

# HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE

## The Architectural Change Request Packet

### Cover Letter

Dear Homeowner,

This Architectural Change Request packet of information has been assembled to assist you in the submission of your Request for Architectural Approval to the Horizons - Marina District Architectural Committee. A useful checklist & cover page on the next page has been developed to organize your complete submission.

We strongly encourage that you & your contractor read this thirteen page document in its entirety. Many of these pages require your signature of acknowledgement as well your installer's or contractor's signature.

This packet includes all the necessary submission forms as well as other useful information concerning the most frequently requested improvement - *the installation of hardwood and hard surface flooring*. The primary objective of the enclosed hardwood and hard surface flooring guidelines is to minimize potential sound transference between adjacent units. Definitions of different types of flooring materials are enclosed. A list of contractors familiar with Horizons Architectural Guidelines who have previously completed approved projects for homeowners at Horizons is also enclosed.

A copy of The Horizons – Marina District "Architectural Guidelines for Residential Owners" has also been included in this envelope. These guidelines outline the broader architectural rules and regulations at Horizons – Marina District.

**Please allow 30 to 45 days for the Committee to complete their review and render a decision.**

This timeframe includes the Committee's responsibility to mail the homeowners above, below and beside your unit a cover letter informing them of your request. This will include a copy of your "Description of Improvement/Modification" form. As a courtesy, your neighbors will be given fifteen days time to read your Description of Improvement/Modification Form and submit comments to the Committee in writing if they have concerns.

If your project is approved by the Committee, it will be your responsibility to coordinate the construction schedule with Management to arrange for property access, and elevator use. To avoid conflicts and possible delays, Management should be contacted at least five days before the scheduled start date of your project.

The Committee suggests that homeowners submitting architectural change submissions should consider that requests must be approved by the committee when leaving a deposit with a contractor.

The Committee also suggests that scheduling your installer or contractor should be tentatively planned to begin no sooner than 30 to 45 days after your Architectural Change Request has been submitted.

Below is a complete list of the enclosed documents:

- Cover Page & Checklist
- Request for Approval
- Description of Improvement/Modification
- Contractor or Installer Work Plan
- General Architectural Installation Guidelines for ALL Projects
- Hardwood Floor Installation Requirements
- Hard Surface Floor Installation Requirements
- Contractor Installation Requirements
- Notice of Completion
- List of Contractors Familiar with Horizons – Marina District
- Architectural Guidelines for Residential Owners

Please mail or fax any questions to:  
Horizons – Marina District Architectural Committee  
C/O Action Property Management  
555 Front Street, San Diego, CA 92101 Fax: (619) 231-9736

Sincerely,

The Architectural Committee, HORIZONS - MARINA DISTRICT

# HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE

## The Architectural Change Request Packet

### Cover Letter

Please use this form as the cover page for ALL Architectural Change Request Submissions.  
Check the items that apply and attach the appropriate enclosures in the following stacking order:

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Name	Unit # and Tower (North/South)	Best telephone #
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- Cover Page & Checklist (REQUIRED - Please enclose this list as your cover page)
- Request for Approval Form (REQUIRED)
- Description of Improvement/Modification Form (REQUIRED)
- Contractor or Installer Work Plan (REQUIRED)
- Contractor's License, Liability Insurance & Workers' Comp. Insurance (REQUIRED)
- Homeowner and Contractor signatures on the appropriate installation guideline(s) as listed below, which are relevant to the submission
- General Installation Requirements for All Projects (REQUIRED)
- Hardwood Flooring Installation Requirements
- Hard Surface Flooring Installation Requirements
- Contractor Installation Requirements
- Architectural Drawing; Hard Copy. Mechanical and plumbing plans required (if applicable).
- Supplemental Drawings and/or product literature regarding materials used
- I will immediately mail one complete copy of all items checked above to:

Horizons – Marina District Architectural Committee  
c/o Action Property Management, Inc.  
555 Front Street  
San Diego, CA 92101

- I will submit one complete copy of all items checked above to the Management Office on-site or send to the Management Office in the mail.
- I have read the initial cover letter which indicates timeframes and the 15-day neighbor notification process which will begin after the Architectural Committee reviews the change request. I have also read the Committee's suggestion to consider that requests must be approved by the committee when leaving a deposit with a contractor.
- I understand that I should expect that this process may take 30-45 days to approve my request.
- I understand that upon approval it is my responsibility to ensure compliance with building codes, and other local or state laws and to obtain all necessary building permits. I understand that any violations of these ordinances will be my responsibility to correct.
- I will submit a Notice of Completion form to the architectural committee immediately after the completion of my architectural change.

