

ASSOCIATION OF APARTMENT OWNERS OF KEONEKAI VILLAGES  
Expedited Alteration Policy

This Expedited Alteration Policy applies to all units and is adopted pursuant to authority provided in the Declaration of Condominium Property Regime of Keonekai Villages (Declaration) and the By-Laws of the Association of Apartment Owners of Keonekai Villages (By-Laws). This Policy is intended to supplement the Declaration and By-Laws. In accordance with Section 514B-112, Hawaii Revised Statutes. Strict compliance with this Policy and the Declaration and By-Laws is required.

The Board of Directors (the "Board") of the Association shall, among other things, be responsible for enforcing this Policy. The Board may delegate this responsibility to the Managing Agent and/or Site Manager of Keonekai Villages. The Association Managing Agent and Site Manager contact information is available on the Keonekai Villages website.

1. Purpose and Intent: The intent of this Expedited Alteration Application Approval Policy is to streamline and accelerate the Association's review and approval process for common, routine alterations to units while ensuring compliance with the Declaration, By-Laws, and applicable Association policies and standards. Expedited review is limited to alteration types specifically listed in this Policy and only when the Owner follows the associated policies and submits a complete application package as required.

2. Scope: This Policy initially covers the following three alteration categories, each of which is governed by its respective associated policy:
- Air Conditioning (AC) installation — governed by the AC Installation Associated Policy.
  - Fence replacement — governed by the Fence Replacement Associated Policy.
  - Windows and doors (replacement or change) — governed by the Windows and Doors Associated Policy.

Owners seeking approval for any alteration not listed above must follow the normal (non-expedited) application procedures set forth in the Declaration and Association rules.

3. Associated Policies and Owner Responsibilities:

3.1. Associated Policies: Each alteration category listed in Section 2 has an associated policy that sets technical standards, permitted materials, installation requirements,

maintenance obligations, and any required license agreements or easements. Owners must obtain and review the applicable policy from the Association Site Manager prior to preparing an application.

3.2. Owner Obligations: Prior to commencing any Work, Owners electing to use the expedited process shall:

- a) Comply fully with the applicable policy for the alteration type.
- b) Complete and submit the Association's Expedited Alteration Application Package (the "Application"), including all required attachments, describing the alteration to be completed.
- c) Provide contractor licensing information and proof of insurance (Certificate of Insurance, COI) that meets the Association's minimum insurance requirements as specified in the associated policy.
- d) Provide a clear description of the alteration, scaled drawings or manufacturer specifications as applicable, proposed start and completion dates, and any required license agreements or permits.
- e) Ensure contractors and any workers adhere to Association rules, Site Manager directions, and any site-specific requirements.

#### 4. Application and Availability:

4.1. The Application shall include:

- A completed expedited Alteration Application form.
- Checklist of required documentation.
- Copy of the completed applicable policy.
- Any and all specifications and drawings showing the alteration.
- License Agreement(s) (if required).
- Instructions for submission and contact information for the Site Manager/Managing Agent

4.2. Availability: The Package may be downloaded from the Keonekai Villages website or obtained in printed form from the Site Manager.

#### 5. Submission, Review, and Approval Process:

5.1. The Application and accompanying documents shall be submitted to the Site Manager (or Managing Agent if designated) via email at \_\_\_\_\_ or in hard copy as specified in the Package instructions.

5.2. Incomplete Application: If the Application is incomplete, the Site Manager or Managing Agent will notify the Owner of missing items and place the application on hold until complete documentation is received.

5.3. Assistance in Review: The Site Manager may consult technical advisors, managing agent staff, or committee members as needed. If professional assistance is needed to review the Application at a cost to the Association, the Association may require the Owner to pay the professional fees and costs in advance of review of the Application.

5.4. Approval of Application: The Site Manager and an authorized officer of the Board (President, Vice President, Secretary, or Treasurer, or other officer designated by Board resolution) shall review the Application and, if satisfied that all requirements are met, approve and sign the Application. Approval by an officer constitutes the Association's expedited approval authorization subject to ratification by the Board.

