

# ASSOCIATION OF APARTMENT OWNERS OF PUNAHOU ROYALE

## HOUSE RULES

### **1. Emergencies & Contact Information**

- 1.1. For fire, police or medical emergencies call 911 and notify the site manager at 955-0014.
- 1.2. For other building emergencies such as those concerning elevators, electricity or flooding, call the site manager at 955-0014. If the site manager is not available, call the management company 24-hour number.
- 1.3. For routine lockout service, residents should contact a locksmith directly. For lockout emergencies, use the Enterphone and select MANAGER. The site manager will assist with building entry and contacting a locksmith. If the site manager determines that an emergency condition does not exist, or if there are repeated requests from the same resident, the resident may be charged a fine of \$50 for each incident. In all cases, the occupant is responsible for locksmith charges.
- 1.4. Complete and up-to-date contact information for building management and the Board of Directors is available in the Owner and Tenant area of the website [www.punahouroyale.com](http://www.punahouroyale.com) (username: prowner, password: 1541).

### **2. Building & Unit Access**

- 2.1. Building entrance doors must never be propped open without prior permission from the site manager. Doors that are kept open for an approved reason must be monitored.
- 2.2. Objects may not be placed or stored in any location that obstructs access to the building or transit through common elements such as driveways, entries, passages, walkways, corridors, lobbies and stairways.
- 2.3. Vehicles must not be parked in any location that obstructs access to the garages, driveways, individual parking spaces and other common elements.
- 2.4. The Association has the irrevocable right to enter any unit at a time which is reasonably convenient to the occupant as long as the occupant or owner is notified in advance of such entry. In the case of emergency, the right of entry shall be deemed granted even if the occupant or owner is not present (*Declaration* Section 8(c)).

### **3. Registration, Moving, Occupancy & Use**

- 3.1. Owners and tenants must be registered with the site manager and are responsible for updating the information. Absentee owners who employ rental agents or property managers must provide complete contact information for the agent or manager with their registration information. Owners, or their agents, are responsible for notifying new tenants of the registration procedure.
- 3.2. Moving furniture or other bulky items, whether into or out of the building, must be arranged with the site manager at least 24 hours in advance. This will include large items that can cause damage to the elevator cabin or circuitry and/or a large number of items that require the elevator button to be held for more than one minute. Moving hours are 9:00 a.m. through 4:00 p.m. Monday through Saturday. The site manager must approve alternate times in advance. Only the west (Ewa) elevator may be used for moving. Residents who are moving shall be responsible for removal of dirt or debris resulting from the move.

- 3.3. Deliveries of furniture, appliances or other large items are subject to the same rules as moving.
- 3.4. Units shall not be used as rentals that would involve weekly turnover of tenants.
- 3.5. Upon request from the Board or their agent, for good cause, the owner shall permanently remove any tenant or guest from the project premises without compensation for lost rentals or any other damages.
- 3.6. Absentee owners who vacate their unit for more than 90 days must notify the site manager and appoint an agent who will serve as the local contact person in case of emergency. Periodic inspection of vacant units is strongly encouraged.
- 3.7. Units may not be used for business or any other non-residential purposes (*Declaration* Section 10). This provision shall not prohibit units from being rented, leased or sold, nor prohibit use of a portion of a unit as a home office. Prohibited business activities specifically include entry of persons into the parking areas or building for the purpose of conducting business, except for rental, lease or sale of a unit. Business activity must be discontinued immediately upon notification of violation.

#### **4. Resident Parking, Guest Parking, Vehicles & Bicycles**

- 4.1. To avoid being towed, residents are responsible for regularly updating their building registration information with the make, model, color, year and license number of their vehicles and those of their guests.
- 4.2. Vehicles parked on the property must have current safety inspection and vehicle registration stickers.
- 4.3. Resident vehicles shall be parked in the stall assigned to their unit. Vehicles parked in a stall assigned to another unit will be removed by towing at the vehicle owner's expense. Residents who find another vehicle in their assigned stall should contact the towing company indicated on signs in the parking area and notify the site manager.
- 4.4. Vehicles left unattended in driveways, garages or any area of the project other than assigned parking stalls will be towed at the discretion of the site manager. Parking is strictly prohibited in areas designated as No Parking.
- 4.5. Resident vehicles must be centered in the assigned parking stall or parked in a way that prevents crowding of adjacent spaces and pedestrian walkways.
- 4.6. Storage of items in parking stalls is prohibited. However, one bicycle, moped or motorcycle is allowed in front of a vehicle, provided that the vehicle still fits fully into the stall and that there is no possibility of damage to adjacent vehicles when removing the bicycle, moped or motorcycle. Any vehicle or item placed in a parking stall in violation of these house rules may be removed by the site manager.
- 4.7. Except for emergencies, repair to any vehicle is not allowed on the project premises.
- 4.8. Vehicle fluids are not to be disposed of in the project drains or trash areas. They must be disposed of in the manner prescribed by the City & County or State.
- 4.9. Guest parking is available from 6:00pm to 7:00am. Residents are not allowed to park their vehicles in the guest parking area. Only one vehicle may be parked in each marked stall. Guest vehicles parked in the designated area must be registered on the sign-in sheet in the building lobby. Unregistered vehicles will be towed at the owner's expense. Overnight guests may park for one night only; parking on consecutive nights is prohibited. Vehicles parked in the guest stalls after 7am will be towed at the vehicle owner's expense. From 7am to 6pm the guest parking area is to be used as a resident car wash and for vehicles parked with permission from the site manager.

- 4.10. Bicycles, mopeds and motorcycles may be parked in areas designated for this purpose if they are registered with the site manager. Vehicles not registered with the site manager, or ones presumed abandoned, will be tagged by the site manager and removed in accordance with the law.
- 4.11. The car wash area, located in the makai guest parking stall, is for the exclusive use of building residents. Only vehicles registered with the Association shall be washed in this area. Car wash hours are from 7:00am to 6:00pm daily. Persons washing vehicles should use non-detergent soap and conserve water. The area must be left clean.
- 4.12. All vehicles to be washed must be parked wholly within the designated washing area to prevent wash and rinse water from flowing into the city drain system. Any resident who causes or allows wash and/or rinse water to flow into the city drain shall be responsible for paying any resulting fines.

## **5. Noise and Nuisances**

- 5.1. Residents and their guests may not cause a nuisance to other residents.
- 5.2. Residents should avoid creating noise that annoys or disturbs other residents of the building. Examples of prohibited noise include, but are not limited to: shouting to others from the street, parking areas, driveways, lanais or walkways; horn honking; excessive engine noise; excessively loud audio/video devices; and banging or pounding on doors, walls ceilings or floors. Excessive noise should be particularly avoided in the elevator lobbies, walkways of residential floors and near the building entrance. Work that generates excessive noise is prohibited before 8am, after 5pm and on Sundays except in an emergency. Quiet hours are from 10pm to 8am. During this time, noise from all sources must be kept to an absolute minimum.
- 5.3. Air-borne nuisances that unreasonably threaten or interfere with the rights, comfort, convenience or health of other residents are prohibited. Examples of such nuisances include, but are not limited to: smoke, odors, fumes and dust.
- 5.4. Complaints regarding noise and nuisances should be reported to the site manager.

## **6. Pets**

- 6.1. Residents may have pets, provided that tenants first obtain written consent from the owner of the unit. Pets must not disturb or offend building residents.
- 6.2. Animals may not be kept, bred or used for any commercial purpose except under limited, specific conditions and with prior written approval from the Board. Livestock and poultry may not be kept in the building or on the project premises.
- 6.3. Animals are not permitted in the laundry room.
- 6.4. Animals must be on leashes or inside pet carriers and completely controlled when moving through the common elements. Animals must not be allowed to urinate or defecate within the building common elements, including garages, driveways, walkways, stairways or elevators. Animal waste must be removed immediately and completely from the common elements by the animal's owner.
- 6.5. If any pet or other animal causes a nuisance, unreasonable disturbance, or presents a danger to any person in the building, the owner shall be given an opportunity to rectify the problem. Should rectification fail, the Board of Directors may require permanent removal of the animal from the premises within a reasonable time period.

## 7. Refuse

- 7.1. Garbage deposited in the trash chute must be bagged and tied or sealed. Items such as bottles, large or heavy objects, flammable or hazardous substances, boxes, rigid or irregularly shaped objects, small appliances, Christmas trees, liquid or powdered waste, bedding, pillows and carpeting must be hand carried to the trash room located outside the laundry room and placed directly into the dumpster. Residents who cause trash-chute clogs will be fined and charged with all related expenses.
- 7.2. Bulky items such as furniture and large appliances must not be placed in the dumpster or trash room. The resident must arrange for the disposal of such bulky items and store them in the unit until they can be removed from the project premises. Such removal will be done at the resident's expense. Leaving items on the street constitutes illegal dumping.
- 7.3. Construction debris must not be placed in the trash chute or dumpster. Such debris must be removed from the property at the expense of the owner or contractor.

