



## CHECKLIST

### **REMODELING, RENOVATIONS, CONSTRUCTION, AND REPAIRS**

- DCCA status in good standing (Site Manager will verify)
- Complete and return the Ilikai Marina Remodeling Application
- Sign and return the Ilikai Marina Renovation Policies agreement
- Provide Written Summary of work to be completed (material use, change or replace)
- Provide \$500.00 Deposit (Check Cashier's Check Money Order)
- Provide copy of homeowner's insurance (HO-6)
- Provide copy of Contractor's License
- Provide copy of Contractor's Insurance
- Copy of Permits (if required)
- Copy of Plans (if major renovation)

NOTE: All flooring requests will require an advance submission to the Site Manager and must include the following:

- Type of flooring that will be installed
- Type of soundproofing to be used (brand name and IIC rating)
- All hard surface covering such as; ceramic tile, engineered and laminate floors, vinyl and hard wood must have soundproofing installed.
- Allow member of the Ilikai Marina staff to view the sound proofing before adding the flooring.

NOTE: All kitchen repairs must include assurance that the contractor will seal any openings to the chase to eliminate the possibility of rodents.

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

# ILIKAI MARINA APARTMENT RENOVATION POLICIES

Manager Office: 949-0100

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Owners anticipating renovations or improvements to their apartment are required to present their plans to the Building Manager who will pass them on for review and approval by the Board Renovation Committee. Work cannot begin until a written approval has been given to the owner by the committee. The attached form "Request for Renovation" should be submitted for review.

We strongly recommend that you contact the city Department of Planning & Permitting (768-8220) regarding their regulations related to the type of renovations you are planning. They will tell you item by item what changes require or do not require permits and when licensed tradesman and contractors must be used.

All renovations must comply with Ilikai Marina House Rules:

- Hours: Working hours are 8 am to 5 pm, Monday thru Saturday. Between the hours of 8 am-9am there shall be no noise. This time shall exclusively be used as a "set-up" time. Work is prohibited on Sundays and legal holidays.
- Elevator usage: The Building Manager must be contacted at least 8 hours prior to requesting elevator use that requires padded lining.
- Debris: The contractor/owner is responsible for the removal of all construction debris from the building. The building dumpster is for household waste only.
- Hallway carpets: Please provide carpet cover outside the unit door and sweep or vacuum hallways and or elevator carpet immediately after spillages. Repair costs for damages to elevators, walls, or carpet will be charged to the owner.
- Water shut downs: Call the Building Manager for all water shut downs. Only licensed plumbers are to be used for plumbing repairs that require shut downs.
- Air Conditioning units: It is imperative that the air conditioning fan coil be kept clean for it to function properly. We strongly recommend that the AC be shut off during renovations and covered. Any damages that will require service to the fan coil will be billed to the owner.
- Parking: We are not able to provide free parking. Check with the parking attendant for special daily rates. Delivery of materials and construction waste pick up is often easier from the 7<sup>th</sup> floor garage level as it is only a short distance to the elevator.

## **FLOORING**

All sound control, moisture resistant, and crack suppression membranes for Ceramic Tile, Natural Stone Tile, Engineered Hardwood, Parquet and Laminate Flooring installation systems will require advanced submission to the building manager detailing the materials to be used and installed.

The site manager will require prior to all hard surface floor covering installations, unit inspection and photo's will be required for proper project close-out documentation approval.

The Board has approved Whisper Mat CS (Ceramic & Natural Stone Tile) flooring installations. Also, The Board has approved Whisper Mat HW & Genesis 200XL (Engineered Hardwood, Parquet and Laminate) flooring installations.

Distributors for Whisper Mat CS & HW.

