

**Palehua Townhouses  
Association of Apartment Owners (AOAO)**

***“House Rules”***

(Effective December 1, 2018)

**I. DEFINITIONS, INTRODUCTION, POLICY & ENFORCEMENT**

**Definitions**

1. Common Elements: All structural parts of the Palehua Townhouses condominium, including foundations, floor supports, retaining walls, unfinished perimeter and load-bearing walls, and roofs of the buildings, the parking areas, the driveways, walkways, recreational facilities, refuse facilities, and the installations of common use such as plumbing and electricity (see Paragraph A.2 of the Restated Declaration for more details).
2. Limited Common Elements: The open-air courtyards, partly fenced yard areas, and assigned parking spaces (see Paragraph A.3 of the Restated Declaration for more details). By law certain parts of the common elements may be designated as limited common elements if they serve only one townhouse (see Section 514B-35 of the Hawaii Revised Statutes).
3. Management: The Resident Manager, Property Manager and the Board of Directors (when acting as Board Members and not as Owners).
4. Non-Resident Owner: Any Owner who does not reside in the Palehua Townhouses Complex.
5. Owner: Person(s) designated on the Townhouse deed or the mortgage holder if the Townhouse has been foreclosed.
6. Premises: The Palehua Townhouses Complex, including all the land and improvements thereon, for example, apparatuses, buildings, equipment, fixtures, sprinkler systems and/or any other articles installed in or on the Palehua Townhouses Complex land. Also referred to as “Complex”.
7. Resident: Owner or Tenant occupying a Townhouse.
8. Tenant: Any person occupying a Townhouse pursuant to a written or oral rental/lease agreement or other arrangement for occupancy.

**Introduction**

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The Board of Directors of the Association of Apartment Owners (AOAO) of the Palehua Townhouses Complex has authorized the Managing Agent and Resident Manager to administer and ensure compliance with these “House Rules.”

Each Resident must obtain a copy of the "House Rules" from the Resident Manager; the terms of any written lease between an Owner and a Tenant shall incorporate these "House Rules" by reference and require compliance by the Tenant.

Complaints and reports regarding violation of the "House Rules" should be immediately provided to the Resident Manager rather than confronting the violator.

### Policy

1. Authority: Compliance with these "House Rules" is required by Hawaii law, as well as by the Palehua Townhouses Declaration of Condominium Property Regime and By-Laws.
2. Applicability: The "House Rules" apply to all Owners, Tenants, and guests of the Palehua Townhouses Complex. All Residents and guests shall be bound by these Rules and by the decisions and directives of the Board of Directors of the Association of Apartment Owners of Palehua Townhouses. Additional copies of the "House Rules" may be obtained from the Resident Manager either in hard copy or electronically.

Adult Residents (18 years old or older) are responsible for the conduct of themselves, their minor family members, their guests, and other persons present on the Palehua Townhouses premises at their request (i.e. repair or delivery personnel, etc).

Non-Resident Owners are responsible for providing a copy of these "House Rules" to their tenants.

3. Disclaimer of Liability: All persons using the premises do so at their own risk. The AOA, its officers, directors, agents and employees shall not be liable in any manner whatsoever for loss of or damage to any personal property, injury, or death of any person whether such loss, damage, injury, or death occurs in a Townhouse or in the Common Elements or Limited Common Elements.

In addition, the AOA, its officers, directors, agents and employees shall not be liable in any manner whatsoever for loss of or damage to delivered items or other personal property of a Resident or guest left in the Common elements or Limited Common elements.

4. Federal & State Fair Housing Laws: None of the provisions of the "House Rules" are intended to be in contravention of the Fair Housing Laws. The Board of Directors will at all times comply with the provisions of the Fair Housing Laws as those provisions apply to the "House Rules" when acting upon requests by handicapped Residents to make reasonable modifications, at no cost to the AOA, to Townhouses and/or to the Limited Common Elements and Common Elements of the Complex, if the proposed modifications are necessary for their full enjoyment of the premises.

