

ALOHA TOWERS

ASSOCIATION OF APARTMENT OWNERS

HOUSE RULES



CONTENTS

GENERAL INFORMATION	3
APARTMENT RULES.....	5
LANAI RULES.....	8
ELEVATOR RULES.....	9
POOL AND RECREATION AREA RULES	9
VEHICLE AND PARKING RULES	12
RENTAL AGENT AND REALTOR RULES.....	12
EMERGENCY EVACUATION PLAN	13
EWA TOWER FIRE EXIT LOCATIONS	15
DIAMOND HEAD TOWER FIRE EXIT LOCATIONS	15

**ALOHA TOWERS CONDOMINIUM
Ewa Tower - 430 Lewers Street
Diamond Head Tower - 2215 Aloha Drive
Honolulu, HI 96815
(808) 923-7061**

AUTHORITY FOR RULES

Chapter 514-B of the Hawaii Revised Statutes is the basic law applicable to all condominiums in Hawaii. Chapter 514 provides that all apartment owners, tenants and employees of an owner, and other persons using the property shall comply strictly with the bylaws and with the administrative rules and regulations adopted pursuant thereto and with the covenants, conditions, and restrictions set forth in the declaration. Failure to comply with any of the same shall be grounds for an action to recover sums due, for damages, or injunctive relief, or both, maintainable by the manager, or the Aloha Towers Board of Directors on behalf of the association of apartment owners (§514B-104). These House Rules supersede all prior versions. The Board's purpose in adopting these House Rules is to provide occupants with maximum peace and enjoyment of the premises consistent with rights of all other owners and occupants, and to protect the desirability and reputation of Aloha Towers. The Board of Directors may amend these House Rules at any time as provided for in the By-Laws of the Association. The House Rules apply to all owners, tenants, lessees, occupants and their guests. The Board of Directors may delegate the full authority and responsibility of enforcing these House Rules to a managing agent.

Each owner is responsible for providing a copy of these House Rules to their lessee or renter. The terms of any written lease between an owner and a lessee shall incorporate these House Rules by reference and require compliance with them.

MAHALOI

THE BOARD OF DIRECTORS

GENERAL INFORMATION

- A. **RESIDENT MANAGER'S HOURS:** Office hours are 7:00 a.m. to 4:00 p.m. Monday through Saturday, or by appointment. The office is located on the 5th floor of the Ewa Tower. The 24-hour phone number for the office or security personnel is (808) 923-7061. If the police, fire department, or an ambulance is needed, call 911.
- B. **SECURITY DOOR FOBS:** Security door fobs may be purchased at the Resident Manager's office only by owners or agents with written authorization from owners. The purchase price is refundable but only to the same person that purchased the fob. Proof of identity may be required.
- C. **BUILDING SECURITY:** Please close all security doors behind you. If a person without a security door fob attempts to tailgate through a door without a fob, or does tailgate in behind you, please notify security or the resident manager immediately.
- D. **FIREWORKS:** Laws prohibit the use of any type of fireworks in Waikiki. Violations will be reported to the police.
- E. **SOLICITING:** No commercial, political, charitable, religious, or other solicitation or canvassing of any kind will be allowed in the buildings at any time; except that apartment owners may solicit proxies or distribute materials relating to Association matters only in the lobby and only from 8:00 a.m. to 6:00 p.m. Mondays through Saturdays. No apartment owner shall be permitted to solicit proxies or distribute materials in a manner that causes a nuisance or an annoyance, or interferes with the use of the common areas by any person, or harassment of any owner or occupant
- F. **ALOHA TOWERS EMPLOYEES:** After their normal working hours, Aloha Towers employees are permitted to work for owners and residents, but only with permission from the Resident Manager.
- G. **STORAGE:** Please see the resident manager for storage of surfboards and bicycles. Owners may store one container no larger than a footlocker on a space available basis. Aloha Towers is not responsible for any losses due to theft, fire, water damage or any other causes. Space is available on a strictly "first come first served basis". The Association is not responsible for providing storage when the Association's storage areas are full.
- H. **FIRE ALARMS:** Fire alarm pull stations and fire extinguishers are located on each floor. Note their location and become familiar with the emergency evacuation plans found on the last pages of these House Rules.
- I. **NEVER PROP OPEN FIRE EXIT DOORS.**
- J. **HAZARDOUS MATERIALS:** Combustible or explosive materials or anything deemed hazardous to life or property are prohibited on the premises.
- K. **QUIET HOURS:** Quiet hours will be maintained between 10:00 p.m. and 8:00 a.m. daily except for Fridays, Saturdays and nights that precede holidays, when

the quiet hours will begin at 12:00 midnight. Quiet hours shall be observed by maintaining noise levels that do not carry beyond the confines of your apartment.