1. Selective Stone: 2979 Koapaka Street, Honolulu HI 96819  
Sales Rep. Tom Ching  
Ph. (808) 839-2979

2. ABC Supply: 749 Mapunapuna Street, Honolulu HI 96819  
Sales Rep. Donna Manago  
Ph. (808) 836-8077

Distributors for Genesis 2000XL

1. Wayne's Carpet: 3052 Waiialae Avenue, Honolulu HI 96816

Sales Rep. Louis Charnes

Ph. (808) 735-3005

2. ProSource: 4577 Bougainville Drive, Honolulu HI 96818

Sales Rep. Lorie Kramer

Ph. (808) 423-0928

### **CABLE**

All changes to or relocation of the cable TV outlet box must be completed by Time Warner Cable Company because additional apartments are connected to each cable outlet.

### **DOOR HARDWARE**

The Board has approved that all new door hardware shall have a Satin Nickel finish for a uniformed appearance. Only two locks are allowed on doors one door handle & one deadbolt. Option keyless lock must be a Schlage with a satin nickel finish and must also have a key to be given to the manager's office. Kick plates, door knockers and door viewers are not allowed to be changed by Owners/Agents. If replacement is needed, please see the Building Manager.





**WASHER & DRYER**

First time Washer and Dryer installations are strictly prohibited.

**DAMAGE DEPOSIT**

A \$500.00 refundable damage deposit is required. A personal check made payable to AOA ILIKAI MARINA in the amount of \$500.00 must be submitted to the Building Manager along with this renovation application. The deposit will be returned at the completion of the renovation work after a final inspection by the Building Manager. All work performed by the Ilikai Marina staff to correct the problems caused by a renovation will be billed to the owner at \$30.00 per hour plus materials. Examples are: disposal of unauthorized deposits into the dumpster...cleaning of hallways...damage to the hallway walls and elevators, etc.

I agree to indemnify, defend, and hold the Association harmless against liability for injury to, death of, or damage to the property of their persons to the extent caused by me or the contractor or party I have engaged to do the work of this project.

I understand that I am completely responsible for the conduct and behavior of contractor personnel assigned to this project. Any damage caused to Common Elements, Limited Common Elements, or adjacent apartments is my responsibility and will be repaired, corrected, and charged to me. Contractor personnel may commence work no earlier than 8:00 am and must depart the property no later than 5:00 pm each working day. No work is allowed on Sundays and scheduled holidays. Personnel must remove all construction debris generated during the project and haul them away from the building. Personnel are not allowed to use trash bins, deposit trash down the trash chute, leave debris in the trash rooms, or leave equipment or supplies in any of the common areas. Smoking is not allowed in any building interior Common Elements, building corridors, or elevators.

I have submitted proof of homeowner's insurance coverage including personal liability, along with this request.

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# ILIKAI MARINA APARTMENT BUILDING

## Residential Apartment Modification, Renovation and Repair Agreement Form

1765 ALA MOAND BLVD. #IMO HONOLULU, HI 96815 Ph: 808-949-0100 Fax: 808-949-0400

Please Type or Print Clearly • Complete Information is Required

Please Note: To expedite the process, the Resident Manager will act as a liaison between the Board of Directors and the Homeowner. Once your plans are approved, you will receive an approval letter from the Association office.

DATE: \_\_\_\_\_ APT # \_\_\_\_\_

OWNER: \_\_\_\_\_ PH: \_\_\_\_\_ CELL: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_ PH: \_\_\_\_\_ CELL: \_\_\_\_\_

As required by Ilikai Marina: All contractors must submit a "Certificate of Insurance" naming Ilikai Marina as Additional Insured on their Commercial General Liability insurance policy. This document must be presented to Ilikai Marina Management before any demolition or remodeling can begin and /or will be approved.

