



REQUEST FOR ALTERATION

Aloha Homeowner,

If you are a new or existing homeowner to Wavecrest and are thinking of remodeling, please take a moment to review the following. It is important that you inform the Property Manager when you anticipate remodeling your unit.

Owner Name: _____ Unit No.: _____ Phone No.: _____

Brief Description of Your Project: _____

The unit must be remodeled in accordance with Maui County and Special Management Planning Codes, Wavecrest House Rules/By-Laws. Please make sure you check with the County to see if a Building Permit is required and read Wavecrest House Rules/By-Laws prior to starting the project.

The Maui County Building Department and Maui Planning Department requires a permit when any electrical, plumbing, gas plumbing, partition walls or carpentry involving common elements are involved with your remodel project. You need to submit a copy of your approval plans from the County to the Board. Written approval from the board is required before any work starts. Should there be a violation of Wavecrest House Rules/By-Laws, you will be contacted at the phone number you have provided above.

Maui County Building Permit: 808-553-3221

Yes ☐ No ☐

If yes, Permit No.: _____

Special Management Permit: 808-553-4190

Yes ☐ No ☐

If yes, Permit No.: _____

Any work involving electrical, plumbing, gas plumbing, partition walls or carpentry involving common elements must be done by a Hawaii licensed/insured contractor.

Contractor Name: _____ Phone No.: _____ License No.: _____

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Your project and workers must be properly insured. **Please provide to the Property Manager an insurance certificate naming Wavecrest Resort Inc. as an additional insured.**

Project Start Date: _____ **Estimated Project End Date:** _____

Wavecrest Construction Hours: Monday thru Saturday from 8:00 a.m. to 5:00 p.m. No construction is allowed on Sundays and Holidays.

All demolition and clean-up materials from your remodel project must be done daily and discarded properly. This includes vacuuming hallways and walkways daily. Nothing is allowed in/near Wavecrest's garbage bins. If discarded materials are found, this will result in an automatic fine. If debris/trash is not cleaned up at the end of a working day, a warning will be issued to the owner. After 2 warnings, Wavecrest staff will clean up the mess at a flat rate of \$100.00. Also, do not dispose of paint, cleaning products, etc. down the drain/toilet, as it is harmful to our on-site Wastewater Treatment Plant.

Will you be laying tile? Yes ☐ No ☐ If yes, how many square feet? _____sf

The Association recommends that you purchase an additional 9sf of tile material in case future plumbing repairs are needed behind tile. We also recommend soundproof sub-flooring be installed in 2nd and 3rd floor units.

Homeowners are responsible for their contractors. Contractors are considered their guests throughout the duration of the project. Any violation of the House Rules/By-Laws will be enforced. If a contractor is caught breaking the House Rules/By-Laws, the contractor and owner will be notified.

It is the owner's responsibility to inform your contractor. Please have your contractor fill out the attached "Contractors Memorandum of Understanding / Acknowledgement" and return to the Property Manager prior to project start date. If work has commenced prior to receiving the "Request for Alteration" and the "Contractors Memorandum of Understanding / Acknowledgement," a fine of \$100.00 will be assessed daily until forms are received.

By signing below, I acknowledge that I have read, understand, and do hereby accept all the above in its entirety and agree to abide by it.

Owner Signature: _____ Date: _____



CONTRACTORS MEMORANDUM OF UNDERSTANDING/ACKNOWLEDGEMENT

DATE: _____

TO: WAVECREST RESORT

FROM: _____ LICENSE NO.: _____

(Name of Contractor/Business)

UNIT NO.: _____ PROJECT START DATE: _____ ESTIMATED END DATE: _____

I understand and acknowledge the following by initialing and signing below:

_____ I will provide Wavecrest Resort with proper and updated insurance.

_____ I will register my vehicle at the office and provide proof of current registration, safety check and vehicle insurance.

_____ I will sign in/out on the "Outside Worker Sign-In/Out" sheet at the office and pick up/return parking permit daily.

_____ I understand that designated construction hours are Monday thru Saturday from 8:00 a.m. to 5:00 p.m. No construction is allowed on Sundays and holidays.

_____ I will not put paint or any other hazardous or harmful material down the drain.

_____ I will comply with Maui County building codes.

_____ I will smoke only in designated smoking areas.

_____ I will clean up my mess daily in accordance with the House Rules.

_____ I will remove all project trash/materials from Wavecrest property as I am not allowed to place anything in/near the garbage bins.

_____ I will cut tile only in designated or approved areas prior to cutting.

_____ I will not back into parking stalls.

_____ I will not double park.

_____ I am responsible for any subcontractors hired and will inform them of all the above.

By signing below, I understand that if I am in violation of any of the House Rules/By-Laws and/or statements I have initialed above, I may be subject to a fine.

(Signature)

(Date)