

# **HOUSE RULES**

## **HALE O KALANI TOWERS**

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# **HALE O KALANI TOWERS**

**1702 Kewalo Street  
Honolulu, HI 96822**

Dear Hale O Kalani Towers (HOKT) Resident;

A condominium such as ours is a small community. When a large number of people live within a relatively small amount of space, the community must be structured by certain written rules and by other unwritten "good neighbor" rules so that all of us receive maximum enjoyment of our homes. Great respect for the needs and rights of others living in the building is essential to create and maintain an enjoyable living environment for all residents and occupants.

The primary purpose of these House Rules is to promote the harmonious occupancy of the building and to protect all apartment (unit) owners and other occupants, tenants and guests from annoyances and nuisances caused by improper use of the project premises, and also to protect the reputation, value and desirability of the Project by maximizing the enjoyment, comfort and security for all.

The Board of Directors of the Association Of Apartment Owners (AOAO) of Hale O Kalani Towers (HOKT), the Resident/Site Manager and Managing Agent shall be responsible for enforcing and amending these House Rules, in accordance with the Bylaws. All apartment owners, occupants, tenants, and their guests shall be bound by these House Rules and by standards of reasonable conduct whether or not covered by these House Rules.

The Fining System is not meant to be punitive in nature, but has been established to ensure compliance of the House Rules and for the protection of all residents. A written notice will be given to the violator. If this notification proves ineffective, a fine will be assessed.

One exception to the requirement for written notification of house rules and fines being is that; Openly posted rules and signs serve as the warning to violations of the House Rules they specify. A notice will be given to the violator to make them aware that a fine has been attached to their monthly maintenance fee.

Your Board of Directors is dedicated to keeping this property in the finest condition possible and keeping this a desirable place in which to live. Owners, tenants and guests can be of material assistance in this aim by their attitude and adherence to the House Rules and the Bylaws that govern this condominium property.

Hale O Kalani Towers  
Board of Directors

# HALE O KALANI TOWERS

April 2017

1702 Kewalo Street  
Honolulu, HI 96822

## HOUSE RULES

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HALE O KALANI TOWERS  
ASSOCIATION OF APARTMENT OWNERS

I. HOUSE RULES

The purpose of these House Rules is to protect all occupants from annoyance and nuisance caused by improper use of HALE O KALANI TOWERS and also to protect the reputation and desirability of HALE O KALANI TOWERS by providing maximum enjoyment of the premises. These House Rules may be amended by action of the Board of Directors of the Association of Apartment Owners. The full authority and responsibility of enforcing these rules may be delegated to a Managing Agent by the Board. All occupants, tenants and their guests shall be bound by these rules. Neither the Board of Directors nor the Managing Agent shall be responsible for any noncompliance or violation of the House Rules by the owners, tenants or their guests.

A. RESPONSIBILITY of RENTER/OWNER/AGENT for EACH HOKT CONDO UNIT.

1. All occupants of Hale O Kalani Towers whether renter or owner occupant, must complete a Resident Information form provided by the Resident Manager, the owner of their unit or the owners agent and return the completed form to the site managers office within one week. The Resident/Site Managers office, #104, is located at the Kewalo Street side of the building, lobby level. It is essential that the Resident Manager maintain complete information both for security and also so that prompt and proper action can be taken in the event of an emergency such as fire, water damage etc. Information given is confidential and is only for the use of HALE O KALANI TOWERS. Information is not shared with anyone. Information on owners or tenants is destroyed when a unit is sold or vacated by a tenant.
2. Subject to the terms of the Bylaws and Declaration an apartment (unit) owner may lease, rent, or make the apartment available to others. Every owner renting out their unit is required by the State of Hawaii to have an Agent who resides in this State. An agent can be the owner themselves, a property management firm or realtor or someone they appoint. The occupants of the apartment shall abide by the House Rules and the Owner shall assume responsibility for the occupant's conduct. Contact information for Owners/Agent must be available to report problem tenants if need be. Unit owners are ultimately responsible for their tenants in all regards.
3. Copies of the House Rules as well as the Bylaws are provided to each owner. Every unit owner is required to provide their renter with a copy of the House Rules and advise their renters to read and to abide by the House Rules. House Rules and Bylaws can be sent in a PDF form to appropriate e-mail addresses. Requests for copies can be made through the Hale O Kalani Towers e-mail address, [hokt1702@hotmail.com](mailto:hokt1702@hotmail.com)
4. Owners and rental agents are required to notify the Resident Manager in writing when their apartment is unoccupied. A minimum 48 hours prior notice to time of residents moving in or out is also required.
5. The Resident Manager's phone number is posted on the lobby bulletin board.
6. Visitor entry to the building by residents: The Security Door electronic latch will release allowing access to a visitor when the visitor dials the resident through the entry phone system. The resident then presses "9" on their phone allowing access through the entry phone controlled door. If the phone number you submitted does not work for allowing entry then you should contact your phone provider and explain the problem.

