

**LAHAINA RESIDENTIAL AOA**  
**RULES & GUIDELINES**  
**For**  
**APARTMENT CONSTRUCTION AND ALTERATIONS**  
Updated October 2019

Upgrading and remodeling of units within Lahaina Residential is encouraged. In order to achieve this end and at the same time protect the rights and privileges of other Homeowners, Guests and Tenants, the following rules have been developed.

A. For your planning purposes, the Board of Directors **WILL NOT APPROVE** any changes to the exterior of the buildings. This includes all doors and windows or anything that will affect the exterior appearance of the buildings. Any repairs to exterior items **MUST** remain identical to the existing.

B. Owner/contractor must submit plans, sketches and scope of work to the Managing Agent for approval by the Board of Directors. Projected "Start" and "Finish" dates of project are to be included. (Submission form incorporated into these guidelines). **All work must conform to Maui County Building Codes. Note that plumbing and electrical changes must be done by licensed contractors.** Owner must submit a list of contractors and/or subcontractors who will be working on jobsite. If all plans, sketches, scope of work and building permits are in order, Board approval should be expected within 2 weeks of submittal. If required, managing agent will post notification of upcoming construction work.

C. **PERMITS:** Owner must present a valid construction permit, if applicable, to the Managing Agent before commencement of work. Such permit shall be posted on the outside of the unit entry door. The following items are listed in the Maui Building Code as "Exempted Work" and, when done separately and individually, do not require a permit; however Lahaina Residential Board of Directors' notification is still required:

- “Cabinet work and installation of shelves
- Cases, counters, and partitions not over 5 ft. high.
- Painting, papering, installation of floor covering and similar finish work
- Repairs which involve only the replacement of component parts or existing
- work with similar materials for the purpose of maintenance, and does not affect any electrical or mechanical installations. Repairs exempt from permit requirements shall not include any addition, change or modification in construction of permanent fixtures or equipment.” – per Maui Building Code

D. The following "Guidelines for Construction" is a supplement to the **Lahaina Residential "House Rules"**, but does not replace or supersede the "House Rules". These Guidelines shall be strictly enforced. Any cleanup required by Lahaina Residential personnel due to non-compliance will be billed to the owner. Continued non-compliance will result in a shut-down of all work. Please contact the Managing Agent if you have any questions or special needs.

**Managing Agent: Quam Properties Hawaii**  
Phone: 665-1315  
Fax: 665-1319

## GUIDELINES FOR CONSTRUCTION

1. Owners will be responsible for actions of all construction personnel. All Contractors are required to check in with the Managing Agent at the beginning of a new project and will be responsible for insuring that all workers adhere to these guidelines. All contractors must have licenses and insurance appropriate to their trade.
2. Owner/Contractor must schedule with Managing Agent for ALL deliveries of materials, parking of vehicles and placement of trash dumpsters. All construction materials/debris must be removed from the property. Under no circumstances will Lahaina Residential waste bins be used for disposal of construction materials. Construction site will be cleaned up on a daily basis.
3. **Hours of Construction:** Work will be limited to 9:00 am -5:00 p.m., Monday through Friday. Any work to be scheduled **on Saturday** must first be approved by the Managing Agent **and may only be quiet work such as painting, laying carpet or laying tile after all prep work has been accomplished.** **NO WORK will be scheduled on Sundays or holidays.**
4. No loitering by construction personnel after construction hours on property will be permitted.
5. NO radios will be played by workers on construction site. NO loud or foul language from workers will be permitted. Inappropriate or unprofessional behavior of any kind by workers will result in immediate suspension from the property. Construction site will have doors/windows closed when possible to contain noise.
6. Owner/contractor will not store materials on walkways and/or common elements without checking first with Managing Agent. **Contractor will keep walkways, stairwells and common areas clean at all times.**
7. Any request to shut down building electrical or plumbing systems must be submitted to Managing Agent at least 48 hours prior to desired shut-down.
8. The cleaning of tools or equipment on the outside of the building without the Managing Agent's permission is prohibited. Under no circumstances shall grout or other materials be cleaned into the apartment's plumbing systems.
9. Use of hard surface flooring such as ceramic floor tile or wood flooring in all units shall be in compliance with the products and installation procedures specified by the complex manager and, subject to his inspection during the work to ensure compliance. Noise abatement using adequate underlayment materials properly installed will be required.
10. Prior to delivery and installation of any cellulose or wood material, the material must be fumigated/treated for wood destroying organisms. The treatment must be performed within one week of delivery to Lahaina Residential by an approved, local and licensed company. Mid-Pacific Pest Control offers this treatment, as may other licensed fumigation companies on island. Products to be treated include, but are not limited to, all wood products, plywood, wood laminates and bamboo. A certificate of treatment must be filed with the Managing Agent for approval before transporting to Lahaina Residential.

Acknowledgment of Receipt of Lahaina Residential CONSTRUCTION & ALTERATIONS GUIDELINES

\_\_\_\_\_ Owner                      Date: \_\_\_\_\_

\_\_\_\_\_ Contractor                  Date: \_\_\_\_\_

The Managing Agent will immediately forward all requests to the Board of Directors to review and approve any proposed construction or alteration requests. The Managing Agent is given the authority, under these Rules and Guidelines, to demand a halt to all construction that has not been approved, is in violation of these guidelines, or for unacceptable contractor/worker actions.

LAHAINA RESIDENTIAL CONSTRUCTION & ALTERATIONS GUIDELINES  
**Renovation/Alteration Request Form**

**Description of Alteration** – (in addition to details **required in Item B above**, please provide a brief narrative of the planned alteration): **\*\* Please attach additional pages if necessary**

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Name of individual(s)/Company(s) performing work: \_\_\_\_\_

Phone#: \_\_\_\_\_

Email address: \_\_\_\_\_

How long will the work take to complete? \_\_\_\_\_

Expected start date \_\_\_\_\_

Expected end date \_\_\_\_\_

By submitting this request form you agree to abide by the stipulations included herein.

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Signature of Owner(s)

Date

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**Please give this form and all materials to the Managing Agent, Quam Properties, at:**

Lysa Tracy  
Quam Properties Hawaii, Inc.  
5095 Napilihau St., #202  
Lahaina, HI 96761-0039

Email to: [Lysa@QuamProperties.com](mailto:Lysa@QuamProperties.com)

Date received \_\_\_\_\_

Received by \_\_\_\_\_

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Reply from the Board of Directors & Managing Agent

Date \_\_\_\_\_ Notes: \_\_\_\_\_

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