

**The Heights at Wailuna**

# **Architectural-Modification Guidelines**



**Approved by the Board of Directors: September 18, 2008**

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Architectural-Modification Guidelines**

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## **Heights at Wailuna Architectural-Modification Guidelines**

### **1.0 GENERAL PROVISIONS AND ADMINISTRATION**

**1.1 Purpose.** These guidelines have been approved and promulgated by the Association's Board of Directors to implement its responsibility to homeowners to administer the architectural and landscape requirements as authorized by the By-Laws (Article VI, Section 1) and Rules and Regulations (Sections 2.0 and 5.1). The primary objectives for these guidelines are to:

- a. Provide helpful information to assist and facilitate homeowners in their responsibility to repair, maintain, and keep their units in good order and condition.
- b. Establish a clearly defined process and set of standards to maintain the current esthetics of the development, promote uniformity and preserve property values in the Heights at Wailuna.

#### **1.2 Limitations.**

- a. These Architectural/Modification Guidelines supplement the Heights at Wailuna Association's Declaration of Horizontal Property Regime (hereafter referred to as the Declaration), By-Laws, and Rules and Regulations. To the extent of any conflict, the provisions of the Declaration and By-Laws shall control.
- b. Approval of homeowner modification requests by the Architectural Committee and/or Board does not in any way indicate an opinion of structural quality, safety, or soundness of the design by the Architectural Committee, Board or any their individual members.

**1.3 Compliance.** Homeowners, as a condition of ownership in the Heights, must abide by the By-Laws and Rules and Regulations, including, but not limited to those restrictions on modifications and improvements, as well as *prior* approval requirements from the Architectural Committee and/or Board

- a. These guidelines are not all inclusive. Homeowners should submit any proposed modifications and improvements to the Architectural Committee and/or Board for review and approval prior to commencement of work even if not specifically referenced in these Guidelines.
- b. Failure to obtain prior written approval and/or adhere to these Guidelines is a violation of the By-Laws (subject to fine) and, in addition to any applicable fines and/or legal expenses, will result in the removal of all non-conforming structures or un-approved improvements at the Homeowner's sole expense.

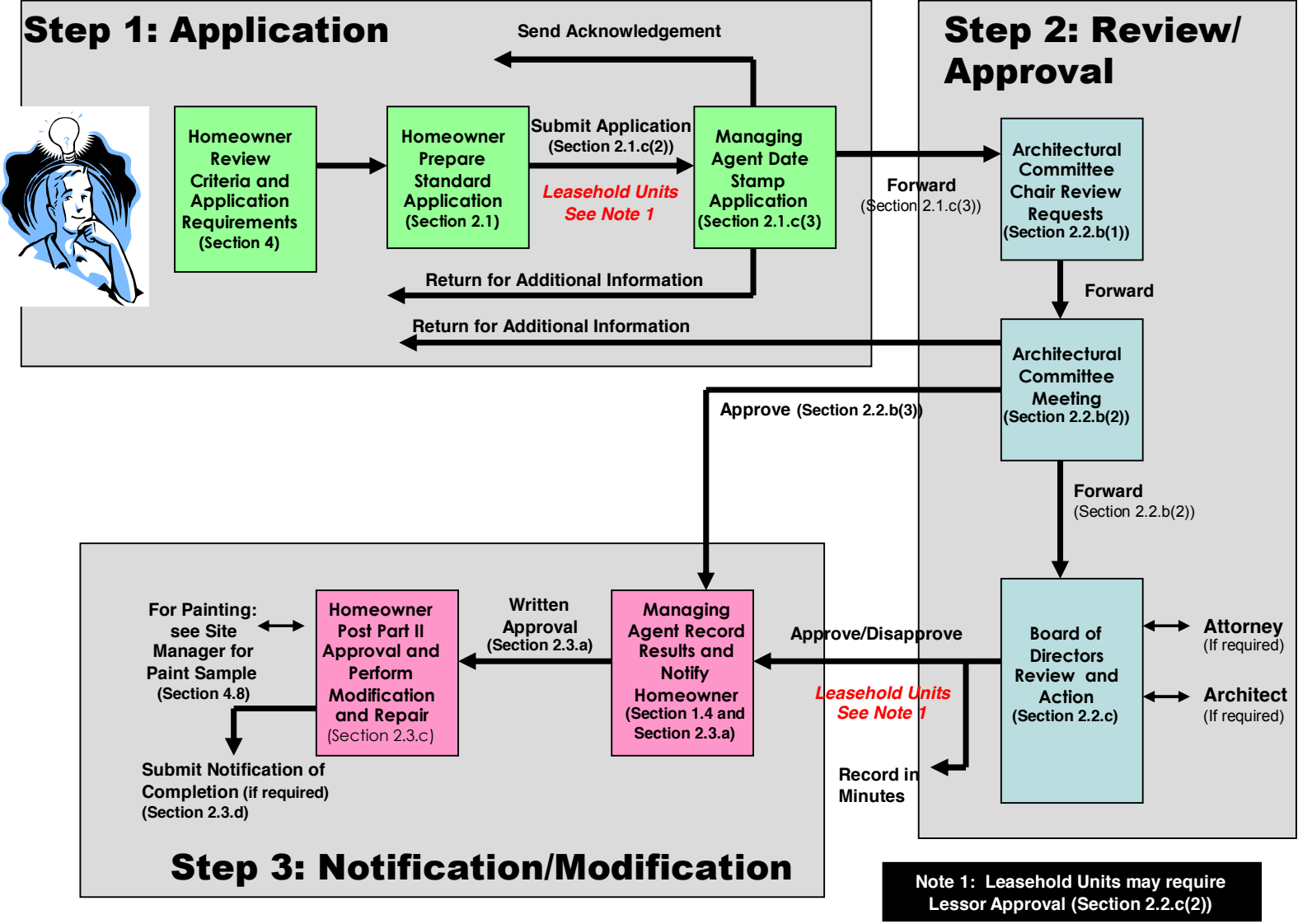
**1.4 Records.** The Managing Agent will maintain records and a copy of all homeowner modification and repair applications submitted, track their processing, and keep a record of all actions taken on such applications. A copy of applicable documents will be placed in the homeowner's file.

### **2.0 ARCHITECTURAL MODIFICATION PROCESS**

**Figure 1 describes the architectural modification process that is explained in this section.**

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**Figure 1: ARCHITECTURAL MODIFICATION PROCESS**



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**2.1 Step 1: Preparation and Submission of Application**

**a. Modification and Improvements Requiring Approval**

(1) **Architectural and Landscape Applications.** Articles V and VI of the By-Laws and Sections 3, 4, and 5 of the Rules and Regulations outline architectural and landscape restrictions and identify conditions for which homeowners must submit proposed modifications and improvements to the Architectural Committee and/or the Board for review and approval. The table in EXHIBIT A contains a consolidated listing of topics with cross reference information.

(2) Although not all inclusive, the following are examples of alterations and additions that require Architectural Committee and/or Board approval: structural additions, extensions, or enclosures such as storage sheds and decks; roof shingle replacements/changes in roof color; repainting/changes in exterior house colors; fence extensions, replacements, and relocations; retaining walls; landscaping, garage door replacement; air conditioner installation; swimming pools, spas, and hot tubs; lighting replacement; installation of slabs and walkways; vents and attic fans, skylights, and; patio covers, trellis, gazebos, pergolas and other unattached structures.

