



CATEGORY "C" APPLICATION

Maintenance, Modification, Renovation



Seventeen Seventeen Ala Wai — MMR Application Process (Q&A)

Note: The Maintenance, Modification, and Renovation (MMR) Manual and Applications (Forms A, B, and C) are available for download on the Association's website: <https://1717alawai.info> The Manual also includes the Insurance Requirements and the Window Replacement Guidelines for your reference.

Q: How do I submit an MMR application?

A: Complete an MMR application (Form A, B, or C, depending on the scope of work). Return the completed form to the Seventeen Seventeen Ala Wai Management Office.

Office Phone: **(808) 946-9160**

Office Email: **sitemanager1717alawai@gmail.com**

Q: What happens after I turn in my application?

A: The process depends on which application form is used:

- Category A: These applications are reviewed and approved directly by the Seventeen Seventeen Ala Wai Management Office. Approval takes approximately 7 business days.
- Category B or C: The Management Office forwards your application to NextDesign LLC for review.

Q: How will I know the cost of the review (Category B & C)?

A: The Management Office will contact you with the fee quoted by NextDesign.

Please note: The fee schedule is attached to MMR Application Forms B and C for your reference.

Q: What are the insurance requirements?

A: All contractors and workers must provide proof of insurance that meets the minimum requirements in order to work on the property.

The insurance requirements are attached to all MMR Application Forms (A, B, and C) and must be submitted with the application.

If insurance requirements are not clearly stated or attached to your application, this may delay approval.

Q: What if I am installing hard flooring in a bedroom?

A: Hard flooring installations in bedrooms fall under Category B. In this case, the owner must complete and notarize an Indemnification Agreement.

- The agreement is included in the MMR Manual and attached to the MMR Application as an example.
- Please speak with the Management Office before submitting your application, as staff will need to collect information to prepare the agreement.
- The cost of notarization is paid by the owner.
- While this requirement will not slow the application review itself, work cannot begin until the notarized agreement is completed, which may delay final approval to start construction.



Q: How do I pay the review fee (Category B & C)?

A: Pay by check only, made payable to NextDesign. Cash or electronic payments are not accepted.

Q: When does the review start (Category B & C)?

A: Once your check is received, the office forwards confirmation of payment to NextDesign and the review begins.

Q: How long does the review take (Category B & C)?

A: Reviews typically take 6–7 business days. If more information is required, the timeline may be extended.

Q: How will I receive communication during the review (Category B & C)?

A: NextDesign communicates by email only from slee@nextdesignllc.com. You will receive either:

- An approval, or
- A request for additional information, which may extend the review time.

Q: How do I receive my approved MMR?

A: Once approved, NextDesign emails the approved MMR to you and the Seventeen Seventeen Ala Wai Management Office.

AOAO Vendor Insurance Requirements

For vendors, contractors and businesses that the AOAO deals with, we recommend the following insurance limits and additions.

- The **General Liability (CGL)** Coverage with at least:
 - \$1million per occurrence/\$2million aggregate
 - Association and/or the Property Management Company to be named as ***additional insured****
 - ***Waiver of subrogation***** in favor of the Association and/or Property Management Company
- The **Automobile Liability** coverage with at least \$1million combined single limit
- The **Workers Compensation** coverage:
 - Association and/or the Property Management Company to be named as ***additional insured or alternate employer****
 - ***Waiver of subrogation***** in favor of the Association and/or Property Management Company

*The ***additional insured and alternate employer*** status extend coverage to the Association under the vendor/contractor's policies.

** The purpose for having the ***waiver of subrogation*** is that it prevents the vendor's/contractor's insurance company from going after the association for their employees' injuries sustained while working.

If the property management company, also had a part in selecting or hiring the vendor/contractor, they may also want to be named as additional insured and have the waiver of subrogation include them.



ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/18/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Vendor's Insurance Agency Address	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Vendor's Business Name Address	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : _____ Insurance Company	NAIC #
	INSURER B : _____ Insurance Company	
	INSURER C : _____ Insurance Company	
	INSURER D : _____ Insurance Company	
	INSURER E :	
	INSURER F :	

SAMPLE ONLY

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	X X	XXX1234	09/15/2020	09/15/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	CLAIMS-MADE ☐ OCCUR ☐		Additional Insured and Waiver of Subrogation required for ALL Vendors	check if dates are current/not expired		
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC					
	OTHER:					
B	AUTOMOBILE LIABILITY		XXX5678	09/15/2020	09/15/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		Some small businesses like handyman services, home cleaning services may not carry a commercial automobile policy. It will be at the AOA's discretion if they accept proof of personal automobile policy			
C	☒ UMBRELLA LIAB ☐ EXCESS LIAB	☐ OCCUR ☐ CLAIMS-MADE	XXXX2468	09/15/2020	09/15/2021	EACH OCCURRENCE \$ limits available starting at \$1 million AGGREGATE \$ up to \$50 million \$
	DED ☐ RETENTION \$		Required coverage limit depends on the size of the project & contract between AOA & Vendor. Can be optional for smaller projects.			
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	☒	XXXX1357	09/15/2020	09/15/2021	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	Waiver of Subrogation required for vendors with employees. For smaller businesses with no employees or no workers comp insurance, a Liability & Workers Compensation waiver will be required. Please consult with your legal counsel.			\$1 million for each limit is also available, typically for bigger/more hazardous jobs

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project Name: 1717 Ala Wai AOA, Roof Repair Job#123

1717 Ala Wai AOA is named as Additional Insured per form CGXXX

For major AOA projects (depending on project size and contract) request for the alternate employer endorsement for the duration of the project/contract.

CERTIFICATE HOLDER

CANCELLATION

1717 Ala Wai AOA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



DATE SUBMITTED: _____

Unit #_____

**MMR CHECKLIST
FOR CATEGORY B AND C**

DATE RECIEVED

- | | | |
|-------|-------|---------------------------------|
| _____ | _____ | MMR APPLICATION |
| _____ | _____ | MMR INDEMNIFICATION FORM |
| _____ | _____ | CONTRACTOR'S LICENSE |
| | | NUMBER |
| _____ | _____ | CONTRACTOR'S PROOF OF |
| | | INSURANCE |
| _____ | _____ | DEMOLITION PLAN |
| _____ | _____ | NEW FLOOR PLAN |
| _____ | _____ | ELEVATION PLANS |
| _____ | _____ | PRODUCT DATA SHEET |
| _____ | _____ | IF FLOORING, ACOUSTICAL |
| | | UNDERLAYMENT PRODUCT |
| | | DATA SHEET |

Architect (Next Design) Category C Review Fee Schedule

Review Period (6-7 working days)

WORK DESCRIPTION	DESIGN REVIEW	SITE INSPECTIONS
1. Relocation of any plumbing and drain lines away from their original position.	\$290	\$250
2. Relocation of, or modification to, common drain, plumbing or water lines concealed within a common element.	\$240	\$240
3. Air conditioners may be installed only in the locations provided for on the original plan of the building, i.e. in the lower section of the lanai window. It is recommended that air conditioning units not exceed a total current-draw of 16 amps at 120 volts or 8 amps at 240 volts. It is also recommended that the owner employ a licensed electrical contractor to complete a panel board maintenance. Other types or locations of installation must be by Board approval	\$275	\$200
4. Relocation of or modification to electrical lines, junction boxes, apartment's electrical panel and any other electrical component concealed within a common element.	\$275	\$250
5. Replacement of an existing bathtub or shower with a bathtub or shower of larger dimensions and/or volume.	\$290	\$240
6. Relocation of a toilet, sink or lavatory.	\$240	\$240
7. Alteration or modification to any load bearing wall. A plan stamped and signed by a licensed structural engineer will also be required. The Board reserves the right to retain a structural engineer on behalf of the association, at the owner's expense, if the apartment owner proposes to alter or modify any load bearing wall.	\$600	\$500
8. Popcorn ceiling material: An owner planning any renovations that might disturb the ceiling	\$190	\$180

materials must comply strictly with federal Environmental Protection Agency, the Occupational Safety and Health Administration, and State Health Department regulations. A licensed company certified to properly remove and dispose of suspected asbestos containing material must do all removal of ceiling materials. The popcorn ceiling material in the apartments has a high probability of containing asbestos fibers over current EPA allowable limits because the building was built prior to any "standards" being established. The original ceilings are believed to be not hazardous if left undisturbed. It is not normally recommended or necessary to remove these ceilings, but owners and residents should contact their own professional for advice if desired.		
9. Replacement of any windows are to conform with 1717 Ala Wai Condominium Building Window and Sliding Door Replacement Guidelines dated July 2016.	\$250	\$240

The rates above apply if Design Review by Next Design is desired. Additional design review fees will apply when additional reviews are required due to changes, inadequate submittals or non-conforming construction.

Maintenance Modification and Renovation Application for Approval to Renovate or Remodel Category C

Apartment #: _____

Please print or type the following:

Owner's Name: _____ Owner Telephone: _____

Architect/Designer: _____ Owner Email: _____

Submitted by: _____

Submittal Date: _____

Owners may make desired modification, alteration, renovation, or remodeling of apartments only after the review and processing of this application. If an emergency repair is needed, contact the Manager immediately.

Category C: Plan of work requires review by the Manager and a third-party consultant designated by the 1717 Ala Wai Board of Directors (the "Board") (currently Next Design) and approval by the Honolulu building Permitting and 2 members of the Board, before work may commence.

Description of Work:

Building permit required? ____ YES, ____ NO If yes, have you applied? ____ YES, ____ NO

Estimated start date: _____ Estimated completion date: _____

The Manager and the third-party consultant shall be notified to make inspections prior to, during, and after the work is complete.

Initial

____ Inspection prior to work.

____ Inspection during work.

____ Inspection at completion

____ Pictures attached.

Will any of the planned modifications include changes to existing:

Plumbing: _____ YES _____ NO Electrical: _____ YES _____ NO
Mechanical: _____ YES _____ NO Structural: _____ YES _____ NO

If any of the above questions are answered "YES," you will be required to submit plans and specifications prepared by a registered architect (or professional registered engineer if permitted by the Board showing details of the proposed work. You are also required to submit the name of the licensed contractor(s) you intend to employ for the work.

Even if you answered "NO" to each question, the Board may require plans and specifications and other information from you before deciding upon your application.

SUBMISSION CHECKLIST:

_____ Application

_____ The contractor shall provide the Manager with proof of insurance and a schedule of the work. The contractor shall inform the Manager of any changes to the schedule. An inspection by the Manager may be required.

_____ Design review fee (if required)

_____ Plan and specifications for Category B and C work (two sets drawn by registered architect or engineer)

_____ Building permits or building permit application number (if required)

List of Contractors, Engineers, and/or Architects:

Name: _____

Address: _____ Phone: _____

License #: _____ License Type: _____

Name: _____

Address: _____ Phone: _____

License #: _____ License Type: _____

Name: _____

Address: _____ Phone: _____

License #: _____ License Type: _____

Notice of approval to proceed with the work will come from the Manager, who will also inspect the work upon completion. See Section V. Procedures for Approval, § B (3) of the 1717 Ala Wai Maintenance, Modification and Renovation Policy Manual (Revised June 2025) (the "MMR Manual") for details.

I/We, the undersigned, hereby request that the Board approve the alterations and/or additions described above and on any accompanying plans, specifications, or drawings. I/We hereby acknowledge receipt of a copy of the MMR Manual. I/We acknowledge and agree that any approval given by the Board 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 Manager and/or representatives of the Board. I/We agree that all noise generating work shall be accomplished during normal working hours, which are Monday through Saturday from 8:00 a.m. to 5:00 p.m. only. No work on Sundays and state and federal Holidays. 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 or the cleaning of the common areas needed as a result of this renovation and/or remodeling activity.

