

ENSENADA CONDOMINIUM ASSOCIATION CHECKLIST

- | ITEMS | RECEIVED |
|---|--------------------------|
| 1. APPLICANT INFORMATION FORM | <input type="checkbox"/> |
| 2. PROJECT SCHEDULE DATE: _____ | |
| 3. \$250.00 MOVE-IN/OUT ELEVATOR DEPOSIT (IF NOT IN FILE) | <input type="checkbox"/> |

Additional forms in package:

Sample of flooring underlayment & spec sheet	
Copy of contractor's license	
Copy of contractor's insurance	
Unit Access Authorization	
Copy of permit	
Picture(s) of installed underlayment	

Please note:

If installing flooring of any kind, the Association (carpet, tile, hard or laminate flooring) requires that the appropriate underlayment is installed prior to the installation of the flooring material.

Minimum required underlayment standards combined with 6" inch concrete slab:

Impact Insulation Class (IIC) 50
Sound Transmission Class (STC) 50

Please note that the higher the IIC & STC the better the sound insulation. The Association allows the use of ¼ inch cork or rubberized underlayment's for flooring installations.

EVERY FORM IN THIS PACKAGE MUST BE COMPLETED. ALL INFORMATION REQUIRED MUST BE PROVIDED AT LEAST 5 BUSINESS DAYS PRIOR TO COMMENCEMENT OF PROJECT. FAILURE TO PROVIDE COMPLETED PACKAGE WILL DELAY APPROVAL. PLEASE RETURN TO THE MANAGEMENT OFFICE AS SOON POSSIBLE.

ENSENADA CONDOMINIUM ASSOCIATION, INC.
ARCHITECTURAL MODIFICATION APPLICATION FORM

DATE: _____

Unit# _____

OWNER/APPLICANT: _____

TELEPHONE #:
(HOME) _____ (WORK) _____

TYPE OF MODIFICATION BEING REQUESTED (Please describe in detail. Include material, color, size/dimensions or areas involved.): *Please refer to Declaration of Condominium/Covenants Section*

ARCHITECT'S PLANS & DRAWINGS AND/OR MATERIAL SPECIFICATIONS MUST BE ATTACHED BEFORE APPLICATION WILL BE CONSIDERED. COPIES OF CONTRACTORS' CURRENT CERTIFICATE OF INSURANCE AND LICENSE. BUILDING PERMITS FROM THE CITY OF AVENTURA (IF REQUIRED) MUST BE PROVIDED PRIOR TO COMMENCING WORK.

I / We hereby make application to ENSENADA CONDOMINIUM ASSOCIATION, INC. for the above described item to be approved in writing.

I / We understand and acknowledge that approval of this request must be granted before work on the modification may commence and that if modification / installation is done without the approval of the Association, the Association may force the removal of the modification/ installation and subsequent restoration to original form at my expense.

All contractors are responsible for removal of debris as a result of improvements. Upon approval, remember to schedule with the Management office in advance for the installation date(s).

Applicant: _____ Date: _____

Applicant: _____ Date: _____

This Section For Office Use Only

APPLICATION APPROVED

APPLICATION DENIED

X _____ Date: _____

ENSENADA CONDOMINIUM ASSOCIATION
UNIT ACCESS AUTHORIZATION FOR CONTRACTORS

Date: _____

Unit Owner/Resident: _____ Unit #: _____

THIS IS TO AUTHORIZE AND REQUEST you to grant access to the above-described Unit in ENSENADA CONDO Assoc. to the person(s) named below.

In giving this authorization and request, the undersigned ACKNOWLEDGES AND AGREES:

- a. Although the purpose(s) of the entry is stated below (for information only), we are not responsible to see to such purpose(s) being fulfilled nor for limiting access to the accomplishment of such purpose(s);
- b. We are not responsible in any manner for supervising, observing or controlling the conduct of the person(s) to whom access and/or the key was given, and
- c. The undersigned agrees to fully indemnify and hold harmless you and all of your officers, directors, members, employees and agents (including, without limitation, your Management and security companies and their officers, directors and employee(s) named below, whether in the Unit, the Common Elements of the Condominium or otherwise (such agreement to include all attorneys fee and court costs regardless or whether suit is brought or any appeal is taken there from).

NAMES OF PERSON(S) AUTHORIZED TO HAVE ACCESS:

NAME OF COMPANY (IF ANY):

PURPOSE(S) OF ACCESS (FOR INFORMATION ONLY):

INTENDED TERMINATION DATE OF AUTHORIZATION: The undersigned agrees to notify Management, in writing, of the termination of this authorization. You are entitled to assume that this authorization is in full force and effect until you actually forward a written notice of such termination.

UNIT OWNER(S) Signature(s) on behalf of all owners of the Unit _____

Print Name(s) _____ Date _____

Ensenada Condominium Association, Inc.

