

# LAE NANI DESIGN CHANGE PROPOSAL

## PROCESS

Depending on the scope of your proposal it may need Board of Director Approval. Remember that old maxim to PLAN AHEAD. Approval of your project may take longer than you initially anticipate.

The LAE NANI Property Manager can advise you about which one of these approvals your project needs.

- A. Board of Director Approval)
- B. Design Review Committee Approval
- C. Property Manager Approval

The LAE NANI Design Change Proposal Packet may contain all fifteen of the items listed below. Please make sure all necessary documents are submitted.

1. LAE NANI Design Change Proposal, 2 pages
2. Floor Plans, AS IS & PROPOSED—as needed
3. Specifications with Drawings—as needed
4. Samples of Selected Products—as needed
5. Contractor License, Copy
6. Electrician License, Copy—as needed
7. Plumber License, Copy—as needed
8. Copy of Contractor/Electrician/Plumber Liability and Workers Comp Insurance
9. Architectural or Engineering Study—as needed
10. Signed Contractor Form(s) for Each Contractor
11. Copy of Owner's Liability Insurance when Owner is doing the Work
12. Notification of Owners of Units Above, Below, and Beside Project Unit
13. Agreement(s) of Neighbor Owners Affected—as needed
14. Notice of "No liens against the AOAO."

The Design Change Proposal Packet shall be submitted to the LAE NANI Property Manager for the next steps in the process. The Property Manager may be able to approve/deny the Proposal or he/she shall refer the Proposal to the Design Review Committee which may in turn refer the Proposal to the Board of Directors.

## LAE NANI DESIGN REVIEW MANUAL

**RATIONALE FOR DESIGN REVIEW.** In a condominium association where much of the property is commonly owned, standards are set for making design and décor changes within units. Certain interior design changes could affect the structure of the building or the quality of life (noise) for residents of neighboring condominiums. For these reasons, there are more restrictions on changes that condominium owners make inside their own units than there ever are in a single-family residence. Finally, for a majority of Owners, there is an aesthetic that results in rules—common color of window coverings from the outside looking in, common color of lanai furniture and lanai tiles.

**BEFORE YOU BEGIN.** Please read all of these requirements. Over the years decisions by the Board of Directors have cast what may seem to you to be guidelines into absolute **MUSTS**, into requirements. Please contact the LAE NANI Property Manager, 808-822-2117, to talk through your proposal before going to all the work of submitting a Design Change Proposal.

**OWNER LIABILITY INSURANCE.** For any work done by a licensed Contractor, he/she must carry Liability and Workers Comp insurance. In the event that an Owner will be doing the work, a copy of Owner's liability insurance will need to be submitted in the Proposal Packet. Owners doing their own work are fully liable for any damage caused by the remodel to neighboring units.

### LAE NANI DESIGN REVIEW APPROVAL NEEDED

1. **AIR CONDITIONERS.** Commencing in 2021 Split system air conditioning units may be installed subject to Design Review and Guidelines that are promulgated from time to time and other terms and conditions of the Board. Approved by owner vote in 2020
2. **ANTENNAS.** The Federal Communications Commission, FCC, restricts the placement of exterior telecommunication antennas in condominium associations. (1996) Placement of any exterior antenna at LAE NANI must have Design Review Approval. August 20, 1996, letter from Neeley & Anderson, Attorneys.
3. **BATHROOM REMODEL.** Bath tubs may be removed and replaced with new tubs or shower stalls. Master bath showers stalls can be replaced or redesigned. Vanities and tile floors can be replaced.
4. **CARPETING.** See **FLOORS—SECOND and THIRD FLOORS—CARPETS.**
5. **CEILING FANS.** Ceiling fans must be of the quality of a Hunter fan or equivalent. Owner must have electrical work approved by licensed electrician

with permits and according to State and County Building Codes. Installation must be secure according to manufacturer's instructions and without vibration. Board Approved September 25, 1981. Restated in Update, August 31, 2000.

