

# ARCHITECTURAL CHANGE REQUEST PACKET

**Dear Owner:**

This document informs Owners of the Architectural Guidelines governing the Units at the Horizons - Marina District Owners Association ("Horizons") and assists you in submitting the required Architectural Change Request Packet for Architectural Committee approval of, without limitation, renovations, additions, modifications and changes to the unit, including its exterior.

The Committee consists of three members who are appointed by and report to the Board. They receive no compensation for services rendered other than reimbursement for actual expenses that may be incurred by them in the performance of their duties. The Committee is vested with the power to review, approve, conditionally approve, or disapprove all improvements to Units at Horizons. It is committed to three goals that govern the approval of this work:

1. To maintain constant documentation and records of existing conditions and changes within the property and within Units.
2. To ensure that all Requests conform to the Architectural Guidelines and the CC&Rs governing Horizons and to protect the structural integrity of the Project.
3. To strive to ensure that all modifications, changes and renovations to Units comply with applicable local, state, and federal legal requirements and are in compliance with Building Codes, Permitting and Ordinances.

**Before starting any project,** please review the Architectural Guidelines and the complete Architectural Change Request Packet to determine if a submission is required. If a submission is required, submit an Architectural Change Request Packet, along with the documents or specifications that are required with your submission. Please allow up to 30 days for the Architectural Committee to complete its review and render a written decision.

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# ARCHITECTURAL GUIDELINES

## INTRODUCTION

Horizons' governing documents include, but are not limited to, the Declaration of Covenants, Conditions & Restrictions (CC&Rs), the Community Handbook (Rules), and the Architectural Guidelines, which establish certain architectural and aesthetic requirements not covered in each individual document, but with which Owners *must* comply, and which include Article 9 of the CC&Rs, along with portions of Article 7. The Board of Directors may review these Architectural Guidelines from time to time and make appropriate revisions.

Prior to starting any addition, alteration or construction work of any type on a residential or commercial Unit, an Owner must first submit an *Architectural Change Request Packet* to the Architectural Committee for approval of the work. Failure to obtain Committee approval may constitute a violation of the Governing Documents and may require modification or removal of unauthorized work at the Owner's expense.

All submissions require the submission of floor plans indicating the proposed changes to your Unit. Legible marked up copies of floor plans, available through the Horizons web site are acceptable. **Floor plans can be found at:** Resident.actionlife.com / sign in then *click on:* My Community / Documents / Architectural / Floor Plans. For some types of work, professionally prepared plans for architectural, electrical, and mechanical changes may be required for building permits. Original building plans may be reviewed at the Management Office but cannot be removed. Upon request, copies may be available.

The Owner may select a licensed general contractor of their choice, perform the work themselves, or act as the general contractor and hire sub-contractors. 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, which must be included with the Architectural Change Request Packet.

The Owner/Owner's contractor is responsible for confirming whether a building or other permit(s) is required by the County or City Building Department(s), or other governmental agencies prior to the start of any work, and **must submit copies of such building or other permits prior to commencing work**. Neither the Architectural Committee, nor the Association assume any responsibility for failure to obtain such permits. Obtaining such permits does *not* waive the obligation to obtain Architectural Committee approval.

Neither the Board, Architectural Committee nor any member is liable to the Association or to any Owner for any damage, loss, or prejudice suffered or claimed on account of (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; or (c) the execution and filing of an Estoppel Certificate pursuant to Section 9.17 of the CC&Rs, whether the facts therein are correct, provided that such Committee member has acted in good faith on the basis of such information that they may possess. Without limiting the generality of the above, 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 Committee.

**INTERIOR DECORATING**

Each Owner shall have the right, at his or her sole cost and expense, to maintain, repair, paint, paper, panel, 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.

**WINDOW COVERINGS**

Only window coverings and materials, which have a white, off-white or beige color and tone are allowed. Aluminum foils or other reflective materials, bed sheets, papers, and the like may not be applied to windows at any time. No exterior screens are permitted except for sliding glass doors with approved screen doors subject to the approval of the Architectural Committee.

**COVERING OF EXTERIOR CURTAIN WALL**

1. The construction of Horizons includes curtain wall panels consisting of glazing and metal panels. Access to these panels from the interior of units must be provided for the purposes of maintenance or repair.
2. The Owner may construct an interior wall covering this curtain wall provided:
  - A. The surface facing the glazed exterior panels is prefinished prior to installation in a white or beige finish approved by the Architectural Committee.
  - B. The Owner agrees that should access to the exterior panels be required, the Owner, at the Owner’s expense, will remove the obstructing construction within thirty (30) days of being notified. If the Owner does not remove the obstructing construction, the Board will authorize and effect removal at the Owner’s expense. There may be emergency situations requiring access immediately to the panels.

**OUTSIDE INSTALLATIONS**

Balcony/patio/deck covers, wiring, or other equipment shall not be installed on the exterior of the Units or protrude through the walls of the buildings, unless prior written Architectural Committee approvals have been obtained. No Owner shall change or alter the floor, wall or ceiling surface of any Exclusive Use Patio/Deck/Balcony without Committee approval. There must be no interference with the established drainage pattern unless an adequate alternative provision is made for proper drainage with the prior written approval of the Committee and review by an outside licensed consultant selected by the Committee.

**FLOORING SYSTEMS**

For flooring changes information see **Form F (page 14)**.

**ANTENNAE AND SATELLITE DISHES**

Check with Management for current regulations and restrictions.

**SOLAR ENERGY SYSTEMS**

Check with Management for current regulations and restrictions.

**ELECTRIC VEHICLE CHARGING STATIONS**

Horizons has contracted with an outside provider for the installation and maintenance of electric vehicle charging stations. Please contact the Management Office for information.

**SOVENT DRAIN LINES**

May not be modified or relocated under any circumstances except for required repairs.

**CHANGING TUB TO SHOWER**

Changing a tub to a shower is permitted. **Curbless showers level with existing floor are prohibited.**  
See page 13.

**VIBRATIONS**

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

**STRUCTURAL ALTERATIONS / PENETRATION OF FLOORS, CEILINGS, WALLS**

The existing floors and ceilings of Horizons consist of a prestressed 8" concrete slab. Balconies and other cantilevered concrete elements consist of a prestressed 6" slab. No damage or reduction in thickness is permitted to floors or ceilings. Floors and ceilings and demising walls are constructed to meet code required fire protection. No construction is permitted which compromises fire protection between Units. No structural alterations to the interior of any Unit, or Common Area surrounding any Unit, plumbing, electrical or other work which result in the penetration of the unfinished surfaces of the ceilings, walls or floors shall be performed by any Owner without first submitting an Architectural Change Request Packet for prior written approval by the Architectural Committee. Construction which violates any of the requirements of this paragraph will incur a fine.

**COMBINING UNITS**

The Association has the right to grant to an Owner who owns 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 allow the right to alter, modify or remove such demising walls or floors subject to the requirements of the Architectural Committee, including review by outside consultants selected by the Committee pursuant to the provisions of CC&Rs Article 9, Section 9.6 entitled "Scope of Architectural Review."

**DAMAGE**

Any damage caused by Contractor/Sub-contractors to Common Areas or adjacent Units by an Improvement is the Owner's responsibility and must be reported immediately to the Management 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 their contractors and/or workers. If there is damage to any Unit, the Owner 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 of the CC&Rs and the Architectural Guidelines, work must be performed in accordance with plans approved by the Architectural Committee and with all local and state governing laws and ordinances.

**VARIANCES**

The Architectural Committee may authorize variances from compliance with the architectural provisions of the CC&Rs and of the Architectural Guidelines. See CC&Rs Article 9, Section 9.20. Such variances must be evidenced in writing and must be signed by at least two (2) members of the Committee. If such variances are granted, no violation of the CC&Rs 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 the CC&Rs for any purpose except as to the particular Unit and the particular provision hereof covered by the variance, nor shall it affect in any way the Owner's obligation to comply with all governmental laws and regulations affecting the use of the Unit, including, but not limited to, zoning ordinances, permits, or other requirements imposed by the City or any other governmental authority.

## PROCEDURES

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

Failure to comply with the requirements and procedures set forth herein shall cause the request to be delayed pending submission of other information and documentation to the Architectural Committee. **Incomplete or illegible applications will not be reviewed and will be subject to resubmission. The Committee's thirty (30) day review requirement shall not commence to run until a complete and legible application has been submitted. Please type or print info.**

### **FINAL ARCHITECTURAL COMMITTEE APPROVAL**

Decisions of the Architectural Committee and its reasons shall be transmitted by the Committee from the Management Office to the Applicant at the address set forth in the Submissions Form within 30 days of receipt by the Committee of all forms and/or materials required by the Committee. **Written approval is required before starting any work.**

### **APPEAL**

If the Architectural Committee disapproves any Plans or Specifications submitted by an Owner, 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 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 written 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 Committee, may constitute a violation of the Governing Documents and may require a hearing before the Board. The Board may require modifications or removal of any work of Improvement at the Owner's expense and/or a fine.

### **OBSERVATION OF THE WORK**

When requested, the Owner must coordinate a time for a member of the Architectural Committee, Management Team or their authorized representative to enter the Unit for the purpose of observing such construction and/or installation. Also, an observation may be required for the purpose of reviewing the proposed project and to ascertain whether any preexisting conditions that have altered the Unit have taken place prior to the proposed project. The Committee may not enter 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 granted to the Committee within 48 hours of the request for entry.

Upon the completion of any work for which approved Plans and Specifications are required under this section, the Owner shall submit the **Notice of Completion (Form H)** to the Architectural Committee signed by both the Owner's contractor and the Owner. **Failure to submit the Notice of Completion Form within 10 days of completion will incur a fine.**

Within thirty (30) days after completion, the Architectural Committee, Management Team or their duly authorized representative, shall have the right to enter the Unit to **observe** such Improvements to determine whether they were completed to substantial compliance with the approved plans, specifications and copies of any required permits. If the Committee and Management finds that such was not done in substantial compliance, 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 has 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 may grant, the Board 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**

Within ninety (90) days after written demand is delivered to the Board by any Owner, and upon payment to the Association of a reasonable fee (as fixed from time to time by the Association), the Board shall provide 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 the CC&Rs, 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 and all Owners and such persons deriving any interest through them. In preparing such Estoppel Certificate, the Association's Board may rely on the contractor's certification in the **Notice of Completion Form (Form H)** that all work has been executed in a workmanlike manner and in conformance with all state and local laws and ordinances.

## SUBMISSIONS

**(Form A) page 9 is required with all Submissions.**

**1. No submission is required for work such as but not limited to:**

- Painting or wallcoverings.
- Changing lighting in existing locations.
- Replacing new countertops in existing locations.
- Replacing new appliances in existing locations.
- Replacing new interior doors, trim or hardware in existing locations.
- Installation of new shelving or cabinets in existing location.

**2. Architectural Change Request Submission (Form B) page 10.** For work such as but not limited to the following:

- New flooring – all types. **(Form F) page 14.**
- Changing plumbing fixtures.
- Conversion of tub to shower **(See page 13).**
- Reconfiguring and relocation of kitchen or bathroom cabinets.
- Relocating interior doors. Alterations to **main interior entrance door** is prohibited.
- Minor reconfiguration of walls.
- New soffits.
- Installation of an electric fireplace.

**The following types of work requires drawings prepared by licensed professionals:**

- Relocation of plumbing.
- Relocation of electrical devices such as switches, outlets, etc.
- Relocation or modification of electrical runs or panel.
- Replacement or relocation of HVAC equipment, ductwork, diffusers or returns.
- Relocation or removal of walls **(no relocation of load bearing walls is permitted).**
- Removal or relocation of gas fireplace.
- Relocation of fire sprinklers. **(See page 13).**

Please note that any architectural change involving plumbing, electrical, or structural modifications requires that the work be performed by a **California licensed contractor** in the applicable specialty.



## ACKNOWLEDGEMENTS CHECKLIST (Form A)

**Form A** must be completed by the Owner and/or contractor by checking off the boxes listing the required items and being submitted to Management. **Form A is required with all Submissions.**

### Items required for Submissions

- Plumbing shut off valve locations diagram, **see Form E to see if required with your submission.**
- Submission **Form B**
- Detailed Description of Improvement/Modification **Form C** (if needed for additional comments)
- Signed General Installation Guidelines **Form D**
- Contractor's Liability Insurance & Workers' Comp. Insurance
- Contractor's License
- Contractor Installation Requirements **Form E**
- Hard copy of mechanical, electrical and/or plumbing plans (REQUIRED if applicable)
- Supplemental Drawings and/or product literature regarding materials
- Flooring Information and Requirements **Form F** (if applicable)
- Construction Schedule **Form G**
- Floor plan indicating areas where work will be done (can indicate on Horizons Unit floor plan)

I will submit one complete copy of all items checked above to the Management Office or mail one complete copy to: **Horizons – Marina District Architectural Committee c/o Action Property Management, Inc. 555 Front Street, San Diego CA 92101**

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 H)** to the Architectural Committee immediately after the completion of my project.

I have read, understand and will abide by the Guidelines contained in the Horizons - Marina District Architectural Change Request Packet.