- L. **CONDUCT AND COURTESY:** No one shall make any disturbing noises in the buildings, nor do anything to interfere with the rights, comfort, or convenience of others. Residents are responsible for the conduct of their guests.
- M. **REGISTRATION:** All owners, residents, and tenants must have a current registration form on file in the Resident Manager's office. Any changes in ownership, occupancy, pets, or vehicle status should be reported promptly. The Resident Manager is not required to provide building access or services to anyone who is not registered.
- N. **MAILING ADDRESS:** All owners are required to report any change in their mailing address to the Managing Agent, Resident Manager and the Post Office.
- O. **ABSENTEE OWNERS:** Owners not residing on the island of Oahu, who rent out their apartments, are reminded that Hawaii Law requires that they designate an agent living on Oahu to act on their behalf.
- P. **COMMON AREAS:** The furnishings and equipment in the common areas have been provided for the convenience of all residents and guests and may not be removed or moved from one area to another.
- Q. **COMMON ELEMENT RESPONSIBILITY:** All owners are responsible for any damage or destruction to any common element of Aloha Towers caused by them, their families, guests, tenants, or persons working for them. All common areas such as lobbies, hallways, elevators, stairways, driveways, and parking levels must be kept clear and free of all obstructions at all times.
- R. **SMOKING:** Smoking is not allowed in any common areas.
- S. **TRASH DISPOSAL:** Trash rooms are located on each floor. Please follow these simple rules:
 - 1. Use the trash chutes only between the hours of 8:00 a.m. and 10:00 p.m.
 - 2. Bag all trash.
 - 3. Cut up large items so they won't jam the chute or take them to the ground floor trash room.
 - 4. Don't drop paint, oil, or flammable liquids down the chute.
 - 5. Contact the Resident Manager for disposal procedures of packing materials, old furniture, mattresses, appliances, TV sets, large crates, or other bulky items.
- T. **BULLETIN BOARDS:** Owners and residents may post 3x5 cards on the bulletin boards for a maximum of 30 days. Contact the Resident Manager.
- U. **SUGGESTIONS:** Complaints, compliments, or suggestions regarding Aloha Towers may be made in writing to the Managing Agent, Resident Manager, or the Board of Directors. A "suggestion box" is located outside the Resident Manager's office.

- V. **CONSENT OF HOUSE RULES:** Any consent or approval given under these House Rules may be added to, amended, or repealed at any time by resolution of the Board of Directors.
- W. **PHYSICALLY CHALLENGED:** Notwithstanding anything to the contrary contained in the Declaration, the By-Laws, or these House Rules, physically challenged residents shall be allowed reasonable exemptions from the Declaration, the By-Laws, and these House Rules, when necessary to enable them to use and enjoy their apartments and/or the common elements.
- X. **MAINTENANCE FEE PAYMENTS:** All payments received from apartment owners which are less than the full amount due shall be applied to any outstanding balance in the following order of priority:
1. Attorneys' fees and costs.
 2. Late fees and interest on delinquent payments.
 3. Fines and penalties.
 4. Special assessments.
 5. The balance, if any, to common expense assessments.

IN ADDITION:

1. Failure to pay late fees will result in the deduction of late fees from future common expense payments, so long as a delinquency continues to exist.
2. Late fees shall be imposed against any future common expense payment that is less than the full amount owed due to the deduction of unpaid late fees from such payment.

APARTMENT RULES

- A. **USE:** Aloha Towers residential apartments shall be used as a residence and for no other purpose. No apartment may be used for professional, trade, or business purposes unless: (a) the existence or operation of the professional, trade, or business activity is not apparent or detectable by sight, sound, or smell from the exterior of the apartment; (b) the professional, trade, or business activity conforms to all statutes, ordinances, rules, and regulations of any governmental authority applicable to the activity and the property; (c) the professional, trade, or business activity does not involve persons coming onto the condominium property who do not reside in the condominium; (d) the professional, trade, or business activity does not increase any liability or casualty insurance obligation or premium of the Association; and (e) the professional, trade, or business activity is consistent with the residential character of Aloha Towers and does not constitute a nuisance or hazardous or offensive use, as may be determined at the sole discretion of the Board of Directors.
1. No apartment shall be used for any illegal or improper purpose.
 2. Only apartments with valid conditional use permits, issued by the City & County of Honolulu, may be rented for periods of less than thirty (30) days.

3. Waterbeds are not permitted.
 4. If an apartment should be vacant for an extended period, all water supply valves should be turned off to reduce the chance of flooding.
 5. External surfaces of all window treatments must be white or off white.
 6. Window tinting color and finish must conform to samples available at the Resident Manager's office.
 7. No awnings, shades, blinds, window guards, antennas, posters, or signs shall be attached, hung or otherwise installed in any manner so that they extend beyond the limits of the apartment.
 8. No apartment owner or resident shall affix on any common element, on any exterior surface of their apartment, or on any lanai, any appliance, awning, sign, bill advertisement, symbol, or any other device that affects the uniformity or aesthetics of Aloha Towers.
 9. Dust, litter, or any objects shall not be swept or thrown from any apartment or from any other areas of the buildings.
 10. Improper use of garbage disposals may cause drains to become blocked. Do not put grease, potato peelings, rice, artichoke leaves, celery or other fibrous materials in the disposal. Bag and discard any questionable items in your trash.
- B. ASSOCIATION'S RIGHT OF ACCESS: The agents of the Board of Directors or the Resident Manager may enter any apartment at any time in cases of emergency, such as fire, flooding, etc.
- C. REPAIR AND MAINTENANCE: Each owner is responsible for repair and maintenance of their apartment. If a problem occurs, the Resident Manager may recommend a service technician but the expense of the repairs will be billed directly to the owner.
1. Residents are responsible for maintaining their apartments in a clean and sanitary condition at all times.
 2. The Board of Directors recommends that you check the condition of your washing machine water hoses annually and replace them every three to four years.
 3. Please follow the manufacturer's recommendation for use of detergents. This will help prevent overflow problems.
- D. AIR CONDITIONING: Aloha Towers has a central air conditioning system that provides chilled water to each apartment. Each apartment is equipped with one or more air conditioning chilled water fan coil units that is/are the personal property belonging to the apartment owner. Each owner is individually responsible for the repair, maintenance and replacement of their fan coil unit(s) and related equipment located in their apartment. The Association provides periodic inspection and limited maintenance service to apartments to assist

owners in maintaining their equipment and to monitor for unauthorized modifications to the equipment. This service does not alter or reduce the owners' responsibility for repair and maintenance of their property.

Please turn off your air conditioning unit(s) when not needed.

- E. **MODIFICATIONS AND CHANGES:** Owners planning to remodel or make changes to their apartments must submit plans to the Board of Directors for approval prior to beginning work.
1. No additions to or alterations of an apartment made within such apartment or within a limited common element appurtenant to and for the exclusive use of such apartment shall be made without the prior written approval of the Board of Directors. Notwithstanding anything to the contrary contained in the Declaration, the By-Laws, or these house rules, and subject to reasonable administrative requirements as set forth in these house rules, physically challenged residents shall be permitted to make reasonable modifications to their apartments and/or the common elements, at their expense (including without limitation the cost of obtaining any bonds required by the Declaration or these By-Laws), if such modifications are necessary to enable them to use and enjoy their apartments and/or the common elements, as the case may be.
 2. Owners may not make any modifications to the air conditioning fan coil units in their apartments without first obtaining written authorization from the Board of Directors. Owners may be required to remove any equipment that is installed without prior authorization of the Board.
 3. Any flooring other than wall-to-wall carpeting must be installed over a soundproof barrier. Hard surface flooring requiring a soundproof barrier is not limited to wood, tile or slate flooring – but pertains to any hard surface floor.
 4. All electrical appliances and equipment of any kind installed or used in any apartment must comply fully with all regulations, requirements, and recommendations of the public authorities. Apartment owners and residents shall be liable for any damages or injuries caused by any electrical appliances or equipment in their apartments.
 5. No modifications to the building's central electrical distribution system will be allowed.
 6. Nothing is permitted in any apartment or common area of Aloha Towers which would overload or impair the floors, walls, or roofs, or cause any increase in the premium rates or the cancellation of any insurance policy maintained by or for the Association.
 7. No renovations, installations or repairs are permitted on Sundays or holidays except in an emergency.
 8. **Water Shut-offs:** Except in the case of emergencies, the building water will be shut off only in accordance with the following schedule:

