

# HOUSE RULES OF THE SANDALWOOD

(Effective October 15, 1996)

These Rules were adopted by the Board of Directors of the Association of Apartment Owner of The Sandalwood pursuant to Article VI, Section 9 of the Association's By-Law. They supersede all previous House Rules and may be amended by the Board as provided in the Association By-Laws. All apartment owners and tenants and their guests shall be bound by and shall comply strictly with these House Rules.

## EMERGENCY PHONE NUMBERS

ALL EMERGENCIES ..... 911

RESIDENT MANAGER'S OFFICE.....941-1624

### RESIDENT MANAGER'S BUSINESS HOURS:

MONDAY	8:00 AM TO 5:00 PM
TUESDAY	8:00 AM TO 5:00 PM
WEDNESDAY	8:00 AM TO 12:00 PM
THURSDAY	8:00 AM TO 5:00 PM
FRIDAY	8:00 AM TO 5:00 PM
SATURDAY	8:00 AM TO 12:00 PM
SUNDAY	OFF

# THE SANDALWOOD

## HOUSE RULES AND REGULATIONS

THESE HOUSE RULES ARE SUBORDINATE TO THE FEDERAL FAIR HOUSING ACT AND CHAPTER 514-A, HAWAII REVISED STATUTES, AND WILL NOT BE ENFORCED IN ANY MANNER THAT WILL CONSTITUTE A VIOLATION OF THE SAME.

The primary purpose of these rules and regulations is to insure a quiet lifestyle by protecting all residents from annoyance and nuisance caused by misuse of The Sandalwood Condominium project. In addition to the rules state herein, owners are also subject to the provisions of the Association's Declaration of Condominium Property Regime and By-Laws, as the Declaration and By-Laws have been or may hereafter be amended and/or restated. In the event of conflict, the Declaration and By-Law, in that order, shall control.

All residents and their guests shall be bound by these House Rules and by standards of reasonable conduct.

Owners shall furnish their tenants with copies of these House Rules and be responsible for their compliance with said rules. Owners and renters are responsible for the behavior of all their guests and for taking steps necessary for their compliance. Failure to comply with any of the House Rules and Regulation shall be grounds for an action to recover sums due, for damages or for injunctive relief or both, which action may be maintained by the Managing Agent, or the Board on behalf of the Association, or, in a proper case by an aggrieved apartment owner or other person having a recorded interest in an apartment.

**1. FIRE AND SECURITY.**

- a. FIRE DOORS must be remain closed at all times.
- b. Anyone found tampering with the fire alarms, fire fighting equipment, fire door or the sprinkler system shall be liable for all costs involved in repairs, replacement or damage caused to the building, contents, or personal property.
- c. All residents should have an evacuation plan.
- d. Residents shall not have, use or store on the premises any hazardous fluids, such as gasoline, kerosene, naphtha, benzine, or other explosives, or other articles deemed especially hazardous to persons or properties.
- e. Residents shall not allow persons without entry keys into the building. If there is any doubt concerning any person in the common areas or elevators, please notify the Resident Manager at once.
- f. FIREWORKS ARE PROHIBITED ON THE PREMISES AT ALL TIMES.
- g. Replacement or additional entry keys MUST be purchased by the owner or their agent, or from the Resident Manager. Entry keys are available at the cost of \$50.00 up to a maximum of 6 keys for two bedrooms, 4 keys for one bedroom apartments. After the limit is reached, keys are \$100.00 each.

**2. AVOIDING NUISANCE AND HAZARDS TO OTHER OCCUPANTS.**

- a. No person shall make or permit any noise, sound, or disturbance in or about the building which may annoy or disturb any apartment resident. This rules shall apply especially to door closing, social gathering, TV set, radio, hi-fi, musical instrument, singing, shouting, and loud talk. Quiet hours are 10 p.m. to 7 a.m. daily..
- b. No rugs or other objects shall be dusted or shaken from the apartment walkways or lanais of the project, or cleaned by beating or sweeping on any exterior part of the building. No rubbish or litter shall be swept from any unit into the common areas.

- c. The watering of plants and the sweeping and mopping of lanais and adjacent areas shall be accomplished in a manner which will not create a nuisance to persons residing in lower or adjacent apartments or to persons on the grounds of the premises.
- d. Articles shall not be dropped or thrown off upper lanais or walkways.

