

The Grande North at Santa Fe Place Homeowners Association

**FAST-TRACK**

Architectural Change Request Form

Please complete, sign and submit EXHIBIT II A, EXHIBIT II B, and EXHIBIT II C prior to the start of the proposed improvement(s), and EXHIBIT II D after the completion of the approved improvement(s). If you are installing hardwood flooring, please provide your neighbor below with a copy of Exhibit II A and obtain your neighbor's signature indicating approval in the applicable portion of the "FACING, ADJACENT AND IMPACTED NEIGHBOR NOTIFICATION" form. Submit all forms to:

**The Grande North at Santa Fe Place Homeowners Association Architectural Committee  
1205 Pacific Highway  
San Diego, CA. 92101  
Attn: Management Office**

**EXHIBIT II A**

HOMEOWNER NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

UNIT #: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPOSED START DATE: \_\_\_\_\_

PROPOSED COMPLETION DATE: \_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_

DESCRIPTION AND LOCATION OF IMPROVEMENT(S): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOMEOWNER'S SIGNATURE: \_\_\_\_\_

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ARCHITECTURAL COMMITTEE Date received: \_\_\_\_\_ Approved: Disapproved: \_\_\_\_\_

Conditions of Approval/ or Reasons for Disapproval: \_\_\_\_\_

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

**EXHIBIT II B Conditions of Approval and Disclaimers**

Unless specifically agreed otherwise in writing by the Board of Directors, approval of the submitted plans is expressly conditioned upon the owner agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification(s), addition(s), or improvement(s).

During the approval process, the Association may require that its architect, landscape consultant, attorney, contractor, etc., review the proposed plans. SUCH REVIEW(S) ARE VERY LIMITED IN SCOPE AND MAY NOT BE RELIED UPON BY THE OWNER TO ENSURE CORRECTNESS OF PLANS FROM EITHER A LEGAL, ARCHITECTURAL, STRUCTURAL, ENGINEERING, LANDSCAPING, ETC., STANDPOINT.

The applicant FURTHER AGREES AND REPRESENTS that, as a condition of submittal, they have independently reviewed and confirmed that the proposed plans are correct from a legal, structural, architectural, engineering, and/or landscaping standpoint and will not in any way, other than that which has been disclosed in the application, negatively impact the Association or cause damage or additional maintenance to Association-owned land and/or Association maintained property.

The applicant FURTHER AGREES AND REPRESENTS that the applicant has complied with all applicable Federal, State, County and City laws and ordinances and has obtained all necessary permits in connection with the proposed plans. Applicant further agrees to send copies of all permits to the Association prior to the actual implementation of the proposed plans.

PLEASE NOTE THAT APPROVAL OF THE PROPOSED PLANS BY THE ASSOCIATION DOES NOT CHANGE OR ABSOLVE THE APPLICANT'S OBLIGATION TO OBTAIN ALL NECESSARY PERMITS AND/OR COMPLY WITH ALL APPLICABLE GOVERNMENTAL REGULATIONS.

Dated: \_\_\_\_\_ Accepted by: \_\_\_\_\_

Homeowner's Signature

\_\_\_\_\_  
Homeowner's Name

## EXHIBIT II C General Installation Requirements For All Projects

The following are general Architectural Installation Requirements for ALL Grande North projects:

**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.

**Please contact the concierge 5 days in advance of installation.**

- If substantial equipment or installation noise is anticipated, please inform the concierge several days prior to your anticipated installation 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.

**The homeowner should make arrangements for the contractor to use only the padded elevator** well in advance of the installation day. Only the padded, non-medical emergency elevator should be used. Contact the concierge 5 days in advance for scheduling.

**Any existing carpet, hardwood flooring and tile must be disposed of off-site. DEBRIS SHOULD NOT BE DISPOSED OF IN ANY OF THE GRANDE NORTH DUMPSTERS 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 lobby level in the most time efficient manner possible.
- It is recommended that the installer make arrangements to park a vehicle on Pacific Highway 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.**

**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.

**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(s).**

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

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

**EXHIBIT II D Notice of Completion**

Notice is hereby given that the undersigned is the Owner of the property located at:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

The work of improvement(s) on the described property was COMPLETED on:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in accordance with the Architectural Committee's written approval through the above owners plans and submitted package.

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ARCHITECTURAL COMMITTEE

Date Inspected: \_\_\_\_\_

Inspection Approved: \_\_\_\_\_ or Inspection Disapproved: \_\_\_\_\_

Conditions of Approval/or Reasons for Disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

UPON COMPLETION OF IMPROVEMENTS, MAIL OR DELIVER TO:

**The Grande North at Santa Fe Place Homeowners Association Architectural Committee**  
**1205 Pacific Highway**  
**San Diego, CA. 92101**  
**Attn: Management Office**

## Hardwood Flooring Installation Information

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

**LAMINATED PLANK FLOORING (sometimes referred to as "engineered"):** Laminated Plank flooring (sometimes referred to as "engineered") is made in different layers or "ply's" to help control expansion. The top layer of the plank is the hardwood. This ranges in thickness from about 3/32nds to about 1/4". The thicker the wear layer the more times the product can be refinished.

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).

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

"Pergo" style flooring (sometimes referred to as "lamine") is made from a compressed fiberboard with a photograph of wood laminated on top. There are usually 6 boards per package. Each has a different photo on them. If you look carefully at these floors, every sixth board usually has the same picture.

Because of the finish that is put on these products, they are very durable and do not scratch under heavy use. However, when water is dropped on the seams of the planks and allowed to sit, there is a possibility that puckering can occur with compressed fiber board. Puckering may not resolve spontaneously.

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

Solid plank flooring is NOT recommended for installation at The Grande North 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.

## Hardwood Flooring Installation Requirements

**ACOUSTICAL REQUIREMENTS: All hardwood floor installations at The Grande North must meet an IIC (Impact Insulation Class) rating of 50 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. IIC rating is:

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

Examples of materials commonly found in The Grande North hardwood floor installations are the following:

Laminated plank flooring (sometimes referred to as "engineered") with **Tuplex<sup>TM</sup>** Underlayment (a combo foam product consisting of one layer of polystyrene beads layered between two sheets of polyethylene film)

Laminated plank flooring, stone or ceramic tile or other non-resilient flooring with **REGUPOL-Qtsu - 10mm.** underlayment

Another form of acceptable underlayment is cork. A minimum IIC rating of 50 is expected to be obtained.

Not all hardwood flooring and underlayment combinations will meet the IIC 50 standard.

If a contractor specifies the use of something other than the products mentioned above, a product specification sheet from the manufacturer must be supplied with the architectural application showing an IIC rating of 50 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 50 or higher. The consultant will be determined 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<sup>TM</sup>** is routinely used at The Grande North. **Ardex<sup>TM</sup>** is another popular brand of level 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.**

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

**FACING, ADJACENT AND IMPACTED NEIGHBOR STATEMENT**

Facing neighbor:

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Name	Suite #	Signature	Date
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Adjacent neighbor:

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Name	Suite #	Signature	Date
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Adjacent neighbor:

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Name	Suite #	Signature	Date
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Impacted neighbor below:

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Name	Suite #	Signature	Date
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Submitted by:

Owner Name: \_\_\_\_\_

Suite #: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The attached plans were made available to the above neighbors for review. They have been notified that I am submitting or have submitted these plans for Architectural Committee approval.

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

### **List of Contractors Familiar with The Grande North**

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

#### **HARDWOOD FLOOR INSTALLATION:**

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

#### **HARD SURFACE INSTALLATION:**

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