
Flooring Changes Procedure

Natick Green Condominium Trust
Flooring Changes Procedure Revision 2

Revision History:

Version	Authors	Effective Date
1	P. Galvin / J. Saponaro	4/7/10
2	Board of Trustees	4/13/10 Board Meeting

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

Natick Green Condominium Trust
Flooring Changes Procedure Revision 2

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 floors4

 3.3. Approved Material description for rug to hardwood floor replacement5

 3.3.1. Material description for all else5

 3.4. Obtain a Building Permit for the Town of Natick.....5

 3.5. Certificate of Insurance5

1. Purpose

To define the process and criteria for changing the existing flooring within a Natick Green unit so that we are in compliance with State Building codes. Also, this would limit any negative Insurance impact due to flooring modifications upon the “Master Fire” and like policies purchased by Natick Green Condominium Trust.

2. Scope

This procedure applies to all flooring within a Unit. This includes, but not limited to, the dining room, the 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. Violations of this procedure’s requirements 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.

Included in this communiqué 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 must be a minimum of half inch thickness
- AcoutiCork R60 6mm thick or equivalent
- 15# building felt
- Gypcrete repair material. Ardex GS-4 or equivalent

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

3.4. Obtain a Building Permit for the Town of Natick

- Contact the Town of Natick at 508.647.6450
- Follow their directions and make sure you bring your description of flooring changes along with your list of materials
- When the installation is complete, present a copy of the Building permit with its inspection signoffs to the Natick Green office

3.5. Certificate of Insurance

- If a contractor is to perform the work, make sure his 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.