

# **CASTLE SURF APARTMENTS**

On the Beach at Diamond Head

2937 KALAKAUA AVENUE  
HONOLULU, HAWAII 96815

REVISED - November 2006

## **HOUSE RULES**

**&**

## **GENERAL INFORMATION**

**HAWAIIANA MANAGEMENT CO.  
PACIFIC PARK PLAZA, SUITE 700  
711 KAPIOLANI BLVD.  
HONOLULU, HAWAII 96813**

**HOUSE RULES**  
**AND**  
**GENERAL INFORMATION**

The following is a condensation of Castle Surf By-Laws, House Rules and established practices. It is provided for your convenience in order to maximize your enjoyment, comfort and safety at Castle Surf while minimizing possible discomforts and annoyances to you and your neighbors.

**OCCUPANCY – RENTALS / SALES**

1. Under the laws of the State of Hawaii the mere acquisition, lease, rental or occupancy of any Castle Surf apartment signifies acceptance by all parties concerned and intent to comply with all By-Laws and House Rules.
2. Full disclosure to the prospective renter or buyer of the Castle Surf By-Laws, House Rules and established practices – to include compliance with the occupancy procedures summarized herein – is the responsibility of the owner or authorized agent.
3. Transient vacation rentals are illegal. Transient vacation rentals is defined as “providing lodging for less than 30 days.”
4. Resident’s information card, available upon request, is to be completed and returned to the Property Manager or to a member of the Board of Directors.
5. Sub-leasing or loaning of an apartment by a renter / lessee is prohibited. No apartment shall be rented more than once in any calendar month or during a period of thirty consecutive days.

**CONDUCT AND USE**

1. All apartments at Castle Surf Apartments shall be used for residential purposes only.
2. Occupants are not to cause any disturbance of other residents or unreasonable noise of any kind at any time. Avoid placing T.V.’s, Hi Fi speakers, radios or other sound producing items against walls or floors common to adjacent apartments or near open windows. Be careful of floor noises so as not to disturb persons below. When using walkways, remember that loud talking, smoking, or inadvertent staring through open louvers can be disturbing to occupants of apartments with windows exposed to walkways. Quiet hours are between 10 p.m. and 8 a.m. everyday.

3. All pets including those of visitors are prohibited anywhere in the building or on the premises; provided, however, that residents who demonstrate a need for "reasonable accommodation" by way of having their doctor complete a form, which can be obtained through the managing agent, may keep pets necessary for their needed accommodation.
4. Water beds are prohibited.
5. There is only one "Open House" sign, which is authorized by the Board of Directors. The sign is kept in the library.
6. Fireworks in any form are prohibited. Storage of highly inflammable materials anywhere on the premises is prohibited.
7. No mopeds, motorbikes or any other motorized conveyances, other than automobiles, are permitted on the premises at anytime.

## **SECURITY**

1. Security of your apartment is only as good as you make it. Keep all doors locked and open them only after a visitor is positively identified.
2. Beach gate keys are not to be given to non-residents. Keep beach gate locked after use. Climbing on beach walls/gate is prohibited.
3. Roofs of the building are off limits to all but authorized personnel.
4. Emergency telephones are located in the elevators and are connected to an answering service.
5. Apartment owners who do not live on the Island of Oahu are required by State law to advise the managing agent of the owner's agent/ representative on the Island of Oahu during the owner's absence from the City & County of Honolulu.
6. Dial 911 to summon a police officer, report a fire or call a public ambulance. Give the location; you need not give your name or telephone number.
7. Lock all automobile doors when parked in stall and keep costly items out of sight.
8. The Association of Apartment owners of the Castle Surf Apartments, it's Board of Directors and managing agent disclaim any responsibility for the loss or damage of personal property or bodily injury incurred anywhere on the premises (including but not limited to, the individual apartments, parking stalls, storage lockers, beach steps/ gate, library, utility rooms, elevators driveways).

## HOUSEKEEPING

1. The only trash bin is in the trash room, which is located on the upper parking level in rear of the mauka elevator.
2. The trash chute is located at the mauka end of the walkway on each floor. Use of the chute is limited to dry refuse bagged and sealed. All other trash should be hand carried to the trash bin, including but not limited to, cartons, shatterable bottles, loose newspapers or hangers.
3. Owners/residents are responsible to take the necessary measures to prevent anything being swept, dropped, blown or thrown from your lanais or windows onto lanais or parked cars below. Hanging or airing of garments, beach apparel, towels etc. from windows or lanai rails, or use of open lanais for storage of boxes, large appliances or unsightly items which can be seen from the outside is prohibited.
4. Cleaning of window louvers, sills and entry doors exposed to walkways is the responsibility of the owner and/ or tenant, as is the appearance and condition of exterior windows, louvers, awnings and lanais.
5. Periodic checking of hoses on washing machines to prevent damage to the apartment below is the responsibility of the owner and/or tenant.
6. Do not feed birds anywhere on the premises as they and their droppings are a definite health hazard.
7. Shaking of rugs from lanai or walkways is prohibited.
8. Dropping cigarettes, ashes or other items from lanais is prohibited.
9. No cooking of any kind on lanais.
10. Owners/residents are responsible to take the necessary measures to prevent their air conditioners from leaking onto other apartments and/or the parking surface below.