## B. MOVING PROCEDURES

1. Move ins/move outs, large deliveries, tools, material, equipment etc. are to be done through the Makai lobby door only behind the dumpster enclosure. Persons planning to move furniture into or out of HALE O KALANI TOWERS must arrange with the Resident Manager at least 48 hours in advance for a suitable time, in writing, and also to reserve the Makai elevator and loading-zone for the move etc. The tenant must provide a \$100 cleaning and damage Security Deposit in the form of a check payable to HALE O KALANI TOWERS. Admittance will not be granted if this has not been complied with.
2. Any damages caused in the move to the elevators, railings, walkway, lighting, walls, paint, carpet or any other common elements will be the responsibility of the tenant and ultimately the unit owner. The tenant may be held additionally responsible by losing their security deposit that is held by their landlord, rental agent or the unit owner. The Security Deposit refund will be made only after inspection by the Resident Manager and if no damage has occurred and cleanup has been done satisfactorily.
3. The hours to move into or out of Hale O Kalani Towers are between 9:00am and 4:00pm, Monday through Saturday. Moving into or out of the building after 4:00pm, at night or on Sunday is NOT ALLOWED. NO MOVE IN/OUT ON SUNDAY! NO MOVE IN/OUT AFTER HOURS OR AT NIGHT! Elevator pads will be hung in the Makai elevator for the above reserved hours. Only the Makai elevator can be used for moving.
4. When moving, stack furniture, boxes and items to be moved at the outside of the Makai elevator, then call the designated elevator to the floor and load. The same procedure applies when the elevator is unloaded. When not actually being loaded or unloaded, the elevator must be released for the use of the residents of the building. You will NOT get a key to shut the elevator down. Simply place something in the elevator door path when loading or unloading the elevator.
5. All debris created by the move must be cleaned up by the mover to the Resident Manager's satisfaction.
  - (a) Any debris and cast-off items left by the resident or movers on condominium property that must be moved by condominium personnel will result in the resident being charged from their Cleaning/Damage security deposit.
  - (b) Boxes or bulky items cannot be put into the Trash Chute, it will easily become jammed.
  - (c) Items cannot be left on the Trash Chute room floor.
  - (d) The Trash Chute is primarily for household waste that is put into bags for that purpose and tied shut. If you cause the Trash Chute to become jammed you will be charged from your Cleaning/Damage security deposit.
  - (e) Packing and moving material and other acceptable items for disposal can be put into the dumpster. You cannot overwhelm the dumpster. Excessive items to dispose of must be removed from the property.
  - (f) Large and bulky items can be put at the Heulu Street rock wall for City & County **Bulky Item Pickup on the Second Tuesday of the Month ONLY**. Items at the curb before the second Tuesday or after the second Wednesday are not allowed and you will be charged from your Security/Cleaning deposit. Large items to dispose of can also be brought to City & County Transfer and Collection yards. Visit City & County website [info@opala.org](mailto:info@opala.org) for locations, times etc.

### C. COMMON ELEMENT USE AND RESTRICTIONS

1. The bulletin boards in the lobby and at entrances are intended for the use of residents and owners only. All notices shall be typed or printed on 3 x 5 cards. The Resident Manager will approve the card, initial, date, and place it on the bulletin board. The card remains for two weeks, it can be renewed if needed
2. No one shall loiter in the common area of the condominium. No one shall place, keep or store any object or item upon the common elements. No riding of any vehicles or other devices of any nature whatsoever is allowed on the common elements of the building. exceptions:
  - (a) Vehicles or other devices upon which handicapped persons are dependent for mobility;
  - (b) The use of a cart to carry goods to the apartment.
3. Household trash must be placed in a plastic bag not larger than the 13-gallon size and tied shut. Boxes, long or ridged items cannot be put into the trash chute. The trash chute will become jammed inconveniencing everyone in the building.
  - (c) Boxes, long items, bulky items, anything that cannot be put into the trash chute must be carried to and put into the dumpster behind the double brown steel doors.
  - (d) Hours for the use of the trash chute are 7:00am to 9:00pm. Bag less vacuum cleaner dust must be put into a bag and tied shut. Any human (diapers) or animal waste should be double bagged and tied shut before being put in the trash. Nothing can be left on the trash chute room floor.
  - (e) Do not put loose items into the trash chute. Bags tied shut keep garbage and other waste from accumulating on the trash chute walls. Bags tied shut help reduce odors, roaches and other insects and keep the trash chute room cleaner.
  - (f) First floor residents deposit trash directly into the dumpsters.
  - (g) City & County Bulky Item Pick-up for this neighborhood is the 3<sup>rd</sup> Wednesday of the month. Items for C & C pick-up can be put at the Heulu St. curb on the Tuesday evening before only. Visit City & County website at [info@opala.org](mailto:info@opala.org)
4. Smokers: Smoking is highly offensive and seriously resented by the overwhelming majority of the residents of Hale O Kalani Towers. State and City & County law prohibits smoking in all enclosed or partially enclosed areas open to the public. Additionally, there is NO SMOKING anywhere on the property; there is NO SMOKING in ANY common element or area of the building. Smokers must go to the sidewalk or the rear parking lot rock wall.

You may NOT smoke on your lanai. Smoking is allowed within the walls of your unit ONLY.
5. Real Estate Agents may only display "Open House" or "For Sale" signs next to the driveway entrances in the curb area. Signs are not allowed in or on the building structures.
6. Loitering, eating, drinking or smoking is not allowed in the garden, pool deck, lobby or any other common element area of the condominium.
7. Walkways shall remain clear and unobstructed. A doormat of the style previously approved by the Board of Directors may be placed outside the door of the apartment. The standardized style is a gray, rubber backed doormat with no designs that is in good repair, clean, and a maximum size 24" x 36".

