

**APPLICATION AND GUIDELINES FOR REMODELING/RENOVATION OF
UNITS AT KOA LAGOON—Revised 2024**

For lanai resurfacing there is a separate directive named “Lanai Resurfacing Policy for Koa Lagoon” which also applies.

*This application form is **not required for interior redecorating or replacement of carpet** within the unit where no electrical, plumbing or tile work will be completed.*

Application Form

DATE_____

OWNER(s) NAME_____

UNIT#_____

CONTRACTOR_____

PROJECT START DATE_____

Remodel projects must be completed between May 1 and October 30, unless otherwise permitted.

CONTRACTOR’S PHONE NO. _____END DATE_____

LICENSES: Contractor, electrician, and plumber must provide licensing documentation to Property Manager. This form must be signed by the Contractor undertaking the project described herein. The signature of the contractor on this form indicates an agreement to following:

The undersigned hereby releases and discharges the Association of Apartment Owners of Koa Lagoon, all owners of Units located in the Koa Lagoon, the Property Manager, and all officers and members of the AOA Board of Directors from any and all claims for relief, liability, injuries, loss of service, damages of whatever name or nature growing out of or connected to the undersigned’s repair or improvement of common elements of Koa Lagoon.

Signature of Contractor:_____

Date of Signature:_____

Hawaii Business License #_____

Insurance Company, policy# & expiration date:_____

Room(s), materials, specific elements to be modified.

ANY CONCRETE WORK, regardless of how small, must be included.

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PROCESS:

- 2

THE SIGNATURES BELOW INDICATE THAT WE HAVE READ THE RULES FOR REMODELING AT KOA LAGOON found in page 4-6 of this document.

_____ Owner's Signature	_____ Contractor's Signature
Owner's phone _____	Contractor's phone _____
Owner's e-mail _____	Contractor's e-mail _____

The AOA Koa Lagoon requires an **OWNER signature**, despite a property being managed by a rental agent. *If there is a rental agent involved in the oversight of the project*, we also require the name and contact information of the rental agent below. If no rental agent will be involved as the primary contact, leave the below information blank.

_____ Managing Rental Agent	e-mail _____ phone _____
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BOARD OF DIRECTORS APPROVAL OF PROJECT

Board President Signature/Date

- a) Approve as submitted
- b) Approve contingent upon additional information
- c) Rejected until written compliance with below conditions are met

BOARD OF DIRECTORS COMMENTS:

RULES FOR REMODELING/ RENOVATING/ UPGRADING AT KOA LAGOON

Revised 2024

1. NOTIFICATION

Complete the form required, review the remodeling rules, and return the signed application to the BOD President (via email to board@koalagoon.org) at least 2 weeks prior to the start of the project. **No work may be done until written AOA approval has been received.**

2. CERTIFICATE OF INSURANCE

The contractor must provide a Certificate of Insurance with the application prior to the start of any work, a copy of which is to be submitted to the Board before work starts. The requirement for the Certificate of Insurance for minor repairs or alterations may be waived by the BOD.

3. PERFORMANCE AND PAYMENT BOND

According to the Bylaws, if the cost of repair or rehabilitation of any apartment exceeds \$25,000.00, “the Board of Directors shall cause the contractor performing the work to obtain a bond. . . .” See the Bylaws for complete details regarding this requirement if the cost of your project will exceed this amount.

4. STRUCTURAL CHANGES

No structural changes shall be made to the building, including weight-bearing walls within the apartment, lanais, entry areas, etc. Any drilling into the concrete **MUST** be disclosed in this application.

5. WORKING HOURS

Working hours are 8:00 AM to 5:00 PM. **There should be no noisy work before 9:00 AM on week days and no noisy work on weekends.** Weekend work must be approved by the Property Manager in advance. The Property Manager must be made aware of noisy work prior to its occurrence and appreciates a 72 hour notice so that a posting for other owners/guests may be made in advance.

6. CONDOMINIUM RULES AND REGULATIONS

The contractor and workers must abide by the Koa Lagoon House Rules and Regulations at all times.