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Homeowner's signature

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Contractor's signature

**HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE**  
**The Architectural Change Request Packet**

**Request for Approval**

Include all pertinent information regarding the proposed improvement/modification to your unit. Attach copies of plans, specifications, drawings, or other exhibits as necessary to fully explain your proposal. The Architectural Committee may require you to pay any additional fees, costs or expenses associated with the review and approval of your request. For example, the Committee may need to hire an independent architect or structural engineer to review plans that include moving walls.

Submit your request to the Architectural Committee at the Management Office or mail to:

**Horizons – Marina District Architectural Committee**  
**C/O Action Property Management**  
**555 Front Street, San Diego, CA 92101**

The Architectural Committee will notify you in writing regarding the approval or disapproval of your request, usually within 45 days. Action on some requests may take longer. Part of the process includes an opportunity for owners of adjacent units to express their comments, concerns or objections. A copy of your Description of Improvement/Modification Form will be sent to homeowners below, above, and beside your unit.

**Approval by the Architectural Committee does not relieve the owner from obtaining any necessary building permits from governmental agencies. Each owner is responsible for adhering to all applicable laws, building codes, regulations and ordinances established by government agencies.**

Date of Request: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Brief Description of Improvement/Modification: \_\_\_\_\_

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

Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**ARCHITECTURAL COMMITTEE**

Date Received: \_\_\_\_\_  Approved  Denied  More Information Required

Conditions of Approval (if any) or Reason(s) for Disapproval: \_\_\_\_\_

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

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

*Reminder: Be sure to make arrangements for elevator use with Management at least five days in advance to avoid scheduling conflicts with other residents.*





**HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE**  
**The Architectural Change Request Packet**

**Hardwood Flooring Installation Information**

1. Installations are allowed only on weekdays from 8am to 5pm with the exception of certain major holidays. See your CC&Rs for more detail concerning major holidays. Weekend installation work is not permitted.
2. Please contact the Management five days in advance of installation.
  - If substantial equipment or installation noise is anticipated, please inform Management so neighbors can be notified as much in advance as possible. This would include but is not limited to cement floor grinding and jack hammering.
  - Only the padded, non-medical emergency elevator should be used and must be scheduled with Management.
3. Any existing carpet, hardwood flooring and tile must be disposed of off-site. **DEBRIS SHOULD NOT BE DISPOSED OF IN ANY HORIZONS DUMPSTER OR LEFT ANYWHERE ON THE PREMISES.**
  - When the previous flooring and other debris are ready for removal, the padded elevator should be used to shuttle the debris down to P-I in the most time efficient manner possible. (Note: The installer will be using one of only two elevators available to all residents).
  - It is recommended that the installer make temporary arrangements with the Management to park a vehicle by a door on garage level P-I in order to quickly shuttle all waste and debris to the installer's vehicle.
  - The elevator should be returned in the condition it was found for regular residential use before starting the next aspect of the job. **DEBRIS SHOULD NEVER BE STORED IN THE HALLWAYS AT ANY TIME.**
4. The homeowner should make arrangements to secure parking for their contractor.
5. All cutting and materials manipulation should be performed inside the homeowner's unit or on the balcony and not in any common area of the building. Common areas include the hallway, garage, driveway or any part of the lobby areas.
6. Every precaution should be taken to insure the safety and maintain the aesthetic quality of all common areas which will be traversed by contractors or installers. Please ensure that proper carpet covering is provided any hallways or common areas when necessary. Homeowners will be held responsible for any common area damage caused by their contractor.

I have read, understand and will abide by the requirements mentioned above.