#### D. PARKING

1. There is no guest parking at Hale O Kalani Towers. There is one parking stall assigned to each unit. There are no additional parking stalls available or to be rented. Vehicles parked in a stall without the owner's/resident's permission are trespassing and are subject to being towed at the vehicle owner's or driver's expense. Any stall owner/resident may call a towing company for removal of an illegally parked car that is in your assigned parking stall. This is not the duty of the Manager or of the Management Company. Notify any tow company of the location, parking stall number, the make, color, number of doors, and license plate number of the vehicle to be towed. The stall owner/resident must be at the stall to meet the tow company. A tow company's name and telephone number is posted on the lobby bulletin board.
2. Vehicles parked outside of marked stalls or outside of the loading zone will be towed. Signs warning about towing are posted at each driveway entrance, each lobby entrance, on both elevator doors, and at the loading zone.
3. Loading Zone: The yellow striped area of the loading zone is for active loading/unloading only, 15 minute time limit. Repair and construction parking is restricted to the unit residents parking stall. Notify the Resident Manager when you are in need of the loading zone for delivery, service vehicles, or moving vans. Park well within the yellow striped area. Do not block the driveway or the walkway. Violators will be towed. Warnings and tow company contacts are posted.
4. No more than one (1) automobile shall be parked in a stall. One motorcycle, one moped, or two bicycles may be parked in the stall in addition to an automobile, provided that the vehicles do not extend beyond the white border lines of the stall. If there is no automobile, then up to two motorcycles, three mopeds, or three bicycles may be parked in a stall. Nothing other than a vehicle shall be kept in a parking stall. You cannot store or keep items in your parking stall. Residents need to park within in the confines parking stall. Center your vehicle in the stall as best you can.
5. The parking area shall not be used for mechanical repairs of any kind, nor any oil change or body work of any kind. Vehicles must be kept in operable condition. Vehicles leaking oil or fuel will cause damage and deterioration to the parking lot surface. In addition, vehicles leaking fuel are a fire hazard and can be reported to the Honolulu Fire Department. Vehicle owners will be held responsible for damage to the property by vehicles in need of repair.
6. Mopeds, motorcycles, motorized bicycles or bicycles shall not be chained or in any way attached to railings, posts, trees, signs or other parts of the common elements. Because of the limit of space there is no special provision for secured parking for bicycles, mopeds or motorcycles. When bicycles, mopeds, or motorcycles are chained to the berm in the resident's parking stall, the chain needs to be removed when not chained to the vehicle in order to avoid tripping others.
7. Cars with modified or aftermarket mufflers that make them louder are a problem. Loud car radios are a problem. Be respectful; keep automobile noise to a minimum. Car horns, revving engines and car alarms are particularly objectionable and not permitted. Do not allow your engine to idle at the loading zone and pick up or drop off areas.

8. Car washing may be done only in your parking stall, using a bucket. Take care not to mess up neighboring cars and parking stalls. Clean up the area when finished. Hand waxing and hand buffing is permitted if it is done within your parking stall.
9. Do not leave valuables in your car, roll up windows and lock doors. HALE O KALANI TOWERS is not responsible for damage to or loss of any vehicle or its contents.

#### E. SWIMMING POOL AND POOL DECK

1. There is no lifeguard on duty at the pool. The swimming pool is for the exclusive use of the residents and their guests. The number of guests is limited to two (2) per apartment. An adult resident must accompany all guests. The hours of the pool are from 8:00am to 9:00pm daily. Young children cannot be on the pool deck or in the pool unsupervised. There must be a parent or responsible adult present.
2. There is no diving of any kind. No cannon-balling. Voices will be kept at a conversational level. Parents mind their children's noise level. No shouting or yelling, jumping, running, racing, dunking, aerobatics, splashing, horseplay etc. Climbing over, sitting on or standing on the walls is strictly a violation as is standing on or abusing the pool chairs.
3. Remove all suntan oil before entering the pool. Do not carry containers of oil or lotion to the pool area. Swimmers must dry off thoroughly before entering the lobby/elevators.
4. Prohibited in the pool area is glass of any kind, alcoholic beverages, food, toys, inflatable toys, floats, balls, or diving equipment.
5. Swimming aides for the assistance of non-swimmers are allowed. Non-swimmers may use chest and arm buoys. Non-swimmers must be accompanied by an experienced swimmer.
6. Radios may only be played softly and no musical instruments are to be brought into the pool area.
7. All persons are to swim in swimming trunks or bathing suits. No swimming in outer apparel is allowed.
8. No person with open sores or a communicable disease is allowed in the pool area.
9. Persons using the pool or the pool area shall comply with the requests and directions of the Resident Manager. Anyone found to be in violation of the POOL RULES will be asked to leave the pool area by the Resident Manager or by other residents witnessing the violation. Repeat violators will have pool privileges revoked.
10. Place all litter in the receptacle and take all of your personal items with you when leaving the pool area. HOKT is not responsible for any personal items left behind in the pool area and if found they will be disposed of.
11. Return the pool deck chairs to their arranged positions.