The Board of Directors will also comply with the provisions of the Fair Housing Laws when acting upon requests by handicapped Residents for exemptions from any of the provisions of the "House Rules" which interfere with the Resident's equal opportunity to use their Townhouse, the Limited Common Elements and Common Elements of the Complex.

## **Enforcement**

1. **Monetary Fines:** Fines will be assessed against Residents and/or Non-Resident Owners for violation of the "House Rules" as set forth below:
  - a. If a Resident or guest violates the "House Rules," the Resident **will first receive a written warning from the Resident Manager**, except as provided below. The Resident Manager may, at his discretion, choose to give a verbal warning before or with the written reminder. (Note: This should be a friendly reminder). If the violation is not resolved within the time stated in the written warning, a second letter will be sent to the Resident and the Non-Resident Owner, if there is one, referencing the violation, providing the appropriate portion of the "House Rules" violated, and demand for payment of a \$50.00 fine by a stated date. If the violation continues and/or the initial \$50.00 fine is not received by the date specified in the letter, another "citation" will be issued with an additional \$50.00 fine levied on the violating Resident. With each citation issued for the same violation, the cumulative total amount due will increase by \$50.00.
  - b. The Board of Directors may authorize the imposition of immediate fines in amounts in excess of those specified in the preceding paragraph if it deems appropriate to do so and serious violations (violations which, for example, threaten persons or property) shall be the basis for a fine without any requirement of prior notice or written request.
  - c. If a Resident is unable to control the conduct of others residing in their Townhouse and/or guests and violations of the "House Rules" occur, the Resident shall, upon receipt of a written request from the Board of Directors or the Managing Agent, immediately remove or have removed such occupant, and/or guest from the premises, without compensation from the AOA for damages resulting therefrom. If the person who must be removed is a Tenant, the Non-Resident Owner will not receive compensation for lost rent from the AOA.
  - d. All expenses incurred or fines assessed as a result of violations of the "House Rules" will be assessed against the Owner (even if the violation was committed by a Tenant or guest), and the AOA will pursue its legal remedies to collect such expenses and/or fines, including but not limited to, placing a lien on the Townhouse, the Owner of which is responsible for paying the fines or expenses, and recording that lien against the Townhouse.
  - e. Owners will also be charged for Attorneys' fees and other costs incurred to collect fines/expenses assessed due to violations of the "House Rules."
2. **Appeal Procedures:** Residents and/or Owners have the right to appeal notices of "House Rules" violations within thirty (30) days of the date of the citation by mailing a letter to the Property Management Company: Wayne Kirito of Equity Properties, Inc., 500 Alakawa Street, Building 214, Honolulu, HI 96817, ATTN: Palehua Townhouses Board of Directors.

The appeal must contain a copy of the applicable violation notice; the reason for appeal and the names and addresses of witnesses, if applicable. The Board of Directors will provide a written response within thirty (30) days of receipt of the Notice of Appeal.

The Board of Directors may uphold, reduce, suspend or cancel any fine after considering the appeal. Under no circumstances shall an appellant, or persons on the appellants' behalf, discuss, direct and/or dispute their appeal with the Managing Agent and/or Resident Manager.

**Failure to submit a written appeal within thirty (30) days shall constitute a waiver of the right to an appeal and a conclusive determination that the violation occurred and/or the fine is proper; provided that an owner may pay the fine first and then initiate mediation or arbitration.**

## II. PALEHUA TOWNHOUSES "HOUSE RULES"

### Registration

New Residents (Owners & Tenants) must obtain a "Resident Registration Data Card" from the Resident Manager and return it within thirty (30) days of taking occupancy.

The required information includes: Names of all persons who will occupy the Townhouse, emergency phone numbers, make, model, year and license plate number of vehicles and pet information.

For Tenant-occupied Townhouses, the Data Card must also include the name, address and phone number of the Non-Resident Owner and their Representative (Rental Management Agent).

Please obtain a new "Resident Registration Data Card" and provide updates within 10 days of changes, such as phone numbers, number of occupants, pets, vehicles, etc.

### "Quiet Hours," Noise, Disturbances & "Neighborly Courtesies"

"Quiet hours" are between 10:00 p.m. and 7:30 a.m. During those hours, please refrain from making loud noises. On State and Federal Holidays and Sundays, "Quiet Hours" are from 10:00 p.m. to 9:00 a.m.

During the "Quiet Hours" there shall be no construction, deliveries, moving and animal noises (ex. dog barking).

All work must be done between the hours of 7:30 a.m. to 5:00 p.m. Monday – Saturday (holidays excluded).

Pet Noise – 1<sup>st</sup> Violation: Written warning to the unit. 2<sup>nd</sup> Violation: Fine notification.

At no time will unreasonable noise be permitted, such as excessively loud stereos or televisions and Surround Sound, allowing dogs to bark continually, or sustained screaming or yelling.

**Reasonable** noises associated with the activities of daily living, including family celebrations, social activities, etc, are acceptable, encouraged, and permitted.

## Pets

No livestock or poultry is allowed in any part of the Complex.

A "reasonable number" of dogs, cats, and other common household pets may be kept within Townhouses and the Limited Common Elements surrounding each Townhouse.

No animal shall be kept, bred, or used on the premises for any commercial purpose.

All pets should be kept in the unit and not left unsupervised outside of any unit, including in the front or back patio areas.

All pets shall be registered with the Resident Manager. Request forms for approval are available at the Resident Manager's office and must be signed by the unit owner and approved by the Board of Directors.

Pets are not allowed in the common areas except in transit during "non-quiet" hours. All dogs must be kept on a leash while in the Common Elements. The provisions of the City and County Leash Law and Dog Ordinance will be strictly enforced (Revised Ordinances of Honolulu §§ 7-4.1, 7-4.2, and 29-4.4(a)(9)).

Pet owners are responsible for immediate clean-up of their pets' waste. Defecation must be picked up and properly disposed of in a garbage dumpster immediately.

Pets causing a nuisance or unreasonable disturbance (barking, fecal/urine odor, biting, clawing, etc) to any Resident and/or damage to the Complex, as determined by the Board of Directors in its sole discretion, will result in fines and the pet shall be immediately and permanently removed upon written notice given by the Board of Directors, Managing Agent, or Resident Manager.

If such an animal is ejected, it will nonetheless be allowed to remain on the premises for a reasonable period of time while the Owner thereof attempts to find a suitable replacement animal, provided the problem is controlled to a sufficient degree that the continued presence of the animal during that time does not constitute an unreasonable imposition upon other Residents.

The AOA, its managers, agents, employees, and/or the Board of Directors shall not be responsible for any expenses incurred by the Resident pet-owner as a result of the Resident's violation of these "House Rules."

Specifically, the AOA, its managers, agents, employees and/or the Board of Directors is not responsible if someone calls the Humane Society and the Resident is cited, and/or the Resident's pet is picked up by the Humane Society.

The Resident pet-owner shall indemnify, hold harmless, and defend the AOA, its managers, agents, employees and/or the Board of Directors for any injury to person or property resulting from the Resident's violation of these rules.

The Board will exempt assistance animals from some rules only as required by the federal Fair Housing Act (and its State counterpart, Hawaii Revised Statutes Chapter 515). ***The law does not require, however, that we tolerate animals that constitute a nuisance or cause a direct threat to the health or safety of other residents of the community.*** Should the Board determine that an assistance animal is a nuisance or a direct threat to other residents or their

property, the animal owner will be given an opportunity to correct the problem. The animal must be removed if its owner is unable to correct the problem.

### **Prohibited Actions**

Nothing shall be allowed, done or kept in any Townhouse, Common Element or Limited Common Element which would overload or impair the floors, walls, or roofs thereof.

Nothing shall be thrown or emptied out of windows, off decks or through doors into or onto the Common Elements or in such a manner as to permit garbage or debris to blow or otherwise enter the Common Elements.