7. SIGN IN/SIGN OUT

The contractor and workers must sign in and out with the Koa Lagoon Rental Agent for units in the Rental Program. At the beginning of the project, the contractor for units not in the Rental Program must sign in with the Property Manager and outline the work schedule and activities. Posting of remodel notices should be coordinated with the Property Manager, and posting of notices must occur 24 hours prior to the start of work.

8. MATERIALS DELIVERIES

All materials delivered for the remodel project must immediately be placed into the apartment or on the lanai, not left on the walkway outside the apartment or in the entrance area. Contractor and worker vehicles should be parked at the north end of the parking lot. Please leave parking spaces near the building entrance open for residents and guests.

9. CLEANING

The contractor must keep the walkways and common elements clean at all times. Debris dropped or spilled must be cleaned up at once. No debris or water may be swept/poured from lanais. Any flammable debris must be removed from the unit by the end of each work day. Hazardous materials must not be left on the premises. Failure to clean promptly the walkways and elevator of debris and dust is a violation subject to a fine of \$250.00.

10. DISPOSAL OF DEBRIS

All debris must be removed from the premises by the contractor at his expense. No debris is to be stored on the premises, and **no remodel trash is to be placed in the Koa Lagoon dumpster**. NO LIQUIDS or CONSTRUCTION DEBRIS of any kind is to be flushed or drained away through Koa Lagoon drains or toilets.

11. WATER SHUTOFF AND PLUMBING

The water shutoff valve must remain accessible in the unit after the renovation is complete. Water shutoff location must be shared with Property Manager. Hot water tanks must also be accessible. Plumbing changes must be completed by a licensed plumber.

12. DAMAGE TO ASSOCIATION COMMON ELEMENTS

The owner is responsible for the cost of repair to any common element that is damaged by the contractor or worker.

13. STORAGE OF MATERIALS ON LANAIS

No material may be stored on the lanai without authorization by the Property Manager. Any items approved for storage on lanais must be stored in a neat and orderly manner and may be covered to minimize exposure.

14. ACCESS TO UNIT

The contractor must submit written authorization from the owner, his agent, or his Maui contact person to the Property Manager before work can start. The owner must make arrangements for key distribution and will be liable if the keys are not returned to the Property Manager or the Rental Agent.

The Property Manager has the right to inspect the project in progress to ensure that these rules are being followed.

15. USE OF ASSOCIATION EMPLOYEES AND EQUIPMENT

The contractor will not use the services of Koa Lagoon employees, equipment, or tools. The Koa Lagoon Property Manager may direct the contractor to do specific cleanup and repair of damage of a common element.

16. NOISE

The contractor shall keep the noise level to a minimum, especially in the removal and cutting of tile. Noise from cutting tile must be contained within the condo with the lanai doors and windows closed. Advanced notice of tile cutting must be made to the Property Manager so that a courtesy posting for other owners may occur.

Granite may not be cut anywhere on the property. It must be fabricated off site.

17. CONTRACTORS OR EMPLOYEES STAYING IN THE UNITS

If the owner gives permission for the contractor or his employee(s) to stay overnight or longer in the unit, the owner must notify the Property Manager or the owner's agent in writing to that effect; and the employee must register with the Property Manager or the owners' agent. If the unit toilet is inoperative, the employee may use the restroom in the pool area.

18. FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES

The contractor must comply with all laws and ordinances in conjunction with the performance of his work.

19. NO SMOKING

Workmen who smoke must adhere to the no-smoking policy of Koa Lagoon, which includes no smoking both within the unit and on the lanai, as well as all common areas: entrance, elevator, walkways, stairwells, parking lot, or KL lawn property.

20. ELECTRICAL MODIFICATIONS

Modifications of the original wiring must be done by a licensed electrician and must be detailed in the application for remodel. This includes any air conditioning replacement.

21. WORK ON LANAI

Absolutely no liquid residue should be thrown over lanai railings or flushed out of lanai holes, nor should any other material drop onto lanais of lower floors