

**SCOTTSDALE SHADOWS VI, INC.
7800 E. Camelback Road
Scottsdale, AZ 85251**

Owner Initial _____

FLOORING POLICY



Installation of New Flooring

1. Introduction

Association VI CC&Rs require owners to maintain sound-conditioned flooring, changes to which must be approved by the Board of Directors which has adopted minimum sound reduction standards. There are two widely used measures:

- a. **Sound Transmission Class (STC)**, a numerical rating indicating **airborne** sound reduction (voices, TV, etc.)
- b. **Impact Isolation Class (IIC)**, indicating **impact** sound reduction (footsteps, objects dropped, knocked over etc.)

Association VI has set a **minimum** rating for each as follows: **STC: 70, IIC 70**, the higher the number the better. Hard floorings, i.e. laminate, vinyl plank, varieties of tiles and woods, have such ratings, as do compatible underlayment. **Top flooring and underlayment combined must be rated 70 or above on each standard.**

2. Flooring Types

- 2.1. Tile: Ceramic tile, porcelain, travertine, etc. may be installed in kitchens, bathrooms and utility rooms only. Units purchased with any of these items in all other locations may be required to install carpeting (runners or area rugs) or other soundproofing material if adjoining residents complain about noise.
- 2.2. Solid Hardwood flooring may not be installed. This type of flooring cannot be installed on precast concrete slabs and/or concrete floors.
- 2.3. Laminate or Hardwood Flooring – Acoustical underlayment is required meeting or exceeding the following specifications:
 - 2.3.1. Must be tested per ASTM Test Method E 2179-01 – Standard Test Method for Laboratory Measurement of the Effectiveness of Flooring Covering in Reducing Impact Sound Transmission Through Concrete Floors; Laminate and Engineered Wood – IIC: 70, STC: 73, minimum; Vinyl Plank – IIC: 73, STC: 68, Minimum.

2. Approval and Verification Procedures

- a. Owners of units on 2nd floor and above planning to change flooring must submit their proposal to the RCI Receptionist and receive written approval from the Association VI Board of Directors before commencing work. It must include a description of the

flooring and a spec sheet giving the STC/IIC ratings for both top flooring and underlayment.

- b. Once approved, the owner is responsible for verifying, to the Board’s satisfaction, that the proposed flooring, or if different, flooring that still meets or exceeds both standards was installed. After installation, please submit photos as follows:
- i. A single photo of each room (or area) re-floored, showing the underlayment in place, partially covered with the chosen flooring (we suggest 25-50% coverage).
 - ii. A photo of the flooring box and underlayment roll showing them to be the items proposed. In the event of a late change, in addition to the photo(s), new product spec sheets will be required.
 - iii. If not already clear from the above photos, a “big picture” photo showing that the environment in which the flooring boxes reside (or the flooring is being laid) is the owner’s Scottsdale Shadow’s condominium.

3. Dispute Procedure

Because a noise dispute is between neighbors, we ask that each first makes a good faith effort to resolve it before approaching the Board. If no agreement is reached after demonstrable effort, the Board will assist. If the owner re-flooring has fully complied as stated above, the Board will Mediate. This involves each party allowing the other to make a visit to their unit with Mediators. If found to be noisy, a typical Board requirement will be that the owner put down area rugs/runners. If the alleged noisemaker is fully compliant, they will not be asked to take any action without Mediation. If non-complaint, they will be required to take immediate action without Mediation with one caveat: should they still claim to have met the flooring standards, they will have two (2) business days to demonstrate compliance by photographic or physical evidence (a purchase invoice alone is not acceptable).

Two Final Points:

Although our documents do not currently require flooring in kitchens, bathrooms, and hallways be sound conditioned, **we strongly recommend you adhere to the 70+ STC/IIC Standard** as you are much more likely to avoid a noise complaint.

Even if you meet or exceed Association VI standards, bear in mind our thick concrete floors do transmit certain types of noise which, with hard flooring, could mean you may be asked to take further action after Mediation even though you have fully complied.

Owner Initial _____



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FLOORING REGISTRATION FORM

Owner and Contractor understand and agree that liability for damage to RCI or Regime Property (Common Areas/Common Elements) caused by a contractor, owner or their respective agents shall be the sole and joint responsibility of the Owner and Contractor. An Owner doing work in their unit is considered a Contractor.

BUILDING: _____ UNIT: _____ ASSOCIATION: REGIME VI

OWNER NAME: _____ OWNER PHONE: _____

CONTRACTOR NAME: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE: _____

PROJECT MANAGER: _____ PROJECT MANAGER PHONE: _____

START DATE: _____ ANTICIPATED COMPLETION DATE: _____

BRIEF DESCRIPTION OF FLOORING

ATC/IIC Rating Top Flooring _____ Specification Sheet Attached? Yes No

ATC/IIC Rating Bottom Flooring _____ Specification Sheet Attached? Yes No

This form must be submitted to RCI office at least five (5) business days prior to work beginning for approval process to be completed.

Change Orders : All change orders during construction wherein material and/or contractor are revised must be submitted to the Building Administrator prior to work proceeding.

Material list, specifications, etc. A material list, specifications and contractor information must be submitted at time of approval request.

Completion Requirements: Receipts for material must be submitted upon completion of work before the deposit may be released.

- iv. A single photo of each room (or area) re-floored, showing the underlayment in place, partially covered with the chosen flooring (we suggest 25-50% coverage).
- v. A photo of the flooring box and underlayment roll showing them to be the items proposed. In the event of a late change, in addition to the photo(s), new product spec sheets will be required.
- vi. If not already clear from the above photos, a “big picture” photo showing that the environment in which the flooring boxes reside (or the flooring is being laid) is the Owner’s Scottsdale Shadow’s condominium.

Contractors Hours: Monday through Saturday 8:00am to 6:00pm. No work is permitted on Sundays or legal holidays.

Permits: Permits are required with deposits prior to the approval of work to be done in advance. City of Scottsdale Building Department permits are required to be included with this request when applicable.

Insurance: Insurance information is required for all contractors working within Regime VI with projects which may affect Common and Limited Common areas. Please include a copy of insurance policy information for all contractors working on your project.

Fines: Please note fines may be issued for any Owner not conforming to these requirements. Fines may be withheld from your deposit or as dictated by the Regimes Fine policy.

OWNER SIGNATURE*

OWNER SIGNATURE _____

PRINT NAME _____ DATE: _____

*Note: Owner to initial all pages and submit with Registration Form.

ADMINISTRATOR CHECKLIST

_____ Form completed and signed by Owner

_____ Form completed and signed by Association/Regime VI

_____ Contractor information attached – include insurance forms

_____ City of Scottsdale Building Permits – include copies for all permits as required

_____ Proper deposit received

ASSOCIATION VI APPROVAL*

APPROVED BY: _____

PRINT NAME: _____ DATE: _____

*Approval granted is contingent upon the owners' and contractors' compliance with City of Scottsdale requirements for licensing and permitting.

RCI and Regime VI
7800 East Camelback Road, Scottsdale, AZ 85251
Phone: 480-994-0433 Email: receptionist@scottsdalershadows.com