## PARKING

1. Parking stalls are assigned by deed to apartments. Owners or their agent must keep the managing agent updated on the vehicle authorized by the owner to use his or her designated stall.
2. No parking stall shall be assigned for use by anything other than one authorized automobile having appropriate insurance and safety sticker

and no-fault insurance as required by law. Trailers, motorcycles, mopeds, bicycles, boats or any other kinds of conveyances or equipment are prohibited.

3. No parking stalls are designated "Guest Parking" or for the use of service delivery trucks. Apartment owners should advise their service/delivery persons to park in their respective stalls.
4. Unauthorized parking anywhere on the premises is subject to tow away at owners expense.
5. Automobiles will be parked heading into stall and all the way forward to give sufficient clearance behind for cars to pass.
6. Speed limit is 5 miles per hour on the premises.
7. On upper parking level proceed to makai end, turn around in front of rock garden and exit cautiously onto Kalakaua Ave. Watch for people stepping onto ramp from mailbox area. Use overhead mirrors.
8. Washing of cars with a hose is prohibited. Water buckets may be used in assigned stalls.
9. Parking stalls should not have excessive grease/ oil buildup. If left unattended, the managing agent will have the stall cleaned at the stall owner's expense.

## **STORAGE LOCKERS**

1. A storage locker is assigned by deed to each apartment and is not to be exchanged, loaned or sold without Board approval.
2. Locker numbers are not consistent with apartment or parking stall or parking stall numbers. Each locker owner is responsible for providing an appropriate lock and for security of items stored in them.
3. Storage of any kind outside of a locker is prohibited. No flammable items are to be stored in lockers or anywhere else on the premises.

## **MAINTENANCE AND REPAIRS**

1. Individual apartment maintenance and repair requirements are the apartment owner's responsibility. Tenants should contact the apartment owner or the owner's agent directly to resolve any issues concerning the apartment as we have no resident manager. All maintenance, repairs and modifications to apartments must be done between the hours of 8 a.m. and 5 p.m., Monday thru Saturday.

2. No interior or exterior alterations, changes or additions may be made to the premises, including individual apartments without the consent of the Board of Directors.
3. Damage to any common element caused by owners, their service workers, movers or guests shall be charged and assessed against the responsible apartment owner.
4. Prevention of termite damage to an apartment, including entry door and casing, is the owner's responsibility as is regular termite inspection and control thereof.
5. Rubbish and waste from construction and repairs must be hauled away by the owner's contractor and not left in trash room, dumpster or other common areas.
6. Maintenance of all water and plumbing fixtures, connections to the internal piping of the building, repair / replacement of shower pans and any other component that services an apartment exclusively is the apartment owner's responsibility. Internal piping is the responsibility of the Association. Apartment owners needing assistance should contact the managing agent.

## **ENFORCEMENT**

1. Authority to enforce reasonable compliance with all established By-Laws, House Rules, practices and procedures which are intended to maintain desired residential standards at the Castle Surf Apartments is delegated by the Board of Directors to Hawaiiana Management Company and the members of the Board of Directors.
2. In accordance with the provisions in the By-Laws, the Board may establish such penalties and fines as it deems appropriate with respect to enforcement of the provisions if these House Rules; provided that such fines and penalties are not inconsistent with the law or the governing documents, and the unpaid amount of such penalties and fines against any apartment owner shall constitute a lien against his interest in the apartment which may be foreclosed by the Board of Directors or managing agent in the same manner as provided in the condominium property act for common expenses, provided, however, that the said lien for such penalties and fines shall be subordinate to liens for taxes and assessments lawfully imposed by government authority against the apartment and to all sums unpaid on any mortgage of record recorded prior to the recordation of the notice of lien by the Association.
3. Requests for exception to governing policy shall be in writing and shall be submitted to the managing agent for review by the Board of Directors and the Association's legal counsel.

4. Failure to enforce a violation promptly or authorization of a necessitated exception shall not constitute a waiver of governing rules nor be considered a waiver of the rules.
5. Realtors and agents authorized by an apartment owner to represent the owner for a Castle Surf transaction are required to have a working knowledge of the contents of these House Rules, extra copies of which are available upon request to the managing agent. Out-of- State renting an apartment are required by law to have a local agent and to provide the property manager with the name and telephone number of the agent.
6. Realtors or agents in violation of the Castle Surf Apartments By-Laws and House Rules will be reported for redress to appropriate government agencies and to professional standard and arbitration committee of the Honolulu Board of Realtors by the Castle Surf Board of Directors.
7. Comments, complaints or suggestions intended for the Board of Directors should be delivered, in writing, to the managing agent for presentation to the Board of Directors.

**APPROVED BY THE BOARD OF DIRECTORS OF THE CASTLE SURF  
APARTMENTS**

**NOVEMBER 2006**