



RENOVATION APPLICATION FOR UNIT: _____

OWNER'S NAME:	phone:	fax:
address:		email:
OWNER'S REPRESENTATIVE:	phone:	fax:
address:		email:
ARCHITECT/ DESIGNER:	phone:	fax:
address:		email:
Submitted By: _____ Date: _____		
		Group A B C <small>(See page 3)</small>
Design Review Approval Date: _____		
<p><i>*Demolition and/or construction may not commence until approval is granted by Management and government agencies having jurisdiction over the project.</i></p> <p><i>*Limited exploratory demolition to verify concealed conditions may be allowed under specific conditions.</i></p>		

SUBMISSION CHECKLIST

Check if included or write N/A

- **APPLICATION**
- **SECURITY DEPOSIT**
 \$2,500 check- payable to: 1350 Ala Moana AOAO

Groups A & B only

- **DESIGN REVIEW FEE**
 Check payable to: Awa & Associates LLC. See Page 3.
- **PROJECT DATA**
 Two sets of plans certified by a registered architect OR plans of professional quality (drawn to scale & dimensional).
 If applicable include pertinent elevation and/or sectional views, product specifications, manufacturers data & construction schedule.
- **RME LICENSE & INSURANCE**
 Copies from all Contractors and Sub-Contractors

If Applicable

- **PERMITS** - Copies of all required building, electrical, plumbing, and/or mechanical permits as required from Honolulu City & County
Where applicable, evidence of permit(s) to follow upon permit issuance.
- **ASBESTOS** - State Dept. of Health Letter for Asbestos Removal

AVAILABLE UPON REQUEST

- ❖ Unit floor plans
- ❖ Air-conditioning Installation Instructions
- ❖ Fire stopping Guidelines for party walls and chases
- ❖ Water Shut-off Request Form (Thursdays only) Forms are available at : www.1350alamoana.com



CONTRACTOR INFORMATION

*Insurance includes workman's compensation and general liability.
Copies of the RME licenses for each company are required.*

General Contractor _____ _____ _____	phone: _____ cell: _____ email: _____ Copies of License & Insurance received: <input type="checkbox"/>
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Electrical Contractor _____ _____ _____	phone: _____ cell: _____ email: _____ Copies of License & Insurance received: <input type="checkbox"/>
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Plumbing Contractor _____ _____ _____	phone: _____ cell: _____ email: _____ Copies of License & Insurance received: <input type="checkbox"/>
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Other Contractor: _____ _____ _____	phone: _____ cell: _____ email: _____ Copies of License & Insurance received: <input type="checkbox"/>
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OWNER'S STATEMENT

1. I hereby certify that as Owner(s) or the Owner's representative, I/we have consulted with the appropriate governmental agencies and have been informed that a City & County building permit **is _____; is not _____** required for this project. Where required, the building permit shall be obtained using plans approved by 1350 Ala Moana with evidence of building permit to be submitted to Management.

2. Owner(s) and their Agents or Representatives, including Design Professionals or Contractors, agree to comply with all applicable codes and regulations governing the design and construction of improvements at 1350 Ala Moana. The AOA's design review and/or approval inspection shall not relieve the Owner(s) of this obligation.

3. I understand and agree to Appendix "B" AOA 1350 Ala Moana Rules and Regulations.

Owner's Signature/Date: _____

Owner's Signature/Date: _____

Owner's Representative's Signature/Date: _____



**APPENDIX "B" TO RULES AND REGULATIONS
ASSOCIATION OF APARTMENT OWNERS OF
1350 ALA MOANA CONTRACTOR RULES AND REGULATIONS**

I. EXEMPTIONS

Activities not requiring the services of a licensed contractor (such as painting, wallpapering, installation of carpets; TV repairs; exchanging appliances when no new plumbing is required; hanging fixtures when no new electrical outlets are required; window washing; rug cleaning; servicing air conditioners; and moving furniture in or out of the building) are exempted from this part of the House Rules entitled *Contractor Rules and Regulations*. However, all other parts of these House Rules, including, but not limited to, those governing elevator use, parking, cleanup, or debris and packaging removal (including those sections with provisions similar or identical to those herein) will be in force.

II. RULES AND REGULATIONS

All remodeling, repair and alteration to the individual units must comply with the Declaration of Condominium Property Regime; the Bylaws; and the House Rules.

III. CODES

Changes to any unit must comply with Federal, State and City building, health and safety codes.

