

Fairway House
2916 Date Street
Honolulu, Hawaii 96816

RE: LANAI ENCLOSURES

Dear Fairway House Owner:

The amendment to the governing documents which permit lanai enclosures have been approved by the Association. The purpose of this letter is to inform you of the procedures to follow should you wish to enclose your lanai.

1. Please see the Resident Manager. The master plans showing the five enclosure types may be reviewed to determine which type is yours.
2. Please write your Property Manager. You must then write a letter requesting formal approval by the Board of Directors for your installation (No telephone requests). You will be sent an approval letter from the Board, signed by the Managing Agent. A copy of your request letter and the approval letter will be included in the Association's records to historically demonstrate formal approval to any future homeowner of your unit.
3. Select your contractor. You may now select a contractor of your choice.
4. Obtain City & County Building Permit You must obtain a City & County Building Permit for the work. You will need to take with you a copy of the drawings (blueprints) for your particular type as well as a copy of the Association's Approval Letter. Please note that some contractors will obtain the permit for you at an additional cost. Please send a copy of the permit to the Association for inclusion in the Association's records. This will protect you if your enclosure is ever challenged. Please note that the Building Department can appear to be somewhat arbitrary. The plans provided by the Association are stamped by the Architect/Engineer who designed them. The building department can require that the stamps be contemporaneous to the work and thus over time, owners may be required to have the plans redrawn (at their own expense) to get a more recent stamp.
5. Completing the Work. Please inform the Resident Manager as to when work will be done on your unit. Please consider the following suggestions:
 - A) Notify the Resident Manager as to your construction schedule. Reservation of the elevator to move materials in or out, will require at least (2) days prior notification.
 - B) Please coordinate with the Resident Manager and your contractor as to the access to the building being exceptionally careful that messes are avoided or cleaned up.
 - C) Construction must be of all new material. Textures and colors must match specifications.
 - D) No stockpiling or storage or disposal of materials on any portion of the common or limited common elements is allowed.

AND FINALLY, be sure that you know the acts of your contractor are actions in your behalf therefore, any damages or problems caused will become your responsibility as the owner.

Should you have any questions, please feel free to contact our Property Manager.