



Horizons Marina District  
Architectural Change Request Packet

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

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

Dear Homeowner,

The Architectural Committee is vested with the power to review, approve, conditionally approve or disapprove all improvements to condominiums for Horizons – Marina District. Such improvements include, without limitation, additions, modifications and alterations to the interior of units and any other modifications to the exterior of a unit or other improvements or alteration to your home.

The Architectural Committee does not seek to restrict individual creativity or personal preference, but rather to help assure continuity in design, which will help preserve and improve the appearance of the Association and enhance the property values of all Owners.

Prior to the commencement of any addition, alteration or construction work of any type on any unit in Horizons – Marina District, you must first submit an application to the Architectural Committee for approval of such work.

Construction drawings, plans and specifications for works of improvement must be prepared in accordance with the applicable building codes, and with sufficient clarity and completeness to enable the Committee to make an informed decision on your request.

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

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.

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

**Horizons – Marina District**  
**555 Front Street**  
**San Diego, CA 92101**

The Architectural Committee, Horizons – Marina District

# HORIZONS-MARINA DISTRICT

## Architectural Guidelines for Residential Owners

### INTRODUCTION

As set forth in the Governing Documents, the Architectural Committee is vested with the power to review, approve, or disapprove all improvements to Residential Condominiums for Horizons - Marina District. Such improvements include, without limitation, additions, modifications and alterations to Units, signs, screens, awnings and patio covers, window treatments, air conditioning units, and any other modifications to the exterior of a Unit or other improvements or alterations to your home or property.

The Association formation documents including the Declaration of Covenants, Conditions & Restrictions ("CC&Rs") of Horizons - Marina District Homeowners Association, the By-Laws of Horizons - Marina District Homeowners Association ("By-Laws") and Articles of Incorporation ("Articles") of Horizons - Marina District Homeowners Association ("Association") establish and define certain guidelines not covered in this document and vice versa. These documents should be considered together by the owners and occupants and tenants of Horizons - Marina District. The Board of Directors may review the Architectural Guidelines contained within this Project Handbook from time to time and make appropriate revisions.

The Architectural Committee does not seek to restrict individual creativity or personal preference, but rather to help assure continuity in design which will help preserve and improve the appearance of the Project and enhance the property values of all Owners in the Project.

The Architectural Committee shall consist of three (3) members plus one (1) alternate. The members of the Architectural Committee shall receive no compensation for services rendered, other than reimbursement by the Association for expenses incurred by them in the performance of their duties hereunder, unless the Association retains a professional architect, engineer or designer as a member of the Architectural Committee for the purpose of providing professional services, in which event reasonable compensation for such member shall be approved by the Board. The Architectural Committee shall have the right to hire any engineer or other consultant, the opinion of which the Architectural Committee deems necessary in connection with its review of any plans submitted by any Owner and such Owner shall be liable for payment of such engineer's and/or consultant's fee.

Prior to the commencement of any addition, alteration or construction work of any type on any Residential Unit in Horizons - Marina District, a homeowner must first make application to the Architectural Committee for approval of such work. Failure to obtain approval of the Architectural Committee may constitute a violation of the Governing Documents affecting the homeowner's unit and may require modification or removal of unauthorized works of improvement at the homeowner's expense. In addition, a building or other permit may be required by the County or City Building Department, or other governmental agencies prior to the commencement of any work. Neither the Architectural Committee, nor the Association assumes any responsibility for failure to obtain such permits. Also, obtaining such permits does not waive the obligation to obtain Architectural Committee approval. Homeowners must also be familiar with specific easements that may apply to the homeowner's Property and restrict placement of improvements.

Neither the Board, Architectural Committee nor any member thereof shall be liable to the Association or to any Owner for any damage, loss, or prejudice suffered or claimed on account or (a) the approval or disapproval of any plans, drawings, and specifications, whether or not defective; (b) the construction or performance of any work, whether or not pursuant to approved plans, drawings, and specifications; (c) the Project or any property within the Project; or (d) the execution and filing of an estoppel certificate pursuant to Section 9.19 the CC&Rs, whether or not the facts therein are correct-provided, however,

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## Architectural Guidelines for Residential Owners

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that such Architectural Committee member has acted in good faith on the basis of such information as may be possessed by him or her. Without in any way limiting the generality of the foregoing, the Architectural Committee, or any member thereof, may, but is not required to, consult with or hear the views of the Association or any Owner with respect to any plans, drawings, specifications or any other proposal submitted to the Architectural Committee.