## 8. Lanais

- 8.1. The lanais are included in the apartments. Owners are responsible for the interior surfaces of their lanais, while the Association is responsible for the structure of the lanais. In the event of a leak originating from a lanai, the Association will take steps to stop the leak in accordance with the Board's policy regarding leaks. **Note regarding enclosed lanais:** The Association is NOT responsible for the cost of removing and replacing parts of the lanai enclosure if removal is necessary to stop a leak. In addition, if a leak is covered by the Association's insurance, the insurance will NOT cover damage to the lanai enclosures. Therefore, the Board urges owners to purchase homeowner's insurance.
- 8.2. Unit lanai railings must be anodized aluminum, matching existing professionally-installed railings.
- 8.3. Carpeting, whether glued down or loose, is prohibited on unit lanais. Lanai floors must be sealed with a professionally-applied, Board-approved coating and be kept in good repair at all times. Tile may be installed over such a waterproof coating.
- 8.4. Residents are responsible for preventing water leakage from lanais to units below or dripping down the building exterior. Potted plants on open lanais must have a basin for collecting water and soil. Similarly, air conditioner units must be equipped with a basin or other system for collecting condensation. Cleaning and mopping must be done in a manner that minimizes the runoff of water or cleaning fluids from the lanai.
- 8.5. Lanais must be clean and orderly. Lanais are not to be used for storage of items such as furniture, surfboards, sports equipment, toys, boxes or bicycles. However, small chests or containers may be placed on the lanai, but they must not be visible above the level of the railing and placed as far back as possible. Lanais may be furnished with appropriate furniture such as chairs, lounges, and tables. Any furniture, plants, chests or other items that are deemed unsightly must be permanently removed.
- 8.6. Holiday decorations may be installed on lanais, lanai-side windows, and apartment doors up to 30 days before a holiday, and they must be removed no later than 14 days after the holiday.
- 8.7. The enclosure of open lanais must be approved by the Board before the work is scheduled and performed in the manner prescribed by design standards established by the Board. The design must conform to local building codes and the owner must obtain a building permit. A copy of the building permit must be given to the site manager before work commences. Owners wishing to enclose their lanai are required to sign a Maintenance Agreement provided by the Association. This Agreement,

which will be recorded with the Land Court, makes the owner responsible for the lanai enclosure and any damage caused by the enclosure.

## **9. Plumbing**

- 9.1. The Association is responsible for repairs to and maintenance of plumbing that is located outside apartments and common pipes that run through apartments. Owners are responsible for repairing and maintaining the plumbing that is located inside their apartment and serves only their apartment. Owners are responsible for the costs of damage to other units or the common element caused by water leaking from their plumbing. The Association can require an owner whose unit contains defective plumbing that affects another unit or common element to perform necessary repairs. If an owner fails to complete such repairs after being given a reasonable time to do so, the Association will perform the repairs at the expense of the owner.
- 9.2. Residents must immediately report flooding or water damage in their units to the site manager.
- 9.3. The site manager should be notified prior to the commencement of any plumbing repairs within a unit. If plumbing repairs may require that the main water supply be shut off, the site manager must be notified to allow a reasonable time for notices to be posted.

## **10. Modifications, Maintenance & Appearance**

- 10.1. Owners may modify and/or renovate the interior of their units and, in limited cases, portions of the unit visible from the building exterior. Modifications must be consistent with the *House Rules, Board Policies, By-laws, Declaration* and any applicable City & County building codes.
- 10.2. A licensed and insured contractor should be employed to perform major modifications to a unit. Contractor insurance must include the owner and Association as additionally insured. Consult with the site manager regarding deliveries, debris removal and work schedules.
- 10.3. Dirt, dust and debris from work in a unit are to be removed from all parts of the common area by the owner or contractor.
- 10.4. Installation of any item visible from the building exterior is prohibited without prior written approval from the Board. Such items include, but are not limited to, wiring, wiring conduit, cables, awnings, windbreaks and shades. Installation of satellite dishes and antennas must be done in accordance with Board Policy.
- 10.5. Unit window coverings, as seen from the building exterior, should be off-white or a light, neutral color that is consistent with the color of the building exterior. Worn, tattered or stained window coverings must be replaced.
- 10.6. With the exception of the American flag and items allowed by Board Policy, objects must not be attached or hung from the exterior of the unit lanai or windows. Such items include laundry, flags and rugs. Furthermore, no notice, advertisement, poster or other sign shall be inscribed or posted on or about the unit. Nameplates or other signs are prohibited on unit doors.
- 10.7. Cleaning and repair of the unit interior, front door and windows are the responsibility of the owner.
- 10.8. Owners are responsible for maintaining their assigned parking stalls. Vehicle fluids and stains should be removed. Parking stalls shall not be used for storage of any items.
- 10.9. Items approved for placement in common areas are not to be moved or taken from those areas by owners, residents, guests or service personnel without prior approval from the site manager.

## **11. Prohibited Activities**

- 11.1. It is prohibited to perform any action or possess any substance or object in the project that might increase insurance premium rates or cause a cancellation or invalidation of any insurance policy maintained by or for the Association. Illegal actions, substances and objects are prohibited in the project.
- 11.2. Smoking is prohibited in the project except for the interior of individual units and unit lanais. Refuse from smoking shall not be extinguished or discarded in the common areas.
- 11.3. Skateboarding, roller-skating, roller-blading, bicycle riding, loud talking, playing loud music or group sports are not allowed in the common areas. Offensive, dangerous or destructive activities are prohibited in common areas.
- 11.4. Other than the exceptions specified in this document, owners and residents are prohibited from storing items in common areas. Shoes, slippers, sandals, cleaning supplies, plants and doormats are not allowed at any building or apartment doorway.
- 11.5. The use of fireworks, firecrackers, firearms or explosives is prohibited anywhere in the project. This ban includes common areas and unit lanais. A reasonable amount of legal, licensed fireworks or firecrackers may be kept in a unit for personal use off premises during holidays.
- 11.6. Nothing is to be thrown or dropped from the unit lanais or building walkways. Items such as garments, rugs, mats, mops, beach towels and bedding must not be shaken, dusted or cleaned over lanai or walkway railings, or from building windows.
- 11.7. Dirt, dust and refuse shall not be swept, thrown or washed from a unit into a common area.
- 11.8. Gas and charcoal cooking grills and gas stoves are prohibited in units or on lanais. The use of such cooking equipment is limited to the barbecue area provided that applicable rules are observed.
- 11.9. Residents should limit the type and amount of flammable or hazardous substances that are stored in a unit. Only readily available commercial products, in the original storage container, stored according to manufacturer recommendations are allowed.
- 11.10. Removing shopping carts from businesses is illegal; therefore, carts are not to be brought to the premises.
- 11.11. Placing, anchoring or storing personal items other than two-wheeled vehicles is prohibited in areas designated for two-wheeled vehicles.
- 11.12. With the exception of solicitation of proxies and distribution of materials relating to Association matters, solicitation to sell goods or services, or for religious or political purposes, is prohibited in the project unless approved in writing by the Board.
- 11.13. The Board and site manager are responsible for the planting and care of foliage in the common elements. Owners, residents, and guests shall not plant or place plants in the common elements, nor shall they move or remove existing plants.

## **12. Responsibilities**

- 12.1. The Association, the Board and the site manager are not liable for theft, disappearance or damage to personal property located in the project. Damage to vehicles, objects or common areas is the responsibility of the person causing the damage.

- 12.2. Owners are responsible for the conduct of tenants or other occupants of their units and for ensuring that the occupants are aware of, and abide by, the *House Rules* and *Board Policies*. Owners are responsible for ensuring that their units, and associated limited common elements, are maintained in a clean and safe condition.
- 12.3. Residents are, at all times, personally responsible for the conduct of their family, friends, guests and invitees, and for ensuring that these persons abide by the *House Rules* and *Board Policies* when they are in the project. Infractions of the House Rules and Board Policies should be reported to the site manager.

### **13. Applicability**

- 13.1. The House Rules and Board Policies apply equally to everyone who enters the project, including owners, tenants, guests, families, visitors, agents, management personnel, service personnel and contractors.

### **14. Additional Documents**

- 14.1. These *House Rules* are only one of the documents governing the project. Owners and tenants should also consult the *Policies of the Board of Directors* for new rules or guidelines that have not yet been included in the *House Rules*. Owners should also consult the *By-laws of the Association of Owners of Punahou Royale*, the *Declaration of Horizontal Property Regime* and *Hawaii Revised Statutes Chapters 514A and 514B*. All of these documents are available on the Association website [www.punahouroyale.com](http://www.punahouroyale.com). Printed copies may be obtained from the site manager or the management company at the requestor's expense.