

KUILIMA ESTATES EAST
Guidelines for Construction, Remodeling and Maintenance

GUIDELINES FOR CONSTRUCTION, REMODELING & MAINTENANCE

Kuilima Estates East is now over thirty-two years old and it is both inevitable and desirable that owners accomplish major renovations in their apartments. The Board of Directors has established an Architectural Standards Committee and it has approved the following guidelines to make remodeling easier on everyone. We should all realize that improving a condominium is as difficult on neighbors as it is on the owners doing the work.

GENERAL REQUIREMENTS

The owner performing work is solely responsible for any damages caused by the owner, or the owner's consultants, contractors, subcontractors, and workers while working on the KEE Property. The owner indemnifies Kuilima Estate East and all persons claiming under it, including the Board of Directors, the Resident Manager, the Managing Agent, the staff, and other owners, as to all cost, damage or liability arising as a consequence of the work being done at the KEE Property. The owner also recognizes that no approval of the KEE Property by the Building Committee, the Board, the Resident Manager, the Managing Agent, a technical consultant or anyone else acting on behalf of Kuilima Estates East is to be regarded as a representation or assurance by Kuilima Estates East or any person acting on its behalf as to the adequacy, suitability, legality or effectiveness of the plan approved, nor shall it in any way result in shifting or lessening the owner's responsibility.

PERMITS & APPROVALS

City & County - All approvals given by the Board of Directors, the Architectural Standards Committee, the Resident Manager, or any other representative of the Kuilima Estates East, are conditional approvals that require the owner to obtain all necessary permits and governmental approvals that may be required. The Building Department requires Building Permits for any electrical or plumbing work and other work costing more than \$1 ,000 unless the work is only floor covering and painting. Building Permits are issued by the Building Department of the City and County of Honolulu. The Building Department is located at 650 South King Street. Applications are not available at Kuilima Estates East. You must go to the Building Department to obtain the application form.

PRIOR WRITTEN APPROVAL BOARD OF DIRECTORS

Owners are responsible for obtaining written approval from the Board of Directors before making electrical changes; installing a washing machine (where there was not one previously); making any structural changes within a condominium; or, making any changes that will be visible from the exterior of the apartment.

Owners may be required to remove, at their expense, any work that is performed without prior written approval from the Board.

No approval is required for painting, wallpaper, replacing carpets, installing new cabinets and fixtures.

Applications for Board of Directors Approval for Construction & Apartment Alterations - Forms for requesting Board approval for renovation work are available from the Resident Manager. The Resident Manager must have a copy of the completed form, approved by the Board, before work begins.

Owners must submit scale drawing plans with a description of proposed work if the work includes any structural changes.

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The Board of Directors has authorized the Resident Manager to represent the Board in inspecting all on-going work.

VENDOR REQUIREMENT TO REGISTER

All vendors, contractors, or trades people must register with the Resident Manager before they start work. Parking, if desired, must be arranged with the Resident Manager, who will designate parking spaces to the extent they are available.

DESIGN STANDARDS

Any proposed architectural element or color that will be visible from outside a condominium must be like ones already prevalent elsewhere in the building in similar locations. Changes that affect any area outside a condominium will be carefully considered before approval is granted. The Board intends to maintain a uniform exterior appearance to the extent that it is reasonably practicable.

Flooring: - If hard surfaces flooring is installed on upstairs unit, an acoustical sound proofing membrane must be used under the tile/hard surface to meet or exceed 50 IIC and STC. The product must be approved by the board prior to start of the construction.

Windows: Window frames must be "bronze" anodized aluminum or vinyl. The panel width, height and style of replacement glass doors or windows must be the same as the overall plan of the building.

Wood: All wood that is used for structural work must be treated with a product recognized as effective in inhibiting termite infestation.

Air Conditioning: Shall be professionally installed so as not to affect the building or unit structural integrity, damage to common area property and most importantly, people entering doorways below air conditioners in loft vent areas above front entry doors.

Approved standard for upstairs units to include the loft vent area above the front entry doors must be "back breather" type — (i.e.) "drip less".

In order to maintain a uniform exterior appearance air conditioners are to be painted a color matching current building. Paint is available upon request at no cost from the maintenance staff.

Air conditioners must be kept in good operating condition as to noise, condensation evaporation, heat output. If condensation occurs, it must be guided away from walls, people and walkways with a devise or hose properly painted to match building colors.

Approved standard for first level units (back and front) is a "non-back-breather" not to exceed the "current built-in" location space in height and width. The unit will not exceed 18 inches out from the building.

