



# The Island at Hidden Harbour



12-8-23

Island at Hidden Harbour Unit Owners,

In 2018 the Association introduced a formal process and template form to request alterations to exterior elements in the community. This process is rather simple and satisfies the unit owners requirement for approval under the by-laws, Article XIII, section 1, item a. This process also provides the association with information that helps us deal with common maintenance concerns, sometimes because of owners performing replacements on their unit elements. As a reminder, any exterior replacement or alteration requires approval of the association before work can begin.

Items that require approval of the association generally consist of:

- Any window or door
- HVAC outdoor unit (condenser)
- Rear deck awnings
- Rear deck carpet

If in doubt if your project requires association approval, please reach out to Mana-Jit for further guidance.

Recently it has been noted that many projects are ongoing in the community without the proper form and association approval being issued. This puts all parties at risk and is not acceptable. Again, the request and approval process through the association has been streamlined to provide approvals in a timely and efficient manner so you may properly proceed with your projects. A copy of the architectural request form may be found on the community website or requested from Mana-Jit.

Furthermore, please be reminded that ALL landscaping areas are the property of the condominium association. No alterations, additional plantings, removal of plantings, stone, edging, cutting, etc. may be done by the unit owners without the consent of the association. Recently, the wetlands area on the northside of the Oahu building has been brush cut by an unknown source and without the approval of the association. This is unacceptable and the responsible party may be liable for any legal ramifications resulting from unapproved cutting of protected wetland areas that are not the property of the association.

We appreciate your attention to these concerns and cooperation with the architectural change request process.

The Board of Directors  
Island at Hidden Harbour

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