



# Application for Approval to Renovate or Remodel

Unit #

Please Note: only the homeowner has the right to apply for approval for architectural modification. The Association reserves the right to deny applications completed by any person other than the homeowner.

Owners may make desired modifications, alterations, renovations or remodeling of units only after this application has been reviewed and processed, and written approval has been received.

## Homeowner Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Authorized Agent Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Contractor Information

*List ALL contractors who will be involved in the project. Attached additional pages if you need more space to write.*

Company Name: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Direct Phone #: \_\_\_\_\_  
License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Direct Phone #: \_\_\_\_\_  
License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Direct Phone #: \_\_\_\_\_  
License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

## Estimated Dates of Project

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Scope of Work (Overview)**

*Attach additional pages if you need more space to write. Include any effects this project will have on Common Areas.*

**Documentation**

All of the following items MUST be attached to this application to be processed:

- Detailed plans, product samples & specifications, project drawings or renderings.
- A Certificate of Insurance for a minimum of \$1,000,000 naming Keola Lai AOA as additionally insured.
- A copy of the license for ALL contractors involved in the project.
- Copies of any necessary City & County permits.

I/We, the undersigned hereby request that the Keola La'i Board of Directors approve the alterations and/or additions described above and on any accompanying plans, specifications, or drawings. I/We hereby acknowledge receipt of the Keola La'i Maintenance, Modification, and Renovation Policy Manual. I/We acknowledge and agree that any approval given by the Board of Directors shall be conditioned upon all work conforming to all applicable building and zoning laws, ordinances, and rules and regulations and all other conditions established by the Board. I/We agree to periodic inspections during the renovation work by the Resident Manager and/or representatives of the Board of Directors. I/We agree that all noise generating work shall be accomplished during normal working hours which are Monday through Saturday from 8:00 AM to 5:00 PM only. I/We understand that no work is to be done in the common areas and further agree to pay for the repair of any damage to or the cleaning of the common areas needed as a result of this renovation and/or remodeling activity.

**Homeowner's Signature**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_