IV. METHOD OF PROCEEDING

A preliminary description of the plans must be submitted in writing to Management. This step can be carried out without detailed plans, architectural drawings, permits, etc. Management will review the submittal to see if there are any areas of concern. The Board may ask the owner to submit a **DETAILED DESCRIPTION**, including plans, drawings and specifications, to Management for processing by the Board of Directors. Plans should include any changes to internal partitions, water lines, electrical power lines or plumbing systems. The proposal should include any information about handling hazardous materials and the cost of the project. Also included should be the name of the contractor, license number, and evidence of the contractor's liability and workers' compensation insurance. Management and the Board require a minimum of 10 working days to process this information. If denied, Management will give written reasons for the denial. The owner has the right to resubmit his application and ask for a hearing from the Board. (Amended 4/30/03 and 5/25/05)

V. PROJECTS INVOLVING INVASION OF COMMON AREAS

A. Security Deposit

The following paragraph applies to any reconstruction, alteration or repair which requires invasion of the common areas and limited common areas as defined by the Condominium Property Regime currently in effect.

Before any work commences, the owner will post a security deposit of 5% of the cost of the project (with a minimum of \$2,500) unless waived or reduced by the Board of Directors. The deposit will be refunded, without interest, when the work is completed and the unit has been

1) approved by the cognizant Federal, State, City or other authorities as evidenced by copies of the approvals; and 2) upon inspection by Management. In the event that there is damage to the common areas or serious violation of the agreed regulations, Management may withhold any reasonable amount of the Security Deposit in remediation.

****This deposit must be delivered to and received by Management before work begins***

VI. ALL PROJECTS

A. Working Hours

Workers, tradesmen, or vendors will normally only be permitted on the premises between 8:00 a.m. and 6:00 p.m., Monday through Friday, unless there is an emergency. **If regular work is unable to be performed within the normal workweek, the Resident Manager may approve workers, tradesmen, or vendors to work on Saturdays, but only between 9:00 a.m. and 6:00 p.m. At no time are they permitted to work on Sundays or Holidays.** (See Management for list of Holidays). (Amended 5/30/01, 4/30/03, and 5/25/05)

B. Permit

A copy of all electrical, plumbing or mechanical permits must be given to Management prior to starting work on those systems. Obtaining permits is the responsibility of the owner. All such work must be done by a licensed contractor.

C. Use of Elevators

CONTRACTORS and VENDORS MAY ONLY UTILIZE ELEVATOR #4. The contractor or other workers must make advance arrangements (a minimum of 24 hours) and coordinate work schedules with Management so that protective wall and floor pads can be placed in the elevator before tools, materials or other equipment is moved between floors. The elevator shall be released as soon as the transfer of materials or tools is complete. Elevators, other than the one set up for the contractor, are reserved for the use of the residents and guests.

D. Access

ALL workers shall enter the building through the upper garage entrance and shall sign in and out with the Operations Assistant on duty. (Amended 4/30/03)

E. Parking

Vans, trucks and waste bins must be parked as directed by the Operations Assistant, including when unloading and loading in the entrance drive area. Any permits needed from the City to park on the streets during work are the responsibility of the contractor or the owner of the unit. (Amended 4/30/03)

F. Carts

Contractors, tradesmen and vendors will provide their own equipment. Shopping carts, hand trucks and pushcarts belonging to 1350 are not to be used by contractors, tradesmen or vendors.

G. Storage of Materials and Equipment

All tools, materials and other equipment being used in a project shall be located within the unit and not placed in the hallways or in the common areas. No tools, materials or other equipment shall be leaned against common walls, doors or other surfaces. No flammable materials are to be stored in the unit overnight.

H. Removal of Debris

Debris resulting from work shall be carefully removed on a daily basis. Debris shall not be placed in the condominium debris boxes or sent down the trash chutes. The owner of the

unit is responsible for all charges, including permits if any, relating to the proper disposal of debris.

I. Common Area Cleanup

Dust and other debris resulting from the work will be removed from all common areas, including carpets, on a continuing basis as the work progresses and not only at the end of the day. If 1350 Ala Moana staff must clean up such debris, the unit owner will be charged.

J. Responsibility for Damage

Owners of units undergoing alterations are responsible for any and all damage done to the building and property by the contractors and workers involved.

K. Safety

The contractor is responsible for providing barriers and suitable markers whenever it is necessary or appropriate for the work being performed. When carrying large or bulky materials and equipment (such as rugs and ladders), one person must go before the object to clear the way.

L. Noise and Smoking

Loud radio playing or loud talking that can be heard in any other unit is prohibited. Smoking on the premises is prohibited.

M. Asbestos

One of the areas of special concern is the removal of any material containing asbestos, such as "popcorn" ceilings, pipe coverings, wall coverings and some floor-covering materials. These materials may only be worked on or removed by certified asbestos contractors. Before any disturbance or removal of asbestos material begins, the owner must first notify Management in writing and receive written permission.

N. Plumbing

There are usually "right angle" cutoff valves for each faucet and toilet inside each unit; however, there are no cutoff valves for water service to an individual unit. When any plumbing work is to be done on the main supply side of the "right angle" cutoff valves or where there is no cutoff valve installed, Management requires 48-hour notice to schedule the appropriate water shut-off. *No such plumbing work can start until Management notifies the contractor that the water has been turned off and the contractor can proceed.* Management shall be notified immediately when water service may be resumed.

Note: One-inch valves may be installed at the owner's expense to control hot and cold water to bathrooms so that future shutdowns can be controlled within the unit. (See Management for details.)

O. Concrete Surfaces

Most perimeter walls, and the floor and ceiling of each unit within the building, are concrete with steel reinforcing bars inside. *There shall be no drilling, cutting or digging into any concrete surface.* The only exception to this is for drilling small holes for attaching small objects, such as pictures, to the surface, in which case Management is to be notified before work begins. No demolition jack hammers may be used at any time. The use of handheld

power impact tools may be used if authorized by the Resident Manager on a case by case basis. (Amended 5/25/05)

VII. EATING AND DRINKING

Workers' food and beverages taken on the premises may only be consumed in the owner's apartment.

VIII. INSPECTION

Routine inspection will be conducted by Management. Management will have the right to stop work when the requirements of these Rules and Regulations are not being met or when changes have been made to plans, permits or replacement of contractors and subcontractors without resubmitting the changes and replacements as stated in the METHOD OF PROCEEDING paragraph above, Section IV. Management will check **any opening and/or closing of walls to see if any common area items within the walls (e.g. pipes, wiring, waste lines and vents) have been disturbed or damaged.**

IX. ITEMS FOR CONSIDERATION FOR APPROVAL

1. Kitchen remodeling:
 - a. Maintain the exhaust vents above the stove.
 - b. Can install an under-counter microwave in the location of the exhaust vent
 - (1) microwave oven exhaust fan to vent into the building exhaust vent
 - c. Moving the telephone conduit when removing the associated wall
 - (1) must notify Telephone Company to reroute the wiring to the apartments both above and below the remodeled apartment
 - (2) Coordinate with kitchen contractor
 - d. Encourage the installation of additional apartment water shut off valves for kitchen plumbing connections, as well as new angle valves
2. Living room remodeling:
 - a. Notice that the wall electrical outlet closest to the kitchen is supplied from TWO sources!
 - b. The wall electrical outlet closest to the lanai on the same wall as the second bedroom partition, is rated for an air conditioning unit (115v).
 - c. Concrete wall between kitchen and apartment hall is structural and cannot be moved.
 - e. Wall between living room and second bedroom is wall board and can be moved.
 - f. If hardwood or tile flooring is to be placed in living room, recommend using a sub floor to minimize sound transfer to apartment below
 - g. Removal of popcorn ceiling requires an asbestos approved contractor (true for whole apartment)
 - h. Replacement of any glass in lanai doors or apartment windows requires safety glass (original is plate glass) The glass must be "bronze tint" (see manager for specification). If an air conditioner is installed in the living room, recommend retaining the glass that is removed so it could be replaced if the air conditioner is later removed.
 - i. No drilling is allowed through the concrete walls between the lanai and living room. If a split air conditioner is installed, other arrangements must be made (i.e., through a modified lanai door/window assembly).
3. Lanai remodeling:
 - a. if the lanai floor covering is to be replaced, recommend a sealant be applied to prevent concrete spalling caused by water intrusion.
 - b. Painting or modifying outside walls of lanai is not allowed.
 - c. Only approved lanai awning or lanai netting may be installed using approved contractor
 - d. Lanais are not to be used as additional storage space.

e. If tile or carpet is to be installed on the lanai, please refer to the report from Architectural Diagnostics dated August 22, 2008, outlining the types and process to be used, SUPPLEMENTARY INSTRUCTIONS.

4. Bedroom remodeling:

- a. Wall electrical outlet closest to the window is rated for an air conditioner unit (115v).
- b. Walls in the hallways and between bedrooms are normally wall board and can be modified.
- c. When walls are modified, there are electrical outlets that must be relocated or capped.
- d. Ceiling lights or fans can be installed, but electrical connections normally must be from a wall electrical outlet and an appropriate conduit must be supplied.

5. Bathroom remodeling:

- a. Tub drains cannot be relocated (would require chipping or grinding in structural concrete floor).
- b. Tubs cannot be broken up with jackhammer or sledge hammer (too much noise)
- c. If the space between bathrooms is opened, request RM be notified to inspect condition of piping in the space.
 - (1) Encourage the installation of apartment water shutoff valves for the bathroom that can be operated from within the apartment
 - (2) Five thicknesses of wall board must be maintained between bathroom and piping space to ensure the proper firewall (licensed contractor should know this requirement)
- d. Tub/shower drains that are replaced must meet current building code requirements

6. Entry Door:

- a, Entry door/door hardware is the property of 1350 and can not be changed/modified. No additional hardware or modifications can be made to entry door.
- b. The interior of the entry door may be painted.
- c. The lockset/door handle may be replaced by an identical model number. See manager for approved model.
- d. An external door bell may be installed. See manager for approved battery operated unit.

7. General Items:

- a. No cutting or chipping is allowed on structural concrete surfaces (floors or ceilings).
- b. Some walls between apartments ("01" –"02" & "05" –"07") are not structural concrete, and may be modified to allow two apartments to be combined into one (e.g., placement of a door). A structural engineer must make this decision with the help of our building plans and must be approved by the board

Board of Directors

Association of Apartment Owners 1350 Ala Moana

SUPPLEMENTARY INSTRUCTIONS

Architectural Diagnostics • Queen's Court, Suite 500 • 800 Bethel Street • Honolulu, Hawaii 96813 • Phone (808) 532-2000 • FAX 532-2009

August 22, 2008

Board of Directors
1350 Ala Moana AOA
1350 Ala Moana
Honolulu, Hawaii 96813

PROJECT: 1350 Ala Moana

SUBJECT: Installation of Tile or Carpet on the lanai's

Dear Board Members:

The purpose of this letter is to provide our opinion regarding the type of materials that can be applied to the lanais at 1350 Ala Moana. The top floor is referred to as the Penthouse. The floor directly below the penthouse is the Lanai level. The floors below the Lanai level are the typical residential floors 4 through 31. The type of construction of the lanais is the same at the Penthouse level and floors 4 through 31 (SYSTEM 2). The Lanai level is the only lanai that has a topping slab with a waterproofing membrane (SYSTEM 1).

SYSTEM 1-Ceramic Tile Installations (Lanai Level)

The penthouse lanais starting from the top is composed of a concrete topping slab (the part you walk on), waterproofing membrane and the concrete structural floor system. The typical design live load range at the time of the original construction was 40-60 pounds per square foot. Any additional load should **not exceed** approximately 10% of the design load or **4-6 pounds per square foot**. A typical tile and grout bed system will exceed 6 pounds per square foot and therefore should not be approved to be installed.

A ceramic tile thin set tile method could be installed as long as the load does not exceed the 4-6 pounds per square foot loading.

SYSTEM 1- Carpet Installations (Lanai Level)

We have experienced failures in concrete lanais in previous projects as a result of carpet being installed directly over concrete. Carpeting tends to keep the concrete wet which results in accelerated corrosion of the reinforcing and spalling of the concrete. Carpet can be installed if a waterproofing membrane is installed first and then the carpet is installed over the membrane. However, the lanais have a waterproofing membrane installed below the concrete topping slab and installing a waterproofing membrane, in this instance, is not recommended as the existing water trapped in the concrete topping slab between two moisture barriers will not allow moisture vapor to vent which can cause the various types of failures in the system.

SYSTEM 2-Typical Lanai Ceramic Tile Installation (Penthouse and Floors 4 through 31)

The drawings indicate that the typical lanai does not have a concrete topping slab or a waterproofing membrane. Therefore, a ceramic tile thin set system less than 4-6 pounds per square foot could be installed on this type lanai.

SYSTEM 2-Typical Lanais Carpet Installations (Penthouse and Floors 4 through 31

Carpet can be installed over the typical lanai as long as a waterproofing membrane is installed to prevent trapping moisture in the concrete floor system. It should be noted that obtaining a warranty for a waterproofing system in which carpet is to be installed over the top of the membrane will be difficult to obtain.

I hope this is clear as to what materials can be installed on the lanais and under what conditions the material can be installed. Should you have any questions regarding the loadings or materials that can be installed, please contact me.

Sincerely,

ARCHITECTURAL DIAGNOSTICS LTD.

Dennis Wasson, AIA
Architect

DW/dw S:\1350 Ala Moana\080820 lanai loads.wpd