



**APPLICATION FOR BOARD OF DIRECTORS APPROVAL OF
PROPOSED MODIFICATION OR IMPROVEMENT**
(Design Request)

Legal owner(s) _____ Account No: _____

Address _____ City _____ State _____ Zip _____

Owner's phone: Home _____ Work _____ Cell _____ e-mail _____

Description of modification, addition or improvement: _____

Documents required if construction is involved:

- Two copies of drawings, blueprints or sketches which show exterior elevation drawings and floor plans with measurements such as height, width, length and a list of materials to be used and color scheme. NOTE: if materials to be used are not the same as already in place or colors are not the same as presently on the home, fence etc., samples must be provided for approval. Photos of existing improvements and locale would be helpful.
- A plot plan showing locations of the existing structures, the proposed improvements, distance to property lines, setbacks and easements must be included.
- Copy of municipal building permit, if required for the modification or improvement (must be submitted with "Certificate of Completion").
- A properly executed copy of the "Indemnify and Hold Harmless Agreement"

In accordance with the Association's Bylaws, approval of this Application by the Board of Directors is required before any construction is permitted. Failure to obtain approval violates the Bylaws and can result in removal of the non-conforming structures or improvements at the Owner's expense. The Owner is responsible for obtaining and posting the required City and County Building Permits. Approval of this application addresses aesthetics only and does not substitute for permits or other requirements specified by law or government regulations.

Submit completed Application via:

USPS: Cliffside Villages at Waipio AOA
Board of Directors - Design Committee
94-105 Mui Place, #105, Waipahu, HI 96797;
FAX: (808) 676-6626;
Email: info@cliffsidevillages.com

Owner's Signature Print Name Date

Owner's Signature Print Name Date

Agent's Signature Print Name Date

Enclosures: [1] Indemnify and Hold Harmless Agreement
[2] Certification of completion (to be submitted by homeowner when project has been completed.)

For Board of Director use only

Account No. Date received Authorized Signature Print Name

Disposition: [] Approved [] Approved with modifications required as noted. _____

[] Resubmit with following information or samples _____

[] Disapproved (reason) _____

Authorized Signature(s) Print Name Date

INDEMNIFY AND HOLD HARMLESS AGREEMENT

Account No: _____

Date of Design Request: _____

The undersigned, being the lawful owner or owner's agent of the residential property, the address of which is _____, Waipahu, Hawaii 96797 and which is the subject of this design request, hereby agrees to indemnify and hold harmless the Cliffside Villages Community Association, its officers and directors, its members, representatives, agents and employees, individually and severally, against all claims, demands, losses, liabilities and damages of every kind and nature arising from any cause whatsoever, which may result or which may be alleged to have resulted from any error or omission involving the approval or implementation of this design request.

I/we further agree that it is my/our sole responsibility to know and understand, and to comply with, all applicable laws, ordinances, rules, regulations, covenants, conditions, restrictions, agreements and directives which appertain to the real property involved or the work proposed in the plan.

Whether or not a liability claim is covered by insurance, I/we agree to pay all fees and expenses for attorneys, and all claims for Bodily Injury, Property Damage and any other demands and awards arising out of negligence, loss, destruction or theft of property, violation of law or ordinance (whether unintentional or deliberate), fair employment or discrimination laws, violation of safety regulations, violation of property deeds, negligent hiring and personal injury including, but not limited to, invasion of privacy, malicious prosecution, trespass, libel, slander or disparagement.

I/we have read and understand the applicable provisions of the Cliffside Villages at Waipio Bylaws.

Signature(s) of Owner(s)/Agent

Signature of Witness

Printed Name(s)

Printed Name

Date

Date

**CLIFFSIDE VILLAGES at WAIPIO
HOMEOWNER'S CERTIFICATION OF COMPLETION**

I/we hereby notify the Design Committee that the project identified by the Account Number and date below is complete.

I understand that within thirty (30) working days after the Board of Directors receives this Notice, the Board of Directors shall inspect the improvements or work in order to determine whether or not there has been substantial compliance with the approved plans and specifications. If the Board finds that there has not been substantial compliance with the plans and specifications, it shall notify me/us of such noncompliance and require me/us to remedy the same within sixty (60) working days after such notice is given. If I/we fail to remedy such noncompliance within said sixty-day period, the Association may take any and all reasonable steps to remedy the noncompliance or to restore the property to its pre-existing condition and may assess me/us for all costs and expenses incurred in connection therewith. If the Board does not notify me/us of any noncompliance within thirty (30) working days after receipt of this Certification of Completion, the improvements or work shall be deemed to have been completed in accordance with the approved plan and specifications.

Owner(s) (Print Name)	Date of Design Request	Account No.
-----------------------	------------------------	-------------

Signature(s)

Date

Owner(s) (Please print)	Date of Design Request	Account No.
-------------------------	------------------------	-------------

Signature(s)

Date

For Board of Directors Use Only

Certification Received (Date)

By (Board Member) Print Name

The completed work [] complies [] **does not comply** with the approved Design Request.
Non-compliance must be remedied within 60 days of notification date shown below.

Signature	Inspected by: (Printed Name)	Date of Inspection
-----------	------------------------------	--------------------

Owner(s) notified of non-compliance on (Date) _____ by _____

Reason for finding of non-compliance: _____

(continue on reverse if necessary)