



## Contractors Rules

All home improvement/construction work shall be performed in the following manner:

1. **NOISE RESTRICTIONS**: Residents and/or their contractors shall not make or permit to be made, disturbing noises of any kind in their unit or in the common areas. Residents shall not permit any action by their guests that will infringe upon the rights, comfort and convenience of other residents. Home improvement/construction activities that produce noise shall be limited to the hours between 8:00 a.m. to 5:00 p.m. Monday through Saturday, except Federal or State Holidays and except in emergencies.
2. **DISPOSAL OF CONSTRUCTION DEBRIS**: The Marina Towers trash removal contractors or the City & County Bulk Refuse trucks will not take away any construction debris. Disposal of any construction material into the trash bins is prohibited. The individual homeowner or contractor must make arrangements with private contractors to properly dispose construction materials.
3. **PARKING**: Contractors must park in stall of the owner of the unit where work is being performed. Owners are responsible to provide parking to their contractors. The resident manager will not be responsible to locate a parking stall for contractors use.
4. **FORM OF AGREEMENT**: Attached if applicable.
5. **LAWS AND REGULATIONS**: Contractors working on any portion of the unit that affects the common elements must be licensed, in the State of Hawaii, in the category and class required by law. Attention is directed to the fact that all applicable State Laws, Municipal ordinances and Rules and Regulations of all authorities having jurisdiction over the construction of the project shall apply to the Contractor.



6. UNIT MODIFICATION:

Modifications to the interior of apartments that affect the structural integrity of the building in any way shall not be made without the approval of the Board of Directors. Check with the Resident Manager before cutting into any wall.

No apartment owner or occupant shall paint decorate or landscape any entrance, hallway, planting area or open lanai relevant to his/her apartment except as approved in advance by the Board of Directors.

Owners who are planning to cover their lanai with tile or carpet or other material are required to first put a waterproof sealant over the floor before laying the new material over it. See the Resident Manager for specifics. This will prevent, or at least deter, spalling of the concrete.

No owner or occupant shall, without the written approval of the Board of Directors, install any wiring, television antenna, machines or other equipment or appurtenance whatsoever on the exterior of the building or allow anything to protrude through the walls, windows, lanai or roof thereof.

Air conditioners that are rusted or leaking must be replaced or repaired. Before purchasing a new air conditioner, owners must secure written approval from the Board of Directors to insure uniformity. See House Rule G. 13 for window air conditioner placement requirements.

Nothing shall be allowed, done or kept in any apartment or common element of the project that will overload or impair the floors, walls or roofs, nor which will cause any increase in the ordinary premium rates, or the cancellation or invalidation of any insurance maintained by or for the Association.

Any flooring other than wall —to-wall carpeting must be installed over a sound-proof barrier and therefore Board approval is required. Flooring that requires a soundproof barrier includes wood, tile, slate, or any other hard surface. Lanai tiling is the only exception to the soundproof barrier requirement. (For flooring on lanais refer to the Resolution dated 6/21/11).



Damages to the building or elevators caused by an owner, tenant or their guests or tradesmen shall be repaired at the expense of the owner. This includes, but is not limited to draperies, blinds, vertical blinds, and shutter-type window coverings that are white or off white are permitted with board approval damages caused by moving in or out of the building. See House Rule C. 7 for draperies requirements.

Apartment Renovations Deposit: An owner who wishes to make renovations on his/her apartment must notify the Resident Manager at least 72 hours in advance of the start of work. The owner of the unit shall post a security deposit of \$400 before work is to begin to cover possible damage and cleanup of any common areas, including the elevator.

WHEN IN DOUBT ABOUT ANY UNIT MODIFICATIONS, CHECK WITH THE BOARD OF DIRECTORS.

7. INSURANCE: Contractors performing work on any of the common elements or limited common elements must show proof of insurance. The Certificate of Insurance must show the AOA as well as Hawaiiana Management as additional insured. The insurance policy must cover work done in condominiums, and for work done for condominium associations.

8. BUILDING ACCESS: Contractors working for individual units will receive their access privileges from the individual owners.

9. LAVATORIES: There is one bathroom in the common elements, located near loading zone in parking garage. Contractors are not to use the common lavatories to clean off any equipment or tools.

10. PROJECT DESCRIPTION: Choose your registration form and fill out all required fields.



## Contractors Registration

Check box for job registration:

Contractor Registration

Electrician Registration

Plumber Registration

Apartment No. \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Project Description:

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Date / Time Project Start:

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Company's Name: \_\_\_\_\_

Contractor First and Last Name: \_\_\_\_\_

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