(3) Written approval from the Architectural Committee and/or Board is required before commencing installation of any proposed modification or improvement.

**b. Preparation of the Standard Application.** Homeowners must complete Part I of the standard application (see EXHIBIT B) to request approval to perform landscape and architectural modifications. The standard application is intended to be utilized as a coversheet that identifies key demographic information, forwards all critical plans and information required to be attached thereto, and documents the review and approval process. Homeowners must be diligent to include the information below in every application. Attach as many addendum sheets as necessary to provide complete information to the Architectural Committee and/or Board.

(1) **Complete and Accurate.** It is important to submit a clear and complete application that contains all plans and information in compliance with the applicable criteria set forth in Section 4.0 below. The application should also address, as may be applicable, any side yard, setback, Environmental Protective Corridor (EPC) considerations and any potential for the proposed modification or improvement to alter drainage patterns.

(2) **Plans, Product Material, and Amplifying Information.** For each type of modification or repair listed in Section 4.0, specific requirements for submission of plans, product material, or amplifying information are outlined. If a proposed modification or repair is not listed in Section 4.0, the homeowner must still submit plans and materials in sufficient detail to assist the Architectural Committee and Board in the review and approval of the proposal.

(3) **Construction Schedule.** Homeowners must submit a proposed construction schedule (if applicable) or, for other types of modifications/alterations, the estimated start and completion dates. These dates should allow for the full period of review by the Architectural Committee and Board prior to commencing work.

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(4) **Contractor/Installer.** The homeowner must identify the name (and the license number) of the contractor or other professional who will perform the proposed modification and/or alteration, as well as the identity of the entity responsible for preparation of the plans and other documents submitted with the application.

(5) **Mutual Consent.** Article VI, Section 3 of the By-laws (Section 5.4 of the Rules and Regulations) identify specific conditions (e.g. walls and fences) whereby the requesting homeowner is required to obtain the written consent of the adjacent homeowner. However, under some other circumstances, the Architectural Committee and/or Board may require written consent of adjacent homeowner(s) be obtained as a condition of approval; e.g. certain locations of external air conditioning compressors, structures that abut zero lot lines or fences, etc. In such cases, it is recommended the requesting homeowner include the written mutual consent of the adjacent homeowner in the submitted application.

**c. Submission of the Application**

(1) **Architectural/Modification Review Fees.** The Association may charge a reasonable fee for the administrative costs associated with accepting, preparing copies, reviewing, obtaining legal or licensed architect review, and notifying homeowners of Architectural Committee and/or Board's action on submitted applications. Specific fees will be determined on a case by case basis consistent with the level of review required. The fee must be ***received*** by the Association at the time the request is made and will cover the costs of any external review. Any excess funds will be refunded to the homeowner.

(2) **Submit in Writing.** Applications, all required supporting documentation and materials, and any applicable fee must be submitted to the Managing Agent at Hawaiian Properties, P.O. Box 38078, Honolulu, HI 96813. All applications must be completely filled out and signed by the homeowner of the unit in question. When appropriate, applications and supporting documents may be faxed to the Managing Agent; otherwise, they should be mailed. Unreadable documents or supporting materials will be returned for re-submission.

(3) **Acknowledgement.** Upon receipt, the Managing Agent will date stamp the request and will notify the homeowner to confirm receipt. The Managing Agent will advise the homeowner if any required information is missing in the application. Any missing information must be submitted prior to consideration of the application by the Architectural Committee. Upon receipt of a properly completed application, the Managing Agent will forward it to the Chairperson of the Architectural Committee in accordance with Part II of the standard application.

**2.2 Step 2: Review and Approval**

**a. Time Period for Review**

(1) **Sixty (60) Day Review Period.** The Architectural Committee and/or Board will generally act within sixty (60) days of receipt from the Managing Agent of a completed and signed application (Article VI, Section 7 of the By-Laws; Section 5.8 of the Rules and Regulations). The



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sixty (60) day period shall commence upon receipt of a properly completed application by the Architectural Committee from the Managing Agent.

**(2) Delays.** The homeowner will be advised whether there will be any potential delays in Architectural Committee and/or Board action due to legal or licensed architect review. The Board is not responsible for any delays in homeowners of leasehold units obtaining Lessor approval when so required (see Section 2.2.c(2)). Homeowners should plan accordingly for this processing time, when scheduling the start times for modifications or improvements.

**b. Architectural Committee Review and Action**

**(1) Architectural Committee Meetings.** The Architectural Committee will meet at least once each calendar month on such date(s) as shall be determined by its members. Scheduled meeting dates will be announced in the newsletter and posted on the Heights of Wailuna Bulletin Board near the second entrance. Written applications must be received by the Managing Agent in advance of the Committee meetings to allow for administrative review and preparation by the Architectural Committee chairperson. Illegible and/or incomplete applications will be returned to homeowners for correction before consideration by the Architectural Committee. Because of the number of applications considered at each meeting, homeowners wishing to personally address the Architectural Committee must make arrangements with the Managing Agent/Committee Chair in advance of the meeting to have their matter placed on the agenda.

**(2) Architectural Committee Review.** The Architectural Committee will review the application for compliance with Association Rules, By-Laws, the Declaration, published Board policies, past Board decisions and practices, and these Guidelines. Except as noted in the next paragraph, upon completion of its review, the Architectural Committee will submit the application with recommendations to the Board for its review and action at the next regularly scheduled Board Meeting. Except in bona fide emergencies, applications must be considered by the Architectural Committee before submission to the Board.

**(3) Architectural Committee Approval (On behalf of the Board).** The Board of Directors has authorized the Architectural Committee to approve certain types of alterations and improvements provided the procedures outlined in these Guidelines are followed exactly and the alterations and additions comply strictly with the plans, specifications, and/or standards previously adopted and approved by the Association and/or Board.

(a) These are limited to the following: a) house painting with no change in color; b) garage door replacement; c) roofing shingle replacement; d) flush mount window unit air conditioners; e) solar attic ventilators; f) house lighting; g) installation of screen/utility/garage side doors; h) installation of gutters; i) window tinting, and j) rear yard lawn sprinklers.

(b) Should the Architectural Committee have any concerns about the proposed alteration/improvement or application for these types of alterations, it will refer the application to the full Board for review and action. Otherwise, the Architectural Committee chairperson will inform the Board at the next regularly scheduled Board meeting of the applications (meeting the conditions of this

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section) that were approved by the Architectural Committee. These actions will be entered in the minutes.

**c. Board of Directors Review and Approval.** Upon receipt of an application with the Architectural Committee's recommendation, the Board will review that application at its next scheduled meeting. The Board may approve/disapprove the request, defer a decision pending additional information from the homeowner, or submit the request for review/action by legal counsel/ licensed architect.

**(1) Action by Legal Counsel/Professional Architect.** When required or appropriate, the Board will forward the application to the Association's legal counsel and/or a licensed architect for review, the cost of which will be covered by the application fee submitted by the homeowner.

**(2) Action by Lessor.** Article V, Section 5(p) and Article VI, Section 2 of the Association's By-Laws outline situations where homeowners of Leasehold units must also obtain the approval of the Lessor for proposed modifications and improvements. In those situations, the Board letter will advise the homeowner of this requirement and remind him to obtain written approval from the Lessor. The homeowner will be responsible to obtain this approval directly from the Lessor.