GENERAL CONTRACTOR: \_\_\_\_\_ PH: \_\_\_\_\_ CELL: \_\_\_\_\_  
Company Name

CONTRACTOR: \_\_\_\_\_ PH: \_\_\_\_\_ CELL: \_\_\_\_\_  
On-Site Foreman/Supervisor

LICENSE NO: \_\_\_\_\_ Expiration Date \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_ PH: \_\_\_\_\_ CELL: \_\_\_\_\_

LICENSE NO: \_\_\_\_\_ Expiration Date \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_ PH: \_\_\_\_\_ CELL: \_\_\_\_\_

LICENSE NO: \_\_\_\_\_ Expiration Date \_\_\_\_\_

PAINTING CONTRACTOR: \_\_\_\_\_ PH: \_\_\_\_\_ CELL: \_\_\_\_\_

LICENSE NO: \_\_\_\_\_ Expiration Date \_\_\_\_\_

ESTIMATED START AND FINISH DATE: \_\_\_\_\_ // \_\_\_\_\_  
Start Date Finish Date

### ADDITIONAL SUB-CONTRACTORS MUST BE LISTED WITH COMPLETE INFORMATION

Work scheduled in Ilikai Marina is limited to Monday thru Saturday 9:00 a.m. until 5:00 p.m. Work is prohibited on Sundays and State/Federal holidays. All Contractors/Vendors must leave Ilikai Marina property by 5:00 p.m., Monday thru Saturday.

**ILIKAI MARINA**  
**1765 Ala Moana Blvd.**  
**Honolulu, Hawaii 96815**

**CONTRACTOR & REPAIRMEN GUIDE**

This guide is designed to provide owners and agents with information to give to their contractors and repairmen, during their visit to the Ilikai Marina. It provides a step-by-step checklist of information necessary for a smooth movement from parking to the Security Office to the worksite.

**Notification**

Owners or their agents must notify the Association Office of their plans to renovate or remodel their apartments. Structural changes shall not be made without prior review and approval by the Board of Directors. Contractors must notify the Association office before any exposed piping is covered up, such as in the shower.

**Check-In**

All contractors must sign in at security and when they leave.

**Parking**

Parking can be arranged thru Pro-Park their office phone number is 971-7755.

**Work Hours**

Apartment modifications are permitted from **8 a.m. to 5 p.m.** Monday through Saturday. Between the hours of **8:00 a.m. to 9:00 a.m. there shall be no noise.** This time shall exclusively be used only as a “set-up” time. Work is prohibited on Sunday and legal holidays.

**Elevators**

We do not lock down the elevators. When delivering bulky items the **elevator must be padded.** Call the office 48 hours ahead of time to make this arrangement at 949-0100.

**Disposal of Trash**

The contractor in charge of the renovation or remodeling of an apartment is responsible for the removal of construction debris and carpet from Ilikai Marina. The trash chute located on the property is not equipped to handle the disposal of construction materials.

**Insurance**

Contractor's must submit plans and specifications and are required to provide a copy of their Certificate of Insurance with Ilikai Marina added as additional insured with at least one million in General Liability Coverage.

**Water Shut-Off**

During renovation and remodeling, it is sometimes necessary to have the water shut-off to facilitate plumbing work. Requests to have the water shut-off should be submitted to the manager's office Ph. 949-0100. Notice should be given 10 working days in advance to allow for scheduling and coordination. Shut-offs are done on Thursday between 9 a.m. to 12 noon

**Air Conditioning Units:** It is imperative that the air conditioning fan coil be kept clean for it to function properly. We strongly recommend that the AC be shut off during renovations and covered. Any damages that will require service to the fan coil will be billed to the owner.

**Working in the Unit**

Contractors must keep door to unit closed at all times to keep the dust and noise from entering into the corridors or other units. Please provide carpet cover outside the unit door to protect our hallway carpet. Contractors will be responsible to clean up after themselves and repair any damages done to the corridor, carpet, elevators, walls, other units, etc. There will be NO loud talking, swearing, horse playing, loud music or any other thing not mentioned that will disturb the other tenants. **If any of these rules are violated workers will be escorted off property.**

**ALL CONTRACTORS MUST SIGN IN AND OUT AT THE SECURITY OFFICE LOCATED LOBBY LEVEL. IF SECURITY IS NOT PRESENT THERE IS A SIGN IN SHEET NEXT TO THEIR DOOR.**

I HAVE READ THE FOLLOWING AND AGREE TO ABIDE BY THE CONTRACTOR AND REPAIRMEN GUIDE.

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General Contractor & Contractor License

Date