1. All repair, maintenance or construction work is to be accomplished during the hours of 8:00 am to 5:00pm Monday through Saturday. No work may be done on Sunday or federal holidays except for emergencies. The Resident Manager must be notified in writing 48 hours prior to construction. Tools, equipment, construction materials etc. are loaded through the Makai lobby door only. No work of any kind can be performed on the walkway or lanai. No tools, material or anything else can be stored on the walkway or lanai. Any dust from sawing, grinding or any air born material may not be vented out of the apartment windows or doors. Explain the work to be done and list the name and phone number of the person doing the work and the time and date of planned completion. Residents must fill out a Construction Form with the Resident Manager and make a Damage & Cleaning deposit of \$500.00 payable to HALE O KALANI TOWERS before work begins. Owners shall be responsible for the defense of any legal action resulting from any changes to their apartment if common areas or elements are changed, damaged or infringed. Prior approval of the Board of Directors must be obtained before any work that may affect the common elements or the structural integrity of the building. Upon completion of construction, the Resident Manager will inspect the common element areas and if no damage has occurred and no cleaning is necessary the deposit will be refunded.
2. Co-axial cable as well as telephone wiring is in place at Hale O Kalani. Residents are responsible for individual television, telephone and internet service and for any costs involved for those services. Satellite dishes are not allowed.
3. The architectural integrity of the exterior of the building shall not be altered. Doors, windows, glass and attachments are to be identical to all other doors, windows, glass and attachments as per the original architectural design of the building. No alterations will be made without the approval of the Board of Directors. Signs, equipment, or other projections may not be attached to the glass, outside walls, lanai door or entry door. Nothing may be displayed in or on windows or on the entry door of any unit.  
Exceptions are made for seasonal decorations. Nothing is allowed on the lanai.
4. Plumbing and electrical apparatus such as toilets, garbage disposals and dishwashers shall be used only for their intended purposes. Depositing any dirt or rubbish into any toilet, disposal or drain that that fixture is not designed to handle and which may cause problems will be the responsibility of the resident and they will be held liable for any damage, cleaning or repair as a result of any damage or as is necessary to correct. Acid or corrosive substances shall not be used on or disposed of through the plumbing. Cooking grease/oils shall not be poured into sinks/plumbing. Cooking oil or grease should be put into any disposable plastic container that will not leak and placed into the dumpster. It is highly recommended that residents use low suds laundry and dish detergents due to the nature of plumbing in high rise buildings. Over-use and high-suds detergent can cause damage to apartments below.
5. Nothing may be hung on or attached to the lanai railing. The lanai and lanai railing are to be kept bare and clear. Beach towels, bathing suits, wearing apparel, mops and brooms or anything else shall not be hung or displayed on lanai railings or in windows.  
Nothing is allowed on the railings. Nothing is allowed on the lanai.
6. Nothing shall be placed on or stored on the lanai and no plants are permitted on the lanai. Exception, plants being allowed at the Penthouse units. The lanai is to be used only for access to wash windows. Sweeping and cleaning the lanai shall be accomplished in a manner which will not inconvenience or create a nuisance or inconvenience to neighbors and residents or to persons on the grounds or premises.

7. Nothing shall be swept from or thrown from the lanai or walkways. Rugs shall not be beaten on lanais, walkways or fire escapes. Floor covering, carpet and tiles are not to be laid on lanai. Nothing is allowed on the lanai.
8. Each resident shall be responsible for washing their apartment units' windows and maintaining them in a clean and safe condition. Jalousie brackets and stops should be adjusted periodically to insure firmness and safety. Broken and chipped jalousies should be replaced immediately.
9. Curtains, draperies or vertical blinds are required on all windows, except directly over the stove area. Curtains, draperies and other window covering shall be free of holes and tears and shall be white or off-white presentable and in good repair where visible from the street or from adjoining and other neighborhood properties. Allow drapes to hang straight and free. Window coverings should cover the whole glass area from ceiling to floor. Do not tie or drape curtains over window rails or furniture. No cafe curtains, valances, boards, or gates should be visible from the street side. This is intended to maintain an organized and uniform appearance of the building.
10. Items inside the unit, especially on the Kewalo Street side should be kept away from the glass and nothing should be next to or leaning against or touching the glass. This is to keep a clear and uncluttered general appearance of the building. Gates for infant and toddler children can be placed living room side of the drapery and not on the lanai.
11. Water beds are not permitted in the building.
12. In the case of plumbing emergencies, it is recommended that residents keep emergency numbers for 24-hour plumbers. If the Resident Manager is called for emergencies that are the responsibility of individual owners, as opposed to a problem caused by the common element, the owner will be charged for the resident manager's time, including overtime costs. In order to guard against leakage, each resident should at all times adhere to the following preventive measures:
  - (a) Never leave the apartment when the washing machine is running or water is running into a sink, basin, bath or shower.
  - (b) After you are finished using the washing machine, always turn off connections if such shut offs are available.
  - (c) Do not use excessive amounts of water when mopping tiles or cleaning carpets.
  - (d) Routinely inspect the washing machine supply hoses, connections, shut off valves and supply lines as well as the washing machine discharge hose.
  - (e) Periodically inspect kitchen and bathroom sink supply lines, supply valves and exposed drain piping. Inspect the toilet supply line and supply valve.
  - (f) Periodically inspect water heater and toilet supply lines and valves as well. Gradual wear and tear is not covered in most insurance policies, and therefore the routine replacement of aged supply lines, valves, hoses or connections is essential.
13. Do not feed the birds. Birds cause a mess to individual unit space as well as walkways and other common areas. Feeding birds anywhere on the premises is prohibited.
14. Quiet hours are from 10:00pm to 8:00am every day of the week. Avoid excessive noise of any type at all times. When guests are arriving or leaving, say hellos and good-byes inside the apartment. Respect the right of others to a quiet environment. Keep noise such as car radios and running engines and conversation in the parking lot to a minimum. Respect all your neighbors' quiet time and privacy. Children are not to be on walkways or common areas for play. Loitering on walkways and other common areas is not allowed. Parents please advise children to be quiet and respectful of resident's rights to peaceful enjoyment.

## G. SERVICE ANIMAL POLICY

1. Hale O Kalani Towers is a no pets building. Pets fraudulently brought into the building as legitimate aid animals are an insult to owners and residents who have chosen to live in a no pets building. Violators create tension and resentment among the other residents who follow the restriction. No pets are allowed in the building. However, notwithstanding any other provisions herein, it is permitted for a service animal to be allowed to a disabled resident. No service animal may be kept, bred or maintained for any commercial purposes. All service animals shall be subject to the approval of the Board of Directors and as per any State of Hawaii and Federal rules and regulations ADA, HUD etc.
2. The request for approval of a service animal must be accompanied by the following documents:
  - (a) A written report from the tenant/occupants State of Hawaii licensed health care provider that the tenant/occupant is somehow disabled.
  - (b) A written report from the same health care provider that a service animal is needed.
  - (c) A State of Hawaii licensed veterinarian service animal health report.
  - (d) Service Animal Application/Registration Form and photo (the photograph should have a background that will relate to the pet's size) Service Animal Registration forms are available at the Resident's Manager's office during normal business hours.
3. Service Dogs/Animals:
  - (a) Must be carried through the common areas of the building unless the owner is physically unable to do so. If the owner is not able to carry the service animal the animal must be on a leash of not more than six (6) feet in length.
  - (b) Pursuant to the license agreement executed by each owner of a dog permitted in the Project, a dog shall carry a conspicuous tag and may be picked up by any person and detained if found running loose.
  - (c) Nothing herein shall be interpreted to hinder full access to the apartments and the common elements by handicapped persons.
  - (d) Any service animal which is a nuisance, causes unreasonable disturbance or noise to any resident, or causes damages or becomes a danger to other residents shall be removed by the owner within three (3) days after receipt of written notification from the Board of Directors and/or the Managing Agent.
  - (e) Costs involved in the boarding of any service animal shall be at the owner's expense.
4. Damage to any part of Hale O Kalani Towers buildings, grounds, flooring, or walls caused by service animals shall be the full responsibility of each owner and ultimately the owner of that unit the service animal is in. Any injuries caused by pets shall be the full responsibility of each service animal owner.
5. Service animals shall not be "walked" or play on the premises of Hale O Kalani Towers. Nothing herein shall be interpreted to hinder full access to the apartments and the common elements by handicapped persons.
6. No person shall permit an animal owned by him or one in his custody of the animal to excrete any solid or liquid waste on any portion of the property.

## H. SECURITY

1. As a protection to all residents, lobby doors and fire exit doors must be kept closed at all times except when actually in use for passage. When entering or exiting the building do not let others enter who are unknown to you. Care should be exercised to prevent entry of strangers through lobby security doors by tailgating. If they want to get past you ask questions: What unit do you live in? Can you show me your lobby key? If someone is visiting a resident in the building that resident should be the person to be letting them in.
2. Residents and guests are strictly prohibited from climbing or crawling over walls or any other portion of the building to obtain entry. Report any suspicious persons or activities to the Resident Manager immediately or call the police to investigate.
3. Hale O Kalani Towers is equipped with security cameras. Security cameras are limited in their ability to capture images. License plates are not readable. Faces are often not distinguishable and not all residents are recognizable or known to the Resident Manager. There are (99) units at HOKT. Use safe personal safety precautions and do not depend on cameras to determine any auto damage or criminal activity. Be aware, take notes and report any suspicious or suspected criminal activity.
4. Firearms, such as pistols, shotguns or other lethal weapons are not permitted within the confines of the building unless the weapons are property registered with the Police Department and are never to be openly displayed when the owner is moving through the common areas. Any firearm must be unloaded. Firearm and ammunition must be secured in a locked firearm safe.
5. Soliciting is not allowed on the premises. Notify the Resident Manager immediately of illegal door-to-door sales practices or call the police.
6. No keys, the Resident/Site manager nor the management company have keys to any unit. If you think someone should have a key to your unit to let you in should you get locked out or for any other reason, then you should leave a key with someone you know and trust for that purpose.

## I. INSURANCE

1. Unit owners/renters are **not** covered under the Association's insurance policy until the unit owner's personal insurance company or the owner of the unit has personally paid the first \$10,000.00 in damages that originate from within their unit. The liability insurance for the condominium property of Hale O Kalani Towers will cover damage to the unit owner's property as well as other units and common area elements of the building and property if the damage exceeds \$10,000.00.

In other words, if damage, from fire or water for instance, originates in your unit, then the unit owner is responsible for the first \$10,000.00 personally.

2. The HOKT association insurance will take effect after the unit owner has paid the first \$10,000.00. The associations insurance will cover damages originating from any common area or common element of the association. Unit owners as well as renters are strongly advised to have their own personal insurance in place in case of disaster.

## J. FIRE SAFETY

1. In the event of a fire, fire escape stairs and stairwells can only be smoke free if the doors on all floors are kept closed. If a fire should occur, individuals should enter the stairwell through the fire escape door and proceed to the ground level and out and away from the building.
2. Stairwells are not to be used for any reason except to enter or exit the building going to or from your unit. Stairwells are to be free and clear at all times. Loitering in stairwells is strictly prohibited. No work or painting can be done in the stairwells and this would be a gross violation. Nothing may be kept or stored in the stairwells.
3. Residents shall not use, or permit the use of, nor bring on the premises any inflammable liquids or explosives such as propane, gasoline, kerosene, benzene, etc. Painting, spray painting is not allowed in stairwells, trash rooms, walkways, parking lot, lanais, and common element areas. Violators should be immediately reported to the Resident manager.
4. Hibachis and barbeques are not permitted anywhere on the property. Use of charcoal, briquettes or similar products for firing a barbecue grill or hibachi inside an apartment or on the lanai is strictly prohibited and a violation of city and county fire code.
5. The fire alarm system is manually activated from pull boxes. It DOES NOT alert the fire department. Hale O Kalani is equipped with a fire alarm system as well as firefighting equipment familiarize yourself with the location on your floor of the equipment and escape routes. There is no sprinkler system in the building. Each owner/resident shall furnish and maintain a smoke alarm in the apartment as per CITY AND COUNTY ORDINANCE NO. 92-61 Bill No. 54/CD-2 (1992).
6. Fireworks are not permitted anywhere on the property of HALE O KALANI TOWERS.
7. Fire is one of the most common disasters. Fire causes more death than any other type of disaster. But fire doesn't have to be deadly if you have early warning from a smoke detector and everyone in your family knows how to escape calmly. Be responsible about planning for and practicing what to do in case of a fire. The Fire Department suggests that residents:
  - (a) Install smoke detectors outside each sleeping area. Test the battery regularly (at least once a month). Keep extra new batteries on hand.
  - (b) Keep a fire extinguisher on hand. Be sure it is properly charged. Use the gauge or test button to check proper pressure. Read the directions on how to use the extinguisher BEFORE you need to use it.
  - (c) Familiarize yourself with exits, fire alarm and protection equipment.
  - (d) Be familiar with your environment, Emergency Procedures and Evacuations Plan.
  - (e) Know the exits and fire alarm box locations. Check for two exits. Walk the distance counting doors to each exit. Be sure you can follow an escape plan even in the dark. Have an alternate plan as hallway exit lights may be out. It is imperative to exit the building when you hear the fire alarm. Exit via the stairways. DO NOT ATTEMPT TO USE THE ELEVATOR.

- (f) Know and practice your escape plan. If you must exit through smoke, crawl low under the smoke to safety.
- (g) If a fire occurs in your apartment leave your unit immediately, closing doors behind you. PULL the manual fire alarm. As soon as you reach a safe place CALL 911 and ask for the Fire Department. WALK DOWN THE EXIT STAIRS.
- (h) If a fire occurs in the building: Attempt to leave your unit, take your key with you. Feel the doorknob for heat. If cool, crouch down and open door cautiously. If there is no smoke, leave your unit and close the door. Exit through the nearest stairway. DO NOT USE THE ELEVATOR. Remain on the right side. If unable to walk down one stairway, use the other opposite one. If unable to use any stairway, return to your unit or one that is available. Close the doors and call 911 for help. Signal for help using a bright-colored cloth at the window. If there is telephone in the room, call 911 and tell them where you are.
- (i) If unable to leave due to heat or smoke keep doors closed, await rescue, and remain calm. DO NOT PANIC. Use telephone to call 911 for help and signal from the window. Do not try to exit through the lanai or windows unless threatened by smoke or flames. Fill bathtub with water to wet towels or sheets. Place wet towels and sheets under door and over vents. Leave your door UNLOCKED, if possible. Open windows slightly. DO NOT BREAK WINDOWS. Stay low and close to the open window. Wet rags may be placed over the face to lessen irritation. Listen for instructions. Wait for rescue.
- (j) If your clothing catches fire, STOP, DROP, AND ROLL. If possible, smother the fire with a blanket.
- (k) DO NOT PANIC. DO NOT ENTER HALLWAYS FILLED WITH SMOKE OR HEAT. DO NOT USE ELEVATORS. DO NOT PROP STAIRWAY DOORS OPEN. CLOSE DOORS TO KEEP SMOKE OUT. DO NOT JUMP.

## 7. HELPFUL HINTS FOR FIRE PREVENTION

- (a) Extension cords are temporary lines and should not be used on a permanent basis.
- (b) Make sure all extension cords, appliance cords etc. are intact and safe.
- (c) Keep drapes and curtains away from high heat lamps.
- (d) Dryer lint screens and ducts should be cleaned regularly.
- (e) Do not leave cooking unattended.
- (f) The stove is very close to the window area. Keep draperies and flammable window treatments away from the stove.
- (g) It is recommended to use fire retardant drapes on all windows.
- (h) Keep matches and lighters out of the reach of small children.
- (i) Do not leave burning candles unattended.

## K. HURRICANE - NATIONAL WEATHER SERVICE, CIVIL DEFENCE

1. If there should be a hurricane disaster warning you should be prepared to leave the building and seek Civil Defense designated shelter. Be prepared, have a good quality flashlight and portable radio on hand. Cell phone towers may be damaged or destroyed. Bring these with you along with blankets, bottled water and snack food. Electricity may be out for days. If a hurricane should come across Honolulu you may be in a shelter overnight or longer. Make a list of practical items you may need and have them on hand and ready to take with you during hurricane season. Do not shelter in place, you could be seriously injured or killed by flying debris.
2. **BUILDING EVACUATION:** If the building should need to be evacuated for any emergency you are advised to use the stairs. If the electrical power should fail and you are in the elevator you could be stuck in a dark stalled elevator for a long time. Be aware of elderly and disabled residents that may need assistance in any emergency or building evacuation. If electrical power should go out and a building evacuation is necessary battery powered emergency lights in the stairwells will last for about 15 minutes. Keep a good quality flashlight ready to use and on hand.

## II. HOUSE RULE VIOLATIONS & FINES

### A. GENERAL PROVISIONS

1. The provisions of the "FINING SYSTEM" shall be applicable to all Association residents and property.
2. If an owner, resident or guest of an owner or resident fails to comply with the provisions of the House Rules, fines may be imposed pursuant to the schedule set forth in this Appendix.
3. Copies of all written notices of violations and fines issued to tenants will be sent to the appropriate owner and/or rental agent.
4. One exception to the requirement for written notification of House Rules and fines being is that; Openly posted rules and signs serve as the warning to violations of the House rules they specify. A notice will be given to a violator to make them aware that a fine has been attached to their monthly maintenance fee.

### B. RESPONSIBILITIES OF OWNERS FOR FINES

1. Owners are responsible for the actions of their guests' and tenants' behavior at all times and for the payment of any fines levied.
2. Should expenses be incurred by the Association due to violations of the House Rules by an owner, resident or guest, the owner of the unit shall be responsible for payment of such expenses.
3. Unpaid fines and/or associated costs shall constitute a lien against the owner's interest in such unit which may be foreclosed upon by the Association.

### C. FINE ENFORCEMENT POLICY

The Board of Directors has adopted the following schedule of fines for any violation of the Association's Declaration, Bylaws or House Rules. These fines shall be imposed against the unit owner for any violation by the owners, their tenants, family members, guests, agents, or employees.

#### 1. CITATIONS

- a. Each citation issued shall briefly describe the nature of the violation.

#### 2. FINES - DIRECTED TO OWNERS:

- a. There will be no warning of fines when House Rules that are violated are openly posted as advice and warning. Such as on the bulletin boards, in the elevators or on other plain visible signage.
- b. First Offense: A written citation to be given or sent to the owner.
- c. Second Offense: A written citation to be given or sent to the owner and a \$25.00 fine assessed to the owner.
- d. Third Offense: A written citation to be given or sent to the owner and a \$50.00 fine assessed to the owner.
- e. Fourth and Subsequent Offenses: A written citation to be given or sent to the owner and a \$100.00 fine assessed against the owner for each subsequent offense.
- f. Continued offenses beyond the fourth may result in eviction as per the Association's bylaws.
- g. Willful damages: A \$200.00 fine and any repair costs will be assessed and may lead to eviction of renters.

#### 3. PAYMENT OF FINES AND LIABILITY

- (a) Owners shall be liable for their own fines as well as for fines assessed against their tenants, guests, family members, agents, or employees. If an owner fails to pay or appeal a fine within thirty (30) days after the fine is assessed against the owner, the Association may assess additional fines against the owner. The Association shall give the owner written notice of the assessment of the tenant's fine against the owner. The owner shall have thirty (30) days from the date of assessment in which to pay or appeal the fine against the tenant.
- (b) Apartment owners shall be liable for their own fines as well as for fines assessed against their tenants, guests, family members, agents, or employees. If the owner fails to pay or appeal a fine within thirty (30) days after the fine is assessed against the owner, the fine shall be deemed a common expense chargeable against the owner's unit. The association may file a lien against the owner's unit for unpaid fines and may collect the unpaid fines under the procedures provided in Article DC Section 5, of the bylaws for collection of delinquent assessments.
- (c) The owner shall also be assessed a late fee for each month that the fine remains unpaid.



#### 4. APPEAL OF FINES

- (a) Any citation or fine may be appealed as provided in this subsection.
- (b) Within thirty (30) days of the date of a citation of fine, an owner, tenant, or other offender may appeal to the Board by mailing or delivering written notice of appeal to the Board or Managing Agent.
- (c) If an appeal is made to the Board within thirty (30) days, the notice of appeal must contain a copy of the citation, a statement of the facts of the offense, the reason for appeal, the names and addresses of any witnesses, and copies of any proposed exhibits. The owner, tenant, or other offender may appear at a Board meeting to provide additional information or the Board may ask the owner, tenant, or other offender to appear.
- (d) The Board may reduce, suspend, or cancel any citation or fine after consideration of the appeal. The Board will mail or deliver a written decision to the person making the appeal within thirty (30) days of receipt of the notice of appeal.
- (e) Pending an appeal to the Board, an owner, tenant, or other offender need not pay a fine and no lien shall be imposed on an owner's unit. Unless, however, the Board votes to reduce, suspend, or cancel a citation or fine, filing a notice of appeal shall not halt the accrual of any ongoing late fees or fines imposed for the offense which is the subject of the appeal.

### III. GENERAL INFORMATION

#### A. RESIDENT MANAGER

1. The Resident or Site Manager operates under instructions of the Board of Directors of HALE O KALANI TOWERS and is responsible for the day-to-day operation of the building. The Resident/Site Manager's office is located off the main lobby, #104. Office hours are posted on the office door. The Resident Manager will be available during the posted working hours to conduct the normal business of the condominium.
2. The Resident Manager will not act in any capacity as an agent or representative for an individual owner in the landlord/tenant relationship. This includes but is not limited to the issuance of apartment keys, the receipt or refund of deposit on rentals, the routine inspection or cleaning of apartments, the showing of apartments to prospective tenants or owners, or acting as in intermediary in a prospective rental or sale.
3. The Resident Manager will not act as the agent/representative of the Board of Directors in the rental of any apartment owned by the Condominium Association.
4. The Resident Manager will act as the agent of the Board for the issuance and retrieval of security keys for a fee. Security keys that give access to the lobby, pool deck, restroom and the stairwell doors, the receipt and refund of key deposits from the management company or the voluntary contributions for Association activities. The Resident Manager will act as the agent/representative of the Board for the determination of damages to common elements of the premises by residents or movers.

5. The right of the Resident Manager to enter any apartment without permission is governed by State Law. In general, an emergency which is a clear threat to safety, health or property would justify entry. Under any other circumstances, entry can be made only with written permission of the resident.
6. Any information or knowledge the Resident Manager has learned about a resident in the course of duties is private and shall be held confidential except;
  - (a) as ordered by a court of law;
  - (b) as needed to substantiate a charge for police arrest because of a law violation on the premises;
  - (c) to inform the Board of facts which might injure the interest of the owner, the Association, or other residents; or
  - (d) to seek the advice of the Management Agent. The same discretion required of the Resident Manager is expected of the Management Agent and members of the Board of Directors.
7. Employees of Hale O Kalani Towers may not perform work for residents during regular working hours that have not been authorized by the Board, nor may they leave the premises to conduct private business for residents. Hale O Kalani Towers takes no responsibility for any aspect of work done by employees except when done during regular working hours.
8. The Resident Manager and employees are not required to receive deliveries, mail, parcel post or other delivery service such as UPS or Federal Express but can do so on request of a resident.

## B. COMPLAINTS

1. Complaints by residents regarding maintenance or violations of the House Rules should be made in writing, during office hours when possible. Any complaint shall be submitted in writing. Complaint forms are available in the Resident Manager's office. Please notify the Resident Manager immediately if there is an emergency or urgent need for action.
2. Complaints by a resident to the Resident Manager regarding the actions or inappropriate behavior of other residents should be settled, if possible, by a phone call or memorandum rather than by a face-to-face confrontation. Complaints by residents or owners regarding maintenance or resident behavior should be made by written memorandum unless there is an emergency or urgent need for immediate action.
3. Unresolvable complaints by renters regarding policy, House Rules or violations, are limited to a complaint or appeal directed to the owner of the unit they are renting from, or to the unit owners' agent. The unit owner or agent may then complain or appeal on the renters behalf to the resident manager, the HOKT management company or to the HOKT Board of Directors. Renters do not have all of the same rights as property owners at HOKT.
4. Continuous violations of House Rules by a resident may result in the Board of Directors taking legal action leading to the termination of tenancy.

### C. MANAGEMENT

1. No powers or functions of the Board of Directors are delegated to the Management Agency except those specified in the contract of management or its appendices. A copy of this contract will be filed in the Resident Manager's office and will be available to any owner during regular office hours.
2. No resident or individual member of the Board has the authority to direct, advise, or interfere with the administration or implementation of the functions that have been delegated to the management agency, except for such persons, and for such purposes as have been mutually agreed upon in writing by the Board of Directors and the Management Company.
3. A copy of the [House Rules](#) as well as the [AOAO Bylaws](#) governing the property should be in the files of every owner. It is the responsibility of the individual unit owners or their agent to provide a copy of the House Rules to anyone renting their unit and to advise the renter to read and abide by the House Rules. PDF copies are available on request for owners and residents via e-mail from the Hale O Kalani Towers e-mail address at: [hokt1702@hotmail.com](mailto:hokt1702@hotmail.com) Printed copies of the House Rules is available from the Site Manager. Bring a \$5.00 check made out to Hale O Kalani Towers to the Site Managers office, #104.
4. It is the responsibility of every owner or agent to make the House Rules available in an understandable form to anyone renting their unit to persons who do not speak English or have a poor understanding of the English language.
5. The provisions of the State-Landlord-Tenant Code govern the relationship between owners and their tenants. A copy of the Code may be examined or downloaded by going on-line. Search - [State of Hawaii, Landlord Tenant Code](#).
6. The Association Of Apartment Owners (AOAO) of Hale O Kalani Towers (HOKT) is not the beneficiary of rent monies or monetary gain from HOKT property owners who are renting out their unit and do not assume any role in a landlord tenant relationship. Similarly, the Site Manager or the Management Company (unless contracted by the Owner) do not assume or perform duties or take on the responsibilities of owners renting their units.

HOKT House Rules are distributed via e-mail. If you have found that you did not receive a PDF copy of these House Rules in your e-mail it is probably due to your e-mail address being changed or being incorrect or illegible.

These rules were approved by the Board of Directors and are enforceable by the Resident/Site Manager and the Management Company's Agent. These rules may be modified and amended at any time by the majority vote of the Board of Directors. The House Rules are not intended to conflict with the bylaws or Declaration of Condominium Property Regimes, and in the event of conflict, the bylaws or Declaration of Condominium Property Regimes shall be followed.

Hale O Kalani Towers  
House Rules Revisions  
Approved by the Board of Directors  
April 2017