5.5. Ratification by Board: All expedited approvals granted by an officer under this Policy shall be presented to the Board for ratification at the Board's next regularly scheduled meeting. Ratification by the Board is not a de novo review but confirmation that the expedited procedures were properly followed and that the approval complied with the applicable Associated Policy. If the Board declines to ratify the officer's approval, the Board shall specify the reasons and any corrective action required. The Owner shall comply with the Board's direction.

5.6. Notification: Upon the Association's approval or denial of the Application, the Site Manager or Managing Agent shall promptly notify the Owner in writing of the approval, any conditions, and any license agreements to be executed.

## 6. Conditions of Work and Post-Completion:

6.1. Permits and Inspections: Owners and their contractors are responsible for obtaining any required governmental permits and inspections including but not limited to County building permits and compliance with all Association governing documents and applicable laws. Copies of permits and final inspection approvals shall be submitted to the Site Manager upon completion.

6.2. Compliance and Repairs: All work must be performed in a workmanlike manner consistent with the Association's governing documents. Any damage to common elements, limited common elements other units, or Association property shall be

promptly repaired at the Owner's sole expense to the Association's reasonable satisfaction.

6.3. Final Walk-Through and Closeout: Upon completion of all work, the Owner shall notify the Site Manager in writing via email or mail. The Site Manager (or designee) will conduct a final inspection or walk-through. The checklist will be updated to confirm completion and compliance; copies of final permits, warranties, and as-built documentation shall be provided and retained in the Association's files.

7. Contractor Requirements and Insurance: Contractors engaged to perform alterations under this Policy must: a) Be licensed in the jurisdiction for the work performed and provide license numbers with the application; b) Provide a current Certificate of Insurance evidencing general liability, workers' compensation, and any other coverage required by the Associated Policy or the Association, naming the Association as an additional insured when required; and c) Comply with Association rules and regulations including but not limited to regarding work hours, staging, debris removal, and site access.

8. License Agreements and Indemnity: If the alteration requires a license agreement, the Owner must execute the applicable license agreement(s) prior to commencement of work. Owners and contractors shall indemnify and hold the Association harmless from claims arising from the alteration work to the extent permitted by law.

9. Appeals and Enforcement: If an Application is denied, the Owner may pursue appeal or remediation as provided in the Declaration, By-Laws, or Association rules. Noncompliance with approved plans or this Policy may subject the Owner to enforcement actions, fines, or required restoration at the Owner's expense.

10. Recordkeeping: All Applications and accompanying materials, approvals, checklists, permits, insurance certificates, license agreements, and final inspection documentation will be maintained in the Association's records.

11. Indemnification. Any approval or inspection by the Association is limited to review of compliance with the governing documents of the Association and such approval or inspection does not constitute inspection or approval of construction, engineering, design, structural soundness, safety or compliance with plans or specifications or with zoning ordinances, building codes or any other governmental requirements. The Association and its directors, officers, employees and agents shall not be liable to any person for any damage, loss or prejudice suffered or claimed on

account of the approval or rejection of the Work, the construction or improvement of any Work or failure to construct the Work. The Owner agrees as consideration of the Board's approval of the Work, the Owner shall indemnify and hold harmless the Association, its directors, officers, employees and agents against any and all claims arising out of or connected to the Work.

12. Amendment and Effective Date: This Policy may be amended by the Board. The effective date for amendments will be as noted in the minutes of the Board meeting adopting the change.

CERTIFICATE

I hereby certify that the foregoing is a true copy of the Policy duly adopted at a meeting of the Board of Directors duly held on \_\_\_\_\_, 2026 and duly entered in the book of minutes of the Association, and that this Policy is in full force and effect.

ASSOCIATION OF APARTMENT OWNERS OF  
KEONEKAI VILLAGES

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date