

THE PLAZA HAWAII KAI

Application for Approval of Alterations and/or Additions

As stated in the Maintenance, Modification and Renovation Policy Manual, Owners may make desired maintenance, modifications or renovations only after the review and processing of this Application. Applications are available from the Resident Manager's office, or by mail from the Managing Agent, Touchstone Properties Ltd., at 680 Iwilei Road, Suite 777, Honolulu, Hawai'i 96817. Completed applications may be handed to the Resident Manager or mailed to the Managing Agent. Owners will be notified by the Renovation Committee and/or Board of Directors.

There shall be a \$250.00 fine to the apartment Owner for failure to obtain a signed approved application for alterations in advance of work commencing and may also result in Owners being required, at their own expense, to remove the alterations and/or addition and to restore the unit or the common or limited common elements to their original condition. Furthermore, failure to obtain Board approval may result in legal action, in which case, the Owner will be responsible for all attorney's fees and costs incurred by the Association in connection with the action.

All approved applications are valid for one (1) year from date of approval and any applications requiring a longer period for completion shall require written approval by the Board of Directors. **If an Owner changes contractors after approval of an application, a new application must be submitted and approval obtained prior to the start of any work.**

Your cooperation in complying with the policies of the Board and of the Maintenance, Modification and Renovation Committee policies will help maintain a uniform and aesthetic appearance of the Plaza Hawaii Kai and will help protect and ensure the structural integrity of the buildings of the Plaza.

If an emergency repair is needed, contact the Resident Manager immediately.

All other work will fall into one of these three (3) categories:

- Category A: Plan of work may proceed after coordination with the Resident Manager
- Category B: Plan of work will be reviewed by the Maintenance, Modification & Renovation Committee, and by the Board, as needed.
- Category C: Plan of work in all instances requires Board approval and applicable documents such as, but not limited to, Architect's or Engineer's plans, and Honolulu City & Building Permits as required.

Category A

Maintenance which may be undertaken by the homeowner no sooner than two (2) working days after application for planned work is submitted to the Resident Manager. If an emergency repair is necessary, notify the Resident Manager immediately. Owners must coordinate with the Resident Manager for elevator use, work hours, and any required shut-offs of water or electricity. Category A includes:

1. Interior painting of the apartment unit (excluding the lanai walls and ceiling).
2. Application of wallpaper and wall covering to interior of apartment.
3. Installation of drapery, mini-blinds, or vertical blinds in white, off-white color or with linings of white or off-white.
4. New carpeting must be installed with at least 3/8" thick carpet pad.
5. Replacement of kitchen or bathroom faucets, toilets, sinks, cabinets (if no electrical wiring is needed), interior light fixtures, electrical outlets, garbage disposal and other non-built-in appliances (use of a licensed contractor is strongly recommended). Owners are **required** to install gravity flush type toilets when replacing toilets due to noise issues. When replacing water supply lines for toilets and faucets stainless steel braided hoses rated at 125psi at 140 degree are required.
6. Replacement of shower doors.
7. Replacement of window screens and/or lanai door screens. Owners may replace screens provided the materials match the current existing materials.
8. Ceiling fans and their electrical wiring may be installed on the ceiling and surface of walls as long as the wiring is covered with an electrical raceway. Prohibited is any cutting, chipping, or coring of concrete walls, floors or ceilings for any electrical installations. Use of a licensed contractor is strongly recommended.
9. Replacement of existing vinyl flooring in kitchens and bathrooms with new vinyl flooring.
10. If drywall inserts, picture hooks or similar type fasteners are to be installed, first contact the Resident Manager to verify if the wall contains utility piping. Owners will be held responsible for any damage they cause to wiring or plumbing contained in the walls.

Category B

The Resident Manager must have the completed application a minimum of five (5) days prior to starting the work. The Resident Manager will then inform the Committee and Board of the proposed work on the Category B items. In some instances, the proposed site and later the proposed work may require some oversight by a team in any combination of two (2) Board members, a Committee member with a Board member and the Resident Manager.