6. **CEILING EXHAUST FAN.** Attic fans may be approved subject to all local codes, both electrical and building. See conditions 4/13/99. Update: 8/31/2000.
7. **CLOSET TO SHOWER CONVERSION.** From 8/31/2000 Update: "Redesign of certain closets into a shower, for example, 5/10/93, Unite 413. Approval is subject to professional design and construction."
8. **ENTRY DECKS:** Earth tone color, non-skid surfaces are required. Owner will bear all costs if any changes are made from the original material. Association shall be solely responsible for maintenance, repair and replacement of all original entry deck materials.
9. **LANAI DECKS.** Earth tone color, non-skid surfaces are required. Owner will bear all costs if any changes are made from the original material. The association shall not be responsible for repairs to the original structure if an owner installs new materials on lanai decks.
10. **LANAI - TILE.** Tile must be earth-tone in color and installed in conformance with LAE NANI Tile Specifications. See attached specifications for Tile Floor Installation. Board Approved April 16, 1993.
11. **LANAI CEILING FANS** Owners are allowed to put ceiling fans on their lanais as long as they are outdoor style, brown, with no lights, and installed by a licensed electrician. The fans must have an Outdoor Rating. Unanimously approved 11.15.2019
12. **DOOR CLOSERS.** Automatic front door closers are required. They, along with a door stop for each door, are installed by the LAE NANI Maintenance Staff. Board Approved December 12, 1987.
13. **DOORS – ENTRY - SCREEN.** The Phantom Screen Door is approved as the standard screen for all units. BOD approval April 23, 2010.
14. **DOORS—SLIDING.** From 8/31/2000 - Additional sliding doors have been approved for some first floor corner units. Two 8-inch tile rows have been requested in front of sliding door.
15. **FLOORS—ALL FLOORS.** BEFORE new carpeting is installed, The Property Manager will inspect the subflooring. If necessary the subflooring will be replaced/or tightened with screws at no cost to the Owners. Scheduling for carpet replacement must include time for inspection and repairs.

**SECOND and THIRD FLOORS- FLOORING** Second and third floor units may install carpet, laminate wood flooring, vinyl plank, or engineered wood flooring. Any material selected must be approved by the Design Review Committee and, according to the flooring manufacturer, must have a minimum IIC rating of at least 58 and an STC rating of at least 55. Please see office for sample. Board Approved November 9, 2018

16. **KITCHEN ENTRY RE- LOCATED.** From 8/31/2000 update: The entrance to the kitchen may be relocated by changing the non-bearing wall. Relocation of entry to kitchen 4/20/93. Other changes (cabinets, lighting, etc.) noted in this section.”
17. **LANAI FURNITURE.** Lanai furniture upholstery must be white, brown, tan, light gray, off-white or beige in color. Furniture must be kept clean and in good repair. Memo to Board from Design Review Committee, September 6, 1996. Update: 8/31/2000.
18. **WASHER/DRYERS.** Installation requires Design Change Proposal submitted to LAE NANI Property Manager. Electrical and plumbing work must be done by Hawaii-licensed contractors and comply with Kauai Building Codes. One bedroom units may have washer/dryers installed. Board Approved, April 19, 2011.
19. **WINDOW COVERING.** Interior window covering, drapes or wooden louvers, must be uniform in color as viewed from common elements. Coverings must be white or off-white. Installation must be to professional standards and maintained in clean, fresh condition. Memo to Board from Design Review Committee, September 6, 1996.
20. **WINDOW TINTING.** 3M Bronze Tone Sunscreen is the approved standard for window tinting. Update: 8/31/2000.
21. **GROUND FLOOR LANAI PRIVACY PARTITIONS.** Partitions on ground floor units at the end of the building need to be of standard design.

**APPEAL OF DESIGN REVIEW DENIAL** Owners may appeal a negative Design Review decision by submitting a written appeal (by mail or email) to the President of the Board within sixty (60) days of the denial or negative Design Review decision. The board will use its best efforts, given other matters before it, to respond to this appeal as soon as possible.