3. **OBJECTS AND MATTERS AFFECTING APPEARANCE OF THE BUILDING.**

- a. No items such as clothes, towels, rugs or other objects shall be hung on, or from doorways, windows or lanais in such a manner as to be visible to persons outside the building.
- b. No apartment resident shall install any wiring for electrical installations, television antenna, air conditioning, or other equipment or appurtenances whatsoever on the exterior of the project or protruding through the walls, windows or roof thereof.
- c. Residents shall be responsible for **maintaining the cleanliness** and appearance of their respective entrance ways, doors, louvers (front and rear), screens and exterior rear walls. End units shall be responsible for their louver doors.
- d. Residents shall be responsible for keeping entrance way of their respective apartments free and clear.
- e. Window treatments (e.g. drapes, blinds, shades) hung from the inside of an apartment shall be white or off-white for pleasing aesthetics for the building. Picture windows shall not be tinted, unless using color P12.

4. **SIGNS AND ADVERTISEMENT**

- a. Bulletin boards are for **THE USE OF THE RESIDENTS**, for sale or wanted notices of personal services or personal property, or for the Resident Manager or Board for general information. **An owner or tenant is not allowed to put or post a sign anywhere in the building or grounds.**
- b. Notices may be submitted to the Resident Manager and shall be neat and shall show the posting date. They will remove after an appropriate interval (or 2 weeks) at the discretion of the Resident Manager.

- c. Notices from non-residents or commercial enterprises will not be allowed.

## 5. SOLICITING

No soliciting shall be permitted on the premises; provided, however, that this rule is not intended to prohibit the solicitation of proxies or distribution of materials relating to Association matters on the common elements by apartment owners. The Board may adopt rules regulating reasonable time, place, and manner of such solicitations and distributions, or both. Commercial solicitations are strictly prohibited.

## 6. PRESERVATION OF ACCESS AREAS

- a. The walkways, entrances, stairways and common lanais shall not be obstructed or used for any purpose other than ingress and egress. No items of personal property (footwear, plants, carts, bikes, surfboards, etc.) shall be left or allowed to stand on any part of the premises, other than within the confines of an apartment or any storage area set aside or assigned for such purpose. Bicycle racks located in the lower garage area are available. **Check and register bikes with the Resident Manager.**
- b. **Motorcycles are to be parked within the assigned parking stalls.**
- c. No one shall be permitted to loiter or play in halls, elevators, stairways, or parking areas, or on the walkways, sidewalks or roof. No skateboards, roller skates, roller blades, etc. shall be ridden or used on the common elements of the project.
- d. No vehicles, motorcycles, mopeds, or other motorized vehicles shall be operated in or on any portion of the project, other than in the driveways and in the parking areas; provided, however, that vehicles or devices relied upon by handicapped persons for purposes of mobility shall be exempted from this provision. **Bicycles shall enter and leave the premises only through the Rycroft Street back entrance.**
- e. Shopping carts shall not be left on The Sandalwood premises.

**7. PRESERVATION OF BUILDING AND GROUNDS**

- a. **Nothing shall be allowed, done or kept in the apartment or common elements, or on the premises which would alter, overload, or impair the physical facilities, including all utility devices, or cause any increase in the ordinary premium rates or the cancellation or invalidation or any insurance thereon maintained by or for the Association.**
- b. **No noxious or offensive activity, illegal or nuisance, shall be conducted on The Sandalwood property.**
- c. **No open fire cooking shall be permitted on the premises.**
- d. **Discharging of fireworks anywhere on the premises is prohibited at all times.**
- e. **All damage to any part of the building grounds, or common elements including elevators, floors, walls, doors, ceilings, and shrubbery, by a resident or their guest(s) shall be the responsibility of the owner and shall be repaired at his/her expense.**

**8. INFORMATION TO BE FURNISHED TO THE RESIDENT MANAGER**

- a. **In the interest of safety and the general welfare of the residents, ALL RESIDENTS ARE REQUIRED to furnish and keep current the following information with the Resident Manager.**
  - i) **Names of all occupants of each apartment and their home and business telephone numbers. Ages of any and all minors.**
  - ii) **Name, address and phone number of the person and/or physician to be notified in an emergency.**
  - iii) **Make, model, color and license number of the vehicle to be parked in the assigned stall, including bikes, mopeds, and motorcycles.**
  - iv) **Number of and type of all pets, except for aquarium fish.**
  - v) **When leaving on extended trips, forwarding addresses and pertinent information concerning the anticipated use of, or non-use of the apartment while away.**

- b. For safety, security, and emergency reasons, all persons occupying an apartment for any period of one week or more must register with the Resident Manager.
- c. The landlord (owner or agent) shall be responsible for completing the resident information **prior to occupancy** for his/her tenant(s) and ensuring that the tenant(s) receive and understand these rules.
- d. Under Hawaii State Law, an absentee landlord is responsible for designating a local agent to handle rental matters when the landlord is residing outside the State. An absentee landlord should file with the Resident Manager his out-of-town address and phone number, as well as the name, address, and phone number of the LOCAL agent.
- e. Please notify the Resident Manager when a unit is sold.

#### 9. MOVING

- a. Persons moving in or out of the building shall **notify the Resident Manager 24 hours in advance** of the date and hour of the move. Moving of large objects or a number of items shall be conducted only during hours that the Resident Manager is on duty.
  - i) The Resident Manager shall be notified in advance of all **moves or remodeling**.
  - ii) Moves or remodeling shall be conducted Monday through Friday between 8:00 a.m. to 5:00 p.m. and on Saturday between 8:00 a.m. and 12:00 p.m.
- b. The **makai elevator** shall be used for all moving of furniture and major household furnishings, and of remodeling materials, after pads have been obtained from the Resident Manager and hung to protect the elevator walls.
- c. **ALL** moving in or out will be done from the **REAR OF THE BUILDING**.
- d. There will be a \$10.00 per hour charge for moves done during non-moving hours.

#### 10. PARKING

- a. **Parking is permitted for OWNERS AND RESIDENTS ONLY** within their assigned stalls.
- b. **For safety and security reasons, parking stalls may only be leased to residents of The Sandalwood.**

- c. Owners and residents must not park their vehicles in stalls assigned to another apartment if the owner of that apartment has not authorized them to do so. Owners and residents shall instruct their guests to locate parking spaces off the premises.
- d. Violators of parking regulations shall have their vehicles towed away AT THEIR EXPENSE. The vehicle owner shall be responsible for payment of the towing and storage charges.
- e. Vehicles shall not be parked in the loading/unloading area for more than 15 minutes. Vehicles parked in violation of this rule shall be towed at the VEHICLE OWNER'S EXPENSE.
- f. Repair work on vehicles shall not be permitted, except MINOR emergency repairs to start the vehicle, replace/jump a battery, or change a flat tire.
- g. Upkeep and cleanliness of each parking stall is the owner's responsibility. Owners are responsible for the cleanliness of their respective stalls, including removal of any oil, grease and other substances. If an owner fails to keep his/her stall in a clean condition, the Association may hire someone to clean the stall and assess the cost of \$25.00 thereof against the owner.
- h. No vehicle shall be washed on The Sandalwood property.
- i. Parking stalls are not for long term storage of vehicles. All vehicles must be road worthy, in good repair, be registered with a current safety sticker.

## 11. USE OF ELEVATORS

- a. Smoking is PROHIBITED by law.
- b. Eating, drinking and littering shall not be permitted in the elevators.
- c. Any damage to the interior or exterior of the elevators will be billed to the owner/resident involved.
- d. As a safety precaution; children under five years of age shall not be allowed in the elevator unless accompanied by an adult.
- e. The makai elevator shall be used for moving, after pads have been obtained from the Resident Manager and hung to protect the elevator walls.



- f. When moving, an ELEVATOR KEY shall be signed out from the Resident Manager. At no time will the elevator be held on any floor without the elevator key.
- g. All water/liquid puddles or spills in the elevator shall be wiped up by the person who caused it.

**12. LAUNDRY ROOM AND ROOF FACILITIES**

- a. Hours of Operations: 6 a.m. to 10 p.m. daily. No one is allowed on the roof after 10 p.m. (area to be secured after 10 p.m.).
- b. The laundry facilities and area shall be used only by owners and residents of the building.
- c. Apartments may have either a dishwasher or a clothes washer. Maintenance fees do not include pro-rated cost for clothes dryers. Washer-dryer combinations are not allowed due to overload of utilities and electricity, and are in violation of our laundry machine contract.
- d. Only low-suds detergents shall be used in the washing machines. Users shall be responsible for cleaning up their own mess and for reporting mechanical defects and breakdowns to the Resident Manager.
- e. No apartment shall utilize more than two washing machines or two dryers at any given time.
- f. All washer and dryer machine loads shall be promptly removed upon completion of the cycle. Any load left in the machine will be taken out and placed under the laundry table.

**13. STORAGE LOCKER ROOM**

- a. The storage locker rooms shall be open from 9 a.m. to 9 p.m. on Mondays and Thursdays, and from 9 a.m. to 12 noon on Saturdays, or upon request during the Resident Manager's working hours.
- b. NO FLAMMABLE liquids or other materials HAZARDOUS to life or property may be placed, kept, or stored in the storage rooms.

- c. Resident storing possessions in the storage rooms do so at their OWN RISK. The Sandalwood Association, Resident Manager and Board shall not be liable for any loss or damage. If items cannot fit in your locker, be sure to tag the items with your name, date and apartment number.
- d. Residents vacating the premises shall IMMEDIATELY REMOVE their possessions from the storage rooms.
- e. If you see evidence of TERMITES in the storeroom, please notify the Resident Manager.

14. **USE OF TRASH CHUTES**

- a. No garbage, refuse or trash of any kind shall be thrown, placed or kept on any common element outside the disposal facilities provided.
- b. **TRASH DEPOSIT HOURS: 7 AM to 10 PM daily.**
- c. To reduce the possibility of blocking the trash chute, trash shall be bagged in plastic or paper bags no larger than a large supermarket grocery bag and tied securely. No loose cardboard or boxes shall be put in the chute. Take cardboard and boxes to the dumpster, flattened.
- d. Residents shall be responsible to make arrangements for PICK-UP of ALL bulk ITEMS (appliances, furniture, etc.). Bulk pick-up phone number is listed on the bulletin board downstairs. Ask them for the DATE of the next pick-up here.
- e. Residents shall be responsible to see that CONTRACTORS REMOVE all materials from a remodeling job.
- f. Any damage TO THE BUILDING or other apartments caused by disposing of improper materials (diapers, rags, paper, etc.) in toilets WILL BE PAID for by the OWNER/TENANT who caused it.
- g. Flammable material such as paint thinner, cleaning fluids, solvents, gasoline, kerosene and other fuels, ARE NOT TO BE DEPOSITED IN THE TRASH CHUTE!

**15. PET RULES**

- a. Pursuant to Article VI, Section 6 (f) of the By-Laws, no livestock, poultry, rabbits, or other animals shall be allowed or kept in any part of the project, except that dogs (including, but not limited to, certified seeing-eye dogs, signal dogs, and service dogs), cats, and other household pets in reasonable number may be kept by the apartment owners and occupants in their respective apartments.
- b. OWNERS of pets are responsible for maintaining the cleanliness and control of their pets. Pet owners shall be responsible for picking/cleaning up after their pets. No person shall permit an animal owned by such person to excrete any solid waste on the common elements; however, no violation of this rule shall occur if the owner of the offending animal removes the animal waste immediately. Notwithstanding the foregoing, pet owners are responsible for any damages caused by their pets.
- c. ALL pets shall be registered with the Resident Manager.
- d. All pets shall be on a LEASH, HARNESS, or HAND-CARRIED while on the common elements.
- e. None of the provisions herein will be enforced in any manner that will constitute a violation of the Federal Fair Housing Act or Chapter 514-A, Hawaii Revised Statutes.
- f. No feeding of STRAY ANIMALS especially cats and birds on The Sandalwood property especially cats and birds.
- g. Commercial use of or breeding of animals on the premises is prohibited and will be cause for removal of the animals involved.

**16. POOL RULES**

**NOTICE: THERE IS NO LIFEGUARD ON DUTY.**

**ALL PERSONS USING THE SWIMMING POOL DO SO AT THEIR OWN RISK!**

- a. Residents and guests may use the pool between the hours 9 a.m. and 9 p.m. The hours between 7 p.m. to 9 p.m. shall be DESIGNATED AS QUIET HOURS ONLY.