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Owner Signature and Date

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Contractor Signature and Date

# HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE

## The Architectural Change Request Packet

### Hardwood Flooring Installation Information

**TYPES OF HARDWOOD FLOORING** (Hardwood flooring includes but is not limited to):

1. **LAMINATED PLANK FLOORING** (sometimes referred to as "engineered"):

- Laminated Plank flooring (sometimes referred to as "engineered") is made in different layers or "plys" to help control expansion. The top layer of the plank is the hardwood. This ranges in thickness from about 3/32" to about 1/4". The thicker the wear layer the more times the product can be refinished.
- The "Kahrs™" Laminated Plank Flooring product is the original flooring product used in all Bosa buildings. The Kahrs product was chosen because of its stability. It has a 3 sand wear layer.
- Below the hardwood layer there are usually two to four additional layers that are laminated together. The grain of the wood on each layer is turned in opposite directions. Expansion is controlled using this design technique (similar to the way that plywood is manufactured so that it remains stable and square).

2. **"PERGO" STYLE FLOORING** (sometimes referred to as "lamine"):

- "Pergo" style flooring (sometimes referred to as "lamine") is made from a compressed fiberboard with a photograph of wood laminated on top. There are usually six boards per package. Each has a different photo on them. If you look carefully at these floors, every sixth board usually has the same picture.
- Because of the finish that is put on these products, they are very durable and do not scratch under heavy use. However, when water is dropped on the seams of the planks and allowed to sit, there is a possibility that puckering can occur with compressed fiber board. Puckering may not resolve spontaneously.

3. **SOLID PLANK FLOORING** (*not recommended*):

- Solid plank flooring is **NOT** recommended for installation at Horizons due to expansion problems that have been known to occur in the past. Because the downtown area is so close to water, there is a higher amount of moisture in the air than in other areas of San Diego. All wood expands and contracts with moisture. Wood floors expand across the grain (width wise). Over time, these floors have a tendency to crown (an upward arch on the board when you look across the floor) and buckle.
- Solid plank flooring generally comes in individual pieces that are 3" in width or less. They are manufactured out of a solid piece of wood with a tongue or groove on the sides and each end. These products have to be either glued down or nailed. If they are nailed they usually must be nailed into 3/4" plywood. Typically, a 1/2" expansion is necessary.

**HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE**  
**The Architectural Change Request Packet**

**Hardwood Flooring Installation Information**

**ACOUSTICAL REQUIREMENTS:**

All hardwood floors installations at Horizons must meet a DC (Impact Insulation Class *or* IIC) rating of 59 or higher in order to diminish noise transference to surrounding units. Two factors which (in combination with other structural and environmental factors) determine a hardwood floor DC rating are:

- 1) the kind of hardwood flooring material installed, and
- 2) the kind of underlayment used.

Examples of materials commonly found in Horizons hardwood floor installations are the following:

- Kahrs™ laminated plank flooring (sometimes referred to as "engineered")
- Tuplex™ Underlayment ent (a combo foam product consisting of one layer of polystyrene beads layered between two sheets of polyethylene film)
- **Quick Step™** laminated plank flooring (sometimes referred to as "laminated") Tuplex™ Underlayment
- Cork may also be used if it is a minimum of 3/4 INCH. The same IIC rating of 59 is expected to be obtained.

Not all hardwood flooring and underlayment combinations will meet the DC 59 standard.

If a contractor specifies the use of something other than the products mentioned above, a product spec sheet from the manufacturer must be supplied with the architectural application showing an IIC rating of 59 or higher.

If a combo foam product or cork will not to be used as an underlayment, it is the homeowner's responsibility to pay a fee for an outside consultant to determine if the installation meets or exceeds the noise requirement of an IIC rating of 59 or higher. The consultant will be selected solely by the Architectural Committee. Please be advised that this may impact the time period a homeowner estimates to complete the installation.

**EXPANSION GAP REQUIREMENTS:**

All perimeter areas of the installation (where the floor meets the wall) must allow for an expansion gap of 1/4" to 3/8", width wise, to limit the noise transference and buckling that causes noise transference.

**OTHER MATERIALS:**

A leveling agent will be applied to the concrete surface after jack hammering or grinding is completed to physically level the concrete surface of the floor. **Thoro™** is routinely used at Horizons. **Ardex™** is another popular brand of leveling agent that is used.

Leveling material must be left to dry overnight or until completely dry, or moisture may be trapped resulting in the formation of mold. If deep dips are being filled, these will usually not dry over night without the use of a fan. Subsequent adherent materials will not adhere properly.