**LAE NANI DESIGN REVIEW PROPOSAL**

**TO: Board of Directors & Design Review Committee**

**\*\* It is the owner's responsibility to comply with any permitting requirements. \*\***

**Owner Name: \_\_\_\_\_ DATE: \_\_\_\_\_ Apartment # \_\_\_\_\_**

AOAO Property Manager \_\_\_\_\_ Date: \_\_\_\_\_ To be approved by:  
(To be checked by LAE NANI Property Manager)

Board of Directors

Design Review Committee

LAE NANI Property Manager

Approval requires two tiers, minimum being signature of Property Manager and at least one Board Member serving on the Design Review Committee.

**One month notice to adjacent units of the upcoming project of remodeling or reconstruction is required. Such notice is your responsibility. Notice is sufficient if you get full affirmative consent from all of your contiguous neighbors. (Contiguous neighbors are neighbors with whom you share a wall, ceiling or floor)**

**Purpose of Design Change:**

**Description of Proposed Design Change:**

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

## STANDARD CONDITIONS OF APPROVAL

- All work must comply with State and Local Building, Electrical, and/or Plumbing Codes and Regulations. Building Permits, when required, must be submitted to LAE NANI Property Manager. Without such a permit, the LAE NANI Property Manager shall put a STOP ORDER on the project.
- The owner or agent will post a notice that the AOAO is not responsible for any liens.
- Alterations involving structural changes to walls, ceilings, or floors that may affect structural integrity and load bearing walls require an engineering or architectural evaluation before Board Approval and start of work.
- Structural alterations and all plumbing and electrical work must be done by Hawaii-licensed contractors.
- Any and all contractors and workers on site must coordinate with the LAE NANI Property Manager for work schedules, working hours, clean-up, and other requirements.
- Each Contractor shall sign the Contractor Form before beginning work on site and shall insure that anyone working for him on site on this project shall adhere to the guidelines.
- Each Contractor shall submit evidence of liability insurance and workers' comp insurance.
- Each Contractor shall secure Parking Permits for each worker on site.
- LAE NANI Property Manager shall inspect progress throughout the duration of the project to insure that work is performed in accordance with the proposal and the plan.
- All project work must be started within six months of the date of approval by the approving party. If not begun within six months, a new LAE NANI DESIGN CHANGE PROPOSAL packet must be submitted for approval.

Special Conditions of Approval:

Reasons for Disapproval:

Contractor	_____
Hawaii License #	_____
Plumber	_____
Hawaii License #	_____
Electrician	_____
Hawaii License #	_____

If this is a DIY (do it yourself/friends) project, provide the name of the Owner—and Friend—who will be on site doing the work.

Name of Owner \_\_\_\_\_ Telephone Contact \_\_\_\_\_

Name of Friend \_\_\_\_\_ Telephone Contact \_\_\_\_\_

Check Documents Attached:

- Floor Plans, AS IS & PROPOSED
- Specifications with Drawings
- Contractor License, copy
- Electrician License, copy
- Plumber License, copy
- Copies of Liability Insurance of Contractor/Electrician/Plumber
- Copies of Workers' Comp. Insurance of Contractor/Electrician/Plumber
- Architectural or Engineering Study
- Signed Contractor Form(s) for Each Contractor
- Notice of "No liens against AOA O Lae Nani"
- Agreement(s) of Neighbor Owners Affected

Once Approved: Owner shall Submit Copies of Necessary Building, Electrical, and/or Plumbing Permits, and Insurances to LAE NANI Property Manager.

At Completion: Owner shall Submit Copies of Final Inspection Approval of Building, Electrical and/or Plumbing Work to LAE NANI Property Manager.

**APPROVAL SIGNATURES:**

**First three signature lines required on all projects:**

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
AOAO Property Manager Date:

\_\_\_\_\_  
Design Review Committee Member Date:

\_\_\_\_\_  
President, AOA O Board of Directors Date: