Architectural Checklist

Second-Story Unit Flooring Changes (Interior)

ACC **Owner**

_____ _____ Review Application for completeness, ensuring all information is filled out and signed where necessary. **An incomplete application will be returned to you, causing delays.**

_____ _____ I certify that I am the owner of the unit requesting work.

_____ _____ Indicate location of proposed new flooring on a unit floorplan.

_____ _____ Provide a sample of the new flooring and underlayment.

_____ _____ **Provide a brochure or information from the manufacturer, indicating type of underlayment, flooring, color, and STC and IIC sound transmission levels (in the 80's at a minimum) is required for all new hard-surface flooring.** *(Sound transmission levels not required for new carpeting).*

_____ _____ An original, signed 2nd Floor Unit Flooring Use Permit

_____ _____ An original, signed Contractor Acceptance Agreement

_____ _____ Contractor's Certificate of Workers Compensation for the Association's files.

_____ _____ Contractor's Certificate of Liability Insurance for the Association's files:

- Seabreeze Management
  26840 Aliso Viejo Parkway Suite #100
  Aliso Viejo, CA 92656
  and
- Huntington Landmark Senior Adult Community
  20880 Oakridge Lane
  Huntington Beach, CA 92646

And the *Additional Insured Blanket Endorsement* with a policy number matching the certificates.

RETURN THIS CHECKLIST WITH ALL REQUIRED DOCUMENTS.

Huntington Landmark Senior Adult Community Association
20880 Oakridge Lane, Huntington Beach, CA 92646

Architectural Control Committee (ACC)

Specification 2 **2nd Story Flooring** **July 19, 2018**

ARCHICTECTURAL REQUESTS ARE REVIEWED EVERY WEDNESDAY

Homeowner Name: _____ Date: _____
Address: _____ Unit #: _____
Model (i.e. Laguna, Marina, etc.): _____ Phone #: _____
Email: _____ Cell #: _____

1. All application must be submitted with unit or building floor plan (whichever applies) with requested changes indicated clearly in a contrasting color.
2. Applications must conform to the ACC Specifications and the Huntington Landmark Rules and Regulations Handbook and include the Cover Sheet from the coinciding ACC Specification along with all required documents listed on the Cover Sheet.
3. City permit required: ☐ (Huntington Beach City Building Dept. (714) 536-5690
   A COPY OF THE PERMIT (WHEN REQUIRED) AND BUILDING PLANS MUST BE SUBMITTED TO ACC FOR APPROVAL BEFORE ANY CONSTRUCTION MAY START OR APPROVAL OF THIS REQUEST SHALL BE NULL AND VOID.
4. Requested change:

I have read and understand the Specifications applicable to my requested change. It is my responsibility to give these Specifications to my contractor and be sure they read them. I understand that I should have my contractor read and sign a Contractor Acceptance Agreement to protect my interests.

I understand and acknowledge that any damages made to Association property and any deviation from ACC Specifications are my responsibility and I may be held liable, which may include removal of my improvement or repairs to be performed at my expense. I understand that work is to be done by a licensed and insured contractor.

I also understand that in certain major building alterations (sunrooms, solariums, atrium enclosures, etc.) the Association may need to employ the services of an outside consultant to evaluate plans, monitor progress, perform final inspection, etc. in which case, I, the homeowner, will be financially responsible for costs and fees incurred.

Homeowner Signature: _____ Date: _____
Contractor Name: _____ License #: _____
Contractor Address: _____ Phone #: _____

**********[For ACC Use Only] **********	
Tentative Approval:	
By: 1)	Date:
By: 2)	Date:
Waiting to Receive:	
Application Denied:	
By: 1)	Date:
By: 2)	Date:
Approval to Commence Work:	
By: 1)	Date:
By: 2)	Date:
Final Inspection and Approval:	
By: 1)	Date:
By: 2)	Date:

Huntington Landmark Senior Adult Community Association
20880 Oakridge Lane, Huntington Beach, CA 92646

Architectural Control Committee (ACC)

Specification 2 **2nd Story Flooring** **July 19, 2018**

CONTRACTOR ACCEPTANCE AGREEMENT

Description of Project:

I certify that I have read all the applicable Architectural Control Committee (ACC) Specifications and Maintenance Specifications for the work I have been hired to perform, understand them, and I am able and will comply with them.

I understand that the Association's ACC, or their representative, will inspect all work I have done when completed.

