



Honolulu Park Place

Unit Modification, Alteration, and Addition Packet

July 2015

Dear Honolulu Park Place Homeowner,

The Board of Directors requests the cooperation of the owner in complying with the rules pertaining to modifications to their unit. This is to ensure that we maintain the structural integrity of the building as well as ensuring that Honolulu Park Place remains a desirable place to live. Additionally, a uniform exterior appearance of the building must be maintained.

Procedures for Structural Modification:

If an owner plans to alter the unit, and such alteration involves a proposed structural modification, any change to the common elements, affects the uniform exterior appearance of the project, and/or potentially impacts adjacent unit, the owner must request approval from the Board of Directors and provide the Board of Directors with detailed plans and specifications and supplement any submittals with additional information as the Board of Directors may direct. At a minimum, any owner must include:

- Plans, drawings or blueprints for the purpose of the modification and/or alteration, including the type of materials used (for hard surface flooring - the drawings must identify all materials, their composition, thickness, color and brand name).
- Electrical, plumbing and/or mechanical drawings depicting current existing items and any revisions thereto, as applicable.
- If any structural element, plumbing, piping, electrical circuitry, or exterior wall of the building, which are common areas, are to be fastened to, or changed in any way, it must be noted explicitly in the plans.
- A statement, signed by both the owner and contractor, verifying that they have read, and agree to abide by, the provisions in the House Rules relating to maintenance and remodeling; and the expected date of completion.
- A \$1,000.00 security deposit is required and which may be forfeited in whole or in part if: (1) The work continues past the original date specified for completion, or (2) Excessive cleaning of the common areas is necessary as a result of the work, or (3) Fines will be imposed for failing to comply with the provisions in the House Rules. The fines will be in accordance with Fine Schedule and Procedures and deducted from the required security deposit.

Upon review of an owner's submittal, the Board of Directors will provide a written decision to the owner. After written notification of approval by the Board of Directors, the owner must proceed as follows:

- Obtain a Building Permit and other required approvals from the City and County of Honolulu and provide a copy of the Building Permit to the General (or Resident) Manager.
- All work must be performed by a licensed and insured contractor.
- Notify the General (or Resident) Manager when alteration work is to be initiated.
- Any changes of original approved submittal must be approved by the Board of Directors.
- Diligent completion of the project must be achieved after work is initiated, and the General (or Resident) Manager must be notified when all work is completed.
- All work must be done between the hours of 8:00 a.m. to 6:00 p.m., Monday to Saturday (Holidays excluded). Reservations for the use of the elevator to move large appliances and materials must be made through the General (or Resident) Manager. Contractors are required to place protective covers on hallway carpets until completion of the project.
- Building materials are not to be stored on grounds or parking areas by the contractor. All debris, left over materials, etc., must be hauled away by the contractor, and not placed in Association waste receptacles.
- No work may be performed in the common areas. The owner will be responsible for the cost of repairing any damage to the common elements resulting from owner modifications and/or alterations. Any other damage or problems caused by the owner or retained contractor will be the owner's sole responsibility.
- Upon completion of the apartment modification and/or alteration, the owner shall record in the Bureau of Conveyances of the State of Hawaii, an amendment to the condominium file plan and Honolulu Park Place Declaration to reflect any modifications to the layout of the owner's unit, as may be applicable.

Procedures for Hard Surface Floor Approval and Installation:

- The owner of any unit wishing to install a hard surface floor must submit to the Board of Directors written plans, specifications and noise mitigation measures regarding the flooring. The Impact Insulation Class (IIC) of the requested flooring, underlayment and method of construction selected must have a minimum rating of IIC-65 listed in its specifications.
- If your flooring system does not meet these noise transference specifications, you will be responsible for making all changes necessary to have the flooring conform. The Board of Directors will require any owner whose flooring creates such a nuisance to eliminate the problem and may require you to remove it at your own expense. If you suffer damage to the flooring, such as from a water leak, it will not be covered by the building's insurance except to the extent that the original carpet would have been covered, which may result in a significant out of pocket expense to you.
- The Contractor must provide a current copy of their Certificate of Insurance (naming Honolulu Park Place as an additional insured) and a current copy of their contractor license.
- All modifications you intend to perform shall only be within the interior confines of your unit and shall not affect any structural element or the lanai tiles. In the event that a leak occurs without negligence on the part of Honolulu Park Place and your floor is damaged, the Honolulu Park Place insurance policy will cover only the replacement cost of the originally installed carpeting in the unit when it was first sold. When considering a laminate wood flooring system, you should be aware that such flooring does not perform well in high-rise applications and can be ruined by contact with water which may require the entire flooring to be replaced.
- The Board of Directors reserves the right to periodically inspect the work during installation and at completion. Please contact the Administrative Office at (808) 546-1212 to make arrangements for materials delivery.
- Installing a hard surface floor without obtaining prior written approval from the Board of Directors shall constitute a violation of the House Rules, and subject the violating owner to all remedies legally available to the Association until such violation is remedied with the approval of the Board of Directors.
- The owner is required to contact the General (or Resident) Manager to conduct a visual inspection of the soundproofing installation. This inspection must be completed prior to the hard surface flooring installation.