- Ewa Tower – floors 5-17, the 1st Thursday of each month, between 9 a.m. and 12 noon.
- Ewa Tower – floors 18-30, the 2nd Thursday of each month, between 9 a.m. and 12 noon.
- Diamond Head Tower – the 3rd Thursday of each month between 9 a.m. and 12 noon.

Requests for water shut-offs that do not comply with this schedule will be denied except in the case of emergency to mitigate property damages.

F. PETS: No pets shall be kept or allowed in any part of Aloha Towers without prior written approval from the Board of Directors. Only small house pets weighing less than 25 pounds will be considered and only two pets per apartment are allowed. All pets must be registered with the Resident Manager.

1. Pets shall be walked only **off the premises** of Aloha Towers. It is unlawful to permit an animal to excrete solid waste on any public or private property without the permission of the owner. Section 29.4-4(a)(9), Revised Ordinances of Honolulu. Apartment Owners, Residents, and/or Tenants are required to promptly remove any accidental animal droppings from all common areas. Droppings are to be properly contained and disposed of in a sanitary manner.
2. Notwithstanding any other provision herein, visually impaired persons may keep guide dogs, hearing impaired persons may keep signal dogs and persons with disabilities may keep service animals in their apartments and can use such guide dogs, signal dogs, and service animals upon the common elements as is reasonably necessary for their enjoyment of said common elements, provided that such dogs or animals do not cause excessive noise or other problems, that the owners of such animals comply with all applicable laws, and that the owners of such animals shall be responsible for any damage to the common elements caused by such animals. As used herein, "guide dog" means any dog individually trained by a licensed guide dog trainer for guiding a blind person by means of a harness attached to the dog and a rigid handle grasped by the person; "signal dog" means a dog that is trained to alert deaf persons to intruders or sounds; and "service animal" means an animal that is trained to provide those life activities limited by the disability of the person.
3. Any pet causing a nuisance or unreasonable disturbance to any other occupant of Aloha Towers shall be permanently removed from Aloha Towers upon notice from the Board of Directors or Managing Agent.

LANAI RULES

A. Lanais are to be furnished only with appropriate outdoor furnishings, such as chairs, lounges, small plants and small tables. Please see that your lanai furniture is placed inside your apartment during windy weather as it could be

picked up by a gust of wind and carried off your lanai, endangering life and property.

1. No barbecuing (charcoal, electric or gas) is permitted on lanai decks. Barbecuing is permitted only on the grills provided on the recreation decks.
 2. Lanais may not be used as storage areas. Bicycles, surfboards, barbells, coolers, storage cabinets and similar items are not permitted on the lanais.
 3. Due to the potential for damage caused by water retention, outdoor carpeting is prohibited on lanais.
 4. When cleaning lanais, please do not allow excess water to run down to lanais below. Consider your neighbors.
 5. Potted plants on lanais must be placed in suitable containers so that excess water does not drip down to lower floors.
 6. **Do not feed birds anywhere on the premises.** Birds may be infected with contagious diseases. Feeding birds may cause bird populations to increase.
 7. Do not hang or install anything on lanai railings.
 8. Garments, rugs, mops, or other objects shall not be dusted or shaken from windows, lanais, stairways, or fire escapes. Nothing shall be thrown or emptied out of windows, doors, or off lanais (including cigarette butts).
- B. Any lanai enclosure must be approved by the Board of Directors and owners will be responsible for complying with all governmental codes and restrictions.
- C. No alterations will be allowed that would degrade the waterproofing of the lanais. Any alterations to the flooring shall require the approval of the Board of Directors.