**2.3 Step 3: Notification and Performance of Modification**

**a. Approval in Writing.** The Board's decision on an application will be provided in writing (usually by signing Part II of the standard application), which will be returned to the homeowner under cover letter from the Managing Agent. The homeowner may not commence the modification or improvement until receipt of written approval by the Board.

**b. Approval Effective for One Year.** Any written approval by the Architectural Committee and/or Board shall be effective for a period of one (1) year at which time it shall expire with no notice to homeowner. If the homeowner does not commence the construction within the one (1) year period and/or thereafter fails to complete same with reasonable diligence, the approval given shall be deemed revoked. If the homeowner fails to commence construction within the one (1) year period, the homeowner shall be required to resubmit final plans and specifications to the Architectural Committee and/or Board.

**c. Posting of Repair/Modification Approval.** Part II of the standard application doubles as onsite verification that a repair or modification in progress has in fact been approved by the Board. This form should be prominently displayed at the work site so it is visible from the street to assure the site manager, Board members, and other residents that the repair or modification has been authorized.

**d. Inspection upon Completion of Modification or Alteration.** When so indicated on the application, upon completion of construction of approved improvements or other work, the homeowner is required to give written notice to the Architectural Committee via the Managing Agent.

(1) The Architectural Committee shall inspect the improvements or other work within sixty (60) days, unless the time period for inspection is extended.

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(2) If the Architectural Committee finds that the improvements or other work are not constructed in substantial compliance with the approved plans and specifications, the Architectural Committee shall notify the Board who will notify the homeowner of such noncompliance and require the homeowner to remedy such noncompliance within sixty (60) days from the date of notice. If the homeowner fails to remedy the noncompliance within the sixty (60) day period or, in instances in which a longer time to remedy is reasonably required, if the homeowner fails in good faith to commence a remedy within the sixty (60) day period and to thereafter diligently pursue the remedy, the Board may take any reasonable steps to remedy the noncompliance or to restore the lot to its pre-modification condition and assess the homeowner for all expenses incurred in connection therewith.

### **3.0 PLAN AND INFORMATION REQUIREMENTS**

**3.1 General.** Applications should include plans and specifications (including material samples, photographs, brochures, as may be applicable) in sufficient detail as necessary to assist the Architectural Committee and Board in fully understanding the proposed alteration/modification and its compliance with these Guidelines.

**3.2 Plans and Specifications.** When directed in Section 4, homeowners must submit two (2) sets or copies of plans and specifications with their applications which fully describe and identify the proposed modification/alteration to include all exterior materials, finishes, and colors to be used. Incomplete or illegible plans and specifications may be returned to the applicant for re-submittal.

**a. Plot Plan.** A plot or site plan may be required by the Architectural Committee. The plan should be scaled at a minimum of one (1) inch per 20 feet (1 inch=20 feet) and show all easements, the location of all existing and proposed improvements, the property lines, the lot area, set back and contour lines, drainage patterns and proposed drainage plans, the location of all existing trees having a height in excess of six-feet or a trunk measuring six-inches or more in any diameter at ground level and indicating which trees (if any) are to be removed, and the location of all proposed utility installations. The existing and proposed improvements which must be shown include the perimeter of the original residence including all extensions, additions, walkways, slabs, driveway, fences, retaining walls, gates, air conditioning condensers, gas tanks, swimming pools, spas, and equipment.

**b. Floor Plan.** Floor plans may be required. If requested by the Architectural Committee and/or Board, the minimum scale is 1 inch per 8 feet. The floor plan must clearly show both the existing and proposed improvements. Dimensions must be provided for the proposed improvement.

**c. Sections.** Sections may be required. If requested by the Architectural Committee and/or Board, the minimum scale is 1 inch per 8 feet. Sections shall show foundations, construction, the relationship to the adjacent grade, and the height of all existing and proposed rooflines.

**d. Exterior Elevations.** Exterior elevations may be required. If requested by the Architectural Committee and/or Board, the minimum scale is 1 inch per 8 feet. Exterior elevations shall describe all existing and proposed windows, doors, siding, trim, roof material, and unit air conditioning equipment.

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**e. Roof Plan.** A roof plan may be required. If requested by the Architectural Committee and/or Board, the minimum scale is 1 inch per 8 feet. The roof plan shall show all existing and proposed ridges, valleys, crickets, skylights, and conventional or solar attic locations.

**3.3 Samples, Brochures and Photographs.** Many proposed alterations/modifications can be best explained by the homeowner providing samples or brochures of the proposed material or replacement item and/or photographs of the intended location or existing conditions. Samples and brochures of the materials proposed for use in any improvements and photographs submitted with applications become property of the Architectural Committee and will be filed in the homeowners file with the Managing Agent.

**4.0 APPROVAL CRITERIA FOR SPECIFIC MODIFICATIONS.** The Architectural Committee and Board will use the following criteria when considering homeowner requests for improvements or modifications. Homeowners should include sufficient information in their applications to detail how the proposed modification or repair complies with these criteria and forward all necessary information specified for each repair or modification.

### **4.1 Air Conditioning.**

**a. Criteria.** The following criteria shall apply to air conditioning:

**(1) Split units.** External equipment shall be contained entirely within the existing fenced area (side or rear yard) of the requesting lot. Compressor units or outside equipment must be placed at ground level to reduce visibility from street. Air conditioning equipment is not permitted in the front yards of units. Applications submitted for installation of new air conditioning equipment and its proposed location will be considered for the noise that will be generated and the potential for disturbing adjacent residences. Condensation from compressor units may not drain onto adjacent properties. Wiring and piping runs should follow house lines and may not be placed over roof surfaces. Covers over wiring and refrigerant piping should be painted to match either house or trim colors as appropriate. The Association is not responsible for water damage to equipment caused by homeowner installed sprinkler systems.

**(2) Window units.** All window units must be flush mounted.

**(3) Central air.** Same considerations as for split air units.

**b. What to Submit with Application.** The following information and documentation must be submitted with the standard application:

**(1) Split Systems.** Submit plot plan showing intended locations of external equipment (e.g. compressor units) and all external runs of cables and refrigerant lines. Plan should be clear on proximity to adjacent properties, where condensate will drain, and indicate painting on piping run/cablings covers. Brochures or specification sheets on equipment to be installed should be submitted. Photographs of intended locations are encouraged but not required.

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**(2) Window Unit Systems.** All window units must be flush mounted. Brochures or specification sheets on equipment to be installed should be submitted.

**(3) Central Systems.** Same as for split systems.

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**4.2 Extensions/Enclosures.**

**a. Criteria.** The following criteria shall apply to extensions/enclosures:

**(1) Drawing Preparation.** Plans for improvements exceeding \$25,000 must be prepared, stamped, and signed by a licensed Hawaii architect or registered professional engineer.

**(2) Form and Mass.** Extensions and enclosures should be designed so that they do not have the visual profile of additions. Instead, they should be integrated into the original design of the residence. Roof form, slope, massing, and details must match the original home design for the particular unit. Use of roof crickets should be limited. Lath shall not be used horizontally.

**(3) Standard Conditions.** The following conditions apply:

(a) Construction of improvements shall be limited to such that they do not increase the square footage of the dwelling by more than 350 square feet as it appears in the initial Condominium Map, and no improvement shall be added above the roofline of the dwelling unit. (By-Laws Article V, Section 5(h)).

(b) Exterior materials such as siding, trim details, colors, roofing, windows, and doors for the extensions/enclosures must match existing ones. No used or second-hand building material may be used. Samples of siding must be submitted with any application.