Owner's Signature: _____ Apt: _____ Date: _____

Owner's Signature: _____

Received by Manager's Office: Date: _____ by: _____

For Office Use Only:

Apartment #: _____

Date Application Received: _____ Date Reviewed: _____

Approved by: _____ Third-party consultant

Approved with conditions by: _____ Third-party consultant

Declined by: _____ Third-party consultant

Reason for Declination and/or Additional Requirements/Conditions:

Board of Directors Action:

Date Application Received: _____ Date Reviewed: _____

Approved by: _____ Board Member

_____ Board Member

Approved with conditions by: _____ Board Member

_____ Board Member

Declined by: _____ Board Member

Reason for Declination and/or Additional Requirements/Conditions:

Category C

Maintenance, modification and renovation work requiring Board approval and building permit.

The owner shall submit plans prepared by a licensed architect and/or engineer and obtain Board approval prior to starting construction work. Owners must coordinate with the Manager for elevator use, work hours, and any required shut-offs of water or electricity. The Manager and/or the on-duty security officer should be informed of any work that involves outside workmen to alert management of non-residents in the building. In some instances, the proposed site and, later, the proposed work may require some oversight by the president and/or the Manager.

The Manager cannot grant any variances from the rules of the provisions of the governing documents. All modification requests must be in writing. Documentation (i.e., description of work, sketches or plans, manufacturers' catalog cuts and product documentation, etc.) of the proposed work and materials must be presented to the Manager. Drawings of your unit may be available at the request of the Manager at: (808) 946-9160.

Owners are required to adhere to the insurance requirements outlined in "Exhibit 1 – Vendor Insurance Requirements" on page 32 of this MMR Manual in their contracts with contractors and subcontractors.

Category C includes but is not limited to:

1. Relocation of any plumbing and drain lines away from their original position.
2. Relocation of, or modification to, common drain, plumbing or water lines concealed within a common element.
3. Air conditioners may be installed only in the locations provided for on the original plan of the building, i.e. in the lower section of the lanai window. It is recommended that air conditioning units not exceed a total current-draw of 16 amps at 120 volts or 8 amps at 240 volts. It is also recommended that the owner employ a licensed electrical contractor to complete a panel board maintenance. Other types or locations of installation must be by Board approval.
4. Relocation of or modification to electrical lines, junction boxes, apartment's electrical panel and any other electrical component concealed within a common element.
5. Replacement of an existing bathtub or shower with a bathtub or shower of larger dimensions and/or volume.

6. Relocation of a toilet, sink or lavatory.
7. Alteration or modification to any load bearing wall. A plan stamped and signed by a licensed structural engineer will also be required. The Board reserves the right to retain a structural engineer on behalf of the association, at the owner's expense, if the apartment owner proposes to alter or modify any load bearing wall.
8. Popcorn ceiling material: An owner planning any renovations that might disturb the ceiling materials must comply strictly with the federal Environmental Protection Agency, the Occupational Safety and Health Administration, and State Health Department regulations. A licensed company certified to properly remove and dispose of suspected asbestos containing material must do all removal of ceiling materials. The popcorn ceiling material in the apartments has a high probability of containing asbestos fibers over current EPA allowable limits because the building was built prior to any "standards" being established. The original ceilings are believed to be not hazardous if left undisturbed. It is not normally recommended or necessary to remove these ceilings, but owners and residents should contact their own professional for advice if desired.
9. Replacement of any windows are to conform with 1717 Ala Wai Condominium Building Window and Sliding Door Replacement Guidelines dated July 2016.

Owners may be required to provide an Indemnification Agreement in the form requested by the Association and such agreement may be recorded in the State of Hawaii Bureau of Conveyances or Land Court as appropriate. A sample of such Indemnification Agreement is attached as Exhibit 3 to the MMR but such sample is subject to amendment by the Association.

FAIR HOUSING

Notwithstanding anything to the contrary herein and subject to reasonable administrative requirements as determined by the Board, handicapped residents, after complying with the application procedure, shall:

Be permitted to make reasonable modifications to their apartments and/or the common elements, at their expense (including without limitation the cost of obtaining bonds required by the Declaration or the Bylaws), if such modifications are necessary to enable them to use and enjoy their apartments and/or the common elements, as the case may be; and

Be allowed reasonable exemptions from the Declarations, Bylaws, the House Rules, and policies and procedures of the Association when necessary to enable them to use and enjoy their apartments and /or the common elements, as the case may be.