



K A L E L E K A I

Application for Approval of Apartment Alterations and/or Additions

Owners may not make alterations and/or additions to their apartments or to their limited common elements without first obtaining the written approval of the Board of Directors through the Resident Manager. This application may be submitted to the Board of Directors through the Resident Manager by delivering a copy to the Resident Manager at the Management office.

Notice: No alterations or additions may be made unless this application is approved. Failure to obtain Board approval and/or to comply with any terms or conditions established by the Board before making alterations and/or additions may result in owner being required, at their own expense, to remove the alterations and/or additions and to restore the unit or common or limited common element to their original condition. Furthermore, failure to obtain Board approval and/or comply with any terms or conditions established by the Board may result in the matter being referred to the Association's attorney, in which case the owner will be responsible for all attorneys' fees and costs incurred by the Association in connection with the matter.

The cooperation of owners in complying with the Board's policies will help to maintain a uniform and aesthetic appearance of Kalele Kai and will help to protect and ensure the structural integrity of the buildings of the project.

Unit Owner's Name: _____ Unit #: _____

Phone #: _____ Email: _____

General Description of Intended Alterations and/or Additions:

Contractor's Company and/or Name: _____

Contact phone #: _____ Email: _____



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Contractor's Insurance: _____

Attach a copy of the Contractor's current Certificate of Insurance with this submission.

Kalele Kai must be named as an additional insured on the Certificate of Insurance

Contractor's License #: _____ All work must be done by a licensed contractor

Type of Flooring (if applicable): _____
(Attach sample of flooring if requested by Resident Manager)

Type of Soundproofing (if applicable): _____
(A 65 IIC (Impact Insulation Class) rating is required, attach a sample of soundproofing)

Start Date: _____ Estimated Completion Date: _____

Please report the use of any power tools or when loud noises can be expected to the Resident Manager at least one week prior to use, so proper notices may be posted to all residents.

Unit Owner's Signature: _____ Date: _____

Please direct any questions to the Resident Manager at AGM@kalelekai.com or call 395-0431.

For office use:

Approved/Disapproved

Signature

Date

Remarks if needed: _____



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Vendor Renovation Guidelines

The following constitute vendor/resident rules set forth by AO Kalele Kai and these rules apply to all residents, owners, contractors, sub-contractors, vendors, and/or their employees

All renovation requests must be approved by the Resident Manager before any work shall begin

Work Hours

Monday through Friday, 8:00 am to 4:30 pm ONLY. No work allowed on weekends. Please report the use of any power tools or when loud noises can be expected to the Resident Manager at least one week prior to use, so proper notices may be posted to all residents.

Holidays

Renovation work can NOT be performed on the following holidays. New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Discoverers' Day, Veterans' Day, Thanksgiving and Christmas.

Access

All vendors must register at the Management office upon arrival for an orientation.

Loading and Unloading of Materials

Owner must notify the Management office at least one business day prior to having materials delivered so the elevators can be padded to reduce the possibility of damages. Short notice (same day) deliveries will incur a \$50.00 fine. Loading and unloading of vehicles must be made from the loading docks unless cleared by the Management office prior to delivery.

No materials are allowed through the front lobby glass doors!

Vehicle Parking

Vehicles must sign in at the building they are performing work in.

Use of the Facilities

All vendors must check in with the Management office prior to the use of any common areas. This includes the car wash, loading docks, sidewalks, elevators, etc.

Do not prop open the front doors. This will violate the fire code.

Use of common area utilities must be approved by the Management office prior to use.