ELEVATOR RULES

- A. Use of the elevators for moving furniture, appliances or other large items is limited to the hours between 9:00 a.m. and 3:00 p.m. Monday through Saturday and must be scheduled with the Resident Manager at least 24 hours in advance. Any damage to the elevators while being used for moving or deliveries will be repaired at the expense of the responsible person.
- B. Contact the Resident Manager for disposal procedures for packing materials, old furniture, mattresses, appliances, TV sets, large crates, and other bulky items.
- C. In case of an emergency on the elevator, use the telephone to summon help. Instructions are printed on the telephone. DO NOT press the red "stop" button in a non-emergency situation as you may become trapped in the elevator. You will be charged if a service call has to be made to restart the elevator.
- D. No person shall use an elevator for "amusement riding."
- E. Bicycles, motor-driven cycles, windsurfing equipment, and surfboards longer than 9 feet 6 inches are not permitted in the elevators.

POOL AND RECREATION AREA RULES

- A. The recreation decks at Aloha Towers are for the exclusive use of residents and their guests between 8:00 a.m. and 10:00 p.m. Owners or residents must accompany their guests.
- B. Paddle tennis court playing time is limited to 45 minutes per set if others are waiting to play. Please wear appropriate tennis shoes. Street shoes are prohibited.
- C. The Board of Directors and the Management of Aloha Towers assume no responsibility for injuries or damages sustained by residents or their guests. **THERE ARE NO LIFEGUARDS PROVIDED FOR THE SWIMMING POOLS – USE AT YOUR OWN RISK.**
- D. Persons using the recreation facilities do so entirely at their own risk. Horseplay, running, screaming, throwing of objects, or other boisterous conduct is not permitted. Anyone causing a disturbance on either recreation deck may be requested to leave the recreation deck area by any Aloha Towers employee.
- E. Children under 12 shall be supervised in the pool and on the Recreation Deck by a parent or other person 18 years old or older. Parents, guardians and other persons with children in their care are solely responsible for their safety and conduct and are expected to use reasonable judgment in determining whether the children may safely use the pool.
- F. **WARNING! THE SAUNA SHOULD BE USED WITH CAUTION!** Because of the high heat (180°F), use of the sauna carries an inherent risk of hyperthermia (overheating) and excess fluid loss. Users should remain in the sauna only for a short time (20-30 minutes) and be alert for symptoms of overheating, such as dehydration, faintness, breathing difficulties, dizziness, or nausea. The elderly, individuals with high blood pressure, heart disease, respiratory disease and similar disorders, pregnant women, and persons taking prescription and over-the-counter medications and persons responsible for children should consult their physicians regarding sauna use.
- G. Only appropriate swimwear will be allowed in the pools, jacuzzis, and sauna. Any person wearing diapers, or other absorption protection apparel is not allowed in the pools.
- H. Please shower before entering the pool or jacuzzi.
- I. No person with a disease, open wounds or other conditions generally accepted by the medical community as being transmitted through casual contact may use the pools. Spitting, spouting water, or blowing one's nose is prohibited.
- J. Rafts, surfboards, boogie boards, toys, masks, snorkels, fins, hairpins, or other items which may cause harm to other swimmers or damage to the pools, jacuzzis, or to their filter systems are not allowed. Swimming aids for children are permitted.
- K. Swimmers shall dry themselves thoroughly before leaving the pool area. Please wear a cover-up while going to and from the recreation decks.

