



Hale O' Pumehana

House Rules and Regulations

**757 Kinalau Place - Honolulu, Hawaii 96813
(808) 538-6885**

May 2006

Hale O' Pumehana

AOAO House Rules and Fines

A. General Provisions:

1. Primary purpose of these House Rules is to protect all the interest of all Owner/Occupants at the Hale O' Pumehana. To promote maximum enjoyment of the premises, to enhance the livability and desirability, and to prevent annoyance and nuisances cause by improper use of the apartments, the Limited Common Elements and the Common Elements.
2. These rules shall apply to all Owners, Occupants, and Guests; they shall be enforced by the Resident Manager with the support of the Managing Agent and or Board of Directors.
3. Fines May be imposed for failing to comply with the House Rules.

B. Notifications Procedures-Violations of House Rule:

1. Written notice will be given to the violator by Resident Manager and or by Managing Agent. ***All OWNERS*** shall correct infractions of the House Rules within fifteen (***15***) calendar days of written notice.
2. After the ***SECOND*** and ***ALL SUBSEQUENT*** citation for the same House Rules violation or failure to correct the ***FIRST*** citation, a ***FINE ASSESSMENT*** will be levied in writing to the ***OWNER*** of the unit.
3. When violation dictate immediate action due to the safety and well being of the people, the matter will be referred to the legal counsel for necessary action with all legal fee to be paid by the violator or unit owner pursuant to ***Sections 514A-94***, Hawaii Revised Statues.

C. Responsibilities of Owners:

1. Owners are responsible for the action of their guests and tenants at all times and for the payment of any fines.
2. Any expenses incurred by the Association due to violations of the House Rules by an Owner, Resident or Guest, the owner of the unit shall be responsible for payment of the expenses.
3. Unpaid fines and Association costs shall constitute a lien against the owner's interest in such unit which may be foreclosed upon by the Association.

Hale O' Pumehana

House Rules and Regulation

The purpose of these House Rules and Regulations is to protect all owner and occupants from annoyance and nuisance caused by improper conduct and improper use of Hale O' Pumehana and to provide for the maximum enjoyment of the premises. All owners and occupant and members of their families and guests shall be bound by these house rules and regulations and standards of reasonable conduct whether covered by these House Rules and Regulation or not.

A. Definitions: as used herein, the following terms shall have the meaning ascribed to them.

1. **"Occupants"**, shall mean owners of apartments in Hale O' Pumehana and their tenants, and their family members, guests, and agents.
2. **"Premises"**, shall mean and refer to the Hale O' Pumehana, its building and grounds.
3. **"Common Elements"**, shall have the same meaning as in the declaration.

B. General Provisions:

1. All owners shall provide the Managing Agent/Resident Manager a list of all occupants. Information shall be updated as occupancy status changes.
2. No occupant shall make or permit any disturbing noises in the building or on the premises nor do or permit anything to be done which will interfere with the rights, comfort and convenience of others. All occupants shall be responsible at all times for the reasonable decorum of family members and guests.
3. The tone volume of radio, television set, hi-fi stereo sets, and musical instruments shall be kept down so as to avoid disturbing the neighbors.
4. Noises of any kind shall be kept at a minimum between the hours of **10:00p.m. Through 8:00a.m. Sunday through Thursday**, and between **Midnight through 8:00a.m., on Friday and Saturday**.
5. No inflammable fluids, such as gasoline, kerosene, naphtha or other article deemed extra hazardous to life, limb or property shall not be brought into the building.
6. No soliciting of goods, services of religious or political activities shall be permitted on the premises.
7. Elevators shall be used primarily for the transporting of occupant and their families and guests. In transporting packages, merchandise or other objects which may affect the comfort or well being of passengers of the elevators, occupants and their families and guests shall utilize the elevator at such time and in such manner as will cause the least inconvenience and discomfort to others.

8. Fireworks of any type, including sparklers, are not allowed to be used in the premises.
9. Moving in/out shall be coordinated through the Resident Manager and must be done between the hours of **8:00a.m. Through 8:00p.m.**
10. Occupants shall be responsible for the actions of all of their family members.
11. In accordance with the ***City Ordinance No. 93-68 (1993)***, smoking is prohibited in all enclosed (Elevators) or partially enclosed areas within multi-family dwellings that are open to the common areas of all apartment owners of residents, including lobbies, walkways, corridors, stairways, waiting areas, and recreation areas. Do not dispose of any smoking materials (i.e. cigarettes butts, matches, ECT...) over apartment lanais or open window, or on the common grounds.

C. Guests:

1. Occupants shall be responsible at all time for the reasonable conduct of their guests. Any occupant who is requested by the Managing Agent/Resident Manager to take action respecting the conduct of his/her guest shall promptly comply therewith.
2. No guests shall park their motor vehicles on the premises except in the spaces in the parking area as specifically designated for guests.

