

## HARDWOOD FLOORING CHECKLIST

### IMPORTANT

**READ ALL OF THE ATTACHED DOCUMENTS COMPLETELY**

- 1. Architectural Application Checklist and FAQ's**
- 2. Read & Complete Architectural Variance Request Form**
  - a. For your convenience an electronic copy of the form is available to be filled out on the MMG Portal <https://mmg.cincwebaxis.com/cinc/home/> however you **MUST** attach the completed Hard Surface Flooring Request Form & All other supporting documents identified herein to the electronic application.**
- 3. Read and complete the Hard Surface Flooring Request Form**
- 4. Read Policy Resolution #5 and submit pictures and/or brochures of the underlayment and hard surface flooring you would like to install**
- 5. PLEASE DO NOT PURCHASE FLOORING/UNDERLAYMENT UNTIL YOU RECEIVE OFFICIAL WRITTEN APPROVAL FROM THE EDEN BROOK BOARD. Failure to ensure approval can result in materials having to be returned or changed.**

**I have read and understand the process/items required to begin my Hard Flooring Architectural Request. I understand that my application can not be considered until all items are submitted.**

\_\_\_\_\_Homeowner \_\_\_\_\_Date

\_\_\_\_\_Address

**EDEN BROOK CONDOMINIUM ASSOCIATION INC.**

**POLICY RESOLUTION #5**

**RULE AND REGULATIONS – “HOUSE RULES- UPDATED FLOORING POLICY”**

In keeping with Article X of the By-Laws and Section 11-111 of the State of Maryland Condominium Act, the following motion is proposed:

For Reference: Floating Hard Surface Flooring

Engineered Hardwood, Laminate, Stone Slate, Ceramic, Porcelain, Vinyl, Tiles, Planks or Sheet Goods. Any of the above listed materials not glued or nailed into Subfloor – Must be a Floating Floor.

1. In order to reduce sound transmission between floors and units, not less than 80% of all 2<sup>ND</sup>, 3<sup>RD</sup>, and 4<sup>TH</sup> level units (areas not including: kitchen, bathrooms, utility area and closets) shall be professionally installed with carpet or floating hard surface materials, utilizing appropriate acoustic underlayments with an impact insulation class (IIC) rating of at least 70.
2. All 2<sup>ND</sup>, 3<sup>RD</sup> and 4<sup>TH</sup> floor units installed with hard surface flooring prior to passage of this motion shall be granted a temporary exemption upon submission of a completed (attached hereto) exemption request form to the Eden Brook Condominium Association Architectural Committee.
3. Should a flooring noise issue arise from a unit (exempted or otherwise), the condominium association Board of Directors will direct an appropriate investigation and, if necessary, terminate the exemption and require appropriate flooring/underlayment be placed between the flooring and subfloor by the owner of the unit.
4. Subsequently, if any unit replaces the hard surface flooring (either new or replacement), the owner must first submit a new request to the architectural committee for review and approval.

111. STATEMENT OF COMPLIANCE AND ADOPTION

The foregoing Eden Brook Condominiums Board Administrative Policy No. 5 was duly adopted in accordance with any and all applicable federal, state and local laws and ordinance and in accordance with any and all requirements of the Recorded covenants and plats, and other duly adopted policies, rules and regulations of Section 11-111 of Maryland Condominium Act and is further

APPROVED BY A MAJORITY OF THE BOARD OF DIRECTORS THIS 17th DAY OF September 2025

ATTEST:

PRESIDENT

Cathy Goff

SECRETARY

Anne VanDusen