



LALEA AT HAWAII KAI

Application for Approval of Alterations and/or Additions

Owners may not make alterations and/or additions to their apartments or to the common or limited common elements without first obtaining the written approval of the Board of Directors and the approval of owners, where required. This application may be submitted to the Board of Directors by delivering a copy to the Site Manager at the Crow's Nest office. Applications may also be submitted to the Board through the Association's Managing Agent, Touchstone Properties, Ltd., located at 680 Iwilei Road, Suite 777, Honolulu, Hawaii 96817.

NOTICE: NO ALTERATIONS OR ADDITIONS MAY BE MADE UNLESS THIS APPLICATION IS APPROVED. Failure to obtain Board approval before making alterations and additions may result in owners being required, at their own expense, to remove the alteration and/or addition and to restore the unit or the common or limited common elements to its original condition. Furthermore, failure to obtain Board approval may result in legal action, in which case the owner will be responsible for all attorneys' fees and costs incurred by the Association in connection with the action.

Your cooperation in complying with the Association's Modification Guidelines and Insurance Addendum will help to maintain a uniform and aesthetic appearance of Lalea at Hawaii Kai and will help to protect and ensure the structural integrity of the buildings of our project.

DATE: _____ APARTMENT NO. _____

OWNER'S NAME(S): _____

ADDRESS: _____

PHONE: (Home) _____ (Business) _____

RECEIVED BY MANAGER OR TOUCHSTONE PROPERTIES ON:

DATE: _____

BY: _____

DATE FORWARDED TO COMMITTEE CHAIR: _____

GENERAL DESCRIPTION OF INTENDED ALTERATIONS AND/OR ADDITIONS: _____

DOES THIS ALTERATION COMPLY WITH AN ESTABLISHED MODIFICATION GUIDELINE? YES NO

ARE PLANS & DRAWINGS BEING SUBMITTED WITH THIS FORM: YES NO

ANTICIPATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

WILL ANY OF THE PLANNED MODIFICATIONS INCLUDE CHANGES TO EXISTING:

PLUMBING: YES NO

ELECTRICAL YES NO

MECHANICAL YES NO
(Air conditioning)

STRUCTURAL YES NO
(Floors, ceilings, walls)

YARD AREA IMPROVEMENT YES NO
(Note: requires chemical termite barrier)

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 work. You will also be required to submit the name of the licensed contractor(s) who you intend to employ for the work 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.

INFORMATION RELATED TO LICENSED CONTRACTORS/ARCHITECT

Company Name

Type of Contractor (e.g., architect, general, electrical, etc.)

Person to Contact

Phone Number

License #

Address

City, State, Zip

Company Name

Type of Contractor (e.g., architect, general, electrical, etc.)

Person to Contact

Phone Number

License #

Address

City, State, Zip

Company Name

Type of Contractor (e.g., architect, general, electrical, etc.)

Person to Contact

Phone Number

License #

Address

City, State, Zip

(If you need more space, please attach an additional sheet or sheets.)

I/We, the undersigned hereby request that the Lalea At 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 Lalea at Hawaii Kai House Rules with Modification Guidelines. 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, and rules and regulations and all other conditions established by the Board. I/We agree to periodic inspections during the renovation work by the Site 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 8:00 AM to 5:00 PM only.

OWNER'S SIGNATURE(S): _____

FOR ASSOCIATION USE ONLY: _____

Date Application Received: _____

Date Reviewed by Committee: _____

COMMITTEE RECOMMENDATION:

Approve By: _____

Approve with Conditions By: _____

Disapprove By: _____

Reason for Disapproval and/or Additional Requirements/Conditions: _____

BOARD ACTION: Approved Disapproved

Board of Directors of
Lalea at Hawaii Kai AOA

By: _____

Its:

Date: _____