



MAUI VISTA OWNER REMODELING INSTRUCTIONS

Owners wishing to remodel their unit must submit one or more forms depending on the type of work being completed. Please complete the following forms as appropriate.

1. **Forms AA1** – Use these forms if you are remodeling your unit without a contractor. These forms are completed when owner upgrades will not impact the structural integrity of the building and will not affect common elements of the building. For minor alterations such as replacing a fixture, small painting projects, etc. you do not need to complete a remodeling form. If in doubt, please contact the AOA office.

Please Note If you begin work on the unit and then decide to hire a contractor to finish the project, you will need to complete Forms AA2 or AA3, as appropriate, and submit them to the AOA office before any work by the contractor is started.

2. **Forms AA2** – Use these forms if you are remodeling your unit and have hired a contractor to do the work. These forms are completed when owner upgrades will not impact the structural integrity of the building and will not affect common elements of the building. The contractor will need to submit a Certificate of Insurance (COI) to the AOA Office.

3. **Forms AA3** – Use these forms if your remodeling project will require structural changes or changes to a common element. These projects require a licensed contractor to do the work and must be approved by the Maui Vista Board of Directors before work can begin.

Maui Vista Owner Upgrade Forms - AA1

Owners must review and sign the following forms:

1. Maui Vista's Owner Upgrade Notice
2. Owners Remodeling Agreement Form.

FORM AA-1 - OWNER UPGRADE NOTICE**MV ARC #:**

Owners are asked to notify the General Manager 24 hours in advance of the upgrade project and submit the appropriate paperwork for review and sign-off. Any additional changes or alterations deviating from the submitted form must comply with building codes and Maui Vistas Declaration and Bylaws. **Note:** No changes are 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 without the approval of management or the board. Alterations and/or changes to load-bearing-walls require review and approval by the Maui Vista Architectural Review Committee and the Board of Directors.

I am the legal registered owner of Unit # _____ at Maui Vista. I have read 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. Owners Initials:

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

Kitchen Renovations: Plumbing: *Tile Unit: *Tile Lanai: Windows: **Unit Water Shut-off:

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

New tile installation on 2nd – 4th floors require soundboard with an STC rating of >50 - <70:** Owners Initials:* Owners requesting water shut-offs shall arrange to install a “unit shut-off” valve. Yes:**

Project Start Date: Expected Completion Date:

Extended to: On: By:

The following House Rules apply to all work being done on property.

1. Contractor work hours shall be 8:00 am to 5:00 pm Monday through Friday only.
2. Owners work hours shall be 8:00 am to 7:00 pm with quiet work only after 5:00 pm Monday through Friday.
3. Owners can work Saturday 10:00 am to 5:00 pm, and Sunday 11:00 am to 3:00 pm.
4. Saws should not commence earlier than 9:00am Monday through Saturday and no “loud” work on Sunday.
5. This Owner Upgrade Notice must be submitted to the office for review prior to work commencing.
6. The Owners Remodeling Agreement form must be completed and submitted with #3 above.
7. Owners and/ or Contractors are responsible for removing debris, furniture, and appliances.
8. Owners shall not allow loud radio noise during project and must clean equipment off property.
9. Construction debris shall not be tossed over lanais or placed in garbage chutes or dumpsters.
10. Materials cannot be staged in a parking stall without authorization from the General Manager.
11. Owners can arrange to purchase a parking stall for a dumpster to be parked on property during theremodeling for a cost of \$20 if it remains on property for 7 days and \$35 from 8 days to 31 days.
12. 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.
13. Maui Vista requires owners to address owner, guest, and tenant safety during the project.
14. Owners and Contractors shall observe Maui Vista's smoking policy and use the 2 designated smoking areas only.

By signing this form, the owner indicates that they have reviewed and agree to the listed Maui Vista House Rules.

Owners Signature:**Date:****Approved by:****, General Manager Date:**

OWNER'S REMODELING AGREEMENT

I, _____, owner of Unit #: _____ am upgrading my unit and 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 Saturday's 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 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 **offsite** and I am not allowed to use Maui Vista's garbage chutes or dumpsters to dispose of any 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. obviously from my remodeling project.
7. Maui Vista's showers **will not** be used as a cleaning station.
8. All entryways and walkways surrounding my unit or other common areas will remain unobstructed from remodeling materials. No wood, tile, or any materials shall be stored or stacked anywhere on property without prior authorization.
9. I agree to cooperate with management regarding parking. If a dumpster is brought in, I will notify the office and arrange for a parking stall for the limited time it will be required.
10. I understand water shut-offs have to be schedule 24 hours in advance with management and agree to install a "Unit Shut-off Valve" for any future water shut- off emergency at that time.
11. 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.
12. 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.
13. If a contractor is hired, I agree to notify the office and have my contractor complete the required paperwork prior to the commencement of work.
14. I have reviewed and agree to comply with the Maui Vista "House Rules".
15. I understand that I will be responsible for any common element damage done during this project.

By signing this form, the owner confirms that they have read and agree to the above listed conditions for work.

Owner Signature:

Date:

Approved by:

, General Manager Date: