

Application Package Requirements

Prior to beginning any renovation, remodel, or other improvement, **owner must** submit to the Ka'anapali Royal Architectural Review Committee (ARC) at the AOA Office, 2560 Keka'a Drive, Lahaina, Hawaii.

1. A copy of this application form properly filled out and signed.
2. 2 copies of any plans with materials list if necessary.
3. Proof that all required county permits have been applied for.
Copies of applicable permits are to be submitted before construction begins.

Once a completed packet is received in the Office, the ARC will act within one (1) week to approve or disapprove the proposal. If the proposal is not approved by the ARC, the Owner may appeal their decision to the Board of Directors by filing a written request at the AOA Office.

It is the Owner's responsibility to obtain any necessary county permits and inspections.

Design Review Indemnification:

- A. By signing below, I acknowledge and agree that (I) any approval or inspection by the ARC is limited to review of compliances with the governing documents of Ka'anapali Royal and that such approval or inspection does **NOT** constitute inspection or approval of construction, engineering design, structural soundness, safety or compliance with plans specifications or with zoning ordinances, building codes or any other governmental requirement; and (II) I am solely responsible for compliance with Federal, State and Local Laws, Rules, Ordinances or Statutes that may apply to the proposed work described in the application.
- B. By signing below, I hereby agree on behalf of myself and all current and future owners of the living unit, to indemnify, defend and hold harmless the Association, it's Directors, Officers, Employees and Agents (collectively the "Association") against any claims made against the Association related to (I) the approval of this application, any plans or specifications submitted or any inspection made in connection therewith, and/or (II) the proposed work described in this application, including without limitation, the design and construction of said work.
- C. I understand that by signing this form, I agree to defend and hold harmless the AOA or any of its Employees or Directors against any claims related to the removal and remediation of any project that is denied by the ARC or undertaken without approval and will be responsible for the costs of removing and remediation of the unit.



Improvement Request Form

Homeowner Information:

Name* _____ Unit#* _____
Mailing Address* _____ Work Phone* _____
_____ Home Phone* _____
_____ Cell#* _____
Email Address* _____

Project Information: (attach additional sheets, if necessary)

Describe the scope of the proposed project in detail.

Proposed Start Date: _____ Estimated Time to Complete: _____

Will there be any changes to electrical, plumbing? ____yes ____no

Is Owner doing work? ____yes ____no

General Contractor* _____ Phone* _____ License# _____

Electrical Contractor* _____ Phone* _____ License# _____

Plumbing Contractor* _____ Phone* _____ License# _____

Other* _____ Phone* _____ License# _____

***required field**



If, in the discretion of the ARC, it is deemed necessary that an independent Architect or other Consultant be engaged to review the plans submitted by the Homeowner then, and in the event, the Homeowner shall be responsible to reimburse the Association for any fees incurred for such review and said fees shall be paid prior to final disposition of the application.

Homeowner Signature: _____ Date: _____

AOAO use only:

Request approved as submitted: Yes _____ No _____

Stipulations: _____

Signatures of ARC Members:

_____	Date: _____
_____	Date: _____
_____	Date: _____

**** Pages 1, 2, and 3 must be submitted for approval **
along with Maui County Building Permit(s) if applicable**

***** Pages 4 and a copy of page 5 to be given to Owner/Contractor *****

When replacing kitchen cabinets, bathroom vanity's and replacing shower wall tile. Our maintenance department needs to schedule replacing waste lines at AOA expense, before contractor installs cabinets, vanity's and tiling shower walls.

This does not include sheet rock replacement.

When re-keying: Island Lock and Safe needs to be contacted to keep it on the AOA master key for emergency access.

Front Desk operation will need back up key for accessing the unit for emergency, servicing unit and if owner or guest is locked out.

Outside Storage Room (1st/2nd floors): AOA also needs key to the outside storage room to access the **common area plumbing**.

Hot Water Heaters: Board of Directors has taken the position that all hot water heaters must be replaced within one year of expiration date. Check date on hot water heater, this would be the time to replace.

Recommendations when renovating unit

Replace garbage disposal with higher grade type disposal and install new p trap fittings.

Replace water supply valves to all plumbing fixtures including refrigerator.

Replace washing machine type supply valve and check waste drain.

Replace all water supply hose lines to fixtures including washing machine and refrigerator with a stainless steel flood buster type hose line.

Check on repairing toilet fluid-ed master valves and toilet was seal.

Check condition and date of water heater. (Consider replacing with same type)

Check condition of dryer vent system. (clean out dryer and vent system)

Check operating condition on A/C handler including condensate drain.

Check condition of A/C air-handler, air-ducks, vents and filters.

Check electrical outlets and breaker panel.

Replace phone outlet jacks thru out.

Check TV outlets.

Ground floor units, when installing floor tile it's **highly recommended** to apply waterproofing material before installing tile.

GUIDELINES FOR CONSTRUCTION ACTIVITY

At the Ka'anapali Royal, we encourage the continual improvement of our property. In order to achieve this end and at the same time protect the rights of all homeowners, the following guidelines have been developed.

These rules shall be in addition to the applicable House Rules and will be strictly enforced.

Please contact the Manager if you have any questions or special needs.

1. **Approvals and Permits** – Whenever remodel involves reconfigurations of the original apartment layout or involves a common element as defined in the Horizontal Property Regime, a valid building permit issued from Maui County and approval from the Ka'anapali Royal Architectural Committee is required for our files prior to the start of the project. This requirement also applies to electrical and plumbing modifications. Replacement of cabinets and fixtures as originally configured will not require county building permits or approvals, nor will electrical or plumbing repair.
2. **Contractors and Employees** – Owners are reminded that it is their responsibility to obtain evidence of insurance for any employee hired to perform work for their benefit. Owners are encouraged to hire licensed contractors. Owners should review their own personal insurance coverage and determine their level of exposure. All contractors, subcontractors, and their employees are required to comply with OSHA and HIOSHA regulations while on property.
3. **Working Hours** – As per KR House Rules, construction activities shall not be allowed before 8:30 AM or after 4:30 PM. The Manager shall be notified in advance of any such activities resulting in significant or prolonged noise, so that neighbors may be advised. In addition, **no construction activities resulting in excessive noise may occur on weekends or holidays.**
4. **Loading and Storage of Materials** – Container and truck deliveries are to be coordinated with the Manager. Construction materials are not to be stored on any common areas or lanais. Items may be stored on rear lanais during the construction process in a presentable fashion. **The use of KR employees or KR owned equipment is prohibited.**
5. **Clean Up** – Evidence of construction activity visible from the common areas must be removed daily on an on-going basis. The use of **KR trash bins is not permitted** without the Manager's approval. Compliance with all EPA regulations concerning the disposal of hazardous materials will apply. **Cleaning of paint, dry wall mud, grout, cement or any related equipment is not permitted anywhere on the property or in any drains.** Storm drains feed directly into the pond.
6. **Responsible Party** – In all cases, the Owner is responsible for the activities and behavior for anyone they allow on property.

I acknowledge and understand the guidelines for construction activity.

Signature of Owner/Contractor: _____ Date: _____