**Emmalani Court HOA – Remodeling/Renovation Application**

**Submit To: emmalani.court@gmail.com**

**Date:**

**Unit:**

|  |  |  |
| --- | --- | --- |
| Applicant |  | |
| Contact Info |  | |
| Contractor Name/Number |  |  |
| Project Start/End Date |  |  |

**Type of Improvement:** (Check all that apply)

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| --- | --- | --- |
| Living Room | Bathroom | Laundry |
| Kitchen | Bedroom | Lanai/Balcony |

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| --- | --- | --- | --- |
| Plumbing: | Fixtures | Plumbing Relocation/Repair/Upgrade | |
| Electrical: | Fixtures | Wiring Relocation/Repair/Upgrade | |
| Structural: | Removing or Adding Non-Bearing Walls | | |
| Flooring: | Upper Unit Replacement | | **See: Flooring Specifications**  **Soundproofing Required - Yes** |
| Bottom Unit Replacement | | **Lanai: See Specifications** |

|  |  |  |  |
| --- | --- | --- | --- |
| Kitchen Cabinets  Counters | | Windows | Painting |
| Bathroom Cabinets  Counters | | Exterior Doors | Tile Work |
| Drywall Repair/Texturing | | Interior Doors/Trim | AC |
| Other: |  | | |

Include Brief Description of the Proposed Project (attach documentation if necessary):

**Emmalani Remodeling/Renovation - Guidelines & Specifications**

**Application Process:** The purpose of this application it to outline the scope of the project by the owner(s) to ensure requirements, codes, and standards are met. Prior to any interior construction, the application must be filled out, signed, and submitted to the Board of Directors for review. Upon review, the Board will determine if the project meets the necessary requirements. If approved, the Resident Manager must be notified prior to the start of any construction to confirm the date(s) and time(s) of said construction by the owner.

**State Licensing Requirements**: Under Chapter 444, Hawaii Revised Statutes (2019), a “handyman” person, not licensed as a contractor is allowed IF the total value of the project, including labor and materials, is equal to or less than $1,500. However, this does not apply to projects, which require a building permit or electrical or plumbing work. Only licensed electrical and plumbing contractors may do any work or repairs to the building and apartments. For projects above $1500, a properly licensed and insured contractor is required.

**Construction Work Hours:** Work hours at Emmalani Court are between 8:00 am to 5:30 pm - Monday through Saturday. All noises from whatever source shall be discriminately controlled in order that other residents of the Project not be disturbed or annoyed. Loud noise work is not allowed on Sundays, except in extenuating circumstances, which is subject to Board approval.

**Construction Materials and Disposal:** Contractors must take precautions to cover or protect all common areas. The use of harsh chemicals and paints, which produce strong offensive odors, should be avoided. All flooring, appliances, construction material, drywall, trash, cardboard, etc., must be hauled away by contractor and not disposed of in any common area or in the on-site dumpsters. Disposal of carpet cleaning solution or washing any paint brushes, cans or painting equipment in the common area is prohibited.

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| **SPECIFIC SPECIFICATIONS** | |
| **AIR CONDITIONING** | AC units needing installed or replaced shall not have any electrical, drain line, etc. mounted or ran along the exterior siding. Depending on where the AC is located, the exterior wall of that room must be opened up with the line run attached inside the stud bay or up the stucco chases and onto the AC blower head. Upon completion, the exterior wall shall be put back to the original state it was found. Condenser Units need to be on a ground platform of some kind, located either in the front of or the rear of the building, depending on which room the AC is being brought to. |
| **PLUMBING/ELECTRICAL** | Must meet latest building codes, regulations, standards. |
| **UPPER UNIT FLOORING** | 1. For purposes of decreasing the amount of noise and nuisance, no owner, tenant or occupant of the condominium unit **which is above** any other condominium unit(s) shall remove the carpet and replace the carpet with tile, wood or other hard surface unless the owner receives approval (which the Board may approve or disapprove in its sole discretion). 2. Wood and Tile shall have proper, per code, underlayer of sound proofing/buffer with minimum sound range of IIC 65 or better. 3. Must provide written proof material used and written documentation from the alternative floor covering manufacturer that addressees, minimizes and mitigates the issue of potential noise and nuisance that may be created by such alternative floor covering. 4. Nothing shall overload or impede the floors. The standard for weight bearing is 40 pounds per square foot and 30 pounds per square foot in bedrooms. 5. All flooring must be installed per manufacturer’s instructions, while meeting the above requirements. |
| **LANAI & BALCONY FLOORING** | New flooring must match and blend with the exterior look of the building. If using exterior concrete paint (poly/acrylic) or exterior tile, the color should be neutral earth tones, such as brown or grey with no intricate design. Tiling must have proper mortar set and edging. The slope from exterior wall to edge of lanai or balcony must be maintained to keep water from running back and causing water damage to the building. Flooring samples (pictures) will need to be provided prior to installation. |

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| **WINDOWS** | **REPLACEMENT:** Must be of same like and kind currently used.  **TINTING:** 3M Mylar window tinting may be applied on the interior of windows only. Coating must not be reflective, mirror quality or darken any more than existing windows. The material being used and technical references must be provided to the Board. |
| **WINDOW TREATMENTS, BLINDS, SHADES** | Must be properly attached to the interior of the window or door. Must be of neutral tone and color such; as white, off-white, cream, or beige. |

**Owner(s) Acknowledgements:**

I understand and acknowledge the following;

* Board approval is contingent upon construction or alterations meeting requirements covered by the Bylaws, Declarations, Conditions, and Restrictions for the HOA. If approved, said alteration must be maintained per the Bylaws, Declarations, Conditions, and Restrictions for the HOA accordingly.
* All proposed improvements must comply with county, state, and local codes. Any applications requiring building permits Owner’s responsibility. Nothing herein shall be construed as a waiver of modification of any codes.
* It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically, and otherwise safe, and it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Emmalani Court Association and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.
* I understand no work shall commence until I have received approval from the Emmalani Board of Directors. Any construction or alteration to the subject property prior to approval is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
* I have reviewed the Emmalani Remodeling/Renovation Guidelines and Specifications attached herewith as Addendum:A.
* Any variation from the original application must be resubmitted for approval.

I certify the above information is an accurate representation of the proposed improvements and the work will conform to applicable codes, covenants and standard to the best of my knowledge. I also certify the improvements will be completed in accordance with the approved application.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

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**For EC HOA Use Only:**

**RESIDENT MANAGER REVIEW**

Board Approval Required?  Yes  No, Meets Requirements

Explain if Necessary:

Resident Manager Signature Date:

**BOARD OF DIRECTORS REVIEW**

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| --- | --- | --- | --- |
| Approved | Approved with Stipulations | Denied | Denied–Insufficient Information |
| Comments: | | | |

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Board President Signature Date:

Completion Inspection Date:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_