HONOLULU PARK PLACE
 1212 Nuuanu Avenue, Honolulu, Hawaii 96817
 Telephone: (808) 546-1212
 Fax: (808) 545-2547

UNIT MODIFICATION, ALTERATION, AND ADDITION FORM

Please Note: To expedite the process, the General (or Resident) Manager will act as liaison between the Board of Directors and the Homeowner.

Please type or print clearly, complete information is required.

OWNER NAME: _____ APT NO: _____

NOTE: All contractors must submit a "Certificate of Insurance" naming Honolulu Park Place as an Additional Insured on their Commercial General Liability insurance policy AND a copy of their current contractor's license. These documents must be provided to the Honolulu Park Place office before any demolition or remodeling can begin and/or will be approved.

GENERAL CONTRACTOR: _____ Ph: _____ Cell: _____
 (Print 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: _____

FLOORING CONTRACTOR: _____ Ph: _____ Cell: _____

LICENSE NO: _____ Expiration Date: _____

PAINTING CONTRACTOR: _____ Ph: _____ Cell: _____

LICENSE NO: _____ Expiration Date: _____

ESTIMATED START AND FINISH DATE: _____
Start Date *Finish Date*

Work scheduled in Honolulu Park Place is limited to Monday thru Saturday, 8:00 a.m. until 6:00 p.m. No work on Sundays or Holidays. All Contractors/Vendors must leave Honolulu Park Place property by 6:00 p.m., Monday thru Saturday.

All Owners, Occupants, Authorized Agents, Contractors, Sub-Contractors, Design Professionals, Vendors and Handymen are required to comply strictly with the provisions of the project documents for Honolulu Park Place (Declaration, By-Laws, Section 10, Paragraph 2, of the Honolulu Park Place House Rules and the provisions of Chapter 514A Hawaii Revised Statutes).

It is the owner's responsibility to ensure all workers understand and agree:

- To Section 10, Paragraph 2, Building Repairs, Maintenance and Modifications, of the Honolulu Park Place House Rules.
- To the proper use of the freight elevator system when transporting tools, equipment, material, debris to and from the apartment and in all common areas.
- It is the responsibility of the contractor to remove all trash, debris and any items of demolition from Honolulu Park Place property. The Honolulu Park Place trash chute and/or trash rooms are not to be used by contractors or workers.
- It is the responsibility of the contractor to clean-up material from the building, including clean up of any soiled hallway carpeting and/or any part of the common areas that have been soiled by the workers. This is required on a daily basis.
- To physically check in and out of the building with the Security Staff.
- To provide the Honolulu Park Place Administrative Office with a schedule including updated list of sub-contractors.
- Contractor parking is limited to two (2) guest parking stalls, per apartment.

Any change in dates, times, and/or approved work must be scheduled with the Administrative Office in advance.

BY SIGNING, I ACKNOWLEDGE RECEIPT OF COPIES OF THE HONOLULU PARK PLACE HOUSE RULES AS RELATED TO BUILDING REPAIRS, MAINTENANCE AND MODIFICATIONS, AND INSURANCE. I FURTHER ACKNOWLEDGE THAT I AS OWNER / CONTRACTOR WILL COMPLY WITH ALL HONOLULU PARK PLACE HOUSE RULES.

Owner's Signature: _____ Date: _____

Contractor's Signature: _____ Date: _____

Approved By: _____ Date: _____

(Print Clearly)

BRIEF DESCRIPTION OF WORK: (please attach drawings and detailed description on separate sheet)

I understand the above information to be complete unless otherwise noted and I understand any deviation in the above must receive approval from the Honolulu Park Place Board of Directors and/or the General (or Resident) Manager as required.

Owner's Signature Date

Board Approved Signature Date