(c) Areas beneath concrete slabs are to be treated for ground termites by a licensed professional. Evidence of treatment must be available when requested by the Architectural Committee.

(d) Eaves must be consistent with existing house dimensions.

(e) All work must conform to all applicable laws and codes. Homeowner must obtain all building permits from the City & County of Honolulu, when required by local code and/or ordinance.

(f) Homeowners must submit to the Architectural Committee a proposed construction schedule (including the start and completion dates).

(g) Drainage pattern, setback, side yard and Environmental Protective Corridor (EPC) restrictions apply.

**(4)** The Architectural Committee/Board and if required a licensed architect must approve the plans (including dimensions and setback) prior to commencement of any work.

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**b. What to Submit with Application.** The following information and documentation must be submitted with the standard application:

(1) The homeowner must submit plans and specifications, in duplicate, for all extensions and enclosures prior to construction. Plans for improvements or modifications that exceed \$25,000 must be prepared by a licensed Hawaii architect or registered professional engineer showing the extension/enclosure in detail with dimensions.

(2) The plans shall include, but shall not be limited to, a plot plan, floor plans, roof plans, and exterior elevation plans, and at least one section through the proposed extension or enclosure. The plans must clearly show the connection of the proposed extension to the existing structure.

(3) The plans must indicate the lot size, existing ground floor footprint area, and the proposed ground floor footprint area of the extension or enclosure.

(4) The plans and specifications shall indicate all exterior materials, finishes and colors to be used.

(5) The application must also indicate the proposed construction schedule.

(6) The application must address all other relevant criteria outlined above (e.g. setback, side yard, drainage, and EPC).

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### **4.3 Grading.**

**a. Criteria.** Existing site drainage patterns must be maintained. Surface runoff water shall not be altered from its natural or designed course, nor shall it be redirected in a manner that results in erosion or damage to the lot or any adjoining lot.

**b. What to Submit with Application.** A plot plan showing the extent of the proposed grading is required. If any change to the existing drainage pattern is contemplated or is likely to occur, it must be clearly indicated on the plot plan and what measures to mitigate any impact on adjacent homeowners must be clearly stated.

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### **4.4 Gutters.**

**a. Criteria.** All gutters shall be white or painted to match exterior trim color. An exception is copper gutters, which need not be painted. Downspouts must be positioned so as not to cause runoff onto adjacent lot(s). The Association will be responsible for maintaining gutters located on a unit's zero lot side. The homeowner is responsible for all other gutters.

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**b. What to Submit with Application.** A drawing or plot plan should identify the location, material, and color of gutters and downspouts. Impact on existing drainage patterns and measures to mitigate impact on adjacent homeowners must be addressed.

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### **4.5 Irrigation/Sprinkler Systems.**

**a. Criteria.** Irrigation/sprinkler heads shall be directed away from spraying into adjacent properties or wetting the sides of the adjacent house.

**b. What to Submit with Application.** A plot plan showing the extent of the irrigation/sprinkler work and spray patterns are required.

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### **4.6 Landscaping.**

**a. Criteria.**

(1) New or replacement landscaping must preserve the natural view and esthetic beauty of the development (Article VI, Section 4 of the By-Laws). Plant height, location, Side yard and Environmental Protective Corridor (EPC) restrictions apply per the Articles V and VI of the By-Laws and Sections 3, 4, and 5 of the Rules and Regulations. Additional landscaping guidelines are summarized in EXHIBIT C.

(2) Homeowners are responsible for maintaining the wooden borders or edging material on the zero lot side of their house. Pressure treated lumber or other suitable termite resistant edging materials (e.g. black plastic edging or earth tone border material) are permitted.

**b. What to Submit with Application.**

(1) A plot plan showing the extent of the area to be landscaped is required. The common or botanical names of the proposed shrubbery, ground cover, plants, and trees should be labeled on the plan. The location of the proposed planting and any accessories should be clearly defined.

(2) Homeowners are not required to submit an application to replace the preexisting borders on the zero (0) lot side of the house, if using pressure treated lumber or other suitable materials.

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### **4.7 Lighting.**

**a. Criteria.**

(1) **Exterior Lighting.** Exterior lighting shall be directed away from shining onto adjacent properties. Additional lighting in Side yards other than low voltage or solar walkway lighting is not permitted. All fixtures visible from the street should be the same. Colonial or cape-cod styles

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are acceptable (see pictures in EXHIBIT D) and may be brass, pewter, black, or bronze in color. Glass panels should be clear. For rear yards, other styles (floods, etc) with motion sensors may be installed for security reasons. Manufacturer's brochure and fixture specifications should be submitted with the application.

**(2) Landscape Lighting.** Landscape lighting fixtures shall be mounted at a height not exceeding 18 inches above grade. Landscape lighting fixtures are not permitted within front yards. The fixture style should be simple in shape and design. The fixture color should be black, neutral or earth tone.

### **b. What to Submit with Application.**

**(1) Exterior Lighting.** A drawing or plot plan showing the location of the proposed exterior lighting (ground, wall, pole or eaves mounted) is required. Also required is a description (color, size, output power and material) in the form of a photograph, picture, or brochure of the proposed lighting.

**(2) Landscaping Lighting.** Homeowner need not submit an application for landscape lighting that conforms to the above criteria. For landscape lighting of any other type, application should include same information required for exterior lighting and include manufacturer's brochure and fixture specifications.

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## **4.8 Painting.**

### **a. Criteria.**

(1) The Board desires to maintain the color uniformity (and where feasible a close proximity to the original project color palette) within the neighborhood and will readily approve repainting with the current authorized color (or its authorized substitute) for the unit's existing exterior house color. Colors other than the unit's existing authorized color will be approved on a case by case basis when the homeowner can demonstrate the new color is not the same color as that of either adjacent house.

(2) The Board has approved the following house colors that approximate or serve as the authorized substitute for the color palette of the original project. No other house colors are authorized. These are Sherwin Williams semi gloss colors:

Wailuna Blue,  
Wailuna Green,  
Wailuna Grey,  
Wailuna Yellow,  
Wailuna Toast (~tan color)  
Wailuna Homewood (~peach color)



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(3) No homeowner shall use any reflective finishes on exterior surfaces (other than non-mirrored glass). Exterior paint shall be semi-gloss. No gloss or reflective paint will be permitted on any exterior surfaces.

(4) House trim will be painted with white semi-gloss paint.

(5) Upon receiving Architectural Committee/Board approval to repaint with an authorized color, the homeowner will adhere to the following steps:

(a) Obtain a paint sample of the approved color from the site manager prior to purchasing paint.

(b) Ensure the site manager inspects the paint color prior to application to ensure its conformance with the Board approved color. This is particularly important when the contractor or individual performing the painting uses a paint manufacturer other than Sherwin Williams.

(6) If there are preexisting rust stains at the time of repainting, homeowners are responsible to countersink, caulk and prime all nail heads to prevent recurrence of rust stains. More extensive additional repairs that the homeowner may want to do coincident with the repainting may also require Board approval.

(7) Homeowners who fail to obtain prior Architectural Committee/Board approval to repaint and/or fail to follow the above procedures will be required to re-paint at their own expense as necessary to bring the paint job into compliance.

**b. What to Submit with Application.** Drawings are not required. In addition to the standard application, fill out the Paint Request Addendum on the reverse of the standard application to clearly indicate the proposed authorized paint color and whether it is a change from the existing house color.

