

River's Edge Condominium Association

Application for Hard Surface Flooring

Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email address: _____

Check the type of flooring that you propose to install: hard wood/ engineered hardwood

ceramic/other stone tile laminate wood flooring vinyl composition/vinyl plank

Provide the brand and specs for the type of underlayment that your installer will use:

Describe the proposed locations where the new hard surface flooring will be installed being as specific as possible (use additional pages if needed):

Name of contractor/supplier: _____

Please attach the following:

- Plans/drawings - be sure to include measurements as appropriate
- Contractor's written proposal for the work
- Contractor's certificate of insurance per attached.
- Contract for removal of trash and debris from the property

I/We understand the rules concerning the proposed improvement. I/We agree to abide by the rules set forth by the Board of Directors. It is further agreed this alteration must be completed within six months of the approval date or this approval becomes null and void.

Homeowner acknowledges receipt of the attached **Hard Surface Flooring Installation General Guidelines** and the **Hard Surface Flooring Installation Specific Guidelines**. A copy of both must be provided to the Contractor. It is the homeowner's responsibility to ensure compliance and understand that failure to do so may result in violation hearings for excessive noise, costs associated with assessing the sound impact of your flooring system and/or replacing the flooring at your own expense.

Signature of homeowner(s) _____

Date: _____

Date application received: _____ Submitted to Board: _____ Reviewed by Board: _____

Approval subject to: _____

Rejected due to: _____

Homeowner notified: _____ By: _____

River's Edge Condominium Association Insurance Requirements

- 1) Prior to the commencement of any work, the Unit Owner has the responsibility of providing River's Edge Condominium Association a **Certificate of Insurance from each contractor involved in the project naming:**
 - a) **Certificate Holder:**
River's Edge Condominium Association #1
c/o NS Management
4811 Main Street, Suite 101
Skokie, IL 60077
 - b) **Additional Insured:**
River's Edge Condominium Association #1 its agents and assigns
NS Management LLC
 - c) **Minimum coverages:**
 1. Worker's Compensation and Employee's Liability - \$500,000.
 2. Contractor's General Liability - \$1,000,000 each occurrence, \$2,000,000 in the aggregate – to cover any costs for labor, material, or both resulting from damage to the common elements, and/or individual units, and personal injury to others.
 3. In addition to the above, the contractor shall carry an excess Umbrella Liability policy in the amount of \$2,000,000.

These certificates shall be deposited with the Managing Agent prior to the beginning of construction. The insurance company issuing said Certificates must have a rating of at least and A (for excellent) as determined by A.M. Best and Company. River's Edge Condominium Association must approve drawings which include alterations to structural walls, the wall and window frames, electrical, plumbing or HVAC systems or anything affecting the common elements. The Owner will pay the consulting fee for services and any other fees when required.

Hard Surface Flooring Installation General Guidelines

1. The contractor needs to have liability insurance. (Must provide a certificate of insurance).
2. Elevator pads need to be ordered 3 business days in advance at NS Management. Contact NS Management at (847) 998-0404 by email, at riversedge@nsmanagement.net or via the portal at www.nsmanagement.net.
3. There are heating lines in the floor. Make sure no holes are drilled or nails driven into floor without specific permission from management. Owner is responsible for all damage resulting from the installation.
4. Contractor is required to remove all debris from the property.
5. Leave a note under the door of your downstairs neighbor that new flooring is being installed and that they will experience pounding noise.
6. Work times are 8:00 am thru 6:00 pm Monday thru Saturday.
7. Material cannot be delivered on Sunday.
8. Material must be delivered thru the garage door not the front foyer door.
9. The owner is responsible for security if the garage door is left open during material delivery.
10. Owner or contractor is responsible for clean-up of the common area.
11. Inform your insurance company that you have upgraded your flooring.
12. **Follow all underlayment and installation recommendations as outlined in Hard Surface Specific Guidelines.**