



## 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). Completed applications must be sent via email to the architect at [slee@nextdesignllc.com](mailto:slee@nextdesignllc.com), with the management office copied (See contact information below).**

Office Phone: (808) 946-9160

Office Email: Loreto Pantorilla [sitemanager1717alawai@gmail.com](mailto:sitemanager1717alawai@gmail.com)

Next Design (Architect) Email: Stanford C. Lee [slee@nextdesignllc.com](mailto:slee@nextdesignllc.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 and must be submitted to the office either in person or by email to the manager using the contact information above. Approval typically takes approximately 7 business days.

**Category B or C:** These applications must be emailed to the Architect at Next Design LLC for review, with the Management Office copied on the email.

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

**A: After the application is submitted to the architect, they will advise if any additional supporting documents are required and provide the applicable review fee. Please note: The fee schedule is attached to MMR Application Forms B and C for reference. There is no charge for Category A applications.**

**Q: What are the insurance requirements?**

**A: All contractors and workers must provide proof of insurance and a valid business license that meets the minimum requirements to perform 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. Failure to clearly provide the required insurance documentation and proof of license may result in delays in approval.**

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

**A: Hard flooring installations in bedrooms fall under Category B. In these cases, the owner must complete and notarize an Indemnification Agreement. This agreement is included in the MMR Manual and attached to the MMR Application as a reference. The owner must contact the Management Office prior to submitting the application, as staff will need to collect the necessary information to prepare the agreement. The cost of notarization is the owner's responsibility. While this requirement does not impact on the application review timeline, work may not commence until the notarized agreement is fully executed, which may delay final authorization to begin construction.**



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

**A: Mail a check made payable to "Next Design" for the required fee to:  
Next Design LLC  
1003 Bishop Street, Suite 2000  
Honolulu, HI 96813**

**Be sure to include the unit number and property name on the check.**

**Important: The owner must email a copy of the completed check to [slee@nextdesignllc.com](mailto:slee@nextdesignllc.com) before mailing it. The review process will begin once the emailed copy is received and this will prevent delays.**

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

**A: Once a copy of the check is received by the Architect via email.**

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

**A: Reviews typically take approximately 6-7 business days. If additional information or documentation is required, the review 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](mailto:slee@nextdesignllc.com). You will receive either approval or a request for additional information, which may extend the review timeline.**

**Q: How do I receive my approved MMR?**

**A: Once approved, Next Design will email the approved MMR to both you and the Seventeen Seventeen Ala Wai Management Office.**