



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.

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.

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. The contractor will need to submit a Certificate of Insurance (COI) to the AOA Office. **Note: The COI must identify Maui Vista AOA, 2191 S Kihei Rd. #1119, Kihei HI, 96753 as an “Additional Insured”.**

Work that would require Board approval includes but is not limited to any of the following:

- a) Channeling grooves into concrete floors to install wires, pipes or widen area to accommodate new installations
- b) Attaching anything heavier than indoor plants or fans to ceilings
- c) Changing the location of the water heater
- d) Relocating washers and dryers requiring new plumbing routes
- e) Removing a load-bearing wall
- f) Changing, altering, re-routing, or installing new wiring in the unit

Maui Vista Owner Upgrade Forms - AA3

Owners must review and sign the following forms:

1. Maui Vista's Owner Upgrade Notice (completed by the owner)
2. Owners Remodeling Agreement Form (completed by the owner)
3. Maui Vista Contractor Information Form (completed by the contractor)
4. Structural/Common Element Change Form (completed by the contractor)
5. Structural/Common Element Change Request Review Response Form (completed by AOAO)

FORM AA-3 - 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 #: _____ have employed

to work on my unit and agree to ensure compliance with the following conditions while work is being completed.

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 the contractor on weekends or holidays even if the owner is present.
2. Owner and contractor agree to be responsible for all workmen (including all sub-contractors) and ensure common areas surrounding the 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 will advise the contractor and crew to clean up any mess made in any common area of Maui Vista, ensure a safe environment at all times, and not play any music during the project.
5. Owner and contractor understand that remodeling debris needs to be disposed of **off site** and further agrees to ensure that contractors do not use Maui Vista's garbage chutes or dumpsters to dispose of any materials.
6. Owner and contractor assume liability and responsibility to pay for any damages that occur to surrounding "common areas" and clean up any spills, leaks, etc. from workers transporting materials to and from the worksite.
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 materials will obstruct ingress/egress.
9. Owner and contractor agree to cooperate with management regarding parking and will ensure that 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 construction and/or moving vehicles will be parked on property so as not to obstruct egress or ingress for guests in any area.
11. Owner and contractor understand water shut-offs have to be schedule 24 hours in advance with management and at that time will install a "Unit Shut-off Valve" for future water outages.
12. Owner and contractor 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.
13. Owner and contractor agree that no changes to remodeling plans shall be implemented without notifying and obtaining authorization from management.
14. Owner and contractor agree that no structural changes to the unit, or independent electrical work shall be performed without prior documentation and authorization by management.
15. I have reviewed and agree to comply with the Maui Vista "House Rules".

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:** _____

Office Use Only: Contractor Certificate of Liability Received Yes: _____ No: _____ **Staff Initials:** _____

MAUI VISTA CONTRACTOR INFORMATION

***Owners or their contractor must submit this form to the office for review before any work begins.**

Contractors are also required to submit a Structural/Common Element Change Form which includes a thorough description of the work being proposed and any plans, photographs, or drawings necessary for and adequate review by the AOA Board of Directors. All such modifications must comply with AOA Maui Vista House Rules and By-Laws which were developed in the interest of ALL owners, keeping in mind safety, aesthetics, and structural integrity.

Contractor: _____ Unit #: _____ Contact Phone: _____

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: _____

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

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

Describe work being done:

All contractors are required to submit a Certificate of Liability (COI) listing Maui Vista AOA, 2191 S Kihei Rd #1119, Kihei, HI 96753, as an "additional Insured" to protect the owner and the association common element areas from damage. **Office staff only: COI Provided? Yes No**

Start Date: _____ Expected Completion Date: _____

Work Extended on: _____ Revised Date of Completion: _____ By: _____

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 garbage chutes or 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 are 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.

By signing this document, the contractor agrees that all work will be done in accordance with Maui Vista's remodeling agreement.

Contractor Signature: _____ **Date:** _____

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

STRUCTURAL/COMMON ELEMENT CHANGE FORM

Please provide a detailed description of the work to be completed on Unit # . Include a description of how this work will affect Structural or Common Elements of Maui Vista and what steps will be taken to mitigate the impact:

*Attach any plans, photographs, or drawings associated with the work being done to this document.

Completed By:

Date:

Owner Signature:

Date:

Reviewed by:

, General Manager Date:

MAUI VISTA BOARD OF DIRECTORS REVIEW
Structural/Common Element Change Request

The Architectural Review Committee and Maui Vista's Board of Directors have reviewed the request from the owner of Maui Vista Condominium Unit #: _____ to change a structural or common element of the project. The requested changes include the following work:

It is the recommendation of the Board of Directors that this project be:

Approved as presented

Approved with the following modifications:

Denied/Pending further review. The following items have been requested for further review:

Denied for the reasons detailed below:

Comments/Explanations:

Reviewed by:

Architectural Committee Signature:

Date:

Board of Directors Signature:

Date:

General Manager Signature:

Date: