
Flooring Changes Procedure

Natick Green Condominium Trust
Flooring Changes Procedure Revision 3

Revision History

Version	Authors	Effective Date
1	P. Galvin / J. Saponaro	2010-04-07
2	Board of Trustees	2010-04-13
3	Board of Trustees	2021-02-10

Exceptions to this Procedure must be approved, in writing, by a majority of the Trustees. This procedure is effective as of the date of the latest revision and replaces and supersedes all prior revisions of the above captioned procedure.

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Table of Contents

1. PURPOSE..... 4

2. SCOPE..... 4

3. PROCEDURE..... 4

 3.1. Notify Natick Green office of your intent to change any flooring..... 4

 3.2. The floors 4

 3.3. Approved Material description for rug to hardwood floor replacement 5

 3.3.1. Material description for all else 5

 3.4. Section 3.4 Has Been Deleted 5

 3.5. Certificate of Insurance 5

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1. Purpose

To define the process and criteria for changing the existing flooring within a Natick Green Condominium Unit.

In addition, this helps limit any negative impact, due to flooring modifications, upon the “Master Fire” and like insurance policies purchased by Natick Green Condominium Trust.

It is the responsibility of the Unit Owner to comply with the requirements set forth in this Procedure.

2. Scope

This Procedure applies to all flooring within a Unit including, but not limited to, the dining room, living room, all bedrooms, hallways, the kitchen and all bathrooms.

All costs of any flooring modification shall be borne by the Unit Owner including any damages to Common Area elements or other Units. These costs include materials, labor and disposal of waste items.

Disposal of removed flooring materials in the Natick Green trash compactor is prohibited.

Violation of the requirements of this Procedure may subject the Unit Owner to fines.

3. Procedure

3.1. Notify Natick Green office of your intent to change any flooring

Proposed flooring changes shall be documented and submitted to Natick Green Management office in advance of construction.

Included in the submitted documentation must be the following:

- Which floor(s) are to be changed – see section 3.2
- A description of the material to be used – see section 3.3
- Contractor Information and Contractor Insurance Certificate – see section 3.5

3.2. The floors

Describe which floors are to be changed and how they are to be changed.

Examples:

- The living room rug is being replaced with a new rug
- The living room rug is being replaced with hardwood floors
- The kitchen floor linoleum is being replaced with tile
- The bathroom floor linoleum is being replaced with new linoleum

3.3. Approved Material description for rug to hardwood floor replacement

- The floating floor/laminate must be a minimum of one-half inch thickness
- AcoutiCork R60 6mm thick or equivalent (required underlayment)
- 15# building felt (required underlayment)
- Gypcrete repair material. Ardex GS-4 or equivalent (fire stop repair)

3.3.1. Material description for all else

- A brief description of the material (samples can be submitted)
- Gypcrete repair material. Ardex GS-4 or equivalent (fire stop repair)

3.4. Section 3.4 Has Been Deleted

3.5. Certificate of Insurance

If a contractor is to perform the work, make sure their Certificate of Insurance is forwarded to the Natick Green Management, naming Natick Green Condominium Trust as an additional insured prior to the commencement of any work.

Said certificate shall include a minimum of \$1,000,000 Commercial General Liability Insurance and Workers Compensation Insurance.