



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.