

MAUI VISTA OWNER REMODELING INSTRUCTIONS

Owners at Maui Vista wishing to remodel their unit must submit one or more forms below depending on the type of work being completed.

Maui Vista Upgrade Form (MV Upgrade Form)

This form is completed when you (the owner) are performing cosmetic upgrades to existing materials designed into the condo, and will not impact the structural integrity or effect common elements of the building.

The 1st page is completed when work planned is being done by the owner himself. The owner must read and sign the forms below: 1) **Maui Vista's Upgrade Acknowledgment**; and 2) **Owners Agreement For Remodeling Form**. This work would include any of the following:

- 1) removing non-load-bearing partitions around the refrigerator and/or stack washer/dryer;
- 2) repairing or replacing cabinetry;
- 3) repairing or replacing closet doors;
- 4) installing countertops;
- 5) changing light fixtures or adding ceiling fans;
- 6) replacing sinks, toilets, tubs, washer, dryers or dishwashers; and
- 7) replacing carpet, tile or wood flooring.

MAUI VISTA UNIT UPGRADE ACKNOWLEDGMENT - FORM AA-1

Renovations which are cosmetic upgrades to materials that were designed into the condo, and that will not impact the structural integrity or affect common elements of the building, may be done without board approval. These are as follows: 1) removing non-load-bearing partitions around the refrigerator and/or stack washer/dryer; 2) replacing cabinetry; 3) closet doors; 4) countertops; 5) light fixtures or adding ceiling fans; 6) replacing sinks, toilets, tubs, washer, dryers or dishwashers; and 7) replacing floor coverings.

Owners are asked to please notify the General Manager 24 hours in advance of your project beginning and submit the upgrade form below. Any additional changes or alterations deviating from the submitted form must comply with building codes and Maui Vistas Declaration and Bylaws. **Note:** No changes will be permitted to: 1) floors (like channeling grooves in concrete floors to install wires or pipes); 2) ceilings (no hanging or attaching anything heavier than indoor plants or fans); and 3) locations of water heaters or washer and dryers that involve moving plumbing designed for these items. It is understood that any alterations or changes to load bearing-walls require review and approval by the Maui Vista Architectural Review Committee and the Board of Directors. **Owner's Initials:** _____ / _____ Today's Date: _____

OWNERS UPGRADE REMODELING FORM

I am the legal registered owner of Unit # _____ at Maui Vista. I have initialed the above statement and hereby formally request permission from the Board of Directors and/or a representative of the Board of Directors to do the following upgrade conforming to the Maui Vista Non-Material Improvements Checklist.

Describe Work to be done: _____ **Check All That Applies to this Renovation:**

Kitchen Renovations ___ Plumbing ___ Tile Unit ___ Tile Lanai ___ Windows ___ Location(s) _____

Window Coverings ___ Lanai A/C ___ A/C Bedroom ___ Lanai Doors ___ Washer/ Dryer Transfer ___ Walls ___

***Note: NEW Tile installation on 2nd – 4th floors require sound board consideration with an STC rating >50 - <70)**

Start Date _____ to Completion Date _____

I have read and signed the Owners Agreement For Remodeling and agree that the work will be done in accordance with Maui Vista's House Rules [] Yes [] No

Owner's wishing to remodel should be mindful that:

1. Work hours shall be 8:00am to 5:00pm Monday through Friday for Contractors; Owners can work until 7pm with quiet work after 5pm; Owners can work Saturday 10am to 5pm and Sunday 11am to 3pm with no saw usage.
2. Saws should not commence earlier than 9:00am Monday through Saturday and no saws on Sunday.
3. THIS UNIT UPGRADE FORM must be submitted to the office for review prior to work commencing.
4. The OWNERS AGREEMENT FOR REMODELING must be completed and submitted with #3 above.
5. Owners are responsible for removing debris, furniture and appliances.
6. Owners shall clean equipment off property.
7. Debris shall not be tossed over lanais or placed in our dumpsters.
8. Materials cannot be staged in a parking stall without authorization from the General Manager.
9. Owners can arrange to purchase a parking stall for a dumpster to be parked on property during the remodeling for a cost of \$20 providing it doesn't remain on property longer than ___ days.
10. No construction materials, tools, wires, saws, electrical equipment, etc. can be left exposed on property during construction that may present safety hazards to others enjoying the property.
11. Steps to maintain owner, guest, and tenant safety are required at all times during remodeling.
12. Owners shall maintain an awareness of Maui Vista's smoking policy on property and use the 3 designated smoking areas are located.

Owners Signature: _____

Date: _____

Approved by: _____

Date: _____

General Manager

MAUI VISTA

Owner's Agreement For Remodeling

I, _____, owner of Unit #_____ will be upgrading my unit and hereby agree to ensure compliance with the following conditions while work is being completed.

1. I understand work hours are 8:00am to 5:00pm Monday through Friday and power tools cannot be used until 9:00am. Owner understands that on Saturdays owners can work from 10am to 5pm. Sundays from 11am to 3pm with no saw use at any time. Contractors are not allowed to work with the owner on weekends.
2. I agree to be responsible for all work and will ensure common areas surrounding my unit are quiet and clean.
3. When work involves loud noise, I agree to close the doors and windows so noise levels are contained for my neighbors. Complaints arising from remodeling will be addressed and resolved amicably.
4. I agree to clean up any mess made in any common area of Maui Vista and ensure a safe environment at all times.
5. I understand that remodeling debris needs to be disposed of **OFF SITE** and that I am not allowed to use Maui Vista's dumpsters for disposal of any remodeling materials.
6. I assume liability and responsibility to pay for any damages that occur to surrounding "common areas" and clean up any spills, leaks, etc. that are obviously from my remodeling project.
7. Maui Vista's showers **WILL NOT** be used as a cleaning stations.
8. **ALL** doorways and walkways surrounding my unit and other common areas will remain unobstructed from remodeling materials and no wood shall be stored or stacked anywhere on property.

9. I agree to cooperate with management regarding parking and if a dumpster has to be brought in I will notify the office and arrange for a parking stall for the limited time it will be required.
10. I agree that none of my remodeling materials will be left in or around property so as not to obstruct easy access and egress for guests around walkways.
11. I agree to schedule 24 hours in advance with management for any required water shut-offs except in the event of an emergency. If an emergency occurs, I will contact management immediately.
12. I agree that any residue resulting from tile, mortar, dust, paint, etc., that is spilled, dripped or washed onto the sidewalk, stairs, or any other common area shall be cleaned up immediately.
13. I agree that no changes to remodeling plans shall be implemented without notifying management and further, that no structural changes to my unit or independent electrical work shall be performed without notifying the office in writing.
14. If I decide to hire a contractor to complete any portion of my remodeling I agree to notify the office and have my contractor complete the required paperwork prior to commencement of work.
15. I have reviewed and agree to comply with Maui Vista "House Rules".

DATED THIS _____ day of _____, 201____.

Owner of Unit # _____

Maui Vista General Manager