

HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE

The Architectural Flooring Change 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 will notify you in writing regarding the approval or disapproval of your request, usually within 10 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.

Please review the the guidelines for Hardwood Flooring, Hard Surface Flooring (Tile, Stone, etc for details necessary for your project.

For **all** flooring projects, list specifics about the surface material, underlayment material with TIC rating (very important), and the planned gap where the flooring meets a wall.

Submit your request to the Architectural Committee by mailing or delivering it to:

Horizons – Marina District Architectural Committee

C/O Action Property Management

555 Front Street, San Diego, CA 92101

Fax (619) 231-9736 Tel: (619) 338-4096

Date of Request: _____ Unit Address: _____

Homeowner Name: _____ Email: _____

Mailing Address (if different): _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Description of Improvement/Modification and product specifications: _____

Date to Begin (allow at least 21 days for application process): _____ Estimated Completion Date: _____

CONTRACTOR: Name: _____ Phone: _____

Email: _____ Fax: _____

Included Documents: License Liability Insurance Certificate Workman's Comp Insurance Certificate

My Current License & Insurance Documents are currently on file with Horizons Management Office

Signature of Homeowner: _____ Date: _____

Signature of Contractor: _____ Date: _____

ARCHITECTURAL COMMITTEE RESPONSE

Date Received: _____ Approved Denied More information required

Documents received: Flooring Change Request for Approval (this document)

Contractor License

Contractor Liability Insurance

Contractor Workman's Comp Insurance

Product Specifications for hard surface installation

Signature: _____ Date: _____

INSTALLATION INSPECTION: Date _____ By _____ Approved Disapproved

FINAL INSPECTION: Date _____ By _____ Approved Disapproved

Comments: _____

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 Concierge 5 days in advance of installation.
 - If substantial equipment or installation noise is anticipated, please inform the Concierge 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 Concierge.
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 Concierge 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.
 - Large trucks and vans **SHOULD NOT** park in any of the four spaces at the foot of the ramp. If security accidentally allows the contractor to park there, please have your contractor re-locate their vehicle.
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.
7. The homeowner and/or contractor must make every effort to control all odors generated by the project with proper ventilation.
8. *Reminder: Be sure to make arrangements for elevator use and parking with the Concierge at least 5 days in advance to avoid scheduling conflicts with other residents*

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

Owner Signature and Date

Contractor Signature and Date

Contractor Signature and Date

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 6 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.

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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:

- KahrsTM laminated plank flooring (sometimes referred to as "engineered")
- TuplexTM Underlayment ent (a combo foam product consisting of one layer of polystyrene beads layered between two sheets of polyethylene film)
- **Quick Step**TM laminated plank flooring (sometimes referred to as "laminated") TuplexTM 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 jackhammering or grinding is completed to physically level the concrete surface of the floor. **Thoro**TM is routinely used at Horizons. **Ardex**TM 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.

Owner Signature and Date

Contractor Signature and Date

HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE

The Architectural Change Request Packet

Hard Surface Flooring Installation Requirements

TYPES OF HARD SURFACE LOORING: 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, jackhammering, 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.

Owner Signature & Date

Contractor Signature & Date

____ Applicant

5 of 5

Contractor _____