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### **4.9 Roof/Attic Attachment.**

**a. Criteria.** Attachments may not exceed the height of the roof's ridgeline for that portion of the house. Attachments must be parallel with the roof and not exceed a height of twelve (12) inches above the plane of the roof. Flat natural convection, electric powered or solar powered attic ventilators are permitted. Skylights and attic ventilators frames should be dark bronze or black in color; however, grey or aluminum colored attic ventilators will be approved on a case-by-case basis. Skylight panels should be smoke or clear in color. See the Board policy 2006-1, Solar Energy Devices, for specific information on solar water system guidelines and placement restrictions.

**b. What to Submit with Application.** A roof and exterior elevation plan is required. Detailed drawings to show number/location/orientation are needed for accessories such as skylights, solar and non-solar attic ventilators. Also required is a description (color and size) in the form of a photograph, picture, brochure, or other product information sheets depicting the proposed item.

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**Heights at Wailuna  
Architectural-Modification Guidelines**

**4.10 Screen, Side, and Utility Doors.**

**a. Criteria.**

(1) **Screen Doors.** Steel, aluminum and wood doors are acceptable. The allowable colors are white, aluminum color, or matching the existing color of a home's front door. Doors that are visible from street must have a simple, traditional pattern. There are no restrictions on screen doors on the internal access from the garage into the house.

(2) **Side Garage Door.** Side doors into the garage should be replaced with a glass paneled door similar to the original design. A solid door (no windows) is an acceptable substitute. Replacement doors should be painted to match existing house color.

(3) **Utility Door.** Doors into the small utility space beside the garage should be replaced with a slatted door similar to the original design in order to vent the utility space. Two other alternatives are available to homeowners that will provide adequate ventilation. One alternative is a solid door with 4 vent holes installed. The second is a solid core door with a rectangular vent installed on the lower half. See EXHIBIT E for pictures of these alternatives. Replacement doors must be painted to match existing house color.

**b. What to Submit with Application.** Specify the type, material, location, intended color, and description of the door (which design if a utility door) on the application. Pictures or brochures may be helpful, and should be submitted if available.

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**4.11 Swimming Pool/Hot Tub.**

**a. Criteria.** Care must be taken to ensure that the design and location of swimming pools and/or hot tubs do not adversely affect other lots. Swimming pools, hot tubs, and all related equipment should be visually screened. Applicable current City and Code of Honolulu Code and/or Ordinances regulating swimming pools and hot tubs must be complied with. For example, current City and County regulations do not permit installation of for swimming pools, hot tubs, and/or related equipment that exceed 30 inches in height from the grade. In addition, the height of the equipment and accessories shall not extend above the property's wall or fence. Side yard, EPC, setback, and draining pattern restrictions apply. Due to the larger than normal water requirement for swimming pools and hot tubs, the Board may require the homeowner to pay an annual fee to compensate the Association (and other homeowners) for the additional cost incurred for water and sewer usage.

**b. What to Submit with Application.** The location of any proposed swimming pool or hot tub must be shown along with all existing improvements. Associated equipment such as decking must also be shown on the plot plan. The location, base dimensions, and height of accessories such as diving boards, pool covers, and pump equipment must be included. A report from a soils engineer or other expert may be required.

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**4.12 Unattached Structures.**

## **Heights at Wailuna Architectural-Modification Guidelines**

**a. Criteria.** Freestanding structures (e.g. covered gazebos, lanais, sun shades, pergolas and trellis) which are open on all sides are permitted. Also, freestanding storage sheds/structures in rear and some side yards are permitted when they meet setback requirements. Structures made of metal are not permitted. Trellis/pergola members should stand on edge, as a solid flat roof appearance is not acceptable. See also Section 4.2 on extensions/enclosures.

(1) The design of Lanai structures, sun shades and gazebos must continue or complement the architectural features of the unit. This includes the appearance as well as finish materials and color. (By-Laws Article VI, Section 5; Rules and Regulations, Section 5.6).

(2) Homeowner built storage sheds are permitted when they meet setback requirements. The roof and paint color must be compatible with the existing structure. Moreover, the roof and siding materials must be of the same composition of the existing structure. Storage sheds installed against the side of the house must fit under the eaves.

(3) Pre-fabricated vinyl storage sheds must be of earth tone color(s) and meet the setback requirement from property line within the fenced yard, and must be screened from neighboring streets with trees or palms.

(4) Side yard and EPC restrictions apply.

(5) Requests for unattached structures on lots with unusual house orientations or visibility from multiple streets will be considered on a case-by-case basis.

(6) See Board Policy memo 2007-1 for specific requirements on pergolas.

(7) Pop-up canvas canopies or similar temporary sunshade structures are not considered unattached structures and should be taken down no later than 72 hours after set up. However, picnic table umbrellas are not included in this restriction.

**b. What to Submit with Application.** A plot plan is required showing design, materials, color, proposed locations, dimensions, and distance of the freestanding structure from the property lines to adjacent property/structures. An application and/or prior approval to install a pre-fabricated vinyl storage shed in compliance with the above guidelines are not required.

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### **4.13 Walkways/Slabs.**

#### **a. Criteria.**

(1) **General Concrete Work.** Existing drainage patterns must be maintained. Surface runoff or the water drainage patterns may not be altered from its natural or designed path. Additionally, runoff or drainage patterns may not be redirected in a manner that results in erosion or damage to the lot or any adjoining lot(s). Areas beneath the concrete work must be treated for ground termites by a licensed professional. Evidence of treatment must be submitted upon request. Concrete work in side

## **Heights at Wailuna Architectural-Modification Guidelines**

yards should not be closer than one (1) foot from the adjacent property (zero lot) line. Dimensions of existing (as built) concrete/slab items shall not be changed without the approval of the Architectural Committee.

(2) **Front Yards.** Additional slabs or walkways are not permitted. When utility or other repairs result in necessary repairs to existing driveways and walkways, homeowner must return the design and appearance of driveways and walkways to as close as original as feasible. Deviations require specific approval of the Architectural Committee and/or Board.

(3) **Side and Rear yards.** Changes to original walkway and slab design/dimensions require approval of the Architectural Committee and/or the Board. Changes to existing walkway or slab finish/covering material are allowed with prior approval of the Architectural Committee and/or the Board. Brochures or samples should be submitted with the application. Side yard and EPC restrictions apply.

**b. What to Submit with Application.** A plot plan is required. Dimensions of the proposed concrete work, paver tiles, or gravel and the distance from the property lines of the existing unit and the adjacent property shall be clearly shown on the plan. The size and shape of stepping-stones and the walkway or slab finish/covering material shall be stated on the drawings. Impact on existing drainage patterns and measures to mitigate impact on adjacent homeowners must be addressed.

### **4.14 Fences/Gates/Walls.**

#### **a. Criteria.**

(1) **Fences.** Side yard and EPC restrictions apply. The Association will be responsible for maintaining the condition of the white picket fences and gates fronting the street, the wrought iron fences at the rear of some units, and designated white privacy fences. Written consent signed by the adjacent homeowners will be required for relocation of existing fences or installation of new fences situated on or within two (2) feet of property lines (Article VI, Section 3 of the By-Laws and Section 5.4 of the Rules & Regulations). New fences must be similar in design to existing, white in color, and not exceed 6 feet above the finished dwelling slab. Where pet or child safety and/or security requires, homeowners may request to install dark color lattice material in wrought iron fences at the rear of their property.

