



1350 Ala Moana

Window Options, General Information & Questionnaire

Dear 30th through 3rd Floor Owner:

The window replacement project at the 30th through 3rd floor will begin in approximately January of 2020. A preliminary schedule will be provided separately later this year. The estimated work time in each apartment is approximately 4 – 5 working days.

We ["ERW"] will meet with you approximately 2 – 3 weeks prior to the commencement of window replacement work in your unit to discuss procedural and project related questions.

To help us prepare, we need to know **by July 26, 2019**, your selections as to options available. Please read through the options below, make your selection, fill in the blanks, and return a copy of this survey by any of the following methods:

By Email:

erw@erwhawaii.com

Subject: 1350 Ala Moana Options
Survey

By Mail:

Elite Railings & Windows
80 Sand Island Access Road
Suite 134
Honolulu, HI 96819

Drop Off:

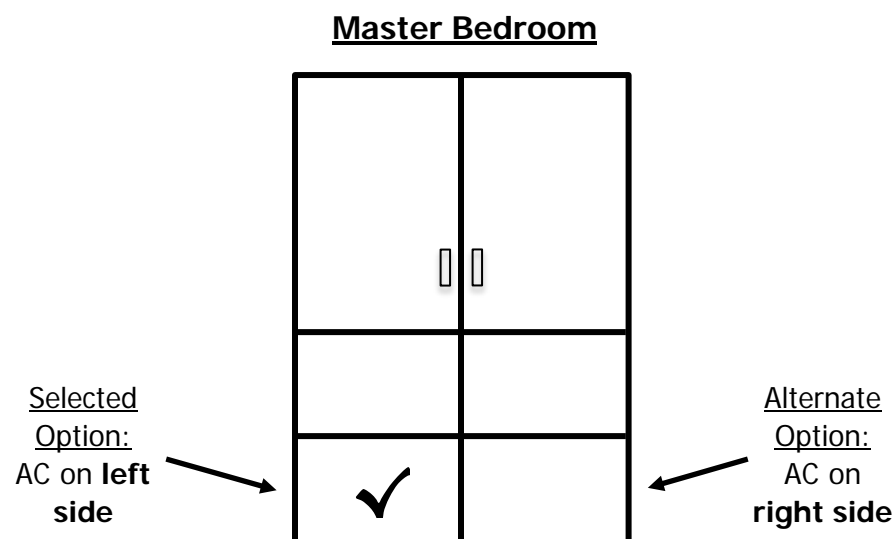
1350 Ala Moana Office
To: Terra Garrigus

Owner will be required to prepare the unit for the window installation work. If Owners would like ERW's assistance with this process, the unit cost options available to you are as follows:

- **Curtain/Shade and Track Removal by ERW:** \$350 per window
However, if you have electric powered or specialty window dressings, you will need to contact a professional blinds installer to remove and reinstall your window blinds/shades.
- **Curtain/Shade and Track Re-Installation by ERW:** \$500 per window
- **Moving Your Personal Belongings and Furniture:** If you would like assistance moving your personal belongings and furniture at least four feet back from the windows, the cost is \$69 per 15 minutes, with a 15-minute minimum for each technician performing the move.

The same rate will apply if personal belongings and furniture are not moved by 8:00 a.m. on the day that your windows are scheduled to be removed.

- Air Conditioner/Sleeve:** Each window is custom fabricated to accommodate air conditioning needs. If an AC is desired in one or both windows, Owners will need to select where the AC is to be located. Page 5 of the attached questionnaire includes a drawing of the master bedroom and the second bedroom window viewed as if standing inside the apartment looking out. If an AC is desired, you must indicate where the AC is to be placed by drawing a check mark (✓) in the side of the window where the AC will be placed. See example below:



Owners will receive the glass insert to keep and store, in case they decide to remove the AC at a later date. Please contact Brian at Affordable Home AC for AC and sleeve pricing: (808) 538-1335. We will coordinate the AC removal and replacement or installation with Affordable Home AC.

If an AC is not desired, we will manufacture the window fully glazed with all glass in place. If an Owner decides they would like an AC after the glass is already manufactured in place, leaving no AC access, ERW can remove the glass to accommodate an AC installation for a fee of \$395 per AC opening.

