

ARCHITECTURAL REVIEW PROCEDURES

The following procedures must be completed and approval granted by the Modifications Committee prior to beginning construction for all additions or alterations to any Lot subject to the Master Declaration of Waikele which alter the exterior appearance of any residence or structure, including landscaping, walls and fences, and including the painting thereof. These procedures and the Modifications Committee review and approval are only for compliance with Waikele planning and design standards. Owners are responsible for obtaining any necessary City & County building permits and for complying with all applicable codes, ordinances and regulations. Owners are promulgated in accordance therewith by the Neighborhood Committee or Neighborhood Association having jurisdiction of the Lot and, in the case of condominium apartments, with the project's declaration of condominium property regime and the by-laws and house rules of the association of apartment owners. **No application will be considered by the Modifications Committee unless 1) all required Neighborhood Committee, Neighborhood association, or condominium association approvals have been obtained prior to submission of the application to the Modifications Committee; and 2) Owner is a member in good standing, i.e., has no outstanding violations of WCA Covenants, Conditions and Restrictions and Rules and Guidelines.**

Step 1: Submit one (1) completed copy of "WCA Application for Approval of Modifications, Additions or Improvements" form to the Waikele Community Association, 94-1030 Waipio Uka Street, Suite 103, Waipahu, HI 96797. This form can be obtained at the Waikele Community Association office or website at www.waikeleohana.com.

Step 2: Submit one (1) copy of the plot plan (copies available at the WCA office), and if applicable the building plan, for any improvements that incorporate structures, concrete or masonry surfaces, or manmade materials, e.g., walls, fences, walkways, slabs, gutters, down spouts, solar units, etc.

If submitting building plans larger than 11" x 17", two (2) copies are required; one will be returned to the homeowner upon approval by the Modifications Committee. **NOTE:** Homeowners are recommended to provide an electronic copy (PDF) of plans if possible. The electronic copy will be accepted in place of one (1) set of plans. One (1) hard copy must always be provided and will be returned to homeowner upon approval.

Photograph(s) of the home/lot reflecting the areas of proposed modifications should be submitted with other required material to clarify what the plans or plot plan may fail to present.

a. **Plot Plan (Scale 1 inch = 10 feet)**

The plot plan provided to each owner at the time of the original sale should contain adequate grade information to allow for quick evaluation and decisions on wall heights, drainage swale modifications, etc. The outline of the proposed modification should be clearly identified on the plot plan so that the proposed modifications can be evaluated in relation to the existing improvements.

b. **Building Plan (Scale ¼ inch = 1 foot)**

Detail drawings are required which clearly reflect the proposed modification(s). For instance, for walls or fences, adequately scaled sections and details of walls and proper identification of the location of these details on the plot plan are essential.

Show plan (top view), all elevations (front, rear and side views), and cross-sections. If the proposed structure is to be connected to an existing structure, drawings must show the relationship to the existing structure and a detailed cross-section of the point of connection must be provided.

Building plans must include type and finish of the exterior materials, which should usually match any existing structure's materials and colors. If the structure or structures are to be finished in a different color, samples of both existing and proposed colors must be on file or provided with the application.

Step 3: All application packages for Modifications Committee approval must be accompanied by the appropriate permit processing fee. **There is no fee required for regular maintenance projects such as repainting, re-roofing, landscaping, etc., which do not alter the exterior appearance of previously-approved structures. In addition, minor improvements such as solar unit installation, air conditioning installation, and screen doors do not require a permit processing fee. These "no fee" modifications do, however, require an application and must be approved by the Modifications Committee prior to construction. Application fees are non-refundable.**

Permit Processing Fees:

- (1) **\$25.00 - Minor Improvement Application:** A minor modification, window tinting, new driveway extension, simple patio slab, sidewalks around house, rain gutters, pre-fabricated structures not visible to street or adjacent property or in setback area, etc. In general, this category includes applications which may require only WCA approval.
- (2) **\$50.00 - Major Improvement Application:** Modifications or improvements which incorporate new structures or additions, e.g., walls, fences, swimming pools, new driveway or detailed/extensive patio slab, custom-designed storage sheds located in setback areas, etc. In general, this category includes but is not limited to those applications that require additional consultation, a building permit and/or multiple improvements.
- (3) **\$100.00 - Building Additions/Extensions:** Modifications which significantly alter the primary dwelling, e.g., covered patio, sundeck, and additional rooms.
- (4) **\$150.00-\$200.00 - Custom house or new residence on vacant lot.**
- (5) **50% of Original Fee - Revisions or Resubmittals.** Should any application be revised, thus requiring resubmittal more than once, the applicant will be assessed an additional fee equal to 50% of the original fee to help offset the Association's cost for additional reviews.
- (6) **After-the-fact Fee:** The Modifications Committee may, in its sole discretion, implement a fee equivalent to double the normal fee for after-the-fact application for existing, unapproved modifications or improvements to offset the Association's cost for bringing violations into compliance.

Note: *The Modifications Committee shall, in its sole discretion, determine the appropriate fee for each application. The above permit processing fees may be revised by the Modifications Committee as deemed necessary. The current fee schedule is available in the Covenant Manager's office.*

Step 4: The General Manager shall review the owner's modification application before sending the application to the Modifications Committee and/or the architect and/or other consultants.

This pre-review will help to establish the scope of the proposed work intended by the owner and assist the homeowner in preparing the proper documents needed to complete a modification request application.

At this pre-review, misunderstandings or misinterpretations of the modification guidelines can be clarified in order for the homeowner to make necessary drawing or document changes before the application is forwarded to the Modifications Committee or the architect and/or other consultants for review. Also, the pre-review will determine if a variance is required for the owner's proposed modification and the proper additional information can be prepared by the homeowner as required. The pre-review will serve to expedite the review process and assists in understanding the homeowner's construction schedule and potential impact on adjacent lots.

Depending upon the complexity, accuracy and adequacy of the plans, **the review process by the MC may take anywhere from 1 to 6 weeks after receipt of the completed application package.** Applications may be disapproved, approved, or approved with changes. If the plans are disapproved, the plans must then be revised to conform to MC design requirements and resubmitted for reconsideration and approval within 120 days to avoid additional application permit processing fees. Oral requests for approval or preliminary approval of proposed work that is subject to these rules and guidelines will not be accepted.

Step 5: To maintain overall control of the appearance of the Waikele Community, the NCC has the power to overrule decisions of the MC. If the proposed plans/modifications involve precedents, variance, policies or procedures, the MC will forward a copy of the application to and consult with the NCC. If the NCC disapproves or approves with changes, the MC shall be governed by the NCC's decision. The MC may also impose additional conditions if deemed necessary. If the NCC has not responded within 14

calendar days of receipt of an application, it shall be deemed as approved by the NCC. If the MC and NCC approve the application, with or without changes, a WCA permit will be issued by the MC, and the applicant may then obtain any necessary permits or approvals as required by the City & County Building Department. WCA permits are good for 120 days after issue. Each homeowner receiving a permit may coordinate the issuing date of the permit with the office staff to coincide with their construction schedule. If a construction schedule changes, the homeowner may request a delay in issuing the permit to avoid re-submitting their request and to avoid a second review and permit processing fee. If the application is not approved, it must be revised to conform to MC and/or NCC requirements and resubmitted for reconsideration and approval within 120 days to avoid additional application permit processing fees. Oral requests for approval or preliminary approval of proposed work that is subject to these rules and regulations will not be accepted.

After-the-fact applications for improvements will have, in the sole discretion of the MC, a permit duration of 30 days after issue.

The fact that an owner has scheduled or started work, arranged financing, entered into a contract for materials or labor, received approval from Neighborhood Association or condominium association boards or City & County agencies having jurisdiction over related permit approvals, or may suffer any alleged hardships, shall not be a basis for any modifications to the approval process required by the Modifications Committee under the provisions of the Master Declaration and these Rules and Guidelines.

Contractors and suppliers may not submit plans, materials, or products for review to the Modifications Committee. Should a contractor or supplier submit an application on behalf of a property owner, the property owner has the sole obligation to submit complete and accurate plans for work to be performed. Only with written permission from the property owner may a WCA permit be released to a contractor or supplier.