Repair and maintenance of Townhouse interiors & the surrounding Limited Common Elements is the responsibility of the Townhouse Owners. Within the Limited Common Elements, the Owner is responsible for replacing the deck flooring and painting it to match the railings, maintaining gates into fenced court yards and all exterior doors (see Resident Manager for paint color code).

### **Additions and/or Modifications to Townhouses**

A letter requesting Board approval must be submitted to the AOA Board of Directors via the Resident Manager (drawings, plans or replicas must be included) for the below Townhouse improvements.

- New Windows & Doors (Including outdoor French Doors on decks)
- Window & Door Metal or Non-Metal Bar Security Guards
- Antennae or Satellite Dishes (see Attachment 4)
- Air Conditioners (see Attachment 1 for specific installation instructions)
- Electric Vehicle Charging Systems (see Attachment 3)

Note that the Restated Declaration and Restated Bylaws also require the approval of a percentage of owners for certain alterations (see Section N of the Restated Declaration and Article V, Section 3(f) of the Restated Bylaws). ***Please contact the Board (via the Managing Agent) if you have any questions regarding a proposed modification.***

The below items must receive approval from the overall neighborhood Board of Directors of the Palehua Community Association (PCA) (see Attachment 2 for further details on obtaining approval).

***Awnings:*** Colors must conform to the Palehua Townhouses color scheme, and no garish or bright colors will be permitted.

***Exterior Blinds:*** Exterior blinds may be installed on decks under the following conditions:

- a. Colors must conform to the Palehua Townhouses color scheme.
- b. Blinds must be rolled up and/or adequately secured during periods of high winds to avoid disturbing other Residents.
- c. Blinds must be kept in good repair at all times.

Upon receipt of approval from the AOA Board of Directors, a notice will be provided to the Resident.

### **Limited Use & Prohibited Items**

Tarps are not permitted to be used outside of Townhouses in any way as they are prohibited by the Covenants, Conditions & Restrictions of the PCA. The only exception is if the tarp cannot be seen from any vantage point.

Holiday decorations may be displayed outside of Townhouses up to thirty days prior to the holiday but must be removed within fifteen days after the holiday.

No notice, advertisement, bill, poster, illumination, display, or other means of visual communication shall be inscribed or posted within the Common Elements except with the prior written consent of the Board of Directors.

### **Use & Maintenance of Limited Common Elements**

1. Patios, decks and yards must be kept clean.

In addition, the grass within fenced yards and all plants owned by the Resident must be properly maintained, to include removing or trimming grass/weeds growing within the plantings, trimming dead portions, and promptly removing dead plants.

2. Customary outdoor furnishings may be used on patios, decks, porches, lanais, and in yards, however, customary indoor furnishings are prohibited outdoors.
3. Actions requiring board approval. Residents must submit a letter requesting Board approval via the Resident Manager (drawings, plans or replicas must be included) prior to installation of dog houses, greenhouses and storage sheds. Upon receipt of approval from the AOA Board of Directors, a notice will be provided to the Resident. Installation may proceed per the following restrictions:
  - a. The structure should be constructed of plastic or rubber; wood and metal materials are discouraged.
  - b. If the structure is visible to Common Elements it must comply with the PCA Guidelines (available from the Resident Manager).
  - c. The structure must match the current color scheme of the Complex.
  - d. The structure cannot be attached to the building.
  - e. The structure must be properly maintained and removed immediately if it cannot be repaired.
  - f. If the structure is located within an area with a privacy fence, it cannot exceed the height of the fence.
  - g. Lattice may be attached to the deck railings, however, the height cannot exceed the railing, must span the full length of the railing and the outside of the lattice must be

painted to match the deck railing (the paint color code can be obtained from the Resident Manager).

4. **Plants & Trees.** Plants or trees in and/or outside of privacy yards, courtyards and/or lanai areas are the owner's sole responsibility and must be properly maintained at all times. Plants or trees shall not be planted in areas that would otherwise prevent maintenance to the exterior of buildings and/or fences. Plants and trees that have long and/or large root base that would interfere, intrude and/or affect the integrity of any common element, limited common element, building and/or foundation shall not be planted within these areas. It is required that all plants and/or trees (branches, roots, and foliage) be kept and maintained at a distance of 1 ½ feet or 18 inches from buildings and fences. Plants or trees that are causing damage or may cause damage to any element of the Palehua Townhouses will be removed by the Owner at the request of the Board of Directors.

