

KANEHILI COMMUNITY ASSOCIATION

Request for Modification, Alteration or Improvement Guidelines

Any owner who plans to make Modifications, Alterations or Improvements to his or her home or lot land is required to obtain written approval from the Design Review Committee (DRC) AND the Department of Hawaiian Homelands (DHHL). The following briefly explains the process:

1. Read the Kanawai and the Design Guidelines.
2. Organize applicant's vision into a detailed plan in compliance with the Kanawai and Design Guidelines.
3. Complete and Submit the Kanehili application for DESIGN REVIEW COMMITTEE APPROVAL FOR MODIFICATIONS, ADDITIONS OR IMPROVEMENTS" form with plans, material specifications and send (1) one PDF copy via email at josivils@hmcmtg.com and (1) one copy by postal mail to:

Kanehili Community Association
c/o Hawaiiana Management Company
Attn: Jo Ann Sivils, Management Executive
711 Kapiolani Boulevard, Suite 700
Honolulu, Hawaii 96813

4. Confirm via email with Management Executive Jo Ann Sivils, josivils@hmcmtg.com that the plans were received, completed, and in compliance with the governing documents. Ms. Sivils will forward the plans to the Design Review Committee Chair.
5. Wait for written confirmation from Management Executive Ms. Sivils that the application was Approved, Approved with Conditions, or Denied by the Kanehili Design Review Committee.
6. If Approved with Conditions, make any required changes to the plans and resubmit the application to the Design Committee via Management Executive.
7. If an application is **Denied**, a homeowner may elect to appeal the DRC decision.
DCCR Kanawai, Article V. Design Review and Design Committee, Section 5.02 Powers and Duties, (b), which states: *"The Design Committee shall serve in such other capacity as may be determined, from time to time by the Board of Directors in enforcement of the provisions of the Kanawai and other Governing Documents. "Any decision or determination of the Design Committee may be appealed by a Member affected thereby to the Board of Directors."*
8. If the DRC shall fail to act upon any request submitted to it within forty five (45) days after a complete submission thereof in a form acceptable to the DRC, such request shall be submitted to the Board of Directors for approval. If the Board of Directors shall fail to act within thirty (30) days after submission to the Board, then such request shall be deemed to have been approved as submitted, and no further action shall be required. Submissions of incomplete plans shall not be considered valid submissions triggering the deadlines stated above and shall not be recognized by the Design Committee or the Board of Directors.
9. Upon final approval from the Design Committee via Management Executive, the Lessee is responsible for obtaining the required City and County Building Permit (s) in addition to submitting their plans to the Department of Hawaiian Home Lands (DHHL) for approval.
10. Wait for written approval from DHHL.

Note: Approval of this application is for aesthetic purposes only and does not in any way indicate any opinion nor ratification of structural quality or soundness of the plan by Kanehili Community Association, its Board of Directors, Managing Agent, Assignees, or the Kanehili Design Review Committee.

Rights as are specifically granted under the Kanawai, the Board shall have the power to suspend any services provided by the Association to a Tenant or the Tenant's Lot, if the Tenant is more than thirty (30) days delinquent in paying any Assessments or other charges owed to the Association. *Please refer to:* "Kanehili Community Association, Bylaws, Article 4, Section 4.4, Enforcement, (a),"

Kanehili Community Association

Application for Design Review Committee Approval For Modifications, Additions or Improvements

Owner Name: _____

Address: _____

Lot #: _____ Phone (home): _____ (Bus): _____ Email: _____

Description of modification / addition / improvement:

- Fence Concrete Sidewalk Antennae/Satellite Dish Freestanding Wall
 Air Conditioner Concrete Slab Extension/Enclosure Solar Unit
 Repaint Exterior Other: _____

General Contractor Name and License #: _____

Sub-Contractor Name and License #: _____

Comments: _____

Submit Applications to: Kanehili Community Association c/o Hawaiiana Management Company Attn: Jo Ann Sivils 711 Kapiolani Boulevard, Suite 700 Honolulu, Hawaii 96813	Application components required for review: <ul style="list-style-type: none">o Signed & Date Application Formo Plans & Material Specificationso (1) photo copy via postal mailo (1) PDF copy via email
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I acknowledge that this application and all plans and specifications attached are true and correct. Applicable, approved, building permits by the DHHL and the C&C of Honolulu DPP (Department of Planning and Permitting) will be made available on request by authorized personnel, and that I have read and understand the Kanehili Community Association Design Guidelines and Kanawai.

Signature of Applicant

Printed Name

Date

BELOW FOR KANEHILI COMM. ASSOC. AND HAWAIIANA MGMT. USE ONLY

Date Received _____ Hawaiiana Management Company Employee Initial _____

Design Committee Approved _____ Approved w/Conditions _____ Denied _____

Design Committee Chair Signature _____ Date _____

Comments _____