

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, AOAO, 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

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MAUI VISTA CONTRACTOR INFORMATION

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

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

Name	Phone #	License #	Profession

			Yes [] No []

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 []

• Yes [] No []

Contractor Signature:

For Office Use Only

Approved by: _____
General Manager

Date: _____

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