- L. No food, gum, or glass containers of any kind are permitted in any part of the pool areas. Pool furniture is not to be removed or placed in a manner that blocks the shower area. All litter should be disposed of in the receptacles provided.
- M. No musical instruments may be played in the pool areas. All electronic music players must be used with headphones.
- N. No animals are allowed on the recreation decks. However, a certified guide dog, signal dog, or other animal, depended upon by a physically challenged person, shall be allowed on the recreation deck when accompanying such person. Animals are not allowed in the pools.
- O. Barbeque grills are located on both recreation decks. The Diamond Head tower kitchen, barbecues and lower level are available on a "first-come, first-served" basis. Please tidy up these areas when you are through using them.
- P. The 3rd floor recreation deck in the Diamond Head tower may be reserved by apartment owners or registered tenants for private functions as follows:
 - 1. Entire Diamond Head recreation deck
 - 2. Lower level only
 - 3. Kitchen and one barbecue only
 - 4. Lower level, kitchen and one barbecue

Note: Reservations for areas 2, 3 or 4 above do not grant the reservation holder exclusive use of the recreation deck

- To make a reservation, obtain a reservation form from the Resident Manager, complete it, and return to the Resident Manager with a \$50 deposit no later than 24 hours prior to the function.
- The maximum duration of any private function on the recreation deck is 4 hours.
- The maximum number of individuals allowed for any private function on the recreation deck is 50.
- A minimum number of 18 anticipated guests is required for a reservation of the entire deck. If the entire deck has been reserved and fewer than 18 people are present at the function, the Resident Manager or the security staff on duty may permit other residents to use the facilities.
- The individual who made the reservation must be in attendance at all times during the private function.
- Individuals may not reserve the facilities more often than twice in any calendar month.
- The Resident Manager may cancel reservations if the common areas or equipment require unanticipated maintenance or repairs.
- The individual who makes a reservation assumes responsibility for damages to the common elements and equipment and for any clean-up required after

the function. If expenses exceed the amount of the deposit, the party signatory to the reservation form shall be responsible for payment

- Reservations will be accepted only after receipt of the written reservation form provided by the Resident Manager.

VEHICLE AND PARKING RULES

- A. All parking stalls other than the guest parking stalls and the loading area are assigned and appurtenant to specific apartments.
- B. Owners of vehicles parked on the premises are responsible for registering their vehicle information with the Resident Manager and reporting any changes to the Resident Manager in a timely manner.
- C. Parking stalls may only be rented to Aloha Towers residents. A violation of this rule is a violation of these House Rules and City & County Zoning Ordinances.
- D. All parked vehicles must be in operating condition with current licenses and safety stickers in place.
- E. Vehicles must be parked within the lines defining the parking stalls.
- F. Owners and residents are responsible for the cleanliness of their assigned parking stalls. If parking stalls are not cleaned within 20 days of written notification, Management is authorized and directed to have the stall cleaned and to bill the owner of the parking stall \$50.00.
- G. Repair work or washing of vehicles is not permitted on the premises.
- H. Vehicles shall be driven at a safe speed and the screeching of tires should be avoided. Please observe traffic signs for the safety of all. No parking is allowed on the driveways or ramps.
- I. Damage to vehicles, other objects or common areas shall be the responsibility of the person causing the damage.
- J. Parking areas are not to be used for recreation, skating, skate boarding, or storage.
- K. Guest parking is limited to 6 hours maximum between 7:00 a.m. and 2:00 a.m. Guests must register their vehicle in the parking log located in either lobby. Guest parking stalls are for the exclusive use of guests. Residents of Aloha Towers may not park in guest parking stalls.
- L. No motor-driven vehicles or bicycles may be taken into the elevators or residential areas of the buildings.
- M. Vehicles parked in violation of any of these rules may be towed at the owner's/driver's expense.
- N. The Board of Directors and the Management of Aloha Towers assume no responsibility for damages or loss to any vehicle, contents and accessories regardless of the cause.

RENTAL AGENT AND REALTOR RULES

- A. Open house may be held only on Saturdays and Sundays between the hours of 1:00 p.m. and 5:00 p.m. Contact the Resident Manager for scheduled use of the Aloha Towers open house signs. NO OTHER SIGNS ARE PERMITTED ON THE PROPERTY.
- B. Brokers' open house must be scheduled in advance through the Resident Manager.
- C. Cards for open house must be no larger than 3x5 and be placed on the bulletin boards provided.
- D. Lock boxes are permitted on apartment doors only.
- E. Rental agents are responsible for providing copies of these House Rules to their tenants and ensuring that their tenants have appropriately registered with the Resident Manager.

