

ASSOCIATION OF APARTMENT OWNERS OF PUNAHOU ROYALE

BOARD POLICIES

1. Owner and Tenant Registration

- 1.1. Owners and tenants must register with the site manager and ensure that the requested information is current. On-line registration is available at www.punahouroyale.com. Those who don't have access to the on-line form may obtain a printed form from the site manager.

2. Board of Directors Rights and Responsibilities

- 2.1. The Board is responsible for creating and modifying rules and policies. The Board has delegated the enforcement of the rules and policies primarily to the site manager and/or other management agents as determined by the Board from time to time. The Board will apply these rules in a fair and equitable manner that protects the interests of the Association and promotes community. The Board has the right to restrict the use of, or access to, any common element.
- 2.2. The Board is the final authority within the Association for interpreting Association rules and policies.

3. Enforcement of House Rules and Board Policies

- 3.1. The site manager is responsible for enforcing the House Rules and Board Policies. Complaints will be handled on an anonymous basis whenever possible. The site manager will exercise discretion regarding the best method for resolving each situation. Minor violations will be handled in an informal manner. For serious or repeated violations, the site manager will act with advice and consent from the Board. Written records of all violations, complaints and notices will be maintained by the site manager.
- 3.2. The Board has adopted a fining resolution outlining policies regarding fines and the procedures for appeals. Owners and tenants should read and understand these policies.
- 3.3. If, after a reasonable time and after having been served with written notification, the unit owner has not rectified a rule violation that exists in or around the unit, the Board, or its agents, may exercise their right to enter the unit to rectify the problem at the owner's expense.
- 3.4. For recurring violations or noncompliance with the By-laws, House Rules or Board Policies, the Board may retain an attorney to enforce the provisions of the documents. All expenses, including reasonable attorney's fees, are to be paid to the Association by the unit owner.
- 3.5. Signs and notices posted throughout the project are intended to support and amplify the House Rules and Board Policies. Failure to comply with these posted notices constitutes a violation and may be subject to a fine.

4. Conduct of Board Meetings

- 4.1. With the exception of executive sessions, Board meetings may be attended by owners, owner's representatives, management staff and representatives of the management company. Others may attend only with invitation or permission from the Board.
- 4.2. The Board may provide time for an owner's forum at each meeting. Such forums will be an opportunity for owners to express questions, concerns or complaints.
- 4.3. Owners wishing to add an item to the agenda for a Board meeting must do so in writing at least seven days prior to the meeting. Agenda proposals should be submitted to the President, Secretary or site manager.

5. Use of Association Property

- 5.1. The storage and consumption of alcohol in a common element is strictly prohibited.
- 5.2. With the exception of the conduct of incidental personal business and unless specifically authorized in writing by the Board, only association business shall be conducted in the site-manager's office and workshop.

6. Package Delivery

- 6.1. The owner or resident is responsible for arranging receipt of packages and deliveries. The site manager will not allow delivery agents access to the building, nor will packages be accepted unless the resident has authorized acceptance and signed a waiver of liability. The Board and site manager are not responsible for packages or other deliveries left at the doors of units or other undesignated places in the project. Large packages that may obstruct the common walkways shall not be left outside unit doorways.

7. Access

- 7.1. Neither the Association nor the site manager has copies of keys for individual units. Should emergency access be required in the absence of a resident, access will be gained by the most expeditious means available.
- 7.2. Sheriffs, U.S. Marshalls, and other authorized process servers may have access to the common elements as outlined in the policy regarding process servers.

8. Vehicle & Bicycle Parking

- 8.1. The Site Manager may designate common element areas to be used for parking two-wheeled vehicles such as bicycles, mopeds and motorcycles. These areas will be designated with signs and/or the presence of racks or lock-anchoring hardware.
- 8.2. The Site Manager will determine which types of two-wheeled vehicles will be allowed in each area. This determination will be based on considerations of the space available, security, safety and maintaining adequate traffic lanes.

- 8.3. All vehicles must be licensed by the City & County and registered with the Site Manager. Vehicles that are not registered, or which appear to have been abandoned, will be removed by the Site Manager.

9. Parking Areas

- 9.1. The two mauka guest parking stalls are reserved for contractor vehicles from 7:00am to 6:00pm. Unless on premises for emergency work, parking for contractor vehicles shall be arranged with the site manager at least two business days in advance.

