

Receipt Date:

Expiration Date:

## Mawaena Kai, AOA

# ALTERATION REQUEST FORM

### Instructions:

- 1.) Review design guidelines specific to the proposed alteration. Approval requires compliance with the published guidelines.
- 2.) Complete all sections as applicable. Type directly into the form and then print and sign the form. No handwritten submissions will be accepted.
- 3.) Attach additional sheets as needed
- 4.) Submit this request with all required attachments to the Resident Manager or Mawaena Kai Alteration Request Committee c /o Touchstone Properties , 680 Iwilei Road , Suite 777, Honolulu, HI 96817

## Unit and Owner Information

Unit Number	Owner's Name	
Owner's Address (if not residing at the above unit)		
Telephone (Home)	Telephone (Other)	e-Mail address:

## Alteration Requested

Exact location or area work is to be performed	
Materials to be used – attach specifications and brochures	
Colors – provide samples when applicable	
Anticipated date of commencement	Does the alteration comply with an established design guideline?  YES <input type="checkbox"/> NO <input type="checkbox"/> If no, provide explanation below
Anticipated date of completion	
Explanation	

## Additional Required Information

The following items are required to be submitted with this form. Check the box for attached items.

<input type="checkbox"/> Rough sketch or detailed drawings	Provide an explanation for items that are not attached.
<input type="checkbox"/> Specifications or brochures	
<input type="checkbox"/> Color samples	
<input type="checkbox"/> Building permit	

## Contractor Information

Complete this section if a contractor will be used

Company Name	License No.		
Address	City	State	Zip
Contact person name	Contact person phone number		
Work to be performed			

# Homeowner Installation

Complete this section if you intend to do the work yourself

I have the necessary skills to perform the work to standards required that of a licensed professional contractor	YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, provide explanation below as to why the Board should grant approval of this request
Explanation		

### Terms and Conditions:

The Board of Directors of the Mawaena Kai Condominium Association and the undersigned apartment Owner hereby understand, acknowledge and agree that all requests and approvals shall be subject to and Conditional upon the following terms, conditions and provisions:

- a) The Board reserves the right not to approve any alteration request if, in its sole and absolute discretion, the Board considers such request not to be in the best interest of the Mawaena Kai project as a whole and/or insufficient evidence, items or information is provided to the Board to allow it to make an informed decision.
- b) The preliminary and conditional approval by the Board of any alteration shall not in any way whatsoever constitute any warranty (expressed or implied) or guaranteed by the Board that any such improvement is, or shall be in compliance with applicable building or zoning codes, laws or regulations.
- c) The Apartment Owner agrees to indemnify and defend the Board and the Association of Apartment Owners against and hold them harmless from all damages, losses, liabilities, expenses (including reasonable attorney fees), obligations, claims, demands, cause or causes of action, and suit or suits of any nature whatsoever, in connection with the loss of life, personal injury and/or damage to the apartment unit and appurtenant limited common elements, adjacent apartment units and appurtenant limited common elements and common elements of the project or arising out of the construction and/or use of the alterations or by any acts of the apartment owner, his/her agents, contractor, or employees. This provision shall survive the completion of the construction.
- d) All costs and expenses, including reasonable attorney's and professional fees, incurred by or on behalf of the Association by the Board in conjunction with the apartment Owner's request for alteration shall be the sole responsibility of the apartment owner and shall be promptly paid on demand.
- e) Under NO CIRCUMSTANCE shall construction take place prior to the Board granting its preliminary approval of the request and approval of the detailed plans, and any owner failing to obtain the necessary approvals prior to construction or who fails to construct said improvements in strict compliance with the plans and specifications specifically approved by the Board, shall be: (1) liable for the cost of removal of said improvements and for the complete restoration of the area so affected and/or (2) subject to any other remedy available to the Board under the law.
- f) Any and all approvals by the Board are conditional and shall be subject to the Boards post-construction approval which shall be based on a physical inspection of the alteration after construction. Within five (5) days after construction, the apartment owner shall deliver to the Board a written certification from a licensed contractor, which shall state that the alteration(s) was constructed in compliance with all applicable building, electrical, plumbing and fire codes and regulations. In the event the apartment owner fails to provide said certification within such a period, the Board may, at its sole discretion, hire a professional contractor to inspect said alteration and to provide such a certification the cost of which shall be the apartment owner's sole liability. The apartment owner shall be liable for any and all cost to correct said alteration as a requirement to the issuance of the certification.
- g) Licensed Contractor must furnish a Certificate of Insurance hold Mawaena Kai Association of Apartment Owners and Touchstone Properties, Ltd. as additional insured.
- h) Licensed Contractor must provide proof of current valid State of Hawaii Contractors License for type of work to be performed.

- i) Cleanup and damage to Mawaena Kai property is the owner's responsibility to correct.
- j) All construction debris must be removed from the complex at the Owner's expense. No debris is to be placed in the Mawaena Kai dumpsters.
- k) Discarded bulk appliances must be removed by the owner. The owner may: pay the removal fee to the appliance delivery company; remove it to the dump yourself; or follow the procedure for City & County of Honolulu pickup. For more information on solid waste disposal and recycling on Oahu, visit [www.opala.org](http://www.opala.org). Do not put these types of materials out for pickup before scheduled pickup time.
- l) Work is only allowed between the hours of 8:00 AM and 5:00 PM, Monday through Friday or through 4:30 PM on Saturday. No work on the following Holidays (observed): New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Kamehameha Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
- m) Non-compliance will result in monetary fines being levied.

The below applicant hereby acknowledges and agrees to the terms, conditions and provisions contained in this application and that he/she has a copy of this application.

Signature of Homeowner	
Signature	Date

For Board Use:					
Preliminary Plans and details	<input type="checkbox"/> Approved* <input type="checkbox"/> Denied	By	Title	Date	
*Preliminary approval authorizes construction in accordance with the terms and conditions above					
Notes, Exceptions, Requirements					
Letter sent to owner		By	Title	Date	
Final upon completion	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	By	Title	Date	
<input type="checkbox"/> Copy sent to Owner	Reason denied				
Compliance Certificate	Received Date	Post Construction Inspection	Date	By	<input type="checkbox"/> In compliance <input type="checkbox"/> Not in compliance
Notes					
Action Taken	<input type="checkbox"/> Letter sent to Owner		Date sent	By	
	<input type="checkbox"/> Copy of completed form sent to owner		Date sent	By	