



**THE CREST AT WAILUNA**  
 ARCHITECTURAL CONTROL COMMITTEE (ACC) EXTERIOR MODIFICATION FORM  
 Approved on June 22, 2022

Dear Architectural Control Committee Chairperson:

Date \_\_\_\_\_

I/We are requesting permission to make the following modifications to the exterior of our home and hereby acknowledge and agree to the following:

1. **PROCESS:** I/We will follow all of the steps outlined by the governing documents, the ACC and the Board of Directors for Architectural modifications. All requests must include three copies of the following:
  - a. This form, completed and signed by the owner(s)
  - b. A written request clearly explaining the modifications that are being requested. (A comment to “replace with same” will not be acceptable as a detailed description)
  - c. A blueprint, plot map and/or other supporting documentation that clearly indicates where the work is to be done.
  - d. A copy of the Crest’s Construction Guidelines, signed by the contractors, the owner, or whom ever will actually be doing the work. This form indicates that the owner and/or contractor has received, understands, and will follow the “ARCHITECTURAL CONTROL COMMITTEE (ACC) CONSTRUCTION GUIDELINES”
  - e. Any other supporting documentation (e.g. samples, pictures, brochures, etc.)

The completed request must be returned to:

The Crest at Wailuna, c/o Hawaiian Properties, 1165 Bethel St., Honolulu HI 96813. Please retain a complete set of your request as none of the items being submitted for the approval will be returned.

2. **CONSTRUCTION GUIDELINES:** I/We agree to follow the construction guidelines (copies of these guidelines are available on the website) and all other governing documents that pertain to the work that I/We are requesting.
3. **PERMITS:** I/We understand that we are responsible for securing all permits required by the City and County and/or State of Hawaii prior to starting the modifications.
4. **PAINTING:** I/We understand that modifications requiring painting of the home’s exterior as part of the project are considered to be approved if the project is approved. I/We understand and agree that the home and trim will be painted the original color as outlined in the by-laws.
5. **VINYL SIDING:** I/We understand that vinyl wall siding installation that does not meet the assigned building color per “Crest at Wailuna Paint and Other Specs,” must be painted to meet the assigned paint color for that lot address.
6. **APPROVAL DEADLINES:** I/We understand that my/our request is NOT automatically approved, and I/We may NOT start any modifications unless we receive written approval from either the ACC or Managing Agent.
7. **ARCHITECTURAL REVIEW:** I/We understand that all homeowner’s requests to increase the covered square footage of their home will be forwarded to an architect for their review. The architect has a working knowledge of the Crest’s ACC requirements. The incurred cost will be covered by the requesting homeowner.

If approved, I/We will start work by: \_\_\_\_\_, and complete the work by: \_\_\_\_\_.

\_\_\_\_\_  
House Address

\_\_\_\_\_  
Lot Number

\_\_\_\_\_  
Home telephone number

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Daytime telephone number

**FOR USE BY THE ARCHITECTURAL COMMITTEE**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved for the following reasons: \_\_\_\_\_

Can the owner resubmit once the above reasons have been addressed? \_\_\_\_\_ Yes \_\_\_\_\_ No