The Resident Manager cannot grant any variance from the rules of the provision of the governing documents. All modification requests must be in writing. Documentation (i.e. description of work, sketches or plans, manufacturers catalog cuts and product documentation, etc.) of the proposed work and materials must be presented to the Resident Manager. Category B includes:

1. Replacement of a bathtub or shower with a bathtub or shower no larger than the original unit and using the same plumbing. (Note: Any disturbance of firestop material around piping must be restored with equivalent UL approved firestop material and inspected for compliance.)
2. Relocation of concealed electrical lines, junction boxes and other electrical components (excluding apartment electrical panels) concealed in a non-load bearing interior apartment wall.
3. Any relocation and/or alteration to non-load bearing interior walls. Plans must be provided to verify if concealed utilities or common elements within the wall may be impacted.
4. Replacement of kitchen and bathroom cabinets requiring electrical wiring at their original locations.
5. Replacement of the circuit breakers and bussing of the apartment's electrical panel requires a licensed electrician for the work. This work should include changing the incoming connection to copper before the attachment to the panel board.
6. Window tinting: Owners may choose from the list of manufactures specifications from the AOA Board pre-approved list of materials which is available from the Resident Manager.
7. Installation or replacement of hard flooring material (i.e. ceramic tile, marble, wood, etc.). An acoustic underlayment shall be used under all hard flooring materials. The combination of flooring materials must achieve 50 IIC (Impact Isolation Class). The manufacturer's specifications for any proposed hard flooring material and recommended underlayment must clearly state that the material and underlayment will achieve **50 IIC** (Impact Isolation Class) when placed over a six (6) inch concrete slab without a suspended ceiling, as exists in our building.

Category C

Maintenance, modification and renovation work requiring Board approval. The homeowner shall submit plans prepared by a licensed architect and/or engineer and obtain Board approval prior to starting construction work. The working hours, elevator usage, and utility shut-offs must be coordinated with the Resident Manager, prior to starting construction. Category C includes:

1. Relocation of any plumbing and drain lines away from their original position.
2. Relocation of, or modification to, common drain, plumbing or water lines concealed within a common element. (Note: Any disturbance of firestop material around piping must be restored with equivalent UL approved firestop material and inspected for compliance.)
3. All Plaza Hawaii Kai apartments are allowed one or two air conditioners per apartment provided they do **not exceed a total current-draw of 16 amps at 120 Volts**. A licensed electrician must do this work, and if a building permit is required, the Owner is responsible for obtaining one. Window air conditioners in the High-rise units may be installed only in the blocked out space provided in the original design of the buildings. Window air conditioners may also be installed in the Townhouses. Split level air conditioners may be installed in the High-rise units and in the Townhouses provided the air conditioner unit is installed with an evaporation drip pan such that water from the unit does not drain onto the side of the building and/or the apartment(s) below. Split level air conditioners must be installed with a direct run electrical line with a separate new circuit breaker. The noise level of the air conditioners must be no more than 60 decibels. Air conditioners visible from any portion of the exterior of the building, except from the lanai in question, will not be permitted.
4. Relocation of or modification to electrical lines, junction boxes, apartment electrical panel and any other electrical component concealed within a common element.
5. Replacement of an existing bathtub or shower with a bathtub or shower of larger dimensions and/or volume.
6. Relocation of sink, toilet and lavatory. (Note: Owners are **required** to install gravity flush type toilets when replacing toilets due to noise issues. When replacing water supply lines for toilets and faucets stainless steel braided hoses rated at 125psi at 140 degree are required.)
7. Alteration or modification to any load bearing wall. A plan stamped and signed by a licensed structural engineer will also be required. The Board reserves the right to retain a structural engineer on behalf of the Association, at the owner's expense, if the apartment owner proposes to alter or modify any load-bearing wall.
8. Popcorn ceiling material: An owner planning any renovations that might disturb the ceiling materials must comply strictly with federal Environmental Protection Agency, the Occupational Safety and Health

Administration, State Health Department regulations. A licensed company certified to properly remove and dispose of suspected asbestos containing materials must do all removal of ceiling materials.

