



Application for Approval of Modifications
Additions or Improvements

Address: _____ Lot No. _____

Names of all legal owners: _____

Contact person for this application: _____

Phone Number: _____ Email: _____

Special Accommodation Request

Brief description of proposed work: _____

General Contractor(s): _____ Phone # _____

License Number(s): _____

IMPORTANT! The property owner has the sole obligation to submit plans to the association for approval. The association may reject plans, materials or products submitted by owner or parties other than the property Owner. (Use additional paper if needed)

By signing below, Applicant understands and agrees to all terms and conditions within Sea Country Master Documents and Holomoana Documents.

Pre Construction:

Owner Names _____ Signature _____ Date _____
Owner Names _____ Signature _____ Date _____
SCPM¹ Signature _____ Title _____ Date _____
HDRC² Signature _____ Date _____

Mid Construction Inspection:

Owner Names _____ Signature _____ Date _____
Owner Names _____ Signature _____ Date _____
SCPM Authorized Signature _____ Title _____ Date _____

Post Final Inspection:

Owner Names _____ Signature _____ Date _____
Owner Names _____ Signature _____ Date _____
SCPM Authorized Signature _____ Title _____ Date _____
HDRC Signature _____ Date _____

IMPORTANT. Final approval for modification will not be granted until Post final inspection.

¹Sea Country Property Manager

² Holomoana Design Review Committee



The Holomoana Design Review Process

Design Review Request form:

The request form should be a three-phase form, with three signing points throughout the project by the homeowner and committee. The final approval should only be granted after completion and walkthrough with the homeowner and committee member or committee appointed representative. (See attached form)

The completed form should list all work to be performed, submitted with a drawing. Sites walk through and explanation of DCCR regulations with homeowner should be performed before pre-construction sign off.

A mid-construction walk through and inspection needs to be performed, before sign off of mid-construction phase.

Final inspection, walk through, with all Design Review request completed before final approval is granted.

Design Review Committee structure:

The design review committee should be comprised of a three or five member committee. Each member will have the ability to sign off to start a low to mid-level project. (See levels scale below). This will allow for a fast response time by the committee.

Each Design Request will be onsite checked by at least one committee member and or the resident manager reporting back to the committee members before the pre-construction sign off to start work by homeowner.

Before mid-construction sign off, an onsite check by at least one committee member and or the resident manager reporting back to the committee must be performed before any site work can be closed up or concrete poured.

The final approval will only be signed-off after a final onsite check by at least one committee member and or the resident manager reporting back to the committee. (Low to mid-level project only)

All high level Design review requests must be reviewed by the Design Committee and forwarded, with comment and recommendations, to the full Board of Directors for approval.

Design Review Level Scale (See Matrix):

0 Level/ fee \$0:

Any request that has been pre-approved by the Board (i.e., Approved Screen Doors, Security Lighting/Cameras/Motion Sensors, Hanging Plants/Wind Chimes and Storage Units) the cost to the home owner will be free, but still must follow all Design Request Guidelines.

The association will provide plans of specification and model numbers to homeowner to use this level.

0A Level/ fee \$0:

Any form of landscape request that has grass, bushes, trees and non-cemented stones or pavers type bricks. NO electrical or plumbing, cement or sprinkler systems are allowed at this level.

Low level/ fee \$25:

Any non-approved Screen Doors, Security Lighting, Storage Units. Any form of permanent sprinkler system.

Mid-Level/ fee \$75:

Any form of backyard cement work and electrical work.

High Level/ fee \$150:

Any form of structural additions. Any form of modification to the outside of the structure. Any decking (Excluding cement) that is attached to the dwelling. Any form of structure that is built within the backyard of the unit.

High-level requests must be approved by the board before construction may begin.

Fee explanation:

Any level the homeowner request fee falls under will cover any lower level work. For example, if a homeowner is installing a cement patio slab the Design request fee will be \$75 dollars and the owner may perform any type of work from level 0 to mid-level with that single fee as long as it is on the request form and approved by the committee.

Committee Correspondence/Meetings:

The committee, which meets quarterly, should initially meet twice a month to review all requests and be updated on progress reviews to meet demand and backlog. The committee shall implement a matrix for standard forms of screen doors, security lighting, Home welcome signage, storage sheds, Lanais and shoe rack guidelines.

One member from the Wailana, Holomoana and Sea Country Master DRC's should meet every two months to coordinate covenant compliance.