D. Pets:

1. Dogs and Cats will no longer be allowed to be brought in by a new purchaser/tenant as of **March 14, 1979**. All tenants in occupancy as of **March 14, 1979** who owned Dogs or Cats prior to this date will be allowed to keep them. All of these pets must be registered with the Resident Manager who will keep records. These animals must be carried in all common areas. Any pet causing a nuisance or unreasonable disturbance shall be permanently removed there from promptly upon notice given by the Board of Directors/Managing Agent.

E. Building and Apartments:

1. All of the common elements and limited common elements, including, but not limited to the exterior surfaces be decorated only as permitted by the Board of Directors. No alterations, installations, repairs or changes of any nature whatsoever shall be effected to the exterior surface of the building, including lanais, without prior written approval of the Board of Directors.
2. Repairs and maintenance of the exterior surface of the building, passageways, and doors except doors of apartment, shall be the responsibility of the Board of Directors. Any damages thereto, to the landscaping, or the other areas caused by any occupant of it's guest shall be promptly repaired at the cost of the occupant, and any occupant causing damage to another apartment shall be financially

- responsible for all necessary repairs thereto. The Board of directors shall be responsible for repairing any damage caused by breaks in the main utility lines.
3. Repairs and maintenance of apartments including, lanais are the responsibility of each occupant. All occupants shall maintain their respective apartments, the equipment and fixture location therein such manner as not to cause damage to other apartments or the common elements or to interfere with the rights of other occupants.
 4. No signs or decorations of any nature shall be placed, erected or otherwise affixed to any window or exterior surface of the doors of apartments or of the building without prior approval of the Board of Directors.
 5. No machinery, refrigeration, or heating devices or air condition apparatus shall be installed in the apartments without prior written approval of Board of Directors.
 6. In order that the apartment building will have an attractive exterior appearance, the use of white or off-white drapes and curtains is encouraged where such curtains and drapes will be subject to view from the exterior. Occupants shall have, however, the right to use curtains and drapes of any color of their choice; provided that if any color other than white or off white is used, a white or off-white lining or backing with adequate thickness shall be used to prevent the color from being viewed from the exterior.
 7. Each unit must be equipped with smoke detectors. These detectors shall be maintained and checked on a regular basis.
 8. No clothes, towels or any other form of garment textile item or any other item, other than drapes, shall be hung on or from wall, doorways or windows in such a manner as to be in view of persons outside the building.
 9. No rugs, drapes or any other item shall be hung on or from lanai railings or dusted or beaten on the stairway or access ways, nor shall dust, rubbish or litter be swept from any apartment off the lanai or into hallways, sidewalks, or access ways.
 10. All plants shall be placed in containers so as to prevent the dripping of water and soil onto other units or the common elements. Care must be taken in scrubbing lanais so as to prevent water from running down the exterior of the building.
 11. Only appropriate furniture and small plants shall be used on lanais and any unsightly or disturbing items shall be removed upon the request of the Managing Agent or Resident Manager.
 12. These areas, Lanais are not to be used for storage purposes of any kind. Appropriate banners commemorating holidays or festivals may be displayed from lanais only on holidays except that reasonable Christmas decorations may be displayed during the month of December and the first week of January.

13. All jalousies must be kept clean and maintained. Cleaning of the jalousies windows is the owner's and or tenants responsibly.

F. Parking and Parking Stalls:

1. Occupants have been assigned specific parking stalls for their exclusive use, and all occupants shall use only such stalls as are specifically assigned to them.
2. Unauthorized motor vehicle in the parking area will be towed away at the expense of the owner or user of such vehicle.
3. The parking area shall not be used for playing or loitering
4. Owners/Occupants are responsible for the upkeep and cleanliness of their stall, including removal of any grease buildup.
5. Maintenance of motor vehicles shall be limited to checking and adding fluid. All repairs are prohibited except for the changing of batteries, replace motor tires or jump starting motor.
6. Guest parking stalls are for the exclusive use of guests.
7. Automobiles shall be centered in parking spaces so as to prevent crowding of adjacent spaces and or blocking of passages.
8. Parking spaces shall not to be used for storage of any item.
9. Damage to cars and other objects on common areas shall be the responsibility of the person causing the damage.
10. Abandoned vehicles and illegally licensed vehicle will be towed away and disposed of at the Board of Director's discretion and at owner's expense.
11. No vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance or to any exit from the project by another vehicle. All vehicles must be properly parked wholly within the stall and no part of the vehicle may extend into the common or limited common areas. Vehicle may not be parked outside of the wheel stop which is a common element. Vehicle must be parked so not to create a safety hazard or damage to other vehicles.
12. Vehicles shall travel at not more than 5 miles per hour while in the premises.
13. The guest parking, used by the resident of the building as a Loading Zone has a 20 minute time limit and is available for use between 6:00a.m. Through 7:00p.m. The Resident Manager has the authority to tow vehicles parked there from 6:00a.m. Through 2:00a.m.. From 2:00a.m. Through 6:00a.m., a tow company will patrol the premises and automatically remove vehicles in violation of this rule.