The popcorn ceiling material in the apartments has a high probability of containing asbestos fibers over the current EPA allowable limits because the buildings were built prior to any "standards" being established. The original ceilings are believed to be not hazardous if left undisturbed. It is not normally recommended or necessary to remove these ceilings, but Owners should contact their own professionals for advice if desired. If the popcorn ceiling will be disturbed, the Owner must have the ceiling tested and a copy mailed by the testing company directly to the Association's managing agent.

Date: _____

Apartment Number: _____

Apartment Owner's Name(s):

Address: _____

Phone: _____

Alternative Phone: _____

RECEIVED BY RESIDENT MANAGER OR TOUCHSTONE PROPERTIES

BY: _____
Signature Printed Name Date

General description of intended alterations and/or additions:

Estimated start date: _____ Estimated completion date: _____

Are plans and drawings being submitted with this form: Yes No

Will any of the planned modifications include changes to existing:

Plumbing Yes No

Electrical Yes No

Mechanical (air conditioning) Yes No

Structural (floors, ceilings, walls) Yes No

If flooring will be modified, identify IIC rating of materials which will be used:

(material and underlayment which will achieve 50 IIC when placed over a six inch concrete slab without a suspended ceiling.)

Acoustical "popcorn" ceiling Yes No

If yes, the owner must either 1) have certification, based on testing conducted by a licensed company, that the unit does not contain asbestos fibers over the current EPA allowable limits or 2) use a licensed company certified to properly remove and dispose of suspected asbestos containing materials to do all removal and disposal of ceiling materials.

If any of the above questions are answered "yes" you will be required to submit plans and specifications prepared by a registered architect (or professional engineer if permitted by the Board) showing the details of the proposed modification(s). You will also be required to submit the name of the licensed contractor(s) who you will employ for the modifications and such other information as may be required by the Board. Even if you answer "no" to each of the questions above, the Board may require plans and specifications and other information from you before deciding upon your application.

Name(s) of contractor(s)/architect: _____

License # _____ License Type: _____

Address: _____

Phone: _____ Alternative Phone: _____

I/We, the undersigned hereby request that The Plaza Hawaii Kai Board of Directors approve the alterations and/or additions described above and on any accompanying plans, specifications, or drawings. I/We hereby acknowledge receipt of a copy of the current Plaza Hawaii Kai House Rules with Maintenance, Modification and Renovation Policy Manual. I/We acknowledge and agree that any approval given by the Board of Directors shall be conditioned upon all work conforming to all applicable building and zoning laws, ordinances, Rules and regulations and all other conditions established by the Board. I/We agree to periodic inspections during the renovation work by the Resident Manager and/or representatives of the Board of Directors. I/We agree that all noise generating work shall be accomplished during normal working hours which are Monday through Friday from 8:00a.m. to 4:30p.m. (excluding all State and Federal holidays).

Owner's Signature(s)

Signature	Printed Name	Date
Signature	Printed Name	Date

Contractor/Architect License # and status verified by resident manager or Touchstone Properties (copy of verification attached). The contractor has provided a certificate of insurance naming the Plaza Hawaii Kai AOA and the property manager as additional insured (copy attached).

BY: _____
Signature Printed Name Date

FOR COMMITTEE USE ONLY

Date application received: _____ Date Reviewed: _____

RECOMMENDATION:

Approve By: _____
Signature Printed Name Date

Approve with Conditions By: _____
Signature Printed Name Date

Disapproved By: _____
Signature Printed Name Date

Additional requirements/conditions and/or reason(s) for disapproval of application:

Board Action: _____

Board Signature: _____
Signature Printed Name Date