

Maui Vista Instructions

Adding a Contractor After Project Begins – Form AA4

Owners who have 1) submitted an **“Upgrade Form”** to the office; 2) begun the work; 3) is NOT revising the original Update Form request; and 4) decided to expedite progress by hiring a contractor, shall request his/her/their contractor to complete the **MAUI VISTA CONTRACTOR ARC REGISTRATION** form below.

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 Owner and Contractor shall read and sign the Agreement for Construction and Remodeling and submit both forms to the office for review, approval, and adding to your unit Upgrade Form in the files.

If the owner and contract add “ANY” additional work that was not on the original Upgrade Form, the owner **must** submit a new **Upgrade Form** to the office with the forms below. This form is below.

IF any “added” work is going to change or alter the common elements of the building structure, then the owner **must** complete and submit Form AA3.

MAUI VISTA UNIT UPGRADE ACKNOWLEDGMENT AA4

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: _____
General Manager

Date: _____

MAUI VISTA CONTRACTOR INFORMATION

***Owners must submit a UNIT UPGRADE ACKNOWLEDMENT AA1 FORM TO GENERAL MANAGER BEFORE WORK**

Owner: _____ Unit #: _____ Contact Phone: _____

Contractor: _____ License #: _____ Insurance #: _____

Address: _____ Contact Phone: _____

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 schematics/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 Form AA4

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 CERTIFICATE OF LIABILITY has been received:	Yes [] No []
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 Maui Vista General Manager Date