Owner signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor's signature \_\_\_\_\_ Date \_\_\_\_\_





## GENERAL INSTALLATION GUIDELINES (Form D)

Contact the Management Office five days in advance of start of installation.

1. All workers must check in with Kiosk personnel upon arriving at Horizons.
2. Work hours are limited to Monday through Friday 8:00 a.m. to 5:00 p.m. **excluding holidays.** \*
3. Workers are not allowed to bring pets or children onsite and will be denied entry if they have a pet or child with them. All workers must wear shoes, pants, shorts and shirts on the premises at all times. Workers are prohibited from creating nuisance noise unrelated to the construction work and prohibited from eating meals or taking breaks on the grounds in the common areas. \*
4. All trash and debris must be carried off-site. The Refuse Rooms on each floor, and P1 Trash Rooms must **not** be used for disposing of debris. \* Check with Management for temporary debris-removal parking on P1 or the possibility for an extra trash bin.
5. Only the padded non-emergency elevator must be used and must be coordinated with Management.
6. All flooring must be protected with runners from the elevator to the Unit, which must be removed and the floors and elevator cleaned by 5:00 p.m. each day. If not done, the Owner is subject to a fine plus the cost of cleaning. \*
7. **Parking is not permitted in Visitor Parking.** No contractor double parking, obstructing driveways or walkways is permitted.
8. All cutting and other work with materials must be performed inside the Owner's Unit or on the balcony/patio/deck and nowhere else on the premises including the P-levels. No worker may use power from the hallway or common areas.
9. The front door of the Unit must be kept closed during construction in order to contain dust, dirt, noise, paint fumes, etc.\* Arrangements with Management need to be made in order to cover and protect smoke detectors located in common area corridors adjacent to the Unit.
10. The Association has the right to stop any work that violates these regulations, creates a fire or safety hazard, or interferes with the activities in the common areas.

Owners agree to hold the Association harmless against liability for: (a) injury to, death of, or damage to third party persons to the extent caused by the Owner, General Contractor, or any of their agents or employees, and (b) mechanic's lien on the common area arising out of or resulting from the work.

Owner understands and agrees that all work must be pre-approved in writing and that all completed work must be in substantial compliance with the Association's approval(s). Any work not in substantial compliance may have to be removed or modified at Owner's sole expense.

\* A fine may be levied per each violation of these requirements.

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

Owner signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor signature \_\_\_\_\_ Date \_\_\_\_\_

## CONTRACTOR INSTALLATION REQUIREMENTS (Form E)

**Shut-off Valves:** All projects involving plumbing changes require the Owner and/or contractor to locate all Unit plumbing shut-off valves, indicate what they control, and ensure that they are operating properly. Submit a location diagram (can use Horizons Unit floor plan) with your Submission and post a copy on the inside of the Unit's HVAC closet door.

**Plumbing:** The contractor should review the original building blueprints for circles which indicate where plumbing is located in the walls of the unit. If plumbing is to be altered or re-located, please provide a separate diagram to indicate how this will be reconfigured.

**Electrical/Cable/Telephone:** The contractor shall mark and label a copy of the floor plan indicating where electrical, cable and telephone lines are positioned in the area of the home where construction will take place. Show new electrical/cable/telephone locations and use captions to describe where they will be relocated.

**Fire Sprinklers:** The Owner must mark and label a copy of the Unit floor plan indicating location of existing fire sprinklers and new sprinkler locations. If a wall or ceiling which encompasses plumbing or fire sprinklers will be substantially penetrated (even if plumbing or fire sprinklers will not be relocated or altered), a proper mechanical and/or sprinkler drawings must be prepared by a licensed professional indicating where the plumbing and sprinkler system shut-off valves and water lines are located. This info is requested so there is a thorough understanding of what action is required if an unexpected flood does occur.

**Fire-monitoring system:** For any work requiring a disconnect of the Unit's fire-monitoring system (shut-off of sprinkler system is included), the Owner must post a Horizons staffer as a 24-hour fire watch during any disconnection and must pay all expenses (including overtime) for the staff member. Check with Management.

**Changing Tub to Shower:** Changing a tub to a shower requires a larger drain diameter (2 inches) than a tub (1 ½ inches), you must submit the methodology for changing the drain size. A curb is required to allow for positive drainage to the new drain. **Curbless showers, level with existing floor, are prohibited.** No reduction to the thickness of the existing slab is permitted. If hot tar is used for the shower pan, the transport of tar to Unit must be in a fully enclosed container.

**Shower:** Shower valves must have check valves for the hot and cold inlets. Specifications and/or cut sheets must be included.