I further understand that my failure to meet all stated requirements within the Specifications will result in my having to make all changes necessary to bring the work into compliance with the Specifications **at my own expense**, not that of the Owner for whom I am working.

I am providing my Certificate of Workers Compensation for the Association's files.
I am providing my Certificates of Liability Insurance and Additional Insured Blanket Endorsement, two certificates, one each naming the following as the certificate holder:

1. Seabreeze Management
   26840 Aliso Viejo Pkwy. Suite #100
   Aliso Viejo, CA 92656
   and

2. Huntington Landmark Senior Adult Community
   20880 Oakridge Lane
   Huntington Beach, CA 92646

Contractor Signature and Date:	
Printed Name of Contractor & License #:	
Contractor Address:	
City, State & ZIP:	
Phone and Email Address:	
Owner Signature and Date:	
Owner Printed Name:	

2nd STORY UNIT FLOORING USE PERMIT AGREEMENT (UPA)

1. I certify that I have read ACC Specification 1, Architectural Changes – General, which includes answers to many frequently asked questions regarding all Architectural Change Requests for the Association. It also includes a detailed Contractor's Requirements section. I have had my licensed contractor who is installing my flooring read it.

2. I have read ACC Specification 2, 2nd Story Unit Flooring Changes, and have had my licensed contractor read it.

3. I have had my licensed contractor sign a Contractor Acceptance Agreement and have submitted it to the ACC.

4. **I am aware of the noise reduction standards which are acceptable to the Association and will only install products which meet or exceed those standards. The noise reduction statistics for the product I am using are:**

(FILL IN THE BLANKS BELOW)

STC _____

IIC _____

Owner Signature:	
Date:	
Owner Printed Name:	
Owner Address, City, State and ZIP:	
Unit #:	
Witness, ACC:	
Date:	

Huntington Landmark Senior Adult Community Association
20880 Oakridge Lane, Huntington Beach, CA 92646

Architectural Control Committee (ACC) Specifications

Specification 2 — 2nd Story Flooring — July 19, 2018

GENERAL

This describes the requirements for installing flooring (***laminate, wood, tile or carpet)*** in a second-story unit.
Refer to the attached ACC Specification 1, Architectural Changes – General, for additional information relative to all Architectural Change Requests and Contractor Requirements.

It should be noted that if any portion of an improvement installed by a unit owner needs to be removed in the future to repair or maintain Association-owned property, such removal and any reinstallation of the owner-installed improvement shall be paid for by the unit owner.

PROCEDURE

1. A unit floorplan (available at the Management Office) must be included with your Request for Architectural Change, with proposed changes indicated in a contrasting color.

2. Installation must be done by a licensed contractor, who shall complete and sign the attached Contractor Acceptance Agreement. A copy is to be given to the ACC.

3. The installation of flooring must not increase the noise level to the unit below, as described in the Association's Rules and Regulations, Page 12, and further mandated in the CC&Rs, Sections 4 and 11. The attached 2nd Floor Unit Flooring Use Permit to this effect must be signed by the owner and given to the ACC.

   There are two basic measures used in the industry to rate the acoustical performance of a floor- to-ceiling assembly (FTCA). They are the Sound Transmission Class (STC), which measures the performance of FTCA to isolate airborne sounds, such as voices, televisions, barking dogs, etc. Secondly, Impact Insulation Class (IIC), which measures FTCA to isolate impact noise, such as walking or furniture being drug across the floor. These ratings typically range between a low of around 20 (very poor) to a high of 80 (excellent).

   The original floors in upstairs units (with carpet and pad over light weight concrete) had sound levels in the range of 55-56.

   a. New Carpet
      It is required when replacing carpeting in 2nd story units, the new carpet must have ***a minimum density of 25 oz; and the pad must be a minimum of ½" (or 6 lb.) rebound to prevent excess sound transmission to the lower unit.***

   b. New Hardwood, Laminate or Tile
      When installing hardwood, laminate or tile, by only adding 6mm (1/4") cork over the existing light weight concrete, **the sound numbers reach a level of 50-51, which is unacceptable.**

      The only acceptable method of installing hard surface flooring in upstairs units is to use a product such as "Echo Silent HD" [*or equivalent*] as a vapor barrier as well as sound barrier under 6mm (1/4") of cork which gives values above 80 (excellent).

