

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SIERRA CONDOMINIUM UNIT OWNERS ASSOCIATION**

Regarding Floor Coverings Policy

WHEREAS, Article 3, Section 3.1 of the Bylaws of Sierra Condominium Unit Owners Association vests the power and authority for the administration of the affairs of the Association in the Board of Directors;

WHEREAS, Article 3, Section 3.1(f) and Article 5, Section 5.8(b) of the Bylaws of the Association give the Board of Directors of the Association the authority to make and amend rules and regulations regarding the use of the common elements of the Condominium; and

WHEREAS, Article 5, Section 5.7 of the Bylaws of the Association provides that no unit owner shall make any structural addition, alteration or improvement in or to the unit without the prior written consent of the Board of Directors; and

WHEREAS, Article 5, Section 5.8(10) of the Bylaws of the Association and Article 45 of the Rules and Regulations provide that sufficient carpeting or rugs and padding shall be maintained on a minimum of eighty percent of the floor surfaces (except marble-floored foyers, if any, kitchens, closets and bathrooms) in units located over other units to adequately reduce transmission of sound between units; and

WHEREAS, Article 15 of the Rules and Regulations of the Sierra Condominium prohibits any disturbing noises which will interfere with the rights, comforts or convenience of other unit owners; and

WHEREAS, the proposed Floor Coverings Policy was available to units owners, posted on the Sierra bulletin board for several months and discussed at several open meetings of the Board of Directors prior to its original adoption; and

WHEREAS, the Board of Directors deems it to be in the best interest of the owners and residents of the Condominium to regulate the installation of floor coverings to improve the quality and living experience by adequately reducing the transmission of sound between units and floors while allowing unit owners to replace, improve and upgrade floor coverings inside their units;

IT IS THEREFORE RESOLVED THAT that the Board of Directors adopts the following policy related to the replacement, installation, improvement, repair or upgrade of floor coverings:

1. Installation of floor coverings is defined as any installation, replacement, improvement, repair or upgrade of floor or surface coverings or any portion thereof inside any unit.
2. All installations of floor coverings must be approved in writing and in advance by the Board of Directors.
3. Carpet and / or hardwood coverings are permitted inside the units, except in foyers, kitchens, closets and bathrooms where other materials such as marble or ceramic tiles are also permitted.
4. Unit owners wishing to install floor coverings must complete and submit the Application for the Installation of Floor Coverings attached hereto as Exhibit A, with all supporting documents.
5. Upon receipt of the Application for the Installation of Floor Coverings, Management shall review the application and supporting documents to verify that it is in conformity with this resolution including whether the underlayment meets or exceeds the minimum ratings and insurance requirements. Provided that the Application is in proper order and Management has received the appropriate documents, Management shall forward the Application to the Board of Directors within 48 hours. After receiving the Application, the Board of Directors shall review and decide within 30 days whether to approve or deny the application. Thereafter, Management shall communicate the decision to the unit owner within 48 hours.
6. During the installation of any floor coverings an underlayment with a minimum Impact Insulation Class (IIC) rating of 70 and Sound Transmission Class (STC) rating of 70 must be installed in units located over other units to adequately reduce transmission of sound between units.

7. Sufficient carpeting or rugs and padding shall be maintained on a minimum of eighty percent of the floor surfaces (excluding kitchens, closets and bathrooms) in units located over other units to adequately reduce transmission of sound between units.
8. Every stage of the installation, including during the installation of the underlayment to verify sufficient IIC, must be approved by Management in writing after submitting proper documentation as to the type and rating of the material used.
9. The unit owner must use licensed, bonded and insured contractors. The unit owner must submit copy of the contractor's certificate of insurance listing the Sierra Unit Owners Association and Management as additional insured persons as part of the written request to the Board.
10. The unit owner must coordinate the installation of the floor coverings with Management and inform all residents and owners of adjacent units of the time and duration of the installation. All work must begin and finish during weekdays between 9am and 5pm.
11. The unit owner shall exercise all appropriate care during the installation to ensure that the common elements and other units and properties are not damaged during the installation.
12. The unit owner is responsible for removing any trash or bulk items during the installation of the floor coverings, which shall not be placed in the Association's trash chutes or dumpster area.
13. The unit owner is liable for all costs incurred by the Association in repairing any damage to or performing any cleanup of the common elements, including disposal of any trash that results from the installation.
14. Failure to comply with this policy is considered a default and violation of Sections 5.7 and 5.8(a)(10) of the Bylaws. The unit owner found in violation of the Policy shall be subject to such relief authorized in Section 9.1 of the Bylaws and the Virginia Condominium Act.

Adopted this 31 day of Aug, 2012.

BOARD OF DIRECTORS
THE SIERRA CONDOMINIUM UNIT OWNERS
ASSOCIATION

By: _____
President

ATTEST:

Secretary

Lee Ann Tracy

Exhibit A
The Sierra Condominium
APPLICATION FOR THE INSTALLATION OF FLOOR COVERINGS

APPLICANT INFORMATION

Name: _____
Address: _____
Phone: _____ Email: _____
Contractor's Name: _____ Contractors Insurance: _____
Contractor's Phone: _____
I am installing: _____ Underlayment: _____
IIC Rating: _____ STC Rating: _____
Date: _____

LIST OF ATTACHED DOCUMENTS

Floor Drawings:
Applicant's Insurance Certificate:
Contractor's Insurance Certificate:
Information about Material Used:
Information about Underlayment:
Rating Information:

DECLARATION AND PLEDGE

I (We) hereby acknowledge that I (We) have read and agree to the terms and conditions of Floor Coverings Policy Resolution. I (We) agree to be bound to the requirements and terms and conditions set forth in the Policy Resolution. I declare that I have completed, answered all questions, provided information, and attached all required documents in this application fully and truthfully. If there is damage to the common elements or units or other properties as a result of my actions and / failures, I agree to pay the additional charges; any such charges are collectible in the same manner as an assessment against my (our) unit. I (We) agree that should I (We) fail to pay the damage to common elements and the Association must file suit in the County of Arlington to enforce this Contract, I (We) will pay the Association's attorneys' fee and costs.

Name(s) and Signature(s)

Date