**Please Select Your Options Below
(Circle Answer & Fill in Amount Due)**

<p>1. Would you like your curtains and tracks removed by ERW? [Note: ERW cannot remove electric-powered or specialty window dressings.] If yes, how many? _____ x \$350 = _____ Location(s): _____</p>	<p>Yes No</p>
<p>2. Would you like your curtains and tracks re-installed by the window contractor? [Note: ERW cannot re-install electric-powered or specialty window dressings.] If yes, how many? _____ x \$500 = _____ Location(s): _____</p>	<p>Yes No</p>
<p>3. Will you require ERW's assistance to move personal belongings and furniture four feet from the windows on the morning that the work begins?</p>	<p>Yes No</p>
<p>4. After the windows have been installed will you require ERW's assistance to return your personal belongings and furniture to their pre-work location?</p>	<p>Yes No</p>
<p>5. Would you like an air conditioning unit in one or both of your windows? If yes, how many? _____ [Note: <u>See Page 5</u> to select the location of your AC(s)]</p>	<p>Yes No</p>
<p>6. Will you or your representative be home each day of your window replacement process to open the unit door at 8:00 a.m. for ERW and to lock the door at the end of the work day (approximately 4:30 p.m.)? Or: Will you be giving the General Manager a key, with instructions to grant access each day to complete the work and to lock up after ERW leaves each day?</p>	<p>Yes Yes</p>

Please Initial Below to Evidence Your Acknowledgement

The work area around each window will be cordoned off approximately 4-feet around each window. Only project personnel can enter this cordoned-off area, especially since tools, glass, and construction materials will be stored there by the construction crew while work is ongoing in your apartment. The cordoned off area is a work site and is not safe. Be vigilant that especially children and pets do not enter this construction area. _____ [initial]

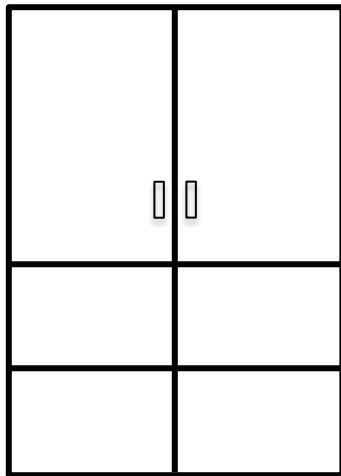
All optional items selected by you will be invoiced to you by Elite Railings & Windows, at the prices listed above. _____ [initial]

The age and condition of your window dressings may compromise successful removal and re-installation. We will use our best efforts, but cannot guarantee success. _____ [initial or "not applicable"]

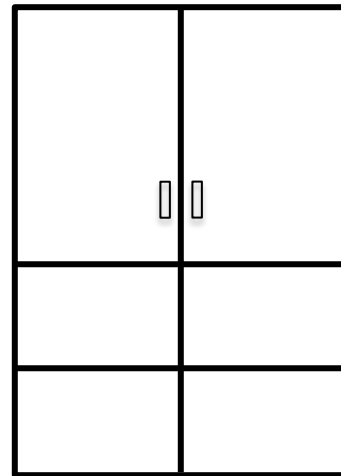
If you have a raised floor that creates a window sill height of less than 42", building code requires that the window must have a 4" limit stop; therefore we will install this stop as required. _____ [initial] or "not applicable"

Any areas where the wall coverings, such as wall paper and paint, get disturbed during the window removal and replacement process will not be replaced with like material. All disturbed areas will be primed with white primer. It will be the Owners' responsibility to apply new wall coverings. Our team will take care to not disturb more than is necessary during the work. _____ [initial]

Master Bedroom



Second Bedroom



As viewed from
inside the
apartment

Select One:
AC on **left side or**
right side

Select One:
AC on **left side or**
right side

Your Unit #: _____

Date: _____

Your Full Name (printed): _____

Your Phone Number (s): _____

Your Email address: _____

Your Signature: _____

If the owner will be assigning an agent to sign documents and attend the pre-construction meeting on the owners' behalf, please list the name and contact information of the agent below:

Agent Name (printed): _____

Agent Phone Number (s): _____

Agent Email address: _____

Agent Address: _____

If you do not return a completed survey by **July 26, 2019**, Elite Railings and Windows (ERW) **will assume that no AC will be needed**; that you agree to pay all necessary unit expenses as listed; and that you acknowledge all of the instructions above from ERW.