4. Samples of the carpet, hardwood, laminate or tile; along with samples of the specific underlayment materials to be used, **including manufacturer's STC and IIC sound transmission levels**, must be submitted to the ACC for approval along with the original Request for Architectural Change.

Attachments
Specification 1, Architectural Changes – General
Contractor Acceptance Agreement
2nd Floor Unit Flooring U

Huntington Landmark Senior Adult Community Association
20880 Oakridge Lane, Huntington Beach, CA 92646

Architectural Control Committee (ACC) Specifications

Specification 2 2nd Story Flooring July 19, 2018

THERE ARE MANY SEPARATE ACC SPECIFICTIONS FOR DIFFERENT TYPES OF CHANGES, SUCH AS: BATHROOMS, EXTERNAL DOORS, WINDOWS, GAS APPLIANCE CHANGES TO VENTING, ETC. PLEASE REFER TO SEPARATE SPECIFICATIONS FOR UNIQUE REQUIREMENTS WHEN MAKING CHANGES WHICH HAVE NOT BEEN ITERATED IN THIS GENERAL SPECIFICATION. ONE APPLICATON FOR EACH TYPE OF CHANGE MUST BE SUBMITTED TO THE ACC FOR APPROVAL AND MUST MEET THE UNIQUE REQUIREMENTS OF EACH SPECIFICATION.

GENERAL

The mission of the ACC is to maintain the architectural character and structural integrity of the Association's property as it was established by the original design. Thus, it is necessary for construction methods, modifications, materials and colors used for changes affecting the Common area be approved. The setting of standards and the approval of requests for the proposed addition or alteration will ensure a continuity of design and function, therefore maintaining continuity of appearance and enhancing overall property values.

NOTE: When a portion of an improvement installed by a unit owner needs to be removed in the future to repair or maintain Association-owned property, such removal and any re-installation of the owner-installed improvement shall be paid for by the unit owner.

The purpose of this Specification is to communicate, in one document, general requirements that apply to all architectural changes, covered in more detailed specifications, that the ACC requires the Unit owners to follow.

This Specification also contains a section listing Contractor Requirements that are applied an independent Contractor is used. This Contractor Requirements List (see Item 11, below) should be read by the Contractor, after which the owner should have the Contractor sign a Contractor Acceptance Agreement, indicating his knowledge of and adherence to Association rules and regulations. **Work may not commence without written approval of the ACC.**

PROCEDURE

1. The following items, as they apply, must accompany each Request for Architectural Change presented to the ACC for approval of additions or modifications.

    a. A unit floor plan is required, indicating location and dimensions of the proposed addition or alteration in a contrasting color. Unit floor plans are available at the Management Office. If the addition or alteration increases the living space (i.e., adding an atrium cover), a floor plan of the entire building must be included to so that the ACC may evaluate the potential necessity for fire sprinklers. Drawings showing your building's exterior dimensions are also available at the Management Office.

    b. Any new construction must be identified with a drawing showing a top and side view of the proposed change or addition. Dimensions must be shown but need not be to scale. They should be prepared complete enough to give the ACC a clear idea of what you are proposing to do, i.e.- scope of project.

c. If the scope of the project includes major construction, such as *making modifications to existing walls for windows or doors (which are not retro-fitted, using the existing framework)*, detailed construction drawings prepared by your contractor must be included with your package. **Modifications to walls and requests to remove walls requires certification of a Board-Certified Structural Engineer to confirm and certify the status of the walls WITH A WET STAMP FOR THE SPECIFIC UNIT FOR WHICH THIS APPLICATION IS MADE.** The drawings must indicate the property address including unit number, name of owner, north arrow and a brief description of the work. All buildings, fences and other improvements, existing, new or proposed must be drawn in and labeled, including all dimensions of proposed work, distances between the new work and the property lines.

d. Depending on the scope of the project, a Huntington Beach Department of Planning & Building (HBPB) Permit may be required - please refer to the ACC Approval and HB City Permit List. ***City permits for any work are not to be requested or pulled by owners prior to a tentative approval of your project by the ACC.***

e. Start and completion dates of your project.

f. Name, license number, telephone number and address of your contractor, along with a completed and signed Contractor Acceptance Agreement (see attached).

g. Appropriate ACC Specifications and Use Permits (if applicable) signed where indicated.

h. Color samples and, on occasion, material samples.

i. Indicate principle connections or details showing method of construction, particularly where proposed work will touch common walls. This should be easily understood from your contractor's detailed drawings (see Item 1.c., above).

j. Description of all materials used regarding weight and/or thickness.

k. Method of installation or application of materials.

l. List of materials and finishes.

