



# KOA RIDGE

## Design Application Form

Legal Owner(s) \_\_\_\_\_

AUOU/Unit # \_\_\_\_\_

Mailing \_\_\_\_\_

Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Submit Application via email with the following as applicable:

- A plot plan showing the location of the changes to be made including all easements and property lines.
- Finished elevations with detailed drawings, specifications, colors and materials used.
- For Projects not listed below, please specify under OTHER.

<input type="checkbox"/> New Home	<input type="checkbox"/> Light Fixtures (Exterior) <input type="checkbox"/> Decorative <input type="checkbox"/> Motion <input type="checkbox"/> Security
<input type="checkbox"/> 1 Story Addition/Extension	<input type="checkbox"/> LPG (Liquid Petroleum Gas) Tank
<input type="checkbox"/> 2nd Story Addition/Extension	<input type="checkbox"/> Play Equipment (Permanent) <input type="checkbox"/> Permanent Basketball Hoop
<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Split System <input type="checkbox"/> Window/Thru Wall	<input type="checkbox"/> Pool, Swimming <input type="checkbox"/> In ground <input type="checkbox"/> Above ground
<input type="checkbox"/> <input type="checkbox"/> Central <input type="checkbox"/> Solar	<input type="checkbox"/> Roof Eave Extension
<input type="checkbox"/> Awning <input type="checkbox"/> Metal <input type="checkbox"/> Retractable <input type="checkbox"/> Roll Up Blinds	<input type="checkbox"/> Roofing <input type="checkbox"/> Flat <input type="checkbox"/> Pitched
<input type="checkbox"/> <input type="checkbox"/> Sunshade (Brochure Required)	<input type="checkbox"/> Type/Color _____
<input type="checkbox"/> Balcony, Covered	<input type="checkbox"/> Shed/Storage - Constructed
<input type="checkbox"/> Balcony, Enclosure	<input type="checkbox"/> Shed/Storage <input type="checkbox"/> Pre-Fabricated <input type="checkbox"/> Metal <input type="checkbox"/> Plastic Resin
<input type="checkbox"/> Brick/Stone Pavers (on sand bed)	<input type="checkbox"/> Siding <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical (Brochure Required)
<input type="checkbox"/> Security Camera	<input type="checkbox"/> Skylight (Brochure Required)
<input type="checkbox"/> Carport Enclosure/Extension <input type="checkbox"/> Carport (New)	<input type="checkbox"/> Solar Devices: <input type="checkbox"/> Water Heater <input type="checkbox"/> Photovoltaic
<input type="checkbox"/> Concrete <input type="checkbox"/> Driveway Ext. <input type="checkbox"/> Sidewalk <input type="checkbox"/> Slab	<input type="checkbox"/> Spa/Sauna <input type="checkbox"/> In Ground <input type="checkbox"/> Above Ground
<input type="checkbox"/> Concrete, Veneer/Stone Coverings (Brochure Required)	<input type="checkbox"/> Structures <input type="checkbox"/> Greenhouse <input type="checkbox"/> Gazebo <input type="checkbox"/> Trellis
<input type="checkbox"/> Deck	<input type="checkbox"/> Synthetic (Artificial) Turf
<input type="checkbox"/> Dog Kennel <input type="checkbox"/> Chain-link <input type="checkbox"/> Constructed (above 30")	<input type="checkbox"/> Vents, Appliance, Gable, Solar/Non-Solar Attic, Shingle)
<input type="checkbox"/> Door _____ (Type) (Brochure Required)	<input type="checkbox"/> Walkway, Covered
<input type="checkbox"/> Fence <input type="checkbox"/> Metal <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood	<input type="checkbox"/> Walls <input type="checkbox"/> CMU Hollow Tile <input type="checkbox"/> CRM Moss Rock <input type="checkbox"/> Rock
<input type="checkbox"/> Flagpole/Flag Holder	<input type="checkbox"/> _____ Other
<input type="checkbox"/> Garage (News-Constructed)	<input type="checkbox"/> Walls (Existing), Veneer/Stone Coverings (Brochure Required)
<input type="checkbox"/> Garage Door (Brochure Required)	<input type="checkbox"/> Water Feature <input type="checkbox"/> Koi Pond <input type="checkbox"/> Fountain
<input type="checkbox"/> Gates <input type="checkbox"/> Metal <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood	<input type="checkbox"/> Window Grilles
<input type="checkbox"/> Gutters with Downspouts <input type="checkbox"/> Type/Color _____	<input type="checkbox"/> Window Replacement <input type="checkbox"/> All New <input type="checkbox"/> Partial (Plot Plan Required)
<input type="checkbox"/> Lanai, Covered	<input type="checkbox"/> Window Tinting (Manufacturer's Specs and Sample Required)
<input type="checkbox"/> Lanai, Enclosure	<input type="checkbox"/> Other
<input type="checkbox"/> Landscaping	

Paint Exterior: Semi-Gloss, Satin, Flat, Low Lustre, Soft Gloss finish only. Provide Color Samples (min. 2"x2" paper-type sample only) and fill in color name below (refer to Koa Ridge Owners Association Approved Color Scheme Specifications):

Paint Scheme Number _____	Property Wall Color _____
House Wall Color _____	Property Fence Color _____
House Trim Color _____	Property Gates(s) Color _____
House Accent Color _____	Property Concrete Color _____
*Concrete color must blend aesthetically with existing or new color scheme.	

## OTHER PROVISIONS

1. The undersigned acknowledges and agrees that he/she/it/they have read and understood all documentation in the Koa Ridge Design Guidelines corresponding to the Item(s) indicated above, and agree to install the Item(s) indicated above as specified in the corresponding request without alteration or modification. To the extent any modifications are necessary, the undersigned acknowledge that they must submit a revised Application covering the proposed improvements and comply with all other provisions of the Design Guidelines relating to such improvements. The undersigned agree further that no alterations will be made to the exterior of the Lot/Dwelling Unit/Commercial Unit except as approved in the Governing Documents. The undersigned agree to indemnify, release, and hold harmless the Master Association, the Master Board, the Managing Agent, and the Declarant, and their respective directors, employees, members, shareholders, and agents, against any and all harms or claims for damages in any way involving the Item. The undersigned agree that in the event the KRDRRC finds that the Item has not been installed as specified in the Application request, or has failed to provide any fees or documentation as required, the undersigned shall be required to make the Item conforming or be subject to fine or removal as provided in the Design Guidelines and/or the Fence & Wall Guidelines, where applicable. Failure to obtain written approval, or to follow approved plans, is a violation of the Declarations and Design Guidelines and can result in the removal of non-conforming alterations at the owner's expense, as well as the imposition of fines and/or penalties.
2. All necessary building permits must be obtained, as well as written approval of this application, before commencing any work, installation, construction, or excavation. A copy of the building permit and DPP stamped approved plans must be provided to the KRDRRC before commencement of work.
3. Owner is responsible for all property damage outside of the lot (which includes but is not limited to sidewalks, landscaping in planting strips and roads) during the work performed in connection with this application ("Work"). Owner and their contractor shall maintain an insurance policy covering the Work. Special Note for Multi-Family DETACHED Homes and Townhouses where applicable): Before your application can be considered, you must submit photos of all sidewalks and curbs surrounding your home so that if there is any damage to the curbs and sidewalks, we will be able to determine if the damage occurred before or after your improvements. This is for your protection as well as the builder. If the submitted photos show no prior damage to surrounding curbs and/or sidewalks and then during or at the conclusion of your improvements there is damage to the sidewalks and/or curbs, the owner shall be responsible for the cost of the repairs to the curbs and/or sidewalks. Failure to provide pictures prior to your application being considered shall result in the owner being charged for the cost of the repairs to the curbs and/or sidewalks upon discovery of the damage and/or completion of the improvement.
4. Review and written approval of any application pursuant to this article is made on the basis of aesthetic considerations only and neither the Association, the Association's Contracted Agent, or the Declarant (the Developer), shall bear any responsibility for ensuring the structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes and other governmental requirements. Neither the Declarant, the Association, the Association's Contracted Agent, the Board of Directors, any committee, director, employee, nor member of any of the foregoing shall be held liable for any injury, damages or loss arising out of the manner or quality of approved construction on or modifications to any lot.
5. All required sub-association, neighborhood committee, neighborhood association, or condominium association approvals must be obtained before commencing work.
6. Incomplete applications will be disapproved.
7. No application will be considered for review unless the owner is an association member in good standing (i.e. no outstanding violations, delinquencies, etc...).
8. Termite treatment of ground is required before any concrete pours (sidewalks, driveways, lanai, etc.)
9. Owner is responsible to maintain the engineered drainage pattern of their property when **ANY** improvements are made.

Written approval of this application is required before commencing with any improvement/ construction. Failure to obtain written approval violates the Koa Ridge DCC&R and may result in the removal of non-conforming improvements/modification at the Owner's expense. Approval of this application does not reflect opinion or ratification of quality or soundness of the plans by Koa Ridge Association, its Board of Directors, employees, agent's assignees or members of the Design Committee. All required City and County Building Permits are the responsibility of the owner.

**Owner acknowledges all provisions stated above.** \_\_\_\_\_

*All checks should be made out to KOA RIDGE OWNERS ASSOCIATION and mailed to:*

*Hawaiiana Management  
ATTN: Design Review Department  
711 Kapiolani Boulevard, Suite 700  
Honolulu, HI 96813  
Email: [designreview@hmcmt.com](mailto:designreview@hmcmt.com)*

Please be sure to include your check, application and all supporting paperwork. Mahalo! **For inquiries, please call: 808-593-6343.**

Architect or Engineer:	License Number(s):
General Contractor(s):	License Number(s):

**\*Important** - The property owner has the sole obligation to submit plans to the association for approval.  
The Association may reject plans, materials, or products submitted by parties other than the property owner(s).

By signing below, applicant understands and agrees to all terms and conditions stated on pages 2 and 3 of this form.

**Owner(s) Signatures**

Printed Name	Signature	Date

See Exhibit A for fee amounts. Please make check payable to: Koa Ridge Owners Association

Received By Hawaiiana Management	Date:
By:	Check #

**Approval of AOUC**

AOUC Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved

Comments:

**Approval of Koa Ridge Owners Association**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved

Comments:

## EXHIBIT A

### Minor Project Review Fee - \$25

Air Conditioning
Awnings
Brick/Stone Pavers
Camera, Security
Dog Kennel
Doors
Flagpole/Flag Holder
Garage Door
Gates
Gutters and Downspouts
Landscaping
Light Fixtures, Exterior
LPG (Liquid Petroleum Gas) Tank
Play Equipment (Permanent)
Roofing
Shed, Storage, Pre-Fabricated
Siding
Skylight
Solar Devices: Water Heater/Photovoltaic
Synthetic (Artificial) Turf
Vents, Appliance, Gable, Solar/Non-Solar Attic, Shingle
Window Grilles
Window Replacement
Window Tinting

### Major Project Design Review Fee - \$50

1 Story Addition/Extension
2nd Story Addition/Extension
Balcony, Covered
Balcony, Enclosure
Carport Enclosure/Extension
Concrete: Driveway/Extension; Sidewalk; Slab; Steps Concrete, Replace Existing Asphalt Driveway
Concrete, Veneer/Stone Coverings
Deck
Garage (New-Constructed)
Lanai, Covered
Lanai, Enclosure
New Home
Pools
Roof Eave Extension
Shed, Storage, Constructed
Spa/Sauna
Structures: Greenhouse; Gazebo; Trellis
Walkway, Covered
Walls (Existing), Veneer/Stone Coverings
Walls: CMU Hollow Tile; CRM Moss Rock; Retaining
Water Feature: Koi Pond; Fountain

\* Submit one fee per application - whichever is the greater value when requesting multiple items.