(2) **Gates.** Gates constructed for existing fences must match the appearance (i.e. color and design) of the fence. The Association is responsible for the gates on the front picket fences.

(3) **Walls.** Side yard, EPC, and drainage pattern restrictions apply. As with fences, changes to common walls situated on property lines require the written approval of the adjacent lot homeowner(s). Split-face CMU (concrete masonry unit) walls or retaining walls are permitted, but must be finished or topped in a manner consistent with the general esthetics of the neighborhood. The application should explain or include pictures of the proposed finishing method.

**b. What to Submit with Application.** A plot plan showing the location, dimensions, setbacks, and materials to be used is required. If a retaining wall is proposed, a detailed section must be

**Heights at Wailuna  
Architectural-Modification Guidelines**

submitted. Changes to common walls and fences (those situated on or within two (2) feet of property lines) require a letter of approval from the adjacent lot homeowner(s).

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**4.15 Window Tint.**

**a. Criteria.** Non-reflective tinting, bronze or smoke in color, will be permitted, but must be professionally installed.. A maximum of 20% solar reflectance is permissible. Provide a sample of the proposed tinting material. Reflective window tinting of any kind will not be approved.

**b. What to Submit with Application.** A sample of the proposed window tint and brochure with specifications shall be submitted. The solar reflectance value of the window tint must be indicated in the specifications. Identify by sketch or other description the location and number of windows to be tinted.

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**4.16 Replacement Windows.**

**a. Criteria.** Replacement windows must have same general design, look (type) and grid pattern to the existing windows being replaced. The color of window frames must be white. Upon completion, the basic appearance and symmetry of existing windows must be preserved.

**b. What to Submit with Application.** A drawing or plot plan showing the location of the replacement windows is required. A brochure or product information sheets of the proposed window construction and grid pattern as well as the local vendor must be submitted with the application.

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**4.17 Garage Door Replacement.**

**a. Criteria.** The Board has approved the Martin garage door, Ranch or Woodline models, as the authorized “replacement standard.” Models from other manufacturers will be approved if the homeowner demonstrates they are visually equivalent to the Martin model. The doors listed in the columns below the respective Ranch garage door model have been judged to be equivalent garage doors. Brochures and specifications will be required to show the specific details of any proposed substitute. Replacement garage doors must not have windows or decorative hardware and hinges. White is the only authorized color, and the homeowner must paint the replacement per either of the paint schemes in EXHIBIT F using existing house and trim colors.

<b>Vendor</b>	<b>Style</b>	<b>Other details</b>	<b>Vendor</b>	<b>Style</b>	<b>Other details</b>
Martin	Ranch		Martin	Woodline	
Wayne Dalton	Model 9600	Ranch	Wayne Dalton	Model 9600	Colonial
Clopay	Model M4053, Premium Series	Long Elegant Panels	Clopay	Model 4050, Premium Series	Short Elegant Panels
Raynor	Decade II	Ranch	Raynor	Decade II	Colonial

## Heights at Wailuna Architectural-Modification Guidelines

**b. What to Submit with Application.** The manufacturer, model and series number, color (white), panel features and local vendor must be provided to allow for comparison to the standard. A brochure or other printed materials should be included.

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### 4.18 Antennae.

**a. Criteria.** The Board has outlined requirements and guidelines on antenna installation (including satellite reception dishes) in a separate policy document.

**b. What to Submit with Application.** Submit information as specified in the separate policy document.

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### 4.19 Roofing Shingle Replacement.

**a. Criteria.** The only authorized roofing material is asphalt shingles. Because of their high quality wind and fade resistance, the Board has approved Malarkey Roofing Products as the only authorized roofing shingle replacement. Some of the longer warranty lines also carry algae resistance warranties. When re-roofing, homeowners may also want to consider the installation of drip edges (white, 1 ½ inch) to better protect against potential moisture damage. The following are the authorized Malarkey shingle colors. No other colors or styles are authorized.

- Antique Brown
- Midnight Black
- Sienna Blend
- Silverwood
- Storm Grey
- Weathered Wood

**b. What to Submit with Application.** Drawings are not required. In addition to the standard application, fill out the Roof Replacement addendum section on the reverse of the standard application to clearly indicate that Malarkey Roofing Products will be used and the desired authorized color.

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### 4.20 Siding Replacement.

**a. Criteria.**

(1) **Vinyl Siding.** Vinyl siding colors must match the current palette of authorized paint colors. The color requested should match as close as possible the current house color or one of the other authorized house colors described under painting [Section 4.8]. The same rules apply for color changes as outlined in that section. Upon installation of siding, garage doors and side and utility doors should be painted to match color of the siding.

(2) **Wood siding.** The Board currently has not identified specific substitutes for existing installed siding types.

## **Heights at Wailuna Architectural-Modification Guidelines**

(a). If replacing siding on the entire house, submit a sample of the proposed replacement siding material.

(b). When replacing partial sections due to damage, replacement wood siding should match existing. The overarching requirement is that “patching” with dissimilar materials is not permitted on a given house section. If original siding or materials that match the original are not available, homeowner must replace that section of the house siding that will provide for a uniform and symmetrical appearance. Hardie makes siding with both smooth and textured appearances. Additionally, TruWood makes 4” and 5” lap siding in a textured finish that is a reasonable match to existing design. A sample of the proposed replacement siding should be provided and the specific location and dimensions of the section being replaced should be identified.

(c). See Section 4.21 regarding chimney siding repairs.

### **b. What to Submit with Application.**

(1) For replacement with vinyl siding, homeowner should submit brochures or other product material that will explain the product and show color, general appearance, and finish of the proposed vinyl product. Homeowners should submit the name of the vendor and a statement that the desired siding color that will preserve the requirement that no two adjacent houses have the same color.

(2) For replacement of wood siding, the homeowner should provide a drawing or plot plan that identifies the specific section of the house that will have siding replaced. The name of the siding, the manufacturer, and a sample or product material for the replacement siding should be provided. Homeowner should clearly state whether the siding matches existing. In those cases where existing siding or materials to match existing are not available, homeowner should clearly identify the location and dimensions of the partial replacement. All replaced siding must be painted to match existing authorized house color (see Section 4.8 on painting).

---

### **4.21 Chimney Repairs/Chimney Cap Replacement.**

#### **a. Criteria.**

(1) **Chimney siding repairs.** Repairs to the chimney must preserve the existing design, siding and house paint colors and scheme. Siding used to repair partial sections of the chimney should match existing. The Board has approved other siding options for total chimney siding replacement: Hardie-board panel (stucco), other Hardie siding products, and TruWood lap siding in a textured finish [The site manager has samples of some of these materials].

(2) **Chimney Cap Replacement.** A specific replacement standard for chimney caps has not yet been identified. Some homeowners have found suitable chimney caps online from mainland vendors. Homeowner should submit brochure with specifications and dimensions of the proposed replacement.

## Heights at Wailuna Architectural-Modification Guidelines

**b. What to Submit with Application.** Drawings are not required for chimney repair since design must be identical to existing. However, the application must identify and provide a sample of materials to be used and a statement of whether the replacement siding matches existing house siding. Application must also specify the color that chimney siding/trim will be painted. For replacement chimney caps, a brochure showing the style and/or other description of the proposed replacement and its dimensions should be included with the application.

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### 4.22 Decks.

**a. Criteria.** Wood decks may be authorized for rear yards to serve the same purpose as the existing cement lanais. Application must show that the proposed design, dimensions, setback, construction, and height comply with the applicable requirements for unattached structures [Section 4.12] and walkways/slabs [Section 4.13]. Natural or earth tone colors are acceptable as colors.

**b. What to Submit with Application.** A plot plan is required showing the proposed design, dimensions, height, location, and distance from the property lines of the adjacent property/structures. Type of materials and intended color of the finished product must also be submitted. Owner should provide brochures or specifications to illustrate materials to be used.

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### 4.23 Clotheslines.

**a. Criteria.** Clotheslines or other outside drying facilities shall be located within fenced areas of the rear yard and shall not be visible from a neighboring lot or street. If a clothesline is desired by a homeowner, a single pole, rotary type clothesline device is both neat in appearance and practical. In addition to the foregoing, the top of the clotheslines must be lower than the height of the fence or wall.

**b. What to Submit with Application.** Submitting an application for clotheslines or other drying facilities that comply with the above criteria is not required.

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### 4.24 Security Bars.

**a. Criteria.** External security bars are not allowed. Security bars, which are fully contained within the residence's interior, do not require Architectural Committee and/or Board approval.

**b. What to Submit with Application.** Submitting an application for internal security bars is not required.



**Architectural-Modification Guidelines  
EXHIBIT A**

**Applicable Restrictions and Cross-References**

<b>ITEM</b>	<b>Rules and Regulations</b>	<b>By-Laws</b>
<b>General Permissions</b>	<b>3.1; 3.20.d; 5.2; 5.5.a; 5.6; 5.7</b>	<b>Art V, Sec 5(p) Art VI, Sec 2; Sec 4</b>
<b>Air Conditioning</b>	<b>3.1</b>	<b>Art V, Sec 5(o)</b>
<b>Clothes Lines</b>	<b>3.2</b>	<b>Art V, Sec 5(v)</b>
<b>Drainage Patterns</b>	<b>3.12</b>	<b>Art V, Sec 5(z)</b>
<b>Environmental Protection Corridors (EPC)</b>	<b>2.0; 3.20.f; 4.2.b; 5.3</b>	<b>Art V, Sec 4; Art V, Sec 5(f); Art VI, Sec 3</b>
<b>External wiring</b>	<b>3.1</b>	<b>Art V, Sec 5(o)</b>
<b>Fences</b>	<b>3.20.f; 4.2.a(2); 5.4</b>	<b>Art V, Sec 5(f); Art VI, Sec 3</b>
<b>Landscape</b>	<b>3.20.c; 3.20.f; 3.20.g; 4.2.a(1); 4.2.a(2); 5.5</b>	<b>Art V, Sec 4 Art V, Sec 5c; Art V, Sec 5(f); Art VI, Sec 4</b>
<b>Leasehold</b>		<b>Art V, Sec 5(p) Art VI, Sec 2</b>
<b>Lighting</b>	<b>4.2.a(2)</b>	
<b>Mutual Consent</b>	<b>5.4</b>	<b>Art VI, Sec 3</b>
<b>New Structures (additions, lanais, sun shades, etc.)</b>	<b>3.20.e; 3.20.h; 4.2.b; 5.2; 5.6</b>	<b>Art V, Sec 5(e); Art V, Sec 5(f) Art V, Sec 5(h); Art VI, Sec 3; Art VI, Sec 5</b>
<b>Paint</b>	<b>5.7</b>	<b>Art VI, Sec 6</b>
<b>Roof restrictions (types and height of attachments)</b>	<b>3.1; 3.20.h</b>	<b>Art V, Sec 5(h); Art V, Sec 5(o); Art V, Sec 5(p)</b>
<b>Security Bars</b>	<b>3.22</b>	
<b>Setback</b>	<b>3.20.e</b>	<b>Art V, Sec 5(e)</b>
<b>Screen Doors</b>	<b>3.15</b>	
<b>Tree/Plant Height</b>	<b>3.20.g; 5.5</b>	<b>Art V, Sec 5(g); Art VI, Sec 4</b>
<b>TV Antennas</b>	<b>3.18</b>	<b>Art V, Sec 5(p) Art VI, Sec 2</b>
<b>Window Tinting</b>	<b>3.23</b>	
<b>Yards, Front</b>	<b>3.7; 3.20.c; 4.2.a(1)</b>	<b>Art V, Sec 2; Art V, Sec 4; Art V, Sec 5c</b>
<b>Yards, Rear</b>	<b>3.20.f; 3.20.g; 4.2.a(3); 5.5</b>	<b>Art V, Sec 2; Art V, Sec 4; Art V, Sec 5.g</b>
<b>Yards, Side (lighting, structures, landscape, fences)</b>	<b>3.20.g; 4.2.a(2); 5.5</b>	<b>Art V, Sec 4; Art V, Sec 5.g</b>

This listing is a summary and cross reference of where the By-Laws and House Rules mention specific requirements or restrictions. It is not all inclusive of repairs for which Board approval may be required.



**EXHIBIT B  
Heights at Wailuna**

**Application for Modifications, Additions or Improvements  
(PART I)**

Legal Homeowner(s) \_\_\_\_\_ FS \_\_\_\_\_ LH \_\_\_\_\_

Mailing Address \_\_\_\_\_ Lot Number \_\_\_\_\_ EPC: YES \_\_\_\_\_ NO \_\_\_\_\_

Day Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Email \_\_\_\_\_

**Description of modification, addition or improvement:**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Irrigation/Sprinklers | <input type="checkbox"/> Extension/Enclosure     | <input type="checkbox"/> Walkway/Slabs |
| <input type="checkbox"/> Painting         | <input type="checkbox"/> Landscaping           | <input type="checkbox"/> Hot tubs/Swimming Pools | <input type="checkbox"/> Lighting      |
| <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Walls/Fences/Gates    | <input type="checkbox"/> Roof/Attic Accessories  | <input type="checkbox"/> Gutters       |
| <input type="checkbox"/> Garage Door      | <input type="checkbox"/> Utility/Side Doors    | <input type="checkbox"/> Siding/Chimney Repair   | <input type="checkbox"/> Other         |

**Please describe in detail what you wish to do (attach additional sheets if necessary). Address the specific requirements of Section 4.0. For Painting and Roof replacement requests, also fill out the reverse side.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Modification, addition, or improvement will be done by:**

Contractor Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
Self: \_\_\_\_\_ Other: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Fee Enclosed (if required): \_\_\_\_\_

Submit completed application with two (2) sets of drawings, blueprints, sketches, or product brochures clearly showing the intent and extent of the proposed work to the Architectural Committee via the Managing Agent at Hawaiian Properties, P.O. Box 38078, Honolulu, HI 96813.

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notifications:**

Approval of this application by the Architectural Committee and/or Board of Directors is required before any improvement is permitted under the Heights of Wailuna Declaration of Horizontal Property Regime, By-Laws, and Rules and Regulations. Failure to obtain the required approval in violation of the By-Laws can result in the removal of all nonconforming structures or said improvements at the Owner's expense. For some improvements, homeowners of Leasehold units may require approval by the Lessor and must obtain any necessary approval directly from the Lessor.

In accordance with the By-Laws and Rules and Regulations, the Architectural Committee and Board of Directors are allowed up to sixty (60) days following receipt of an accurate and complete application to review and render a decision.

Approval or disapproval of this application is for esthetic purposes only, and does not in any way indicate an opinion of safety, structural quality or soundness of the building plan or other proposed improvement by the Architectural Committee and Board of Directors. The Homeowner is responsible for obtaining and posting a permit that is required by the City and County of Honolulu. Any modification required by the City and County Building Department to plans previously approved by the Architectural Committee and Board of Directors, must be re-submitted for review and approval.

**EXHIBIT B  
Heights at Wailuna**

**Application for Modifications, Additions or Improvements  
(PART I Cont)**

**Paint Request Addendum:**

1. We are requesting to repaint our unit:

\_\_\_\_\_ With the same color (or current approved substitute) as the existing color.

Authorized Paint Colors	Existing House Color	Repaint Color
Wailuna Blue		
Wailuna Green		
Wailuna Grey		
Wailuna Yellow		
Wailuna Toast		
Wailuna Homewood		

\_\_\_\_\_ With a different authorized color as indicated.

2. We understand that we are to use semi-gloss paint for both house and trim (white only). The approved paint colors and manufacturers are on file with the Managing Agent.

3. We understand that we are to obtain a paint sample of the approved house color from the site manager prior to purchasing paint.

4. We understand that, if there are existing rust stains, we may need to countersink, caulk and prime nail heads to prevent recurrence of rust stains. Other repairs incident to painting may also require specific Board approval.

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Roof Shingle Replacement Addendum:**

\_\_\_\_\_ We will be replacing our roof shingles with Malarkey Roofing Products using the following authorized color and manufacturer on file at the Managing Agent.

Authorized Malarkey Roofing Color	Re-roof Color
Antique Brown	
Midnight Black	
Sienna Blend	
Silverwood	
Storm Grey	
Weathered Wood	

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

=====

For Managing Agent: Date received: \_\_\_\_\_ Sequence No. \_\_\_\_\_ Fee Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

**EXHIBIT B  
Heights at Wailuna**

**Application for Modifications, Additions or Improvements  
(PART II)**

**LOT #:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_ **HOMEOWNER:** \_\_\_\_\_

**Short Title of Request:** \_\_\_\_\_  
**Sequence No:** \_\_\_\_\_

**Architectural Committee Action/Recommendation:**

Date Received: \_\_\_\_\_ Action Due Date: \_\_\_\_\_

**APPROVED / RECOMMEND APPROVAL** (circle as applicable)

**DISAPPROVED / RECOMMEND DISAPPROVAL** (circle as applicable)

**Forward to Board for review and action.**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**For the Architectural Committee**

**Board of Directors:**

**APPROVED.** Approval is effective for a period of one (1) year from approval date indicated herein and is deemed revoked if the Homeowner has not commenced with the approved work within that period. If construction is delayed for any reason, please notify the Managing Agent at the Hawaiian Properties Office (539-9777). Homeowner is responsible for obtaining any required City and County of Honolulu building permits. **Approval is subject to the following conditions and/or modifications as indicated:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completion inspection required:  YES  NO \_\_\_\_\_

**LEASEHOLD Homeowner: Submit to Lessor for Approval:**  YES  NO

**DISAPPROVED.**

Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**For the Board of Directors**

**POST OR HAVE THIS FORM AVAILABLE AT JOB SITE TO PROVE BOARD APPROVAL**



**Architectural-Modification Guidelines  
EXHIBIT C**

**LANDSCAPE DESIGN GUIDELINES**

**A. GENERAL CONSIDERATIONS**

The original landscaping design for the Heights at Wailuna was based upon these three objectives: to establish an overall identity and character; to provide continuity; and to create an attractive and esthetically pleasing environment.

Homeowner proposals for improvements and landscaping of their individual lots will be evaluated in the context of these objectives as well as their compliance with the restrictions in the By-Laws and Rules and Regulations. See Section 4.6 and the table in EXHIBIT A.

**B. FRONT YARD LANDSCAPING**

The Association is responsible for the landscaping and maintenance of the front yards of all properties.

Homeowners are not permitted to modify or add to the front yard landscaping. Additionally placement of planter boxes, potted plants, statutes, etc on driveways and on the street side of the picket fences is not permitted.

The homeowner is responsible for maintaining the small rock area/border associated with the access to the utility closet external to the garage.

**C. SIDE YARD LANDSCAPING**

The Board is required to approve the proposed types and locations of trees, shrubs, and palms to be used in side yards to ensure compliance with the height limits, light/ventilation, and natural view restrictions as stated in the By-Laws and Rules and Regulations. It is the homeowner's responsibility to ensure that trees and shrubs are trimmed to remain clear of the adjacent homeowner's house and roof. Additionally, the homeowner must keep his ground covers and invasive landscaping clear of the portion of the adjacent homeowner's property between the zero lot line and his house.

Potted plants and planter boxes contained wholly within the fenced area of the side yard do not require Architectural Committee approval.

Unless written consent of the adjacent homeowner in whose yard the bed and border exist, the homeowner is responsible for maintaining the bed and border material at his zero lot line. Either landscape timber, black vinyl edging or other suitable border material is permitted. See Section 4.6.

**D. REAR YARD LANDSCAPING**

Approval by the Board is required of the types and locations of trees, shrubs, and palms to be used in rear yards to ensure compliance with applicable height limits, natural view, and EPC restrictions. It is the homeowner's responsibility to ensure that trees, shrubs, invasive ground covers, etc. and any plant debris remain clear of the adjacent homeowner's property and /or common areas.

Architectural-Modification Guidelines  
EXHIBIT D

SAMPLE EXTERNAL LIGHTING STYLES



- Style: Colonial or Cape Cod
- Color: White, Black, Brass, Pewter, Bronze
- Upright or hanging
- Must have clear glass panels





**Architectural-Modification Guidelines  
EXHIBIT E**

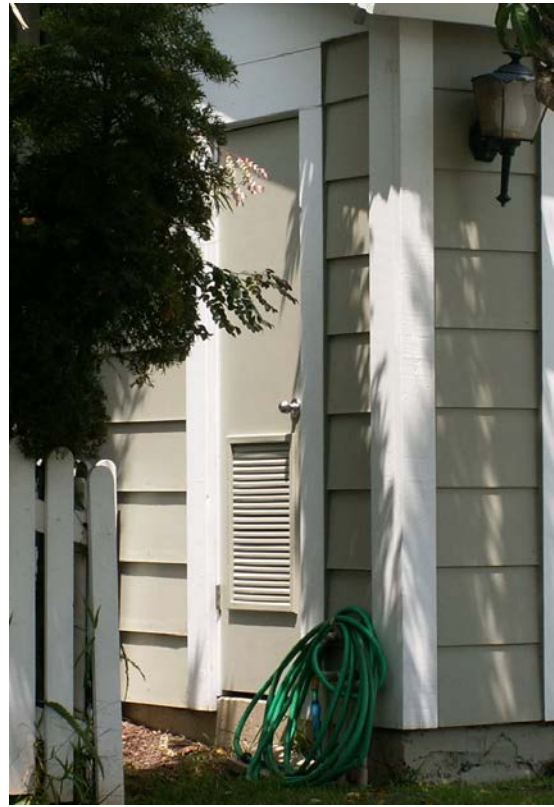
**UTILITY DOOR REPLACEMENT OPTIONS**

**Hawaii Gas Recommended: Solid Core Door with rectangular vent installed to allow venting of utility closet**

**Paint door same color as House color**



**Original  
Design**



**Authorized  
Substitute**

**REPLACEMENT GARAGE DOOR PAINT SCHEMES**



**OPTION "A"**



**OPTION "B"**