

The Grande North at Santa Fe Place Homeowners Association

**MAJOR MODIFICATION**  
Architectural Change Request Form  
**Cover Page & Checklist**  
Exhibit III A

\_\_\_\_\_  
Name

\_\_\_\_\_  
Unit # (North)

\_\_\_\_\_  
Best telephone #

Please use this form as the cover page for ALL Architectural Change Request Submissions. Please check the items that apply and attach the appropriate enclosures in the following stacking order:

- Cover Page & Checklist (**REQUIRED**; Please enclose this list as your cover page)
- Request for Approval Form (**REQUIRED**)
- Description of Improvement/Modification Form (**REQUIRED**)
- Contractor or Installer Work Plan (**REQUIRED**)
- Contractor's License, Liability Insurance & Workers' Comp. Insurance (**REQUIRED**)
- Homeowner and Contractor signatures on the appropriate installation guideline(s) as listed below which are relevant to the proposal:
  - General Installation Requirements for All Projects (**REQUIRED**)
  - Hardwood Flooring Installation Requirements
  - Hard Surface Flooring Installation Requirements
  - Contractor Installation Requirements
- Architectural Drawing (Note: Not needed for flooring)
- Supplemental Drawings and/or product literature regarding materials used
- I will immediately deliver one complete copy of all items checked above to:  
The Grande North Association Office, 1205 Pacific Highway, San Diego, CA 92101
- I have read the initial cover letter which indicates timeframes and the 15 day neighbor notification process which will begin after the architectural committee reviews the change proposal. I have also read the committee's suggestion that homeowners who are submitting architectural change requests should obtain committee approval for their requests before leaving a deposit(s) with their contractor, installer, and/or product vendor.
- I understand that I should expect that this process may take 30 to 45 days to approve my request.
- I will submit a Notice of Completion form to the architectural committee immediately after the completion of my architectural change.

\_\_\_\_\_  
Homeowner's signature

\_\_\_\_\_  
Date

# Request for Approval

## Exhibit III 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.

Submit your request to the Architectural Committee by dropping it at the Association office.

The Architectural Committee will notify you in writing regarding the approval or disapproval of your request, usually within 45 days. Action on some requests may take longer. Part of the process includes an opportunity for owners of adjacent units to express their comments, concerns or objections. A copy of your Description of Improvement/Modification Form will be sent to homeowners below, above and beside your unit.

Approval by the Architectural Committee does not relieve the owner from obtaining *any* necessary building permits from governmental agencies. Each owner is responsible for adhering to all applicable laws, building codes, regulations and ordinances established by government agencies.

Date of Request: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Address (including Unit #): \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Brief Description of Improvement/Modification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### FOR ARCHITECTURAL COMMITTEE USE

Date Received: \_\_\_\_\_  Approved  Disapproved  More Information Requested

Conditions of Approval (if any) or Reason(s) for Disapproval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

*Reminder: Be sure to make arrangements for elevator use at least 5 days in advance to avoid any scheduling conflicts with other residents.*

## **Description of Improvement/Modification**

(To be filled out by the contractor, installer or homeowner)

Exhibit III C

Enter a description of the proposed improvement/modification to your unit. A copy of this Description of Improvement/Modification form will be sent to the homeowners of adjacent units below, above and beside you.

Date: \_\_\_\_\_ Homeowner Name:

\_\_\_\_\_ Unit #: \_\_\_\_\_ Brief Description of

Improvement/Modification (as indicated on the Request for Approval):

**Contractor or Installer Work Plan**  
(To be filled out by the contractor, installer or homeowner)  
Exhibit III D

Describe the contractor or installer work plan for your unit including the materials and process. See the guidelines for Hardwood Flooring, Hard Surface Flooring (Tile, Stone, etc.), or General Contract Work for details necessary for your project. Give an estimated timeline for the work.

**For all flooring projects:** List specifics about the surface material, underlayment material with IIC rating (very important), and the planned gap where the flooring meets a wall. **For all general contractor projects:** Fully describe all structural changes. List obstacles to be moved or removed including plumbing, electrical wiring, cable, telephone, fire sprinklers, appliances, windows, doorways, or walls.

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

Homeowner Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Contractor/Installer: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work and Materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# General Installation Requirements for All Projects

## Exhibit III E

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.**

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

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

## Hardwood Flooring Installation Information

### Exhibit III F

**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

## Exhibit III G

**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-Qtscu - 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

# Hard Surface Flooring Installation Requirements

## Exhibit III H

### TYPES OF HARD SURFACE FLOORING

Hard surface flooring includes but is not limited to:

**STONE  
CERAMIC  
SLATE**

**TRAVERTINE  
MARBLE  
MOSAIC**

**QUARRY  
CEMENT  
GLASS GRANITE**

The Grande North 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 or similar underlayment product is to be used in all hard surface installations. This underlayment material may be in sheet or roll form. It **MUST** be at least  $\frac{1}{2}$  **INCH** in thickness in keeping with guidelines established by the **TILE COUNCIL OF AMERICA**. **The underlayment must minimally meet City Standards of 50 IIC**. This minimum standard will greatly diminish noise transference to surrounding units. The 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  $\frac{1}{4}$  **INCH** gap filled with either the acoustical 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 or a similar approved underlayment 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 the minimum City standards of 50 IIC. 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.

#### **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 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.

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

# Contractor Installation Requirements

## Exhibit III I

### 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. Please refer to the Architectural Guidelines for more details concerning the definition of an architectural change which requires approval.

**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 must be requested of 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 the Association office or through the BOSA office.

**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 the plumbing will be reconfigured.
- **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.**

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

**FACING, ADJACENT AND IMPACTED NEIGHBOR STATEMENT**

Exhibit III J

Facing neighbor:

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|      |         |           |      |
|------|---------|-----------|------|
| Name | Suite # | Signature | Date |
|------|---------|-----------|------|

Adjacent neighbor:

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|      |         |           |      |
|------|---------|-----------|------|
| Name | Suite # | Signature | Date |
|------|---------|-----------|------|

Adjacent neighbor:

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|      |         |           |      |
|------|---------|-----------|------|
| Name | Suite # | Signature | Date |
|------|---------|-----------|------|

Impacted neighbor below:

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|      |         |           |      |
|------|---------|-----------|------|
| Name | Suite # | Signature | Date |
|------|---------|-----------|------|

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: \_\_\_\_\_

## Notice of Completion

### Exhibit III K

The Owner shall give written notice of completion of work to the Architectural Committee. Submit your notice to the Architectural Committee by dropping it at the Association office in the lobby.

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 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 Work Completed: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Address (including Suite #): \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of Completed Improvement/Modification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

#### FOR ARCHITECTURAL COMMITTEE USE:

Date Notice Received: \_\_\_\_\_ Unit Inspected: \_\_\_\_\_ Unit Not Inspected: \_\_\_\_\_

Date Unit Inspected: \_\_\_\_\_ Substantial Compliance:  Met  Not Met

Comments on Inspection (if any): \_\_\_\_\_

Particulars of Non-Compliance: \_\_\_\_\_

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

List of Contractors Familiar with The Grande North  
Exhibit III L

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