10. Barbeque Area

- 10.1. The picnic/barbecue area is intended to be a peaceful place for the enjoyment and exclusive use of residents and their guests. The area is for the exclusive use of residents and their guests. The area is available from 9:00am to 8:00pm on weekdays and 9:00am to 9:00pm on weekends. To avoid scheduling conflicts, reservations are required. Reservation forms are available online or at the site manager's office and must be submitted to the site manager during business hours 2 business days prior to the date of the requested use.
- 10.2. Children under twelve years of age must be supervised by an adult around fires or lit barbeques. All guests must be accompanied by a resident and the resident is responsible for the conduct of all guests.
- 10.3. The following are prohibited: alcohol, smoking, horseplay, running, screaming, loud noise, musical instruments, sound systems and other activities that will disturb residents or neighbors. Small radios and audio devices are acceptable if kept at a reasonable volume.
- 10.4. The Association will not be responsible for any injuries to residents and or guests while on the property.
- 10.5. The area must be left clean and all trash and personal items properly disposed. A cleaning charge may be assessed if the area is not left in the same condition as before use.
- 10.6. Small gas or charcoal grills and hibachis are permitted. These must not be left unattended. Proper and safe disposal of charcoal and propane containers is the responsibility of the resident. Charcoal receptacles will be available in the area.
- 10.7. Picnic/barbeque users will be responsible for any damage to the area.

11. Recreation Room

- 11.1. The recreation room is for the exclusive use of residents and their guests. Commercial use is prohibited. All guests must be accompanied by a resident and the resident is responsible for the conduct of all guests.
- 11.2. To avoid scheduling conflicts, reservations are required. Reservation forms are available online or at the site manager's office and must be submitted during business hours two business days prior to the date of the requested use.
- 11.3. The recreation room is available daily from 9:00am to 9:00pm.

- 11.4. After use, the recreation room and bathroom must be left clean and in the same condition they were in before use. Removal of trash and personal items is the responsibility of the resident.
- 11.5. A security deposit of \$100 is required upon reserving the room. The security deposit will be returned if the room is left clean and undamaged. Additional cleaning or repair charges will be paid by the user.

12. Unit Modification and Maintenance

- 12.1. Except for simple modifications and repairs, owners may be required by law to employ a licensed contractor and obtain a building permit. Licensed contractors must be employed where the work or subsequent modifications might involve potential harm to other residents or damage to common elements.
- 12.2. Projects involving electrical or plumbing work must be performed by licensed contractors.
- 12.3. Owners employing contractors and other service personnel are responsible for damage, repairs and cleaning of affected common elements. Such owners must provide a refundable \$100 deposit to cover the cost of cleaning or repair. If the cleaning or repair exceeds this amount, the owner will be responsible for the additional cost.
- 12.4. The site manager has prepared a guide for owners considering repair or modification of their unit. Owners should obtain a copy of this document before beginning a project.
- 12.5. No openings may be cut into load-bearing building walls for any purpose.
- 12.6. Air conditioning units shall not be installed on enclosed lanai since they would protrude from the exterior of the building.
- 12.7. Owners shall inspect their wooden door frames and doors to identify termite damage. Inspections should be made at least twice yearly.
- 12.8. Owners or residents who discover termite droppings or termite damage must report this to the site manager.
- 12.9. Any remedial work performed to correct termite damage shall be done in a manner that conforms with the existing colors, materials and style of the building.

13. Fair Housing

- 13.1. The Association seeks to promote reasonable use and enjoyment of the Project without discrimination or harassment because of one's race, sex, gender identity or expression, color, religion, marital status, familial status, ancestry, disability, age, HIV infection, national origin, or handicapped status, or any other grounds protected under state and federal fair housing laws, regulations, and/or applicable executive orders.
- 13.2. The Association also has a similar policy which prohibits discrimination or harassment of any of its employees. Specifically, the Association's policy prohibits discrimination or harassment of employees because of one's race, color, religion, sex, age, national origin, ancestry, marital status, arrest and court record, disability or handicapped status, sexual orientation or

any other grounds protected under state and federal equal employment opportunity laws, regulations, and/or applicable executive orders.

- 13.3. Notwithstanding anything to the contrary contained in the Declaration, the By-Laws, the House Rules or these Board Policies, the Board is authorized to grant disabled residents: (1) permission to make reasonable modifications to their dwellings and/or the common elements at their expense (including without limitation the cost of obtaining any bonds required by the Declaration or the By-Laws), if such modifications are necessary to enable them to use and enjoy their dwellings; and (2) reasonable exemptions from the Declaration, the By-Laws, the House Rules and Board Policies when necessary to enable them to use and enjoy their dwellings. Those individuals applying for modifications or exemptions under this Policy shall make the request in writing where practicable. The request shall set forth the nature of the request, the specific modification or exemption being sought, the disability being accommodated, the reasons that the request is reasonable, and any other facts relevant or helpful to the Board in making a determination whether to grant the request. The Board may require the owner and the Association to execute a written memorandum of understanding regarding the request. The Board meets periodically. If your request must be considered before the next Board meeting, please include information on your request explaining the need for expedited action.