Building plans cannot be removed from the building management office but may be reviewed. Copies may be available from the Association. Homeowners may contact the property management office or the BOSA office to request access to the plans.

### SUBMISSION PROCEDURE AND REQUIREMENTS

- 1) **Requests:** All requests ("Requests") for Architectural Committee approval as set forth in the Architectural Change Request Packet.
- 2) **Construction Drawings:** Plans and Specifications for works of improvement must be prepared in accordance with the applicable building codes, and with sufficient clarity and completeness to enable the Committee to make an informed decision on your request. For requests related to flooring changes, submit an annotated architectural drawing as set forth in the Architectural Change Request Packet. For requests related to mechanical and plumbing changes, submit plans and an annotated architectural drawing as set forth in the Architectural Change Request Packet. In addition to a hard copy of the plans, an electronic copy must also be submitted.
- 3) **Information related to any plan to temporarily disconnect the unit's fire monitoring system** (shut-off of sprinkler system is included): The Owner must post a 24-hour/day-fire watch during any disconnection. This must be a security employee of the building, and the Owner must pay all expenses (including overtime) when using the employee.
- 4) **Submission of Requests to the Property Management Company:** One (1) copy of the Request, proposed plans (hard copy and electronic copy), specifications and all Exhibits must be mailed to the Horizons - Marina District Architectural Committee, c/o Action Property Management, 555 Front Street, San Diego, CA 92101.
- 5) **Submission of Plans to the Architectural Committee:** In addition, one (1) complete copy of the application. A hard copy of the plans and specifications must be submitted to Management which will be forwarded to the Architectural Committee.
- 6) **Fees:** The Architectural Committee may also require an Owner to pay any additional fees, costs or expenses associated with the review and approval of the Owner's Plans and Specifications by an outside consultant or any costs associated with the review of the Plans and Specifications by any architect on the Architectural Committee.
- 7) **Working Hours:** Working hours are limited to Monday through Friday, 8:00am to 5:00pm, excluding holidays as set forth in the CC&Rs.
- 8) **Architectural Committee Communications:** Committee requests for additional information and Committee decisions will be made in writing.
- 9) **Construction Inspection:** If requested, the homeowner will indicate when a Committee representative can visit the work site to review materials and procedures with the contractor.
- 10) **Project Completion:** The homeowner will provide the Committee in writing acknowledgement of project completion.

# **HORIZONS-MARINA DISTRICT**

## **Architectural Guidelines for Residential Owners**

### **FAILURE TO COMPLY WITH REQUIRED PROCEDURES**

Failure to comply with the requirements and procedures set forth herein shall cause your request to be delayed pending submission of other information and documentation to the Architectural Committee. An incomplete application will not be reviewed and will be subject to resubmission.

### **FINAL APPROVAL BY ARCHITECTURAL COMMITTEE**

Decisions of the Architectural Committee and the reasons therefore shall be transmitted by the Architectural Committee to the Applicant at the address set forth in the application for approval within 30 days of receipt by the Architectural Committee of all forms and/or materials required by the Architectural Committee.

### **APPEAL**

If the Architectural Committee disapproves any Plans and Specifications submitted by an Owner pursuant to this Article, the party or parties making such submission may appeal in writing to the Board of Directors- Horizons Marina District. The Board must receive the written request not more than thirty (30) days following the final decision of the Architectural Committee. Within thirty (30) days following receipt of the written request for appeal, the Board shall render its written decision. The failure of the Board to render a decision within the thirty (30) day period shall be deemed a decision against the applicant. The decision of the Board shall be binding and final.

### **ENFORCEMENT**

Failure to obtain the necessary approval from the Architectural Committee, or failure to complete the improvements in conformity with the plans and specifications approved by the Architectural Committee, may constitute a violation of the Governing Documents and may require modifications or removal of any work of improvement at the homeowner's expense.

### **DILIGENCE IN CONSTRUCTION**

Upon final approval of any Plans and Specifications, the Owners shall promptly commence construction and diligently pursue the same to completion.

### **INSPECTION OF WORK**

The homeowner must coordinate a time for a member of the Architectural Committee or its duly authorized representative to enter into the Unit for which the Request was submitted from time to time prior to, during and after certain points of construction or the installation of any Improvements have been completed as determined by The Architectural Committee for the purpose of inspecting such construction and/or installation.

If the Architectural Committee determines that such construction and/or installation is not being done in substantial compliance with the approved Plans and Specifications, it shall notify the owner of the subject

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## Architectural Guidelines for Residential Owners

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Unit of such non-compliance. The Architectural Committee may not enter into a Unit without obtaining the prior permission of the Owner or occupant of such Unit; provided, however, that such permission shall not be unreasonably withheld and shall be given for entry by the Architectural Committee within forty-eight (48) hours of the request for entry.

Upon the completion of any construction or reconstruction or the alteration or refinishing of any Improvements, or upon the completion of any other work for which approved Plans and Specifications are required under this Article, the Owner shall give written notice of completion thereof to the Architectural Committee.

Within thirty (30) days thereafter the Architectural Committee, or its duly authorized representative, shall have the right to enter into Unit to inspect such Improvement to determine whether it was constructed, reconstructed, altered or refinished to substantial compliance with the approved Plans and Specifications. If the Architectural Committee finds that such construction, reconstruction, alteration or refinishing was not done in substantial compliance with the approved Plans and Specifications, it shall notify the Owner in writing of such non-compliance within such thirty (30) day period, specifying particulars of non-compliance, and shall require the Owner to remedy such non-compliance.

If, upon the expiration of thirty (30) days from the date of such notification, the Owner shall have failed to remedy such non-compliance, the Architectural Committee shall notify the Board in writing of such failure. After affording such Owner Notice and Hearing, the Board shall determine whether there is a non-compliance, and if so, the nature thereof and the estimated cost of correcting or removing the same. If non-compliance exists, the Board shall require the Owner to remedy or remove the same within a period of thirty (30) days from the date of the Board ruling. If the Owner does not comply with the Board ruling within such period or within any extension of such period as the Board, in its discretion, may grant, the Board, at its option, may either remove the non-complying Improvement or remedy the non-compliance and the Owner shall reimburse the Association for all expenses incurred in connection therewith upon demand. If such expenses are not promptly repaid by the Owner to the Association, the Board shall levy an Enforcement Assessment against such Owner for reimbursement.

If for any reason the Architectural Committee fails to notify the Owner of any non-compliance within sixty (60) days after receipt of said notice of completion from the Owner, the Improvement shall be deemed to be in accordance with said approved Plans and Specifications.

### **ESTOPPEL CERTIFICATE**

If, within thirty (30) days after the completion of the Request, a written request has been delivered to the Architectural Committee by an Owner requesting an estoppel certificate, and upon payment to the Association of a reasonable fee (as fixed from time to time by the Association), the Architectural Committee shall record an estoppel certificate, executed by any two (2) of its members, certifying (with respect to any Unit of said Owner) that as of the date thereof, either: (a) all improvements made and other work completed by said Owner comply with this Declaration, or (b) such improvements or work do not so comply, in which event the certificate shall also identify the non-complying Improvements or work and set forth with particularity the basis of such non-compliance. Any purchaser from the Owner, or from anyone deriving any interest in said Unit through him, shall be entitled to rely on said certificate with respect to the matters therein set forth, such matters being conclusive as between the Association, Declarant and all Owners and such persons deriving any interest through them.

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## **Architectural Guidelines for Residential Owners**

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### **VARIANCE**

The Architectural Committee may authorize variances from compliance with any of the architectural provisions of this Declaration. Such variances must be evidenced in writing, must be signed by at least two (2) members of the Architectural Committee. If such variances are granted, no violation of the CC&R's shall be deemed to have occurred with respect to the matter for which the variance was granted. The granting of such a variance shall not operate to waive any of the terms and provisions of this Declaration for any purpose except as to the particular Unit and the particular provision hereof covered by the variance, nor shall it affect in anyway the Owner's obligation to comply with all governmental laws and regulations affecting its use of the Unit, including, but not limited to, zoning ordinances or other requirements imposed by the City or any other governmental authority.

### **COMBINING UNITS/STRUCTURAL ALTERATIONS**

The Declarant and Association shall have the right to grant to an Owner who acquires fee title to two (2) or more adjacent Residential Units, an Exclusive Use Easement on and through any demising wall(s) or floors separating two (2) or more Residential Units and the right to alter, modify or remove such demising walls or floors subject to the consent of the Declarant and conformance with the requirements of the Architectural Committee, pursuant to the provisions of the Section of Article 9 entitled "Scope of Architectural Review".

### **FIRE MONITORING SYSTEM/SPRINKLER SYSTEM**

If the unit's fire monitoring system is disconnected for any reason (shut-off of sprinkler system is included) the homeowner must post a 24-hour/day-fire watch. This must be a security employee of the building, and the homeowner must pay expenses (including overtime) when using the employee. Contact building management for current rates.

### **INSIDE AND OUTSIDE INSTALLATIONS**

1. No balcony, patio or deck covers, wiring, or installation of air conditioning, water softeners, or other machines shall be installed on the exterior of the Condominiums or within any other portion of the Condominium or be allowed to protrude through the walls or roofs of the buildings (with the exception of those items installed during the original construction of the Project), unless the prior written approvals have been obtained.
  2. All authorized improvements installed or constructed by an Owner within the Project must be completed in accordance with applicable laws, including, but not limited to, the laws, building codes, regulations and ordinances of the City of San Diego.
  3. Except as permitted in the CC&Rs, no structural alterations to the interior of any unit, or Common Area surrounding any Unit, shall be made. No plumbing, electrical or other work which would result in the penetration of the unfinished surfaces of the ceilings, walls or floors shall be performed by any Owner without the prior written consent of the Architectural Committee.
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## **Architectural Guidelines for Residential Owners**

### **INTERIOR DECORATING**

Each Owner shall have the right, at his or her sole cost and expense, to maintain, repair, paint, paper, panel, plant, tile and finish the interior of the ceilings, floors, window frames, trim and perimeter walls of the Unit, and the surfaces of the bearing walls and partitions located within the Unit subject to the Owner complying with any restrictions or limitations set forth in the Architectural Guidelines. If such work will result in a penetration of the unfinished surfaces of the ceilings, walls or floors, the consent of the Architectural Committee is required.

### **USE OF EXCLUSIVE USE AREAS**

1. Improvements including, without limitation, plants, fountains and other landscaping features within the Exclusive Use Patio Area, Exclusive Use Balcony Area and/or Exclusive Use Deck Areas shall be subject to the Project Handbook and the Architectural Guidelines and any Improvements within such areas shall require the approval of the Architectural Committee.
2. Unless installed by Declarant, no vegetation shall be permitted to extend beyond the railings, fences, walls and/or other boundaries of the Exclusive Use Balcony Area, Exclusive Use Patio Area or Exclusive Use Deck Area, except as approved by the Architectural Committee.
3. No Owner shall change or alter the surface of any Exclusive Use Patio Area, Exclusive Use Deck Area or Exclusive Use Balcony Area without the consent of the Architectural Committee.

### **WINDOW COVERINGS**

- I. To enhance the appearance of the building, curtains, drapes, shutters, blinds, and other window materials subject to view from the exterior shall be restricted as to the color of the side exposed to the exterior. Only window coverings and materials, which have a white, off-white or beige color and tone are allowed and approved.
2. Aluminum foils or other reflective materials, bed sheets, papers, and the like may not be applied to windows, at any time.
3. No exterior screens are permitted except for sliding glass doors with approved screen doors subject to the approval of the Architectural Committee.
4. The unit owner is responsible for the care and maintenance of these window coverings. Drapes, curtains, shutters, blinds and other window materials must be kept in good condition. The Association can compel the unit owner to replace shabby and torn materials exposed to the exterior.

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## Architectural Guidelines for Residential Owners

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### **SIGNAGE – RESIDENTIAL**

No signs or other advertising device whatsoever, including without limitation, commercial, political and similar signs, shall be erected or maintained within the Horizons-Marina District except:

1. Such signs as may be required by legal proceedings
2. Residential identification signs, subject to the approval of the Architectural Committee as to suitability
3. Job identification signs during the time of construction of any portion of the Project by Declarant
4. Signs used by Declarant for the purpose of developing, improving and selling Condominiums.

### **EXTERIOR LIGHTING**

Any exterior electrical, gas or other artificial lighting installed on any Unit shall be positioned, screened, or otherwise directed or situated and or such controlled focus and intensity so as not to unreasonably disturb the residents of any other Unit(s). Further rules regarding exterior lighting may be promulgated by the Board or, if appointed, Architectural Committee.

### **SOLAR ENERGY SYSTEMS**

Any Owner proposing to install or use a solar energy system, as defined in California Civil Code Section 801.5, shall be subject to the same review and approval process as any owner proposing to construct any Improvements or other actions requiring the approval of the Architectural Committee pursuant to this Declaration. However, only reasonable restrictions on the installation and use of a solar energy system shall be permitted. Reasonable restrictions on a solar energy system are those restrictions which do not significantly increase the cost of the system or significantly affect sufficiency or specified performance, or which allow for an alternative system of comparable costs, efficiency, and energy conservation benefits.

### **DRAINAGE**

1. There shall be no interference with the established drainage pattern over the Property, unless an adequate alternative provision is made for proper drainage with the prior written approval of the Architectural Committee. For the purpose hereof, "established" drainage in any Phase is defined as the drainage which exists at the time of the first close of escrow for the sale of a Condominium in such Phase, or that which is shown on any plans approved by the Architectural Committee.
2. Except for the periodic cleaning of the drains by the Association each Owner shall have the duty and obligation to maintain the drainage situated within any Exclusive Use Patio Area, Exclusive Use Balcony Area and/or Exclusive Use Deck Area free of debris and any other material which may impede the flow of water. If such Owner fails to maintain such drainage and, as a result, imminent danger to person or property may result to the other Owners, then the Association shall have the right of access onto such area for the purpose of clearing debris and other material so as to not impede the flow of water.

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## Architectural Guidelines for Residential Owners

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### ANTENNAE AND SATELLITE DISHES

No television or radio poles, antennae, satellite dishes, or technological evolutions of the foregoing, or other external fixtures shall be installed without the prior written approval of the Board of Directors or duly appointed Architectural Committee. The application process is as follows:

1. The Owner must submit an application and notice to the Architectural Committee prior to the installation of the Antenna.
2. The Owner must obtain approval of the Architectural Committee for the installation of the Antenna. The application for approval of an Antenna shall be processed by the Architectural Committee in the same manner as any other architectural modification within the Project, subject to the requirements of California Civil Code section 1376 U.S.C. Section 207 or any successor statutes or law.
3. No wiring insulation, air-conditioning, or other machinery or equipment other than that originally installed by Declarant or approved by the Architectural Committee, and their replacements shall be constructed, erected or maintained on or within the Common Area and the Association Property including any structures on it.

### VIBRATIONS

No Owner shall attach to the walls or ceilings of any Residential Unit any fixtures or equipment which will cause vibrations or noise or unreasonable annoyance to the Owners of the other Residential Units or to the Common Area.

### BALCONIES AND WINDOW LEDGES

1. Sunshades, awnings or screens may not be used on the residence exterior windows or over balconies of residence patios. Rugs, towels, mops or clothing shall not be draped over balcony. No permanent rug or carpeting is allowed to be placed on or attached to these balcony areas.
2. The care and maintenance of the balcony decking area and balcony railings is the responsibility of each individual owner. Care must be taken to prevent irrigation and cleaning water and detergents from running and drippings over the edges of the balcony area onto the balconies below. Potted plants must have appropriate catch basins underneath them.
3. The balconies and patios of the Units shall be used as an outdoor living area, containing patio furniture, potted plants and other similar outdoor furnishings, which comply with the standards governing the appearance of such items (including without limitations, size, materials, color and fabric). The balconies and patios shall not be used for storage of any type, including without limitation, boxes, tools, exercise and sports equipment, bicycles, cleaning utensils and supplies or other household items. The balconies and patios shall be maintained in clean, neat and sanitary conditions at all times and nothing shall be placed on the balconies so as to render them unsightly or offensive to the other Owners or to any other property in the vicinity of the Project or its occupants.
4. The pre-approved design standard for balcony surface coverings are tile and paving stones as installed by the Declarant. No modifications will be accepted by the Architectural Committee.

# **HORIZONS-MARINA DISTRICT**

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### **DAMAGE OR DESTRUCTION TO A RESIDENTIAL UNIT**

If there is damage to any Residential Unit, the Owner thereof shall, at their own cost and expense, perform interior repair and restoration which shall be completed as promptly as practical and in a lawful and workmanlike manner. To the extent required under Article 9 and the Architectural Guidelines, work must be performed in accordance with plans approved by the Architectural Committee.

### **CONTRACTOR/SUBCONTRACTOR GUIDELINES**

1. Any damage caused by Contractor/Sub-contractors to common areas or adjacent units by an improvement is the resident's responsibility. Any damage must be reported immediately to the Association office along with a schedule of repairs. If the damage is not repaired in a timely manner the Association will make the repairs and charge the owner. The owner will be held liable for the actions of his/her contractors and/or workmen.
2. All floor areas are to be protected with carpet runners from the elevator to the unit. The protective coverings must be removed and the floor cleaned by 5:00 p.m. each day. If this is not done, the owner is subject to a \$100.00 fine per violation, plus the cost of cleaning.
3. All trash and debris must be carried off-site on a daily basis by contractors. The trash rooms on each floor may not be used for disposing of debris. There will be a \$100.00 fine per violation. There is a possibility that you can make arrangements for an extra trash bin. Please contact the Front Desk Administrator desk for further details.
4. Working hours are limited to Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding holidays as set forth in the CC&Rs. There will be a \$100.00 fine if work continues past 5:00 p.m. or performed on a prohibited day of the week.
5. Contractors must park vehicles on the surrounding streets and may not in Visitor Parking. Please no double-parking or obstructing driveways or walkways.
6. Owners agree to hold the Association harmless against liability for: (a) injury to, death of, or damage to third persons to the extent caused by the owner, General Contractor, Designer or any of their agents or employees, and (b) mechanics liens on the common area arising out of or resulting from the work.
7. Workers are not allowed to bring pets or children onsite and will be denied entry if they have a pet with them. Workers are also prohibited from creating nuisance noise unrelated to the construction work. Workers are also prohibited from eating meals or taking breaks on the grounds in the common areas. There will be a \$100.00 fine per violation.
8. The owner may select a general contractor he or she chooses, or act as the general contractor and hire sub-contractors. All contractors, whether acting in the capacity of general or sub-contractor, must be licensed in the state of California and must have workers' compensation, general liability and property damage insurance. The Association must be named as an additional insured on a Certificate of Insurance. The Certificate of Insurance should be included with the Request for Architectural Approval.

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9. The Association has the right to stop any work that is in violation of these regulations, creating a fire or safety hazard, or interfering with the activities in common areas.
  10. Contractors must use their own equipment. No equipment or tools that are the property of Horizons –Marina District are to be used at any time.
  11. The front door of the unit must be kept closed during construction in order to contain dust, dirt, noise, paint fumes, etc. Failure to keep the door closed will result in a \$100.00 fine per occurrence. Arrangement with the Front Desk Administrator needs to be made in order to cover and protect smoke detectors located in common area corridors adjacent to the Unit.
  12. All workmen must wear shoes, pants or shorts, and shirts in the building at all times.
  13. All workmen must check-in with the Front Desk Administrator upon arriving.
  14. Exclusive use of the elevator must be coordinated with the Front Desk Administrator.
  15. No workman may use the power from the hallway or common areas.

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Name

Unit # and Tower (North/South)

Best telephone #

Checklist (REQUIRED)

**HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE**  
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**Checklist (Exhibit A)**

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**Checklist (Exhibit A)**

- Request for Approval Form (REQUIRED)
- Description of Improvement/Modification Form (REQUIRED)
- Contractor's License, Liability Insurance & Workers' Comp. Insurance (REQUIRED)
- Homeowner and Contractor signatures on the appropriate installation guidelines (REQUIRED)
- General Installation Requirements for All Projects (REQUIRED)
- Contractor Installation Requirements (REQUIRED)
- Hardwood Flooring Installation Requirements
- Hard Surface Flooring 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 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 have read, understand and will abide by the Architectural Guidelines for Residential Owners attached to this application in Horizons – Marina District.
- 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

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**Request for Approval (Exhibit B)**

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.

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.*





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**General Installation Requirements (Exhibit D)**

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**

**Contractor Installation Requirements (Exhibit E)**

**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.

**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.

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

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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 Description Information (Exhibit F)

**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 Requirements (Exhibit G)

#### 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 (Exhibit H)

**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**

**Notice of Completion (Exhibit I)**

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**