**Any relocation of walls or doors:** Indicate on floor plan.

**Checklist:** One complete copy of the **Acknowledgements Checklist (Form A)** must be submitted with all Requests.

**For Flooring Changes:** Submit hard copies of the Unit's floor plan and required technical documents (**Form F**).

**Observation of the work:** If requested, the Owner will indicate when the Committee representative can visit the work site to review materials and procedures with the contractor. See page 7.

**Construction Schedule:** Following approval of a Change Request, the contractor will submit a Construction Schedule (**Form G**).

**Project Completion:** The Owner will provide the Committee with the **Notice of Completion (Form H)** signed by both the Owner's contractor and the Owner. A penalty fee will be charged for failure to submit a Notice of Completion.

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

Owner signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor's signature \_\_\_\_\_ Date \_\_\_\_\_

# FLOORING INFORMATION AND REQUIREMENTS (Form F)

**Submit a copy of Horizons Unit's Floor Plan indicating the floor areas affected.**

## **CARPET**

Carpet may be installed over the existing slab provided an underlayment is used.

## **HARD SURFACE FLOORING**

Horizons allows all types of hard surface flooring installations. A new installation is defined as installing or replacing a hard surface floor over the cement slab.

Hard surface flooring includes, but is not limited to tile, stone, marble, granite and laminate (wood or vinyl).

If a hard surface floor already exists and the Owner wishes to add another hard surface over it, an outside consultant selected by the Architectural Committee will be engaged to ensure that proper installation procedures will be followed. Solid plank flooring is NOT recommended for installation at Horizons due to expansion problems that have occurred. 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.

## **ACOUSTICAL REQUIREMENTS**

All flooring installations must meet a DC Impact Insulation class or **"IIC rating of at least 59 over an 8 inch or 6 inch concrete slab with no ceiling below"** in order to control noise transference to surrounding Units. Two factors which (in combination with other structural and environmental factors) determine a floor DC rating are:

1. The kind of flooring material installed and
2. The kind of underlayment used.

For any flooring replacement, the Owner is **required** to submit technical data (spec sheet) either from the flooring or underlayment manufacturer or a licensed outside consultant, that the assembly to be used meets the required rating. **Prior to starting installation, provide to Management a sample piece of the underlayment.**

## **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" to limit the noise transference and buckling that causes noise transference. A ¼ inch gap filled with either an acoustical caulk or perimeter isolation barrier MUST exist between the hard surface material and any perimeter structure. The hard surface material MAY NOT abut any moldings, drywall or steel framing members within the wall.

## **OTHER MATERIALS**

A leveling agent should be applied to the concrete surface after demolition 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.

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

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

Owner signature \_\_\_\_\_

Date \_\_\_\_\_

Contractor signature \_\_\_\_\_

Date \_\_\_\_\_



# NOTICE OF COMPLETION (Form H)

Within 30 days of project completion, the Owner shall submit this Form to the Architectural Committee including contractor's signature attesting that all work has been done in a workmanlike manner and in accordance with all local and state laws and ordinances. **Failure to submit a Notice of Completion will incur a fine.** Submit your Notice to the Architectural Committee by dropping it off or mailing a copy to: Horizons - Marina District Management, 555 Front Street, San Diego, CA 92101

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.

**Please review OBSERVATION OF THE WORK in Request Packet on page 7 for complete details.**

## OWNER CERTIFICATION

Address \_\_\_\_\_ Unit # \_\_\_\_\_ Date \_\_\_\_\_

Owner name \_\_\_\_\_ Email address \_\_\_\_\_

Mailing address \_\_\_\_\_

Owner signature \_\_\_\_\_ Home phone \_\_\_\_\_ Work \_\_\_\_\_

Brief description of Completed Modification:

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

## CONTRACTOR CERTIFICATION

I certify that all work has been completed in a workmanlike manner and in accordance with all state and local ordinances and laws **and that all required building permits have been obtained and copies submitted to the Architectural Committee.**

Contractor signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

## MANAGEMENT CERTIFICATION

Date Notice Received \_\_\_\_\_ Date Approved \_\_\_\_\_

## ARCHITECTURAL COMMITTEE CERTIFICATION

Date notice received: \_\_\_\_\_ Unit observed: (circle) YES NO Substantial compliance met: YES NO

Date of observation \_\_\_\_\_ Observed by \_\_\_\_\_

Date of observation \_\_\_\_\_ Observed by \_\_\_\_\_ Comments on observation (if any):

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