



September 13, 2021

Subject: Preparation of Unit [####] for Repair Work

Dear [OWNER],

By now, you all should have received the letter regarding the estimated time frames for the renovation of your condominium and your responsibility to fund your relocation costs and all expenses. At this time, our Construction Management Team and our General Contractor estimates the renovations will take six weeks. You will be required to vacate your condominium for that entire period. The current estimated date you must vacate your condominium is from [START DATE] to [END DATE]. Please be advised that these dates are an estimate subject to changes due to weather and construction sequencing delays.

In line with that, this document contains very important information on your responsibility to prepare your condominium prior to turning it over to the General Contractor to commence the renovation.

At approximately 90 days prior to the estimated start date of the renovation, you will receive a “work plan” specific to your condominium. This “work plan” will be sent to you by mail and email. The “work plan” will outline the scope of work along with the areas of your condominium in which the renovation will impact. The “work plan” will also show designated safe zones in your condominium where your Artwork, Furniture and Equipment may be temporarily relocated while renovations are being done.

A private briefing with Waiea’s Owner Representative Michael Scofield, will be scheduled shortly after you receive the “work plan”. This briefing will walk you through the “work plan” and highlight the measures that will be employed to safeguard and protect your condominium during construction. Mr. Scofield will point out the safe zones within your condominium which should be used to temporarily relocate and store Artwork, Furniture and Equipment. Mr. Scofield will then brief you on the pre-inspection process and the post renovation inspection which includes explaining the punch list procedures that will be used to ensure your condominium is returned in perfect order.

As we get closer to the start of your units’ renovation, you must keep in mind the following:

- 1. If you have Artwork, Furniture or any Equipment* with a value of \$4,000 or more located in the area impacted by the renovation, it is your responsibility to either remove these items offsite or to move them to the designated safe zone within your condominium.**
- 2. \$4,000 is the maximum limit on each item damaged:** If you leave Artwork, Furniture or any Equipment in the area impacted by the renovation, you are stipulating that the Association and General Contractor will understand and rely on your stipulation, that the value of the item is less than \$4,000 and that any items left in the area impacted by the renovation will be moved by the General Contractor. Also, be advised that any damage to Artwork, Furniture or any Equipment will require a claim to be filed with the General Contractors insurance carrier and that the most you will be entitled to, for proven damages, is \$4,000.
- 3. Electricity to appliances will be turned off during the renovations of your condominium:** As the electricity will be shut off to the refrigerator and wine cooler, you must also remove all perishable items in the refrigerator, freezer and wine cooler.
- 4. Removal of items and accessories from counter tops, tables and other flat surfaces:** Each Unit Owner must ensure all horizontal surfaces are cleared, allowing countertops, tables, etc. to be draped with protection by the General Contractor. Personal belongings may be placed inside of cupboards and built-in cabinets that won’t move. Personal belongings should not be stored inside of furniture that may need to be moved from the area impacted by the renovation.



5. **Clothes & personal items in your closet areas:** Within the “work plan” you will be notified if clothes and any other personal belongings within the closet area, including clothe items inside drawers, will need to be removed or stored. The Association and Michael Scofield are coordinating a supply of wardrobe and moving boxes to help facilitate your safe storage of these personal belongings.
6. **Your estimated move out date is subject to change:** As explained above, the estimated date of when you will be required to vacate your condominium is subject to change due to unexpected weather and unavoidable construction sequencing delays. The Association is working closely with the Construction Management Team and the General Contractor to provide owners timely notifications if the estimated dates change. We will confirm your renovation dates in which you must vacate your condominium 45 days prior to the start of your units renovation.

At approximately, 7-10 days prior to starting the renovation, a final inspection will be made with Michael Scofield and the General Contractor. At this time, they will check on your moving progress and confirm if any changes to the renovation plan has occurred for your condominium prior to turning it over to the General Contractor.

Please be reminded that you need to pay close attention to this notice and take appropriate action to prepare your unit for the renovation. Failure to prepare and vacate your unit during your designated time or otherwise impede access during construction, the Association has the right to institute fines against your property for violation of the governing documents and statutes pursuant to HRS 514B-105. The Board may also resolve to file an injunction against you and seek all its attorneys’ fees and costs pursuant to HRS 514B-157 and section XIX of the Declaration.

Should you have any question, please do not hesitate to contact Michael Scofield at 808 798-9711 or email at mscofield@abbae.com.

Thank you for your understanding and cooperation.

Best Regards,

Robert (Bob) Hines
President
Waiea AOUO

P.S. Our records show your email address to be [EMAIL]. If you would like to change your email or add another email in which we can send all communications, please email Jessica Stenz in the Management Office at Jessica@Waiea.org.

***Artwork** refers to paintings, photographs, wall-hung mirrors (not permanently attached), vases, statues, sculptures, knick-knacks, souvenirs, etc.

Furniture, Fixtures, and Equipment (FF&E) refers to movable furniture, fixtures, or other equipment that have no permanent connection to the unit, including bed, bed frames, chairs, computers, lamps, tables, bookcases, cabinets, free-standing partitions, electronic equipment, sofas, couches, loveseats, etc.

Personal Belongings refer to toiletries, clothing, purses/bags, sporting equipment, luggage, jewelry, medication, etc.

As of 9/13/2021. Subject to Change

Unit	New Approx Start Date with Clips	New Approx Finish Date with Clips
Villa 1/6	8/12/2021	9/15/2021
Villa 2	10/20/2021	11/18/2021
Villa 7	10/20/2021	11/19/2021
Villa 3	10/4/2021	11/1/2021
Villa 8	10/4/2021	11/2/2021
Villa 4	8/30/2021	9/28/2021
Villa 9	10/18/2021	11/19/2021
Villa 5	9/16/2021	10/14/2021
Villa 10	9/16/2021	10/15/2021
3600	11/9/2021	1/7/2022
3503	11/22/2021	1/7/2022
3502	11/22/2021	1/7/2022
3501	11/22/2021	1/6/2022
3500	11/22/2021	1/7/2022
3403	12/17/2021	2/7/2022
3402	12/17/2021	2/7/2022
3401	12/17/2021	2/7/2022
3400	12/17/2021	2/7/2022
3303	12/30/2021	2/17/2022
3302	12/30/2021	2/17/2022
3301	12/30/2021	2/17/2022
3300	12/30/2021	2/17/2022
3203	1/11/2022	2/28/2022
3202	1/11/2022	2/28/2022
3201	1/11/2022	2/28/2022
3200	1/11/2022	2/28/2022
3106	1/24/2022	3/9/2022
3105	1/24/2022	3/9/2022
3103	1/24/2022	3/9/2022
3102	1/24/2022	3/9/2022
3101	1/24/2022	3/9/2022
3100	1/24/2022	3/9/2022
3005	2/1/2022	3/17/2022
3003	2/1/2022	3/17/2022
3001	2/1/2022	3/17/2022
3000	2/1/2022	3/17/2022
2906	2/9/2022	3/25/2022
2905	2/9/2022	3/25/2022
2903	2/9/2022	3/25/2022
2902	2/9/2022	3/25/2022
2901	2/9/2022	3/25/2022
2900	2/9/2022	3/25/2022
2806	2/17/2022	4/4/2022
2805	2/17/2022	4/4/2022
2803	2/17/2022	4/4/2022
2802	2/17/2022	4/4/2022
2801	2/17/2022	4/4/2022
2800	2/17/2022	4/4/2022
2706	2/28/2022	4/12/2022
2705	2/28/2022	4/12/2022
2703	2/28/2022	4/12/2022
2702	2/28/2022	4/12/2022
2701	2/28/2022	4/12/2022
2700	2/28/2022	4/12/2022
2606	3/8/2022	4/20/2022
2605	3/8/2022	4/20/2022
2603	3/8/2022	4/20/2022
2602	3/8/2022	4/20/2022
2601	3/8/2022	4/20/2022
2600	3/8/2022	4/20/2022