2. The scope of some modifications, construction, or additions to the property may require the ACC to consult with an independent construction consultant. In these instances, a fee to the homeowner may be charged for the services. That person will meet with your contractor to review his engineering/construction drawings to ensure they meet the requirements of the Association. The consultant will also inspect your construction project while it is in progress to see that all requirements are being met, as well as perform a final inspection upon completion. This will ensure that any new construction meets Association requirements and will not cause future maintenance problems to the Association's

property. All future repair and maintenance of the new construction/alterations shall be the owner's responsibility.

3. In all cases, construction must be equal to or of greater quality of existing construction.

4. The owner takes full responsibility for any damages or injury caused by their project. The owner must also ensure their new construction meets Association requirements and will not cause future maintenance problems to the Association's property. All future repair and maintenance of the new construction, alterations or improvements shall be the owner's responsibility at their expense.

5. The owner is responsible for providing paint for their improvement and all adjacent exterior surfaces, if needed. The repainting of any exterior walls of buildings or other structures located on the property shall be subject to approval in writing from the ACC. Please refer to the Association's Maintenance Specifications (available at the Management Office) for product and color standards.

6. In all cases, any modifications or additions shall conform to all current applicable engineering requirements as set forth by the California Building Code, the HB Building Code, and any other requirements of the HBBD.

7. Existing venting or utility conduits may not be disturbed without written approval of the ACC.

8. As a condition of approval for some modifications, the applicant must sign a Use Permit Agreement for future maintenance issues, which will be kept in the owner file in the Management Office.

9. Allow forty-five (45) days for the ACC to review and respond to your request. Note: most applications are reviewed decisions are made well within the CC&R allowed time period. In some instances, Tentative Approval may be given pending receipt of additional documents, such as a City Permit. Once approved, you will receive a letter stating you may proceed with construction. The project must be completed within ninety (90) days.

10. When you are notified you may proceed with construction, you will receive an Architectural Change Notice of Completion Form, (also available at the Management Office) which must be completed and returned to the Management Office within ten (10) days of your project completion, along with a copy of the HBPB's final approval of your Building Permit, if one was required for your project. After receiving your Notice of Completion (and final approval of your Building Permit, if required), the ACC will make arrangements with you to do a final inspection to close out the project file. (In the case of major construction, this final inspection will be done by the independent construction consultant mentioned above.) After final inspection, a Final Approval Letter will be sent to you and maintained in your owner's file in the Management Office.

11. The following items are all **Contractor Requirements** and should be read by the contractor. The contractor must sign a Contractor Acceptance Agreement (attached) indicating they have read them and will abide by them.

a. The Supervisor or Foreman shall sign in at the Management Office each time they are on site.

b. A copy of the appropriate ACC Specifications, ACC Approval Letter and the HB Building Permits must be kept available on the job site throughout the project.

c. All trash and materials generated at the time of the project must be transported from Huntington Landmark property by the contractor. Material may not be disposed of in the Association's trash containers. The owner is responsible for all costs of removing such material if it is found in Association trash containers.

d. The term "contractor" includes their employees, agents, subcontractors and suppliers or any other person under their cognizance. There must always be an English-speaking supervisor on-site.

e. All work is to be performed by a licensed, insured contractor per California law. Any exceptions are to be determined by the ACC.

f. Work time is Monday through Saturday, 7:30 a.m. until 6:00 p.m., unless there is an emergency.

g. No loud, unnecessary noise, radios or boom boxes. Be considerate of neighbors.

h. Safety cones, yellow tape or any other precautions are to be used where and when necessary.

i. Suitable clothing or uniforms are to always be worn.

j. Construction site must be left clean each day.

k. Construction items such as sand, cement and dirt must not be placed on streets, walkways or grass without protective undercovers.

12. Parking restrictions, fire lanes and speed restrictions must always be respected. Contractors are to park on the street - not in owner parking spaces adjacent to the garages. Please see Security Personnel at the Atlanta Gate if you are not sure where to park.

    a. NO signs advertising the contractor may be posted at any time.

    b. All contractor vehicles must be clearly identified with signage indicating to whom they belong. A dashboard permit must be obtained the Atlanta Gate Security Personnel.