

Foster Tower

RENOVATION POLICY

The Board of Directors recognizes the importance and value of renovating individual units. With the building's age and its upscale character, it is understandable that owners would like to modernize the interior of their units. Management and staff will continue to work with the homeowners to make renovations possible, while also ensuring that the rest of the residents can continue to enjoy their units with the least amount of disturbance. Contractors and handymen need to abide by the following rules:

1. Before the commencement of any renovation work, the homeowner needs to provide a detailed description of the scope of the renovations to the site manager and the Board in writing. The homeowners need to list their contractor's name, address and license numbers.
2. The homeowner is responsible for securing a building permit and a noise permit, if necessary. No renovation work may take place without first securing these permits.
3. The homeowner must leave a \$1,000 deposit check, written out to 'Foster Tower,' to reserve the elevators and to ensure that there are no damages to the common elements during the renovations. Contractors and homeowners need to pay particular attention to not damaging the walls, cove bases, flooring and other common area furnishings. The unit owner is responsible for doing everything possible to protect the hallways, particularly the carpeting. Rose paper, vinyl sheeting or some other barrier must be used to ensure that there are no damages to the hallway carpeting. The contractors and homeowners must make sure that the common areas are left clean: that the hallways are vacuumed and the outside grounds are swept or hosed clean. The deposit check will be returned upon final inspection by management.
4. Individual unit renovations must be concluded within 60 days from start. Any written variance requires prior written permission from the Board.
5. If the renovations involve using hard surface flooring materials, the unit owner must get written approval from the Board (see Flooring Policy).
6. Contractors may use the parking stalls appurtenant to the unit they are working on, or park their vehicles off-site. Contractors may not use the guest parking stalls and the service area. Guest stalls are for the exclusive use of visiting guests, and the service area is reserved for service vehicles 24 hours a day / 7 days a week.
7. Providing access for the construction crew to the garage and the building is the owner's responsibility. The guards will not be able to tend to each contractor's activities coming in and out of the building.
8. Renovations can be performed between the hours of 8 am to 5 pm Monday through Friday. No renovation work can take place on weekends or holidays, regardless of noise or lack thereof. Holidays are: New Year's Day, Martin Luther King Day, Presidents Day, Prince Kuhio Day, Good Friday, Memorial Day, Kamehameha Day, Independence Day, Admission Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.
9. The shopping carts are provided by Foster Tower exclusively for the convenience of its residents to carry household items up to the apartments. They may not be used to transport construction tools or construction material. For renovations, the homeowner or the contractor must use their own dolly or handtruck. Misuse of the convenience carts will result in an immediate \$200 fine.
10. Upon completion of the renovations, the apartment will be inspected by the site manager or the Board.

Foster Tower

REMODELING APPLICATION

Apartment number: _____

Date of request: _____

Date reviewed by Board: _____

Contractor/Phone #: _____

License #: _____

Contractor/Phone #: _____

License # _____

Description of renovation: (please list all tasks):

Building Permit Number:

Comments:

Board's Decision:

Approved as proposed

Date: _____

Not approved

Date: _____

Approved with following restrictions:

Comments:

Final AOA Inspection by: _____

Date: _____