



HARBOUR ISLE EAST FLOORING RULES AND REGULATIONS

Harbour Isle East Condominiums encourages Condo owners to maintain, and if desired, improve the look and quality of your homes. We desire that you and your neighbors are able to have and maintain the quiet enjoyment of your homes with minimal noise and distraction from those who live around you. In order to maintain this quality of life here at HIE, **and to protect you** from complaints and/or action by your neighbors or the HIE Board, each unit owner who elects to install new hard surface flooring must apply for and receive approval for the **materials** and **the installation process** from the HIE Management Office **prior** to commencing the project.

We know that improvements can be a costly, confusing, and often frustrating process. Therefore, we are providing the procedure, specifications, material recommendations, and other helpful material in order to both help you with your project, and protect you in the future as you reside within your condo or consider selling it. **Please be aware that the installation of hard surface flooring without the written approval of the Board of Directors, its representatives, and/or the Architectural Review Committee will be subject to immediate removal at the condo owner's expense.**

Installation Guidelines:

- It is prohibited to remove your Unit carpeting or tile and replace with a concrete finish directly on the 6" concrete slab.
- Your contractor may suggest putting new ceramic tile directly over the existing tile. While this would be allowed if you apply Super SAM 125 Sound Control Membrane over the top of the existing tile, we recommend removing the existing tile rather than having a double layer of tile which would be extremely difficult and costly to remove in the future.
- The underlayment must be installed under the entire hard surface flooring. Tape all seams as per manufacturer recommendations.
- Leave a minimum of ¼" between the new flooring and adjacent walls. Flooring, underlayment, mastics or glue should NOT TOUCH WALLS!
- After the flooring is installed, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions such as pipes, so as not to have any of the mortar, bond coat, or grout touching the wall or any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between the floor and the setting bed and the wall, or a penetrating protrusion, a large reduction in the sound rating will occur.
- A sealant is required at the perimeter of the entire floor, and the periphery of all protrusions to that floor. In the case of hard surface flooring, this joint should be 1/4" wide from the finished top of the flooring. This joint must be filled with an elastomeric sealant or an acoustical sealant. **Hard grout is not acceptable.** This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion. If USG acoustical sealant is used, the joint can be painted to conform to the color of the grout used in the field or the wall base. Dow Corning and GE Silicone sealant comes in a variety of colors to harmonize with the color of the tile or wall base.



FLOORING REVIEW & SUBMISSION PROCEDURE:

1. Submit the Flooring Application found on Page #3 along with the contractor’s certification form on Page #4 and a copy of the Contractor’s license and Insurance Certificate.
2. Submit a sample of the underlayment to be used (at least 1’ x1’). Please do not purchase the sound proofing material until it is approved.
3. Submit a copy of the signed estimate from your contractor that includes a description of the installation process.
4. Before installation, notify the HIE Office about the installation date. Noisy work notices will be placed in the bulletin board and elevator of your building as a courtesy to your neighbors. HIE staff will need to take photos of the underlayment prior to the installation of hard surface flooring.
5. All installation work is to be done Monday through Friday between the hours of 9am - 5pm. To comply with Safety and Fire Department rules, saws and power equipment cannot be set up on the catwalks or in the parking lot. Debris cannot be placed in our dumpsters, please haul away all debris upon completion of the work.

Ground Floor Units: The Condo documents do not require a sound control underlayment on the ground floor, you may decide to install a perimeter sound barrier between the floor and walls to reduce horizontal and vertical transmission of impact sounds between units.

All 2nd floor, 3rd floor and Penthouse Units: are required to comply with the Flooring Review & Submission Procedure (see page 1). Installation procedures shall comply with the written installation instructions of the approved manufacturer.

Recommended Sound Proofing Materials & Specifications

<u>Products</u>	<u>Thickness</u>	<u>Flooring Type</u>	<u>IIC</u>	<u>STC</u>
Custom Building Products EasyMat	12mm	Hardwood/Tile*	53	70
Ecore QT4012	12mm	Hardwood/Tile*	51	54
Cork Underlayment	12mm	Hardwood/Tile*	51	70

❖ The above sound proofing products are recommendations only alternatives will be considered as long as the specifications for the underlayment meet the IIC rating of 53 or higher or a STC rating of 70 or higher over a 6” concrete slab with no suspended ceiling underneath.



FLOORING APPLICATION

DATE OF APPLICATION: _____

HOMEOWNER'S NAME: _____ BUILDING # _____ UNIT # _____

HOME TELEPHONE: _____ MOBILE PHONE: _____

EMAIL ADDRESS: _____

A DETAILED DESCRIPTION INCLUDING A SKETCH OF THE MODIFICATION. INCLUDE WHERE ALL PRODUCTS ARE TO BE USED BY NAMES AND SPECIFICATIONS.

THE FOLLOWING INFORMATION REGARDING THE CONTRACTOR WHO WILL PERFORM THE ALTERATION MUST BE PROVIDED. PLEASE ATTACH A COPY OF THE CONTRACTOR'S PROPOSAL TO HOMEOWNER WITH A COPY OF THEIR CURRENT INSURANCE AND LICENSE. THE PROPOSAL MUST DESCRIBE ALL MATERIALS AND LABOR INCLUDED IN THE QUOTE, INCLUDING MASTIC, SEALANT, QUARTER ROUNDS, BASEBOARDS (IF REPLACED), ETC.:

CONTRACTOR'S NAME: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

TELEPHONE #: _____ FAX #: _____

LICENCED TO DO BUSINESS AS: _____

I understand that the Architectural Review Committee approval for the requested changes to my home does not, at any time, waive my responsibility to obtain or, in any way, substitute for a mandatory building permit from the proper governmental departments, nor does it in any way guarantee the workmanship or quality of the requested work. I also acknowledge that I, and my contractor have read and agree to adhere to the installation requirements of the HIW Flooring Rules and Regulations.

HOMEOWNER'S SIGNATURE: _____

DATE: _____

APPROVED: _____ DISAPPROVE: _____

COMMENTS: _____

SIGNATURE: _____ SIGNATURE: _____



Harbour Isle Floor Plan





ENFORCEMENT

Any Unit Owner who violates these installation criteria and rules and after the date of their adoption shall remove all portions of the offending installation and reinstall in strict accordance with these installation criteria and rules. Failure to do so will result in the Board commencing enforcement action which may include one or more of the following actions:

1. Refer the offender to the Harbour Isle East Board of Directors for consideration of the imposition of a fine of up to \$100 per day for the continuing violation.
2. Sending the Violation and any imposed fine to the Harbour Isle East Compliance Committee for a hearing on upholding the Board imposed fine.
3. File a Notice for Arbitration with the Florida Division of Condominiums.
4. Filing a claim in small claim court to collect the fines levied by the Board and upheld by the Compliance Committee.
5. File an action in the appropriate jurisdiction to enforce compliance with the rules.

Remember:

**The HIE Flooring Rules and Regulation are here to protect YOU,
and help to maintain the quiet enjoyment of your home.**