

CONTRACTOR SUMMARY

This guide is intended to provide only a brief summary of the regulations related to Unit modifications. Please visit the Resource page on www.allurewaikiki.org for complete rules, regulations, and building policies.

WORKING HOURS

Monday – Friday: 8 AM – 6 PM

Saturday: 9 AM – 5 PM

No work is permitted on Sundays or State/Federal holidays

PARKING

*See **Guest Parking Policy** for more information.*

Parking is limited. Spaces are available first come, first served and may not be reserved. Ambassadors will do their best to accommodate all Contractors, however parking is NOT guaranteed to be available. It may be necessary to park off-site. In this case, the Contractor will be required to obtain any permits needed from the City to park on the streets, or responsible to pay any parking fees.

ENTRY & CHECK-IN

*See **Vendor/Contractor Entry Policy** for more information.*

Residents should notify Front Desk prior to the Contractor's arrival to authorize access to the building. (Please note that this will need to be done every day unless the Contractor is put on the Guest list for the duration of the project.)

All Contractors must enter the building on the ground floor and must sign in and out with the Front Desk. All Contractors will be required to present a valid photo ID to the Front Desk to be scanned upon arrival. This ID will be held in exchange for a Visitor badge which must be worn at all times while on the premises.

INSURANCE REQUIREMENTS

*See **Architectural Guidelines Section 8.6.3** for more information.*

A Certificate of Insurance with minimum limits of one million dollars (\$1,000,000.00) for the contractor company, naming the Association and Management as additionally insured must be submitted to the Architectural Committee. In the event that there is damage to the Common Elements, Limited Common Elements, or if the construction violates any agreement or regulation, the Home Owner will be held liable.

ELEVATORS

*See **Moves & Deliveries Policy** for more information.*

For any delivery of material or equipment which is larger than would fit on a single 2' x 3' push cart, an elevator reservation is necessary. Reservations must be made at least 24 hours in advance and are first come, first served.

To reserve an elevator, please contact the Front Desk at 808-983-3910. Please keep in mind that Contractors do not have authorization to reserve the elevator unless the Home Owner has otherwise specified with Management.

POST-TENSION CABLES

See Architectural Guidelines Section 9.2 for more information.

Be advised that the building was built using a post-tension concrete system that involves placing hundreds of steel cables under high tension in the concrete slab (ceilings, floors, and balconies). Therefore, any attempt to pierce, penetrate, saw, cut, drill, or alter your ceilings and floors could damage the integrity of the system and/or cause serious injury or damage and is therefore **expressly prohibited**.

OBTAINING PERMITS

See Architectural Guidelines Section 10.3 for more information.

The Home Owner is responsible to obtain any necessary building permit for work being done within their Unit. The Association holds no responsibility for ensuring compliance with building codes and other governmental requirements. Be sure to contact Honolulu Department of Planning & Permitting (808-768-8220) to inquire about necessary permits.

MATERIAL CUTTING & STORAGE

See Architectural Guidelines Sections 10.8 & 10.10 for more information.

Materials may not be cut, sanded, primed, etc. in any Common Areas. Materials may be prepared off-site, inside of the Unit, or on the lanai so long as proper measures are taken to contain any dust or debris and to prevent it from falling or blowing off of the lanai.

All tools, materials, and other equipment being used in a project must remain within the Unit and may not be left in the corridors, Common Areas, or lanais. No tools, materials or other equipment shall be leaned against common walls, doors, or other surfaces. No flammable materials may be stored in any Unit overnight.

DISPOSAL OF TRASH & DEBRIS

See Architectural Guidelines Section 10.9 for more information.

Project debris should be carefully removed on a daily basis. Debris shall not be placed in any of the building's trash receptacles or sent down the trash chutes. The Home Owner is responsible for all charges, including permits if any, relating to the proper disposal of debris.

Dust and other debris in the Common Areas, including on the carpets, must be cleaned on a continual basis, not only at the end of the day. If Allure Maintenance must clean up such debris, the Home Owner will be charged.

WATER SHUT-OFF

See Architectural Guidelines Section 8.4.2 for more information.

Water to the Unit can be turned off via the water shut-off valve located by the water heater.

Should it be necessary to shut off the water at the riser, a \$300 penalty will be assessed unless otherwise approved by the Architectural Committee, as this will affect approximately 60 Units. Except in emergencies, riser water shut-offs may be scheduled Monday through Friday between 10 AM – 3 PM for a maximum of 3 hours. Notice of the shut-off must be provided to Management AT LEAST 4 days in advance.

INDEMNITY

See Bylaws Section 5.1 (u) for more information.

Review and approval of any application by the Architectural Committee is made on the basis of aesthetic considerations. The Board of Directors, the Association, and the Management Company are not responsible for ensuring the structural integrity or soundness of approved construction or modifications.