As of 9/13/2021. Subject to Change

Unit	New Approx Start Date with Clips	New Approx Finish Date with Clips
2506	3/16/2022	4/28/2022
2505	3/16/2022	4/28/2022
2503	3/16/2022	4/28/2022
2502	3/16/2022	4/28/2022
2501	3/16/2022	4/28/2022
2500	3/16/2022	4/28/2022
2406	3/24/2022	5/6/2022
2405	3/24/2022	5/6/2022
2403	3/24/2022	5/6/2022
2402	3/24/2022	5/6/2022
2401	3/24/2022	5/6/2022
2400	3/24/2022	5/6/2022
2306	4/1/2022	5/16/2022
2305	4/1/2022	5/16/2022
2303	4/1/2022	5/16/2022
2302	4/1/2022	5/16/2022
2301	4/1/2022	5/16/2022
2300	4/1/2022	5/16/2022
2206	4/11/2022	5/24/2022
2205	4/11/2022	5/24/2022
2203	4/11/2022	5/24/2022
2202	4/11/2022	5/24/2022
2201	4/11/2022	5/24/2022
2200	4/11/2022	5/24/2022
2106	4/19/2022	6/2/2022
2105	4/19/2022	6/2/2022
2103	4/19/2022	6/2/2022
2102	4/19/2022	6/2/2022
2101	4/19/2022	6/2/2022
2100	4/19/2022	6/2/2022
2106	4/19/2022	6/2/2022
2105	4/19/2022	6/2/2022
2103	4/19/2022	6/2/2022
2102	4/19/2022	6/2/2022
2101	4/19/2022	6/2/2022
2100	4/19/2022	6/2/2022
2106	4/19/2022	6/2/2022
2105	4/19/2022	6/2/2022
2103	4/19/2022	6/2/2022
2102	4/19/2022	6/2/2022
2101	4/19/2022	6/2/2022
2100	4/19/2022	6/2/2022
2006	4/27/2022	6/21/2022
2005	4/27/2022	6/21/2022
2003	4/27/2022	6/21/2022
2001	4/27/2022	6/21/2022
2000	4/27/2022	6/21/2022
2000	4/27/2022	6/21/2022
1906	5/5/2022	6/21/2022
1905	5/5/2022	6/21/2022
1903	5/5/2022	6/21/2022
1902	5/5/2022	6/21/2022
1901	5/5/2022	6/21/2022
1900	5/5/2022	6/21/2022
1806	5/13/2022	6/29/2022
1805	5/13/2022	6/29/2022
1803	5/13/2022	6/29/2022
1802	5/13/2022	6/29/2022
1801	5/13/2022	6/29/2022
1800	5/13/2022	6/29/2022
1706	5/23/2022	7/8/2022
1705	5/23/2022	7/8/2022
1703	5/23/2022	7/8/2022
1702	5/23/2022	7/8/2022
1701	5/23/2022	7/8/2022
1700	5/23/2022	7/8/2022

As of 9/13/2021. Subject to Change

Unit	New Approx Start Date with Clips	New Approx Finish Date with Clips
1606	6/1/2022	7/18/2022
1605	6/1/2022	7/18/2022
1603	6/1/2022	7/18/2022
1602	6/1/2022	7/18/2022
1601	6/1/2022	7/18/2022
1600	6/1/2022	7/18/2022
1506	6/9/2022	7/26/2022
1505	6/9/2022	7/26/2022
1503	6/9/2022	7/26/2022
1502	6/9/2022	7/26/2022
1501	6/9/2022	7/26/2022
1500	6/9/2022	7/26/2022
1406	6/20/2022	8/3/2022
1405	6/20/2022	8/3/2022
1403	6/20/2022	8/3/2022
1402	6/20/2022	8/3/2022
1401	6/20/2022	8/3/2022
1400	6/20/2022	8/3/2022
1306	6/28/2022	8/11/2022
1305	6/28/2022	8/11/2022
1303	6/28/2022	8/11/2022
1302	6/28/2022	8/11/2022
1301	6/28/2022	8/11/2022
1300	6/28/2022	8/11/2022
1206	7/7/2022	8/19/2022
1205	7/7/2022	8/19/2022
1203	7/7/2022	8/19/2022
1202	7/7/2022	8/19/2022
1201	7/7/2022	8/19/2022
1200	7/7/2022	8/19/2022
1106	7/15/2022	8/29/2022
1105	7/15/2022	8/29/2022
1103	7/15/2022	8/29/2022
1102	7/15/2022	8/29/2022
1101	7/15/2022	8/29/2022
1100	7/15/2022	8/29/2022
1006	7/25/2022	9/7/2022
1005	7/25/2022	9/7/2022
1003	7/25/2022	9/7/2022
1002	7/25/2022	9/7/2022
1001	7/25/2022	9/7/2022
1000	7/25/2022	9/7/2022
906	8/2/2022	9/15/2022
905	8/2/2022	9/15/2022
903	8/2/2022	9/15/2022
902	8/2/2022	9/15/2022
901	8/2/2022	9/15/2022
900	8/2/2022	9/15/2022
806	8/10/2022	9/23/2022
805	8/10/2022	9/23/2022
803	8/10/2022	9/23/2022
802	8/10/2022	9/23/2022
801	8/10/2022	9/23/2022
800	8/10/2022	9/23/2022
606	8/29/2022	10/10/2022
602	8/29/2022	10/10/2022
600	8/29/2022	10/10/2022
506	9/7/2022	10/18/2022
502	9/7/2022	10/18/2022
500	9/7/2022	10/18/2022
406	9/15/2022	10/26/2022