



HARD SURFACE FLOORING APPLICATION

This application is in response to your request to install hard surface flooring in your Unit at Kirkland Central. It is designed to answer questions that frequently arise when such work is proposed or performed.

On a separate sheet of paper, please address the following questions and submit the completed packet to the Board of Directors for review. You will be notified of the Board's decision as soon as possible, but no later than 30 days after receipt of a complete application packet.

1. Completely describe the proposed alteration.
2. Attach a detailed drawing of the proposed alteration, showing height, width, length, color, location of alteration, proximity to neighbors, and construction methods and materials. Describe how the alteration will be constructed, including plumbing and wiring details. Please show how the alteration will be attached to the common areas or equipment/systems. Please describe any foreseeable ongoing noise issues.
3. Submit pre-installation acoustical test results of the carpeted floor, the bare subfloor and the proposed underlayment and hard surface flooring in the Unit where hard surface flooring will be installed. Results must show that floor assemblies meet a field performance of not less than FIIC 55 for all hard surface floors.
4. Submit the name and mailing address of the company or individual(s) selected to perform the work, along with a copy of their business license.
5. Submit a certificate of insurance from the company or individual(s) selected to perform the work with a minimum \$1 million liability limit and naming the Association as additionally insured on the policy.
6. Describe any foreseeable inconvenience to the Association – i.e.: parking restrictions, use of the elevators, noise during construction, and/or interruption of building utilities, etc.
7. Estimate start dates, duration of project, and estimated completion date.

Please be advised that you must submit \$5,000 refundable Performance Deposit to the Building Manager no less than one week prior to work commencing. This deposit will be used, at the Board's sole discretion, to offset the cost of cleaning or damage to the common areas caused during construction, to perform acoustical sound testing or to replace the hard surface flooring with carpet and pad, should the hard surface flooring not meet the standards set forth by the Board. Deposit is refundable after final inspection of work and post-testing results are submitted to the board for verification.

Owner

Unit Number

Date

Approval of the Project:

Kirkland Central Condominium Association

Date

I, _____, **owner** of Unit _____ have read and understand all the provisions of the Hard Surface Flooring Policy, Hard Surface Flooring Rules & Regulations and this application. I have given a copy of these documents to the general contractor who has responsibility for all subcontractors who may work in my unit. I understand that it is my responsibility to assure all rules are followed and that pre-installation and post-installation acoustical testing is performed for hard surface flooring installation. I agree that any deviation from these rules may result in improper installation. If incorrect installation does occur, I understand the Homeowners' Association reserves the right to require me to remove or correct such installation at my expense.

I further agree to be responsible for any and all damages to the common areas or any part of the condominium by me or my agents and contractors in connection with, or which might otherwise result from, the work being done in my unit.

To the fullest extent permitted by law, I agree to indemnify and hold harmless the Association from and against all claims, damages, liability, losses and expenses (including but not limited to attorneys' fees expended by the Association to defend against any claim and/or to prove its right to indemnity under this agreement), arising directly or indirectly out of or incident to the construction, existence, use, maintenance or condition of the repairs to my Unit, regardless of whether or not such liability is caused in part by the Association, its agents or employees, or another Association member.

I, _____, **contractor** for Unit _____, certify that the materials used in this project are those specified/approved by the Board.

(Unit Owner)

(Contractor)

* \$5,000 Performance Deposit received: _____ by: _____
Date Name & Title