- b. No apartment shall have more than two guests in the pool area at any time. Guests shall be accompanied by the resident host who shall be responsible for the guests' conduct and compliance with these rules.
- c. Pool users shall not yell or create any noises or play a radio that might disturb the occupants of the building. No running, horseplay or pushing will be tolerated.
- d. No toys, balls, flotation devices (except those needed for health and safety reasons) are permitted in the pool. No SCUBA equipment is allowed in the pool. This provision shall not be enforced in any manner that would violate Chapter 514-A, Hawaii Revised Statutes, or the Federal Fair Housing Act.
- e. Swimming is NOT ALLOWED, in other than, proper swimming apparel. Hair pins and hair rollers can clog the pool and must be removed before swimming.
- f. Pets are NOT allowed in the enclosed area. Provided, however, this provision shall not be enforced in any manner that would violate the Federal Fair Housing Act or Chapter 514-A, Hawaii Revised Statutes.
- g. No food or beverages in glass containers shall be allowed in the pool area.
- h. Persons with a disease or infection generally accepted by the medical community as being communicable through casual contact are prohibited from entering the pool. Spitting, blowing the nose, etc. in the swimming pool shall be strictly prohibited. This provision shall not be enforced in any manner that would violate the Federal Fair Housing Act or Chapter 514-A, Hawaii Revised Statutes.
- i. SHOWER before entering the pool.
- j. For safety reasons, children under the age of 12 are not allowed in the pool or pool area unless accompanied by a responsible adult.
- k. For safety reasons, persons shall dry themselves before entering the lobby and elevator.
- l. Users of the pool area shall remove all articles brought by them. They are also responsible for CLOSING the pool GATE upon entering and leaving the pool area.
- m. Lifesaving equipment shall be used for emergency only.

- n. The Resident Manager shall be empowered to enforce the foregoing rules and expel any person from the pool area.

**17. VIOLATIONS AND FINES**

- a. All notification of citations and violations shall be carried out by the Resident Manager and/or the Property Manager. All fines resulting from violations are the responsibility of the owner and shall be collected by the Managing Agent.

Notifications of a violation of the House Rules shall be a written citation sent to the offending party/parties only, with copies to the Managing Company and the Board of Directors.

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**THE SANDALWOOD CONDOMINIUM  
POOL RULES**

1. Pool hours are from 9:00 A.M. to 9:00 P.M. daily, and no one should be in the pool area except during those hours.
2. No apartment shall have more than two guests in the pool area at any time. Guests shall be accompanied by the host-resident who shall be responsible for the guests' conduct and compliance with these rules.
3. Pool users shall not yell or create any noise that might disturb the occupants of the building. No running, horseplay or pushing will be tolerated.
4. No scuba equipment, rafts, innertubes, balls, or other objects shall be allowed, except incompetent swimmers may use a small lifesaver type tube if accompanied by a competent swimmer.
5. Pool users shall wear conventional swimming trunks or bathing suits.
6. Persons with hair extending below their necks shall wear bathing caps.
7. No food, beverages, or pets are allowed in the pool area, provided that a certified guide dog, signal dog, or other animal relied upon by a handicapped person may be allowed in the pool area when accompanying such a handicapped person.
8. Persons with a disease or infection generally accepted by the medical community as being communicable through casual contact are prohibited from entering the pool.
9. Suntan oils and related beauty aids shall not be used by persons planning to enter the pool.
10. There are no specific age restrictions upon children's unsupervised use of the pool and pool area. However, parents and/or guardians are responsible for the safety and conduct of their children and are expected to utilize reasonable judgment in determining whether their children may safely utilize the pool and pool area without adult supervision.
11. Users of the pool area are responsible for the removal of all articles brought thereto by them, including towels, books and magazines. They are also responsible for closing the pool gate upon entering and leaving the pool area.
12. Persons shall dry themselves before entering the lobby and elevators.
13. The Resident Manager shall have absolute discretion to enforce the foregoing rules and expel any person from the pool area.
14. No glass containers or objects are allowed in the pool or pool area.

Revised January 1998  
by the Board of Directors