EMERGENCY EVACUATION PLAN

- A. **DON'T PANIC.** If you have reviewed the information contained herein and are familiar with the location of the fire exits, fire alarm pull stations, and fire extinguishers, then you are reasonably prepared to respond to most emergency situations.
- B. **IF THERE IS A FIRE OR SMOKE IN YOUR APARTMENT OR ON YOUR FLOOR:**
 - 1. Call 911 and report the situation.
 - 2. Only if a fire can be easily put out with water or a fire extinguisher should you attempt to put it out.
 - 3. Activate a manual fire alarm pull station located on each floor near the fire exit doors.
 - 4. Immediately evacuate if the fire is not immediately extinguished or if you are advised to do so.
 - 5. Before opening doors, feel them. Do not open doors that are hot.
 - 6. Close your apartment door behind you.
 - 7. Exit the building using the stairs. Do not use the elevators.
 - 8. Never prop open the fire exit doors.
- C. **IF THE FIRE ALARM SOUNDS:**
 - 1. Feel the door. If it is cool and there is no smoke visible, open the door cautiously and leave the apartment. Close your apartment door behind you.
 - 2. Exit the building using the stairs. Do not use the elevators.
 - 3. If one stairway contains smoke, use the other one. There are two stairways on each floor.
 - 4. Never prop open the fire exit doors.

5. Upon exiting the building at street level, follow authorities' instructions and do not return to your apartment until told to do so.

D. IF THERE IS TOO MUCH SMOKE OR HEAT TO LEAVE YOUR APARTMENT:

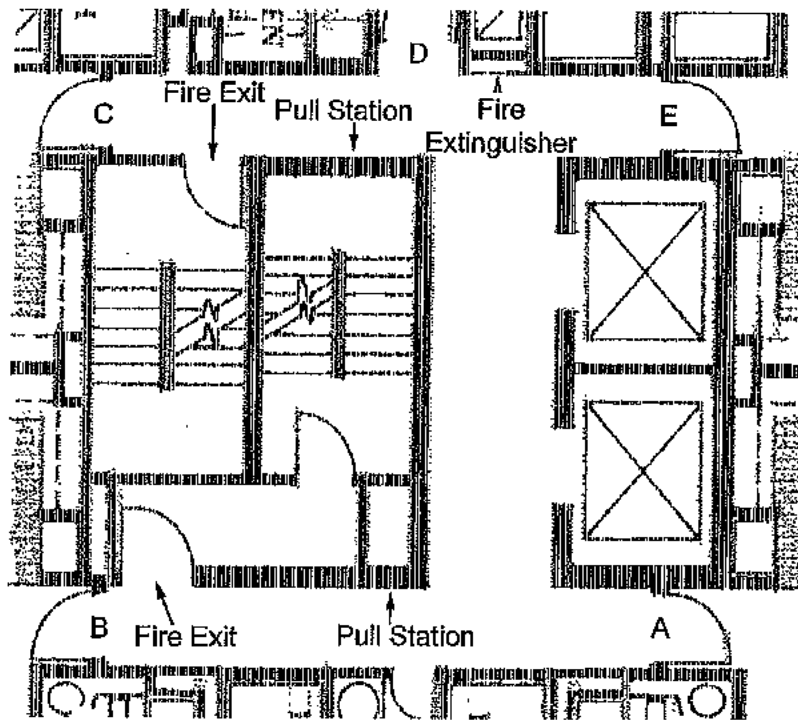
1. KEEP CALM - DO NOT PANIC
2. Use a phone to call for help.
3. Do not attempt to exit from windows or lanais.
4. Seal front door cracks with wet towels.
5. Leave your door unlocked.
6. Open windows for ventilation if no smoke is present outside.

E. Every floor in both buildings is equipped with a fire alarm system that includes smoke detectors and alarm pull stations in the hallways.

F. The Board of Directors strongly urges that each owner or resident install and maintain a working smoke alarm and a fire extinguisher in their apartment.

G. Please refer to the following pages for floor diagrams. Note the locations of the stairways, fire alarm pull stations and fire extinguishers in your building.

EWA TOWER FIRE EXIT LOCATIONS



DIAMOND HEAD TOWER FIRE EXIT LOCATIONS

