



Association of Apartment Owners of  
Hokulani In Kailua

**THIS PROJECT INCLUDES** (Mark Yes or No to Each Item ) :

	YES	NO
1. Electrical work - fixture, switch, outlet, wire or conduit, breaker, other	_____	_____
2. Plumbing work - fixture, valve, water line, drain, water heater, other	_____	_____
3. Wall or ceiling surface - remove, replace, modify, attach, other	_____	_____
4. Wall or ceiling frame - remove, replace, modify, penetrate, other	_____	_____
5. Kitchen or bath - installing floor that is <u>not</u> vinyl	_____	_____
6. Living or bedroom - installing floor that is <u>not</u> carpet	_____	_____
7. Cabinet or counter - changing location or configuration	_____	_____
8. Toilet and/or sink - changing location or configuration	_____	_____
9. Bathtub or shower work - any type of change or replacement	_____	_____
10. Ventilation change - other than identical fan/motor replacement	_____	_____
11. Appliance relocate - range, dishwasher, washer, dryer, other	_____	_____
12. Door or window or any portion of their frame	_____	_____
13. Air conditioner - new installation or replacement	_____	_____
14. Exterior surface - wall, trim, concrete or deck, ceiling, fixture, other	_____	_____
15. Antenna, satellite dish or similar item	_____	_____
16. Items not mentioned above ( <i>describe on separate sheet</i> )	_____	_____

***You are required to provide a detailed explanation for all work plus detailed plans, drawings, and description of materials, etc. wherever possible.***

***Common Elements within an apartment may not be modified in any way nor are attachments or penetrations permitted (load-bearing wall, foundation, ceiling or floor joists, common plumbing or ventilation or utility chase, "attic" areas and more...). Written approval of the Board of Directors is required BEFORE starting any work.***

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**Contractor #1 Name, License # and phone numbers**

*Add separate sheet if other contractors or any subcontractors will be involved*

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**Building Permit Numbers** or Permit Application Numbers *if already obtained*

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**YOU ARE ADVISED and/or REQUIRED TO ...**

- . Review Hokulani's Design Review Manual to determine what requirements exist for approval  
*(Note that written requirements also exist for installation of antennas or satellite dishes, air conditioners, and possibly other. Certain projects require submission of an completed and notarized Agreement Creating Encumbrances on Title)*
- . Read Hokulani's Declaration, particularly Sections A.1(d), A.2 and A.3 to identify the Common Elements within your apartment. Modify your plans as needed to mitigate any change, impact or effect upon a Common Element prior to submitting this request
- . Provide detailed information, plans, drawings, materials and documentation with this request to enable the Board of Directors and its advisors if any to make a proper evaluation
- . Ask questions of Hokulani mgmt prior to submitting this request if clarification is needed
- . Hire an appropriately licensed and insured contractor and/or consultant
- . Obtain written advice from professionals regarding Building Codes and Building Permits
- . Obtain an architect or engineer's endorsement wherever appropriate and when required

By submitting this request I affirm that ...

**I HAVE ...**

- . Reviewed Hokulani's Design Review Manual
- . Obtained professional advice regarding building codes and a building permit for this project
- . Prepared details, plans, drawings and documents that accurately depict the work to be done

**I AGREE TO ...**

- . Disclose to Hokulani In Kailua any and all intentions to modify my apartment.
- . Disclose to Hokulani In Kailua any change of plans that may occur after submission of this request and to seek approval prior to making such changes, where approval is required
- . Adhere to all current and applicable Building Codes
- . Obtain a Building Permit where required and receive final inspection and approvals
- . Add Hokulani in Kailua AOA and Touchstone Properties. Ltd. as additional insured on all contractors' insurance policies and on all sub-contractors' insurance policies

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Signed by Unit Owner(s)

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Date

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Printed Name(s)

Association of Apartment Owners of  
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**Request for Approval**

*This form applies to ANY modification (addition, replacement, change or alteration, etc) to a Hokulani apartment whether indoors or outdoors.*

*Unless your project is specifically and clearly pre-approved in Hokulani's governing documents, its Design Review Manual or by State Law, Owners are required to obtain approval of the Hokulani Board of Directors before ANY work may begin.*

*Please provide as much information as possible with your request and be prepared to follow up if additional information is requested by management or the Board of Directors.*

*Your request will be evaluated and discussed at upcoming Board Meeting(s). You are encouraged to attend to present your project in person and answer questions of the Board. Contact management to learn the date and time of the next Board meeting.*

*The Board of Directors of Hokulani In Kailua AOAO desires to evaluate and approve, or decline, requests in a timely manner but Owners are advised to be prepared and to be patient. Not all information and decisions can be processed in a single meeting. Some may require many months of processing and review (e.g. air conditioner installation).*

**Compliance Is Required**

*In fairness to all apartment Owners and as permitted by Hokulani governing documents, failure of an individual Owner to obtain approval in advance can result in forced restoration of the modified portion of the apartment at the Owner's expense, plus fines and fees may be imposed.*

**SEEK INFORMATION, STUDY, PREPARE YOUR REQUEST, and  
OBTAIN APPROVAL BEFORE STARTING WORK**