Non-conforming air conditioners that have been installed in the past prior to these new standards will be grandfathered in, but if replaced must go to the new standard.

Apartment Doors: The Building Committee must approve the style and color of all apartment doors.

Common Areas: Individual owners may not make changes to common areas without the prior specific written approval of the Board of Directors.

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ENGINEERING & CONSULTANTS

The owner requesting approval for the change must pay all fees and expenses relating to the all engineering and consultants reports that are necessary, in the Board's sole opinion.

Structural: Requests for structural changes must be submitted with plans prepared by a certified structural engineer. The engineer must indicate that the change, if approved, will have no adverse effect on the structural integrity of the building.

Plumbing: Owners are responsible for repair and replacement of the plumbing fixtures within each apartment and the related connections to the building system. This includes apartment owner repair and replacement of shower pans and the toilet fixture sealing wax.

Requests to interrupt water service to other units must be submitted in writing to the Resident Manager at least 48 hours in advance. Water service will be interrupted only during the hours of 9:00 A.M. to 3:00 P.M. during regular weekday workdays (not on weekends and not on holidays).

Electrical: Any electrical additions or renovations must be done by a certified electrical contractor.

LICENSING, INSURANCE AND GENERAL WORK REQUIREMENTS

All contractors and subcontractors performing work on the premises shall, to the extent required by law, be duly licensed during the entire course of their work at the job site.

All contractors shall provide and maintain a minimum of \$1,000,000 Commercial General Liability insurance naming the apartment owner and Kuilima Estates East as additional insured. This insurance shall contain an endorsement such that contractor's insurance is primary and noncontributory with Kuilima Estates East's insurance. Contractor and all subcontractors shall provide Worker's Compensation insurance naming Kuilima Estates East as additional insured and including waiver of subrogation in favor of Kuilima Estates East.

Work hours for maintenance, construction, repairs are between 8:00 A.M. and 5:00 P.M., Monday through Friday, except on holidays. Work is not permitted on weekends and holidays. There will also be no work performed during the periods beginning with the Wednesday before Thanksgiving through the Sunday following Thanksgiving and from December 24 through January 2.

Contractors shall maintain the job site in a clean and safe condition. All common areas shall be kept free from debris and shall not be used to store materials. Contractor shall take all steps appropriate to minimize the disruption of the lives of the residents, guests, and employees of Kuilima Estates East. Contractors shall insure that their employees and those of its subcontractors treat residents, guests, and employees of Kuilima Estates East with courtesy and respect.

No building materials or residue of any kind shall be left in the common areas. Rubbish from construction must be hauled away by the contractor **daily**. Common areas must be cleaned before the cessation of work on the day in which it occurs. Contractors shall not sweep or throw anything from the condominium into a common area.

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Contractors shall be responsible for disposing of all materials (including sand, paint, mortar, and cement) off site. Kuilima Estates East refuse containers shall not be used for construction material disposal. The condominium owner shall be responsible for any cost incurred from plugged drains due to construction related materials. Nothing related to the work performed inside a condominium (tools, materials, clothing shoes, etc.) may be left outside the condominium or in the common areas.

Contractors shall insure that their employees and those of its subcontractors take reasonable steps to minimize noise, including radios. Radios are prohibited in any common areas and the volume of radios shall be maintained so they cannot be heard in other condominiums.

Smoking in the common areas is not allowed.

Contractors shall not, under any circumstances, cause, or permit, in connection with its work, the discharge, emission or release of any hazardous substance and/or waste, pollutant, or other substance in violation of any applicable federal, state and local law, rule or regulation.

ON SITE CONTACT REQUIREMENT

Owners having work done while they are away must designate and “on island” contact to be responsible for overseeing the work in their absence. The owner must notify the Resident Manager of the name, telephone number, and address of the person who is to be in charge.

If our Resident Manager observes a problem, the Resident Manager bring the matter to the attention of the owner, contractor, or owner’s designated contact to minimize the chance that the owner will incur an associated expense and charge.

You may contact the Resident Manager or any member of the Board of Directors for assistance regarding the procedures associated with your construction or remodeling KEE Property. In addition, we would be most happy to receive (in writing) any suggestions you might have for improving our building or making it more enjoyable for those of us who live here.

I AGREE TO THESE GUIDELINES FOR CONSTRUCTION, REMODELING AND MAINTENANCE PROJECTS:

KUILIMA ESTATES EAST

By : Owner Signature (REQUIRED)

Dated:

Authorized Board Member Signature

Dated