Inspection by the Architectural Committee or its representative may be required at different stages of completion.

I have read, understand and will abide by the requirements mentioned above.

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Owner Signature and Date

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Contractor Signature and Date



# HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE

## The Architectural Change Request Packet

### Hard Surface Flooring Installation Requirements

**TYPES OF HARD SURFACE FLOORING:** Hard surface flooring includes but is not limited to:

STONE	TRAVERTINE	QUARRY	CERAMIC	MARBLE
CEMENT	SLATE	MOSAIC	GLASS	GRANITE

Horizons will allow all types of hard surface flooring to be used in a new installation. A new installation is defined as putting a hard surface floor over the cement slab construction.

If a hard surface floor already exists and the homeowner wishes to add another hard surface above it, careful inspection by the Architectural Committee is required to ensure that proper installation procedures will be followed.

A consultant may be called in at the homeowner's expense to ensure the installation will meet the guidelines regarding noise transference.

A hard surface floor will not be permitted over an existing hardwood floor. The hardwood floor (of any kind including laminate and composition) must be removed before the hard surface floor is installed.

#### ACOUSTICAL REQUIREMENTS:

- An underlayment of cork is to be used in all hard surface installations. This cork material may be in sheet or roll form. It **MUST** be at least 1/2 INCH in thickness in keeping with guidelines established by the TILE COUNCIL OF AMERICA. This will ensure that an IIC rating of at least 59 will be obtained to greatly diminish noise transference to surrounding units.
- The cork underlayment must be glued down with an organic adhesive to a bare concrete floor that is clean of any dirt, debris, oil or any surface contaminant, which might hinder adhesion.
- If the concrete surface is uneven it may be made smooth by grinding, jack hammering, or applying filler which is compatible with the adhesive material used.
- All perimeter areas of the installation (where the floor meets the wall) must have either a resilient (or acoustical) caulk applied, or a perimeter isolation barrier installed to limit noise transference. The hard surface material **MAY NOT** abut any moldings, drywall or steel framing members within the wall. A **1/4 INCH** gap filled with either the acoustic al caulk or perimeter isolation barrier **MUST** exist between the hard surface material and any perimeter structures.

These guidelines must be strictly followed to prevent noise transference both laterally and vertically. If drywall is touching the floor, it is recommended that it be undercut.

If cork is not to be used as underlayment, it is the homeowner's responsibility to pay a fee for an outside consultant to determine if the installation meets or exceeds the noise requirement of an IIC rating of at least 59. The consultant will be selected solely by the Architectural Committee. Please be advised that this may impact the time period a homeowner estimates to complete the installation.

#### BONDING OF THE HARD SURFACE MATERIAL:

- A latex Portland cement mortar bond coat (e.g. thin-set mortar) is to be applied to the upper surface of the cork underlayment.
- A proper-sized trowel for the product must be used to insure a good bond between the mortar and the hard surface material.
- The hard surface material is to be applied to the bond coat with at least a 24 hour drying time before any grout is applied.
- All gaps must have a grout type consistent with flooring applied to create a unified structure.
- The grout **MUST NOT** abut any perimeter surfaces except for cabinetry.

Inspection by the Architectural Committee or its representative may be required at different stages of completion.

I have read, understand and will abide by the requirements mentioned above.

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Owner Signature and Date

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Contractor Signature and Date

# **HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE**

## **The Architectural Change Request Packet**

### **Contractor Installation Requirements**

#### **TYPES OF CONTRACTOR INSTALLATIONS:**

Architectural changes within a homeowner's unit which involve a contractor include but are not limited to any change that involves a substantial penetration, addition or re-location of a wall, ceiling or any major structural fixture, architectural feature or appliance.

Please refer to the Architectural Guidelines for more details concerning the definition of an architectural change which requires approval.

#### **GENERAL KNOWLEDGE REQUIREMENTS:**

If a wall or ceiling which encompasses plumbing or a fire sprinkler will be substantially penetrated (even if plumbing or fire sprinklers will not be relocated or altered), a proper mechanical orientation of where the plumbing and sprinkler system shut off valves and enclosed conduit is required by the Architectural Committee in writing to ensure the following:

- All possible precautions should be taken to prevent a flood.
- A thorough understanding of what to do if an unexpected flood does occur is required.

