



CATEGORY "B" 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) \$ \$
	X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY	X SCHEDULED AUTOS 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	X UMBRELLA LIAB		XXXX2468	09/15/2020	09/15/2021	EACH OCCURRENCE \$ limits available starting at \$1 million AGGREGATE \$ up to \$50 million
	EXCESS LIAB		Required coverage limit depends on the size of the project & contract between AOA & Vendor. Can be optional for smaller projects.			
	DED ☐ RETENTION \$					
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	X	XXXX1357	09/15/2020	09/15/2021	X PER STATUTE ☐ OTH-ER 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	N/A	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
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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 B Review Fee Schedule

Review Period (6-7 working days)

WORK DESCRIPTION	DESIGN REVIEW	SITE INSPECTIONS
1. Replacement of a bathtub or shower with a bathtub or shower no larger than the original unit and using the same plumbing.	\$100	\$110
2. Relocation of concealed electrical lines, junction boxes and other electrical components (excluding apartment electrical panels) concealed in non-load bearing interior apartment walls.	\$240	\$240
3. Any relocation and/or alteration to non-load bearing interior walls. Plans must be provided to verify if concealed utilities or common elements within the walls may be impacted.	\$1130	\$175
4. Replacement of kitchen and/or bathroom cabinets requiring electrical wiring at their original locations.	\$240	\$240
5. Replacement of the circuit breakers and bussing of the apartment's electrical panel requires licensed electrician for the work. This work should include changing the incoming connection to copper before its attachment to the panel board.	\$240	\$240
6. New carpeting must be installed with at least 3/8" thick carpet pad.	\$75	\$110
7. Installation or replacement of hard flooring material (i.e. ceramic tile, marble, wood, etc.). 29th floor does have a suspended ceiling).	\$130	\$130
8. Ceiling fans and their electrical wiring may be installed on the ceiling and surface of walls if the wiring is covered with an electrical raceway. Prohibited is any cutting, chipping, or coring of concrete walls, floors or ceilings for any electrical installations.	\$160	\$160
9. If drywall inserts, picture hooks or similar type fasteners are to be installed, you should first contact the Resident Manager to verify if the wall contains utility piping. Owners will be held responsible for any damage they may cause to wiring or plumbing contained in walls or flooring.	Review By Architect Not Required	Review By Architect Not Required

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 B

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 B: 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 2 members of the Board, before work may commence.

Description of Work:

Is a 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 (2) 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 B

Maintenance, modification and renovation work requiring Board approval.

The Manager must have completed the application a minimum of 15 working days prior to starting the work.

After the application for planned work is submitted to the Manager, he/she will promptly inform the Board president of the proposed work on these Category B items. 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 in 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. The management office can be reached at: (808) 946-9160.

Owners must coordinate with the Manager for elevator use, work hours, and any required shutoffs of water or electricity. The Manager and/or the on-duty security officer should be informed of any work that involves outside workers alert management of non-residents in the building. Owners are required to adhere to the insurance requirements outlined in "Exhibit 1 – Vendor Insurance Requirements" on page 32 of the MMR Manual in his/her contracts with contractors and subcontractors.

Category B includes but is not limited to:

1. Replacement of a bathtub or shower with a bathtub or shower no larger than the original unit and using the same plumbing.
2. Relocation of concealed electrical lines, junction boxes and other electrical components (excluding apartment electrical panels) concealed in non-load bearing interior apartment walls.
3. Any relocation and/or alteration to non-load bearing interior walls. Plans must be provided to verify if concealed utilities or common elements within the walls may be impacted.
4. Replacement of kitchen and/or bathroom cabinets requiring electrical wiring at their original locations.
5. Replacement of the circuit breakers and bussing of the apartment's electrical panel requires licensed electrician for the work. This work should include

6. changing the incoming connection to copper before its attachment to the panel board.
7. Installation of new carpeting, which must be installed with at least 3/8" thick carpet pad.
8. Ceramic, marble, or similar tiles are only allowed in the kitchen, bathrooms, entryway, and lanai. Only carpet is allowed in bedrooms.

The following underlayment's for wood flooring and luxury vinyl flooring are approved for use in this building:

- Kinetics ISOlayment
- Soundmatt
- SR Floorboard
- For an approved substitution – Please submit information for review and approval.

Performance Requirements of Flooring Materials in Unit

AOAO approval is required when replacing flooring in any upstairs units. A separate acoustic underlayment shall be used under all flooring materials. The flooring and underlayment ("flooring system") must perform with an equivalent Impact Insulation Class (IIC) rating of 53 or above. The total flooring system must maintain this performance as tested under ASTM E1007 throughout the life of the flooring system, even after transfer of ownership of the property. Documentation must be provided that the proposed flooring system will meet this requirement based on underlayment and type of flooring. The IIC rating of 53 or above will be based on a 6-inch concrete slab floor. **Ceramic, porcelain, marble or equivalent solid tile may only be installed in the kitchen, bathrooms and entryway.**

The installation of the required acoustic underlayment does not guarantee that the owner below may not file a noise complaint. If noise complaints are filed with the AOAO, and it is determined that the subject flooring does not maintain a performance equivalent to or above an IIC of 53, then the current owner of the subject flooring will be required to perform any modifications to the subject flooring to meet the minimum performance requirements or to find alternative solutions to mitigate noise and meet the said sound requirements.

8. Ceiling fans and their electrical wiring may be installed on the ceiling and surface of walls if the wiring is covered with an electrical raceway. Prohibited is any cutting, chipping, or coring of concrete walls, floors or ceilings for any electrical installations.
9. If drywall inserts, picture hooks or similar types of fasteners are to be installed, you should first contact the Resident Manager to verify if the wall contains utility piping. Owners

will be held responsible for any damage they may cause to wiring or plumbing contained in walls or flooring

Owners will be held responsible for any damage they may cause to wiring or plumbing contained in walls or flooring.

Owners may be required 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