolation valves, also known as shut off valves, should be inspected to ensure they are in proper working order. Skyline Plaza offers in-unit maintenance to replace shut off valves.

Water shut offs are scheduled monthly from 9 am to 1 pm to allow for plumbing repairs and appliance installation that require water shut off. Advance notice to the Management Office is required prior to scheduling any work related to water. The South building is typically scheduled for the last Wednesday of each month. The North building is typically scheduled for the first Wednesday of each month. It is the owner's responsibility to contact the management office with regard to the work that is going to be performed within a unit. Licensed contractors that are going to perform work in a unit must complete their work by 1 pm. If work is not completed by 1 pm the unit owner can be assessed \$150.00 for going beyond the 1 pm deadline. Please note that holidays and/or requests from resident may not cancel or reschedule the shut offs. Always check with the management office for any schedule changes. Water shut off notices are posted throughout the community.

HEATING AND AIR CONDITIONING:

Heat and air conditioning are provided via a central system of closed loop piping that circulates pressurized water through fan coil convactor units located in each unit. There is only a single zone for all the convectors in both buildings. This is a two-pipe system; we can supply heat or air conditioning or *nothing*. The convectors are individually controlled by thermostats and fan speed switches. Shutting off convectors does **NOT** eliminate the accumulation of condensation. If you are away from your unit for an extended period of time (long winter vacation) you should set your thermostat to a lower temperature, for example, 65 degrees rather than shutting it off. Please ensure that all windows and doors are closed. Conversely, during summer months, you should set your thermostat to a higher

temperature, for example, 76 degrees. Owners **CANNOT** use low-voltage programmable thermostats in a unit. Owners **CANNOT** relocate convectors. Management recommends convectors be cleaned or otherwise serviced twice a year. This is usually done when the heat is turned on for the winter season and the air conditioning is turned on for the summer season. Owners can arrange for servicing convectors through the management office.

TELEPHONE:

Each unit is wired to allow up to three telephone lines. One line is for your basic dial tone telephone service and the others are available for additional services. The plates for the telephone cable are either blank cover plates or plates with half-dollar sized knock outs in the center. Your telephone service provider should do the installation of additional jacks.

TELEVISION OPTIONS:

There are currently two major wired options available directly to residents of Skyline Plaza: the Master Antenna System (MATV) and Cox Cable. Skyline Plaza is wired for cable television. Presently the only source for cable television is through Cox Communications. Installation, removal and relocation of tap(s) for each unit is at the owner's expense. Skyline Plaza has no control over the installation within units, deposits or pricing plans that are offered by Cox Communications; all arrangements must be made directly with Cox Communications. Also, Skyline Plaza will **NOT** accept or hold converter boxes etc. for Cox Cable personnel to pick up upon termination of their service.

There may be as many as three types of television wall plates in a unit. One has an opening to accept a Motorola-type plug (circular opening approximately ¼ inch in diameter). The single threaded coaxial nipple is the Master Antenna wall plate. Those with a two threaded coaxial nipple are for Cox Cable.

The Master Antenna system, from the head end equipment through and including the wall plates, is the property of Skyline Plaza. **DO NOT** attempt to relocate, remove, modify or repair this yourself. Problems with the Master Antenna are to be reported to the management office. Additional connections are possible which **must** be done by the condominium's contactor at the owner's expense. This applies to relocating wall plates as well. Arrangements for service to the MATV system or connections must be made through the management office.

GENERAL CONSTRUCTION NOTES

Skyline Plaza is a reinforced concrete structure. There are **NO** load-bearing walls in the units. This includes the exterior walls. The floor/ceiling slabs are structural supports (*concrete elements, which are the floor and ceiling and includes the columns behind any drywall*) and may **NOT** be modified in any way. The ceiling of the units on the 26th floor of

each tower is suspended drywall and not structural. This does not apply to the installation of additional ceiling fixtures. However, the wiring must be in cable molding, **NOT** inset into the slab.

The interior walls of each unit are constructed of standard metal studs and plates. The studs are in the generally accepted location; 16" on center, jack and king studs where expected. They are covered with ½" drywall. Most of the doorframes are steel channels. The exceptions are the pocket doors for the kitchens and dens. There are double thick drywall firewalls between each unit.

NOTE FOR SOUTH BUILDING ONLY: The spray-applied texture on the ceilings contains measurable asbestos. This does not present a health hazard under normal circumstances. However, caution and the appropriate safety precautions should be observed when working on ceilings. Disturbance of the texture could release fibers. Application of a good quality latex ceiling paint will effectively encapsulate the material.

NOTE FOR BOTH BUILDINGS: Because the buildings were constructed prior to 1981, the EPA and/or OSHA automatically presumed the original resilient floor tile used in the kitchens, and the adhesive, to contain asbestos. We have no way of knowing if the prior owner or resident removed and replaced that tile. Appropriate cautionary actions should be taken when repairing, removing or replacing the resilient floor tiles. Ceramic and marble tiles generally are not set with asbestos-containing adhesives, but there are no guarantees.

Owners can modify or relocate any structural support element within any condominium unit. Owners cannot modify any element of any condominium unit that changes the exterior appearance. The windows may not be changed to another type (bay, for example), the balcony may not be enclosed, and the exterior colors of the panels and doors on the balcony and the entrance to your unit may not be changed.