Water main shut-off valves that may need to be accessed in the event of an emergency should be identified in advance.

- If fire sprinklers will be relocated, approval for relocation may need to be considered.
- If fire sprinklers will be relocated or disarmed during construction, special security measures must be considered.

#### **SUBMISSION REQUIREMENTS:**

An original architectural drawing of the unit must be included. A photocopy of this can be made from the original architectural prints made available through Management.

The original architectural drawing must be annotated to highlight the following:

- **Plumbing:** The homeowner and contractor should review the original architectural drawing for circles which indicate where plumbing is located in the walls of the homeowner's unit. If plumbing is to be altered or re-located, please provide a separate diagram to indicate how this will be reconfigured.
- **Shower:** Shower valves must have check valves for the hot and cold inlets. Specifications and/or cut sheets must be included.
- **Fire Sprinklers:** The homeowner should mark and label a copy of the original architectural drawing with asterisks and captions to indicate where fire sprinklers are positioned in the area of the home where construction will take place. New sprinkler locations should be drawn and captions should be used to describe where the contractor is proposing that they be relocated.
- **Electrical/Cable/Telephone:** The homeowner should mark and label a copy of the original architectural drawing with squares to indicate where electrical, cable and telephone lines are positioned in the area of the home where construction will take place. New electrical/cable/telephone locations should be drawn and captions should be used to describe where they will be relocated.
- **Supplemental Documentation:** Any other pictures, drawings or renditions which depict the proposed architectural change or addition should be included if available.

Inspection by the Architectural Committee or its representative may be required at different stages of completion.

I have read, understand and will abide by the requirements mentioned above.

**HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE**  
**The Architectural Change Request Packet**

**Contractor Installation Requirements**

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Owner Signature and Date

Contractor

Signature

and

Date

**HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE**  
**The Architectural Change Request Packet**

**Notice of Completion**

The Owner shall give written notice of completion of work to the Architectural Committee.

Submit your notice to the Architectural Committee by dropping it in the designated box in the North Tower lobby and mail a copy to:

Horizons – Marina District Architectural Committee  
C/O Action Property Management  
555 Front Street  
San Diego, CA 92101

Within 30 days of receiving notice of completion, the Architectural Committee, or its duly authorized representative, shall have the right to enter into the Unit to inspect the completed work to determine whether all work was completed in substantial compliance with the improvement/modification described in the approved Request for Architectural Approval, including all attachments thereto.

If the Architectural Committee, or its duly authorized representative, finds that the work was not completed in substantial compliance with the approved Request for Architectural Approval, the Committee will notify the Owner in writing within 30 days of the inspection, specifying the particulars of non-compliance, and shall require the Owner to remedy such non-compliance.

If the Architectural Committee fails to notify the Owner of any non-compliance within 60 days of receiving the Notice of Completion from the Owner, all work described in that Notice shall be deemed to be in substantial compliance with the approved Request for Architectural Approval.

Date of Completion: \_\_\_\_\_ Unit #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Description of Completed Improvement/Modification: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
**ARCHITECTURAL COMMITTEE**

Date Notice Received: \_\_\_\_\_ Unit Inspected: Yes / No (circle one)

Date of Inspection: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Substantial Compliance: Met / Not Met (circle one)

Comments on inspection (if any) or particulars on non-compliance: \_\_\_\_\_

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

**HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE**  
**The Architectural Change Request Packet**

**List of Contractors Familiar with Horizons – Marina District**

The following contractors are familiar with Horizons Architectural Guidelines and have previously completed approved projects for homeowners at Horizons:

**HARDWOOD FLOOR INSTALLATION**

Jim Graham  
(original sub-contractor for Bosa Development)  
Graham Flooring Installation  
619-726-6189

**HARD SURFACE INSTALLATION**

Referrals provided by: Jack Pinney  
(original tile materials provider for Bosa Development)  
Arizona Tile  
858-566-5970 x138

**GENERAL CONTRACTOR WORK**

Gilbert Construction  
Contact: Greg Gilbert  
(619) 561-0875

STS Construction  
Contact: Todd  
(619) 884-2530

**PAINTER**

**(No Architectural Approval Required)**

Hazard Painting  
Contact: Jason Hazard  
(760) 500-0281