

## 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 2<sup>nd</sup> – 4<sup>th</sup> 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**

I, \_\_\_\_\_, owner of Unit # \_\_\_\_\_ have employed  
\_\_\_\_\_ to work on my unit and agree to ensure compliance with the following conditions when working in the unit at Maui Vista.

1. Owner and Contractor understand work hours are 8:00am to 5:00pm Monday through Friday and power tools cannot be used until 9:00am. Owner and Contractor understand no work shall be performed by Contractor on Weekends or Holidays – even if Owner is present.
2. Owner and Contractor agree to be responsible for all workmen (including all sub-Contractors) and ensure common areas surrounding my unit are quiet and clean.
3. If and 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. Contractor and crew will be advised to clean up any mess made in any common area of Maui Vista and ensure a safe environment at all times.
5. Owner and Contractor understand that remodeling debris has to be disposed of **OFF SITE** and further agree to ensure that contractors **DO NOT** use Maui Vista's dumpster facilities for disposing of any remodeling materials.
6. Owner and Contractor assume liability and responsibility to pay for any damages that occur to surrounding “common areas” of Maui Vista # \_\_\_\_\_ while workers are transporting materials to and from the worksite.
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. Owner and Contractor agree to cooperate with management regarding parking and will ensure that all workers **obtain and display a temporary parking pass** on the dashboard of their vehicle identifying which unit is being worked on.
10. Owner and Contractor agree that all construction and/or moving vehicles will be parked on property so as not to obstruct easy access and egress for guests around walkways.
11. Owner and Contractor 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, we will contact management immediately.
12. Owner and Contractor agree that any residue resulting from tile, mortar, dust, paint, etc., spilled, dripped or washed onto the sidewalk, stairs, or any other common area shall be cleaned up immediately.
13. We further agree that no changes to remodeling plans shall be implemented without obtaining authorization from management and further, that no structural changes to my unit or independent electrical work shall be performed without prior authorizing and approval of management.
14. I have reviewed and agree to comply with Maui Vista's Rules.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Owner of Unit # \_\_\_\_\_

\_\_\_\_\_  
Contractor for Unit # \_\_\_\_\_  
License # \_\_\_\_\_

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

Contractor's <b>CERTIFICATE OF LIABILITY</b> has been received: <b>Yes</b> [ <input type="checkbox"/> ] <b>No</b> [ <input type="checkbox"/> ]
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\_\_\_\_\_  
Maui Vista General Manager

\_\_\_\_\_  
Date