Utilities (gas, water and electricity) and drains and vents run through the structural slab. The risers may **NOT** be relocated. Electric, telephone and antenna lines **may be offset** to accommodate doors, pass-through, etc. by a **licensed** qualified contractor. Please note that this is at the expense and liability of the owner.

RELOCATION OF INTERIOR WALLS:

The removal and/or relocation of interior walls is possible. However, some utility feeds to those walls may come from conduits in the floor or ceiling tabs. This will limit the amount of relocating walls within the unit. (Please reference Fairfax County permit requirements for these types of changes).

RELOCATION OF FIXTURES:

The location of most fixtures (tubs, showers and commodes) is permanent. The soil drains with their associated flanges are set into the concrete slab. **It is not possible to relocate these fixtures.** Sinks and lavatories have more freedom in relocation, but these are limited by the position of the waste drains and vents. The movement is general limited to horizontal and/or vertical movement on the wall where they are currently located. Moving them to another wall will present major problems. A licensed plumber should do any relocation of the sinks/lavatories. Again, and relocation is at the expense and risk of the owner.

RELOCATION OF APPLIANCES:

Appliances may be relocated in the kitchen of an individual unit. The amount of movement will be dictated by the location of either the supply lines or the drain line for the appliance. A **licensed** contractor should do any relocation.

REPLACEMENTS

GENERAL NOTES:

These may seem simple and obvious, but many individuals do not take them into account. The results have caused much anger, frustration and other distresses.

- **It is the owners' responsibility to reference the Fairfax County permit requirements for all renovation/alteration to the unit.**
- Measure (twice) the location where an appliance or fixture will be going in the unit. Just like the old carpenter's maxim, measure twice, cut once. This measurement process should include the actual clearance, not the doors through which the item may pass. Several issues have come up in the past when the purchased item passed through the entrance door of the unit but not the door to the room where it was intended to be placed. Also make sure it will fit in the service elevator and go around any corners.

- All materials, fixtures and appliances **MUST** come up the service elevator through the loading dock. Debris and all scraps are to be removed via the service elevator and the loading dock. There is only one service elevator per building and moves take precedence. Owners **MUST** arrange with the management office in advance for all deliveries that require the use of the service elevator. Passenger elevators may not be used.
- All debris such as old carpets, appliances, etc. **MUST** be removed from Skyline Plaza. Any debris that is disposed of on the loading dock by a resident or contractor will be charged to the resident for the disposal by Skyline Plaza.
- Renovation debris such as appliances, carpet, or carpet padding may **NOT** be put down the trash chute.
- Residents should check the licenses, insurance coverage and references of all their contractors. This is especially important should any action by a contractor or one of his employees result in damage or injury.
- **All damage caused to the common elements or the property of other residents is the responsibility of the owner. If something the owner has done fails and causes damage, it is the owner's responsibility.**

ELECTRICAL:

Generally, if the equipment will operate on U.S. electrical standards, it may be installed. Switches and receptacles (plugs) should be UL approved and **MUST** be grounded. Replacement receptacles in baths and kitchens **MUST** be GFI (ground fault interrupt) and installed by a **licensed** contractor/electrician. Modification or replacement of wiring should be done in conformance with Fairfax County and performed by a **licensed** contractor/electrician.

APPLIANCES:

Electric stoves/ovens and electric clothes dryers are prohibited.

FIXTURES:

Drilling into concrete ceilings/floors for installation of light fixtures or ceiling fans is prohibited. This includes drilling into the balcony floor, ceiling or walls, including the brick.

FLOORING:

The South building units were originally conveyed with oak parquet. The North building units were originally conveyed with wall-to-wall carpeting. Both were laid directly on the structural concrete slab. The choice of replacement flooring and floor coverings is entirely up to the owner. It should be taken into account during any replacement that

the concrete slab may not be completely level. There are high spots and depressions in the slab that have been covered by the flooring. There have been reports of some of the concrete and/or leveling material coming up during floor replacement. This has generally occurred where strong adhesives were used during earlier installations. Be aware that it may be necessary to use some type of flash-patch leveling material to get a relatively level surface for installation. All hard surface flooring materials are subject to House Rules pertaining to noise. All debris generated by the repair, replacement and removal of flooring material **must** be removed from the Skyline Plaza property.

KITCHEN COUNTER TOPS AND CABINETS:

Counter tops and cabinets are the owner's choice. Measurements are essential. All cabinets should be properly secured to the studs. Some allowance should be made in the side panels, toe kicks and other points where these meet wall to compensate for things being out of plumb and/or level. Shims (wood strips that help with leveling) may be necessary. The exhaust vent in the kitchen should not be relocated, obstructed by cabinets, back splash or wall covering. All debris and material **must** be removed from Skyline Plaza property.

DOORS:

Interior doors are entirely up to the choice of the owner. The doors to the corridor and the balcony cannot be changed in appearance when replaced. These doors must be flush doors without lights. The corridor doors are solid-core, steel-clad doors. The balcony door may be any flush paintable door. Because of the exposure to the weather, a solid core, exterior grade door is highly suggested. They are not likely to warp and go out of plumb. The same applies to the knob set for the balcony door; it should be exterior grade. The doors must be painted the approved color by the Board of Directors. A high security, mortise lock with an integral deadbolt is highly recommended.