### **Common Elements**

1. All Playground Areas may only be used by Residents and their guests. Residents are responsible for the actions of the children while in the Playground Areas, whether they require supervision or not and whether the children are family members or guests. Owners and residents are required to pay for any damage to the playground equipment caused by themselves or the children.

The Playground Areas are considered "Use at Your Own Risk;" therefore, Residents and their guests shall hold the AOA Board harmless for any injury incurred.

All Playground Areas may not be used when wet and are closed from sunset to sunrise (Quiet Hours apply from sunrise to 7:30 am).

2. Personal property is not to be stored in Common Elements and neither the AOA Board or management will be held liable for damage or loss of personal property left in Common Elements.
3. Portions of the Common Elements may be reserved for private use. Residents shall submit their requests (to include date, time, and activity) to the Resident Manager at least two weeks in advance. Upon approval, the Board of Directors will provide written authorization.

The Resident host/hostess must ensure the "Quiet Hours" rule is followed and is responsible for the conduct of their guests and for all necessary clean-up. If more than 50 guests will attend, the Resident must provide a portable latrine (one latrine per 50 guests). If a "Bounce House" or other like item will be used, the Resident must provide a copy of the rental company's applicable Liability Insurance to the Resident Manager prior to the event. The Resident must also ensure guests do not park in areas where the curb has been painted red (Red Zones), as vehicles will be towed immediately.

4. Furniture, fixtures, tools and other property of the AOA shall not be altered, removed or requested to be borrowed.
5. Small fire extinguishers are located on the front exterior fence of all buildings. Tampering with fire extinguisher boxes or fire extinguishers and other fire safety equipment is a criminal offense and violators will be prosecuted. Only in the actual event of an emergency



should the fire safety equipment be used. If the fire glass/plastic covering is broken and/or the fire extinguisher has been used, please immediately notify the Resident Manager.

6. Management is authorized to require persons in any of the Common Elements to identify him or herself by name and Townhouse number. If the individual is a guest, said guest must give the name and Townhouse number of the Resident being visited, and confirm the physical presence of the Resident on the premises.
7. No door-to-door sales or solicitation for contributions for charitable, religious, political, or other causes of any nature whatsoever shall be permitted within the Complex, with the following exception:

Requests for Proxies for the Annual AOA Meeting and Annual Palehua Community Association meeting, requests for Owner signatures required for certain activities or Townhouse modifications, or distribution of materials relating to AOA matters are permitted, provided such solicitation occurs at a reasonable time, in a reasonable manner.

8. Proper Disposal of Garbage & Other Items:

- (a) Residential garbage must be deposited INSIDE the garbage dumpsters (not on top or beside them).
- (b) If storing "recyclables" prior to turning them in to a Recycling Program, please ensure they are not visible.
- (c) Residents must contact the City & County of Honolulu (808-455-1725) to schedule and obtain instructions for "bulk item" pickup. Items must not be left out more than the evening before to the scheduled pickup date. Items shall be placed in accessible and visible areas whereas not to cause damage to Common Elements or as to create a safety hazard for Residents and guests. An immediate fine of \$250 may be imposed for each occurrence of bulky items that are left outside when no collection is scheduled.
- (d) Hazardous waste, such as paint, gasoline, motor oil, pesticides, etc., shall not be disposed of on the premises – either through pouring down drains or sewer lines, or placement in the dumpsters. Such materials must be stored and disposed of in accordance with state and federal regulations.

9. Vehicles:

- (a) All vehicles parked on the premises or along HECO must display current City and County of Honolulu registration and safety inspection stickers, must be kept in working condition, and be equipped with effective mufflers.
- (b) Vehicles shall be parked only in assigned parking stalls unless written permission has been obtained for the use of another stall from the Resident to whom that stall is assigned.

No vehicle may be parked or left unattended in the parking lots, except in an assigned parking space. Guests' vehicles may park only in the parking stalls

assigned to the Resident they are visiting or along the roads bordering the Complex.

With the exception of vehicles with an overall length not exceeding sixteen feet and an overall width not exceeding eight feet, no other items of personal property shall be stored or left in the parking stalls or surrounding areas.

Residents shall maintain their assigned parking stalls in a clean condition, free from accumulation of oil, grease and/or other deposits.

- (c) Residents are permitted to wash their vehicles, but must use a hose with an attached operable spray nozzle that stops the flow of water when not in use. Residents must turn off water when not actively using (during washing for example) if hose and nozzle do not fully stop the flow of water.
- (d) No parking is permitted along curbs that have been painted red (Red Zones).
- (e) No major repairs may be made to any vehicle on the premises. A "major repair" is defined as a repair that may involve excessive noise, or spillage of oil or other deposits. No vehicles are allowed to be left unattended on blocks, jacks or in other unsafe positions.
- (f) The vehicle speed limit within parking lots and along HECO Road is 5 mph. Drivers shall observe all traffic signs, exercise extreme caution for the safety of pedestrians and animals, and operate their vehicles quietly. No idling of vehicles no more than three (3) minutes in the parking lot.
- (g) Violation of any of these Rules will subject the vehicle owner (Resident or guest) to tow without notice at the vehicles owners' expense and/or monetary fines.

### **In-Home Businesses**

Townhouses shall not be used as "timeshares," hotels or rooming houses.

Residents with in-home businesses must adhere to the following:

- (a) The existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from the exterior of the Townhouse.
- (b) The business activity conforms to all zoning requirements.
- (c) The business activity does not involve persons coming onto the Complex who do not reside in the Complex (child care businesses are the exception, see below).
- (d) The business activity does not increase the liability or casualty insurance obligation or premium of the AOA.
- (e) Residents are not permitted to engage in "showroom-type" activities, nor may they post the business name, advertisements, etc.

Additional requirements for Child Care businesses:

- (a) **Only owners who are owner occupants of the project will be permitted to operate a family childcare home**, and the owner occupant must own a ground floor unit with a ground floor entry.
- (b) An owner operating a family childcare home must comply with the Americans with Disabilities Act ("ADA"). Information on the ADA can be obtained from the Disability and Communications Access Board at (808) 586-8121. The owner must also make any improvements to his/her unit or the common elements which are necessary to comply with the ADA and must pay for any such improvements. **Before** undertaking any construction necessary to comply with the ADA, **the owner must obtain the necessary approvals from the Association and the Design Committee.**
- (c) No more than three percent (3%) of the total number of apartments in the project (2 apartments) will be allowed to be used as family childcare homes. Once three percent of the units are being used for family childcare homes, no additional units will be allowed to be used for childcare until one of the existing units ceases to operate as a family childcare home. If necessary, the Board will keep a waiting list of owner occupants wishing to operate family childcare homes.
- (d) Ninety days prior to startup, Owners wishing to establish an In-Home Child Care business must submit a request for approval to the Resident Manager, including all pertinent information about the business and proof of Liability Insurance covering the Child Care business which names the AOA of Palehua Townhouses as an "additional insured" on the policy.

In addition, the Owner shall indemnify and hold harmless and/or defend the AOA, its officers, directors, managers, employees, heirs, insurers, vendors, and/or successors in interest for any and all injuries or damages arising directly or indirectly from the Owner's Child Care activities, including personal injuries, death and/or property damages.

The Owner shall also require the parent and/or guardian of any child to whom the Owner renders Child Care services to sign a waiver of claims for liability against the AOA, its officers, directors, managers, employees, and/or successors in interest and provide a copy to the Resident Manager.

Owners shall at all times comply with all current statutes, ordinances, rules and regulations as well as policies adopted by the Board of Directors governing such businesses at Palehua Townhouses.
- (e) Upon receipt of written approval from the Board of Directors, Owners may establish In-Home Child Care.
- (f) Child Care businesses shall be limited to no more than six children, in addition to the provider's own children.

**ATTACHMENT 1**

**PALEHUA TOWNHOUSES Association of Apartment Owners  
AIR CONDITIONER INSTALLATION & MAINTENANCE GUIDELINES  
Effective July 1, 2008**

The Palehua Townhouses' Board of Directors is responsible for the safety, maintenance, and appearance of the buildings within the complex. Therefore, specific guidelines regarding the installation and maintenance of air conditioners (A/Cs) must be followed by all Residents. A written request for A/C installation from the OWNER must be submitted to the Board of Directors (Tenants must have the Owner's approval to install an A/C).

**Approval must be obtained from the Board of Directors prior to installation.** The Board reserves the right to inspect and require Residents to perform repairs and/or remove A/Cs at the Board's discretion. In addition, the Board may disapprove or rescind their approval if the following stipulations are not met:

1. The A/C must be installed in a safe manner and properly supported. The installation should be neat in appearance and not detract from the aesthetic value of the exterior décor. In accordance with our standards and bylaws, please surround the outside of the A/C with a wood or plastic lattice frame, painted to match the exterior trim of your building (see Resident Mgr for details on paint type and color).
2. The A/C must not drip water onto the wood railings, lanai decks, exterior walls or any common elements. Catch pans must not overflow onto the Common Elements or onto other units.
3. Residents are responsible for all A/C maintenance.
4. The A/C must be the standard "low noise" type so as not to disturb other Residents.
5. For A/Cs over 8,000 BTUs, we recommend you contact a licensed electrician to ensure your Townhouse will continue to meet all building and safety codes, which may require installation of a dedicated electrical circuit.
6. If removal of your A/C is required for common element maintenance and repairs, the removal and re-installation will be at your expense.
7. When permanently removing an A/C, please replace the louvers immediately.
8. Please do not deface or change any part of the common elements, nor drill holes in the exterior walls during installation.

***I have read the above guidelines and agree to the terms.***

\_\_\_\_\_  
Print Resident's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident's Signature Townhouse Number

\_\_\_\_\_  
Air Conditioner Make

\_\_\_\_\_  
Model No.

\_\_\_\_\_  
BTUs

\_\_\_\_\_  
Volts

\_\_\_\_\_  
Amperes

\_\_\_\_\_  
Proposed  
Installation Date

## ATTACHMENT 2

### Townhouses Alteration Procedures

If an Owner chooses to alter the Townhouse in any manner not covered by the Master Plans (which may be obtained from the Resident Manager), the Owner's letter requesting the Board of Directors' approval must include the following:

A written description of the project, including the particulars of any additional fixture, equipment or appliance to be installed, along with the plans, drawings or blueprints for the alteration.

Please note: If any structural element, plumbing piping, electrical circuitry, or exterior wall of the building, which are considered Common Elements, are to be fastened to, or changed in any way, it must be noted explicitly in the plans.

Upon approval, the Board of Directors will forward your request and plans to PCA Design Committee for approval. Upon receipt of PCA's approval, you may proceed with the project per the below instructions:

- a. Obtain a Building Permit and other required approvals from the City and County of Honolulu and provide copies to the Resident Manager along with the approximate timeline for the project.
- b. All work on your project must be performed by a licensed and insured contractor as required by law.
- c. Diligent completion of your project must be achieved after work is initiated and you must notify the Resident Manager when work is completed.
- d. Quiet hours are observed.
- e. The Contractor's building materials may not be stored on Common Elements or in the parking lots.
- f. All debris and/or left over materials must be properly disposed of and must not be left on the Common Elements.
- g. No work may be done in the Common Elements, unless specifically authorized by the Board, the PCA Design Committee, and a percentage of owners, if required. You will be required to pay for repairing any damage to the Limited Common Elements and Common Elements resulting from the project. Any other damage or problems caused by your project will be your responsibility and not the responsibility of the AOAO or the PCA.
- h. The Owner may be required to record the modification to the Townhouse with the Bureau of Conveyances upon completion of the project.