

Maui Vista Instructions When Hiring - Form AA2 Contractors for Remodeling Projects

Owners at Maui Vista planning to remodel their unit by hiring a contractor to perform the work must submit the forms below with the understanding that no work will be done to compromise the integrity or stability of the building, weight-bearing walls, plumbing or wiring as identified in Maui Vista's Bylaws, Declarations, or Rules.

Maui Vista Upgrade Form (MV Upgrade Form)

The first form is completed by the owner identifying the type of work being done and 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 second form is completed by your Contractor and requires contractor information, license # and a description of work to be done.

PLEASE NOTE: Owners planning major tile, countertop, kitchen cabinet work requiring large items to be transported in association's elevators will require the contractor to provide a Certificate of Liability identifying Maui Vista, AOA, 2191 S Kihei Rd #1119, Kihei, HI 96753, as an "Additional Insured" in order to protect association common element equipment from damage.

The third form is the Agreement for Construction and Remodeling which outlines the acceptable working standards expected during the project in order to ensure other owners, guests and tenants can continue to enjoy the property.

Please take the time to review, read and understand all documents and rules.

MAUI VISTA UNIT UPGRADE ACKNOWLEDGMENT AA-2

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 work will be done complying with Maui Vista's 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 CONTRACTOR INFORMATION

***Owners must submit a UNIT UPGRADE ACKNOWLEDMENT AA-1 FORM TO GENERAL MANAGER BEFORE WORK**

Contractor: _____ Unit #: _____ Contact Phone: _____

Contractor: _____ License #: _____ Insurance #: _____

Sub-Contractors: (Each contractor listed below is required to fill out a separate form before any work can begin.)

Name	Phone #	License #	Profession
_____	_____	_____	_____
_____	_____	_____	_____

Have you submitted plans for tiles, windows, doors, or other items being added: **Yes** [] **No** []

Describe Work Being Done: _____

If work detailed requires large equipment transport in Maui Vista elevators, a **CERTIFICATE OF LIABILITY** listing Maui Vista, AOA as an "Additional Insured" is required to protect association elevator equipment.

DO YOU NEED A CERTIFICATE OF LIABILITY **Yes** [] **No** []

Start Date: _____ End Date: _____

Please note:

1. All contractors must use treated lumber and should be in possession of an effective termite preventative solution like Jasco to treat any fresh cuts that need to be made.
2. Only wet saw cuts are allowed on the Lanai. Dry saw cuts remain inside the unit.
3. All remodeling debris shall be taken off property for disposal and not placed in our dumpsters.
4. All safety precautions shall be addressed during the remodeling project to ensure a safe environment for owners, guests, tenants and workers.
5. Debris shall not be tossed over lanais or put in our dumpsters.
6. Contractor is aware that no materials can be cut anywhere on property but in the unit being remodeled.
7. Contractor understands that materials cannot be staged in a parking stall.
8. Contractor understands work can only be done Monday through Friday 8am to 5pm.
9. Contractor understands all materials have to be cleaned off property or in the unit being worked on.
10. Contractors signature is required ensuring you have read and understood the remodeling requirements of Maui Vista.

This checklist covers the basic upgrade an owner may wish to do. Should there be other structural or load-bearing wall modification projects involving a common element or limited common element of the property, please seek approval from the Board. The House Rules and By-Laws were developed in the interest of ALL owners, keeping in mind safety, aesthetics, and structural integrity.

- I agree that the work will be done in accordance with Maui Vista's Remodeling Agreement **Yes** [] **No** []

Contractor Signature: _____ **Date:** _____

-----**For Office Use Only**-----

Approved by: _____ **Date:** _____
General Manager

MAUI VISTA
Agreement for Construction and Remodeling

SITE

DO NOT

OFF

WILL NOT

ALL

obtain and display a temporary parking pass

*******FOR OFFICE USE ONLY*******

CERTIFICATE OF LIABILITY	Yes []	No []
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