



Unit _____

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: _____

RENOVATION POLICIES

ILIKAI MARINA APARTMENT BUILDING

1765 Ala Moana Blvd Honolulu, HI 96815 · (808) 949-0100

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 through Saturday. Between the hours of 8am-9am there shall be no noise, this time shall be used exclusively as a “set-up” time. Work is prohibited on Sundays and legal holidays.
- Elevator usage: The Building Manager must be contacted at least 48 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. Any required repairs to the building that was damaged during a renovation will be charged to the owner.
- Water shut downs: Call the Management Office to schedule all water shut downs at 949-0100. The building only allows water shut downs on Thursdays between 9 a.m. through 12 noon. Only licensed plumbers are authorized for any plumbing repairs that require a water shut down.
- Air Conditioning units: It is imperative that the air conditioning fan coil is kept clean for it to function properly. The AC needs to be shut off and covered during renovations. All repairs for the AC unit will be billed to the owner. The owner shall be responsible for all repairs to the AC for 3 years following the completion of an approved renovation.
- 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 7th 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 Waialae 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

All new door hardware shall have a Satin Nickel finish for a uniformed appearance. Only two locks are allowed on doors a single door handle and deadbolt. Three models of keyless deadbolts are approved; Schlage BE365, Schlage Encode, and the RemoteLock OpenEdge RG. The manager must be given a copy of the key for all new door hardware. 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. Decorations, door plates, modified kickplates, combination keypad door leavers are not approved.

Schlage BE365



Schlage Encode



RemoteLock OpenEdge RG



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 engage 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: _____

Residential Apartment Modification, Renovation and Repair Agreement Form

ILIKAI MARINA APARTMENT BUILDING
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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.

CONTRACTOR & REPAIRMAN GUIDE

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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.

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.

Working in the Unit

Contractors must always keep the door to unit closed to keep the dust and noise from entering 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.

Air Conditioning Units

It is imperative that the air conditioning fan coil is kept clean for it to function properly. The AC needs to be shut off and covered during renovations. All repairs for the AC unit will be billed to the owner. The owner shall be responsible for all repairs to the AC for 3 years following the completion of an approved renovation.

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

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.

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.

General Contractor & Contractor License

Date