



The Arbors

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The Arbors Design Review Procedures Need to Know Top 10

1. Thoroughly read and follow your Association documents and policies prior to completing your application.
2. Not all modifications and installations require Board approval as they are pre-approved, subject to complying with the policy terms and the owner submitting a signed copy/acknowledgement of the policy form to the Resident Manager's office. Some examples of these types of policies are the air conditioning policy (window and split systems) and the lanai awning and umbrella policy.
3. Other than pre-approved policies, two (2) copies a design review application with supporting documentation detailing the modification(s) are required to be submitted to the Resident Manager's (RM) office. Once received, the RM will provide copies to the Design Review Committee and the managing agent.
4. It is very important to fill out the application completely and include legible drawings, photographs, specification sheets, etc., as applicable, to make it clear as to what the modification(s) entails. Failure to do so could result in review of your application being delayed.
5. A copy of the Design Review Application and all policies and governing documents are located on the Association website at www.thearborschawaii.org.
6. If work commences prior to receiving written approval, you may be subject to fines and, removing and/or changing modifications at your sole expense.
7. Complete applications received by the 15th of each month will be reviewed by the Design Review Committee and presented to the Board at their monthly meeting. Complete applications received after the 15th of each month may not be reviewed or presented to the Board until the following month.
8. The Design Review Committee typically reviews applications once a month and presents their recommendations to the Board at the monthly meeting, typically held on the 4th Thursday.
9. Anticipate 2-3 weeks for processing of your fully completed application.
10. **QUESTIONS?** Contact the Resident Manager office located at the pool area in person or by phone at 808-683-5261 or email at rm@thearborsewabeach.com.