As per the City of Aventura, please be advised that a licensed contractor is required to obtain permits in the following situations:

- General maintenance and repairs exceeding \$500 in labor and materials for projects modifying a building's existing structure in any way (including tile, wood flooring and marble).
- Any electrical work, including installation of ceiling fans.
- Replacement of an air conditioner unit.
- Installation of a water heater.
- Installing/changing a toilet or a sink fixture.

Please contact the City of Aventura-Building Division at 305-466-8937, if you should have any questions as to whether a permit is required.

ENSENADA CONDOMINIUM ASSOCIATION

MOVE IN/MOVE OUT-DELIVERY POLICY

All move-ins, move-outs, and large deliveries (more than 2 elevator trips), must be scheduled with the Management Office. Please call the Management Office at 305-932-4435 to schedule.

Notice large deliveries must be given at least 2 days prior in order to properly schedule a reservation for the designated elevator for service.

For procedures on access for contractors conducting renovations in your home, please see Association Rules and Regulations or contact the management office with any questions.

Moving & delivery vehicles are permitted to park in designated areas only and must not park on the entrance drive or obstruct any parking areas.

Moves/deliveries are only allowed Monday-Friday 9:00am to 3:00pm :

**ONLY THE (1) DESIGNATED ELEVATOR MAY BE USED FOR
MOVE-INS, MOVE-OUTS, DELIVERIES AND SERVICE.**

Any assembly work must be performed inside the apartment or off the premises. The Foyers and Hallways are not available as a work area for delivery persons.

Boxes can be disposed of by being broken down and brought to the dumpster room in the garage level trash room level. No disposal of any packing materials is permitted on your floor or down the trash chute. Please call the Management Office if you need directions or assistance with the disposal of boxes and packing materials.

Management reserves the right to ask moving or delivery personnel to leave the property and/or deny future access to ensure orderly move-ins, move-outs, and deliveries. Please contact the Management Office if you require additional assistance.

About Underlayment

Foam Underlayment

A majority of underlayment is made from a type of foam. Many manufacturers make their own versions of underlayment, but they are essentially all the same. Foam underlayments are a base-grade underlayment consisting of a thin, foam padding which is typically around 1/8" thick. Foam underlayment will typically provide very little sound absorption, but suffice for the minimum necessary padding for a floating floor.

Modified Foam Underlayment

Some foam based underlayments, such as Sound 6 Barrier Acoustical Underlayment, are less porous and are far denser than typical foam underlayment, this results in a product which better supports the floor and reduces the amount of noise a floating floor produces drastically. Typically referred to as closed cell or high-density these underlayments are far superior to basic foam underlayment and are better suited for most residential and commercial installations, offer better stability to a floor, greater insulation and smoothes out minor subfloor imperfections.

Rubber Underlayment

Similar to modified foam underlayments when it comes to density and sound absorption, rubber underlayment tends to be a bit more moisture resistant and is usually a product of recycled rubber, giving rubber a more environmentally friendly profile. Rubber underlayment is typically similar in thickness to foam underlayment.

Cork Underlayment

Cork is one of the best underlayments available in the industry. The go to solution for most condominium associations, cork is a natural insulator and has a higher R-value than any other underlayment. Cork is also very dense, and supports a floor rather than cushioning; this causes a floating floor to feel more solid underfoot while absorbing sound transfer. Cork also comes from a natural renewable resource making it a popular "green" choice for the environmentally conscious. Cork is typically found in 3mm and 6mm thickness, with 6mm being a common standard in condominium requirements.

Unlike any other underlayment, cork can be used for more than just floating floors. Cork can be glued down, which makes it popular for increasing floor height or adding some sound absorption to a floor. For non-floating floors, cork underlayment must be glued down to the subfloor before installing flooring over it.

Carpet Padding

Unlike wood flooring underlayment, carpet padding is typically much softer. Most carpet padding or cushions are made from a variety of materials such as bonded urethane, jute, synthetic fiber, felt and rubber. Carpet padding is very important for carpet nowadays and like wood flooring underlayment it helps to make the carpet feel better under foot, while reducing sound transfer and insulating heat. It is important to note that carpet padding is not a suitable underlayment for wood flooring.

Combination Underlayment

Combination underlayment is typically a thin foam underlayment adhered to a moisture barrier and may or may not include built in seam tape. Although combination underlayment is a practical choice for quicker installations, these are base-grade choices and typically do not offer much cushioning or sound absorption.

Moisture Barrier

Moisture barriers are used in conjunction with underlayment when floating floors are installed over a concrete subfloor. Typically a 6mil polyethylene or Visqueen, moisture barriers are a thin plastic which prevents moisture vapor from coming up through concrete into the underlayment and flooring above. It is important to note that moisture barriers must be taped up at the seams to ensure proper sealing.