G. Lobby, Stairways, and Other Common Areas:

1. Furniture, other than such as may be provided by the Board of Directors, shall not be used in the lobby, hallways and other common areas. Such furniture as may be provided by the Board of Directors shall not be removed from said areas.

2. Uses of all common areas shall be responsible for the removal of all articles brought thereto by them, including books and magazines, at the time they leave said areas.

H. Swimming Pool:

1. No life guard is on duty at the pool. Those who use the pool do so at their own risk. Access to the pool area shall be restricted to those with a security key. An Owner's or Tenants family members or guest found in the pool areas shall be responsible for their own health and safety, their family members, and their guests using the pool and for ensuring that all pool rules are obeyed. Owners and Tenants shall ensure that family members and guests who are non-swimmers are accompanied at all times in the pool area by someone that can assure their safety.
2. Furniture, other than such as may be provided by the Board of Directors, shall not be used in the swimming pool area. Swimming pool area furniture as provided by the Board of Directors shall not be removed from said area.
3. Users of the swimming pool are responsible for the removal of all articles brought thereto by them, including towels, books, and magazines, at the time they leave said area.
4. Bicycles, scooters, skates, and similar equipment shall not be operated in the swimming pool area, nor shall baseballs, volleyball, golf balls and similar objects be permitted in the swimming pool area.
5. No food or beverage, nor bottles, drinking glasses and other breakable objects shall be allowed in the swimming pool area.
6. Swimming shall not be permitted between the hours of 9:00p.m. To 8:00a.m.
7. Running, pushing, or scuffling shall not be permitted in the pool.
8. Life rafts, toys or other such objects shall not be permitted around the pool.
9. Showers shall be taken before entering the pool.
10. Any person having any skin disease or communicable disease shall not be allowed into the pool.
11. Spitting and blowing the nose in the pool are strictly prohibited.
12. All bobby pins, hair pins and other such items shall be removed from the person before entering the pool.
13. No occupant under the age of sixteen (**16**) shall not be permitted to entertain guests in the pool or pool-side area unless said guests are under the pool-side supervision of a parent or occupant guardian of such minor.
14. The pool is for the exclusive use of all Occupants and their Guests. Occupants are responsible for the conduct of their guests.
15. All persons shall comply with the requests of the Managing Agent and the Resident Manager respecting matters of personal conduct in and about the pool area.

I. Trash and Garbage:

1. The trash chute will not be used from **10:00p.m. Through 6:00a.m.**
2. All trash containing food or any material subject to decay, or which will emit offensive odors, empty cans and bottles, ECT, shall be securely wrapped and placed in receptacles provided in a refuse collection area. No wet garbage or wet trash shall be placed in the trash chute, nor shall boxes or trash exceeding the weight and size designated therefore be placed therein.
3. Coat hangers, newspaper, carpet, padding and other oversized articles, empty cartons of large dimensions shall be carried to the trash bin and not dropped down the trash chute.
4. Trails of drips or stains on the Hallway/Walkway from an individual apartment to the trash chute indicate improper packaging of garbage. Violators are responsible for cleaning up the mess.

J. Contractors:

1. All approved construction or repair work shall be done only between **8:00a.m. And 4:30p.m. Monday through Friday.** A building permit must be posted if required by the nature of the work.
2. The contractor's vehicles may be parked in the stall belonging to the apartment unit being worked in. All of the other stalls are privately owned, and can only be used with the express permission of the owner. Parking without permission may subject to towing.
3. The elevator, hallways, and walkways must be kept clean. No debris shall remain overnight. Do not disable the elevator for long periods. Load and unload expeditiously so that the residents are not inconvenienced.
4. All scrap, trash or other debris must be removed from the premises by the contractor or by the workman. The dumpster is for the exclusive use of the residents and must not be used for the debris from construction repair. Any clean-up necessitate at the expense of Association of Hale O' Pumehana will be billed to the appropriate owner.
5. Some apartment units have no individual water shut off valve for the said unit, so any plumbing changes or repairs may require that the water supply to the section or the entire building be shut off. If such a shut down is necessary, the Resident Manager must be notified at least **48 hours** in advance and the water must be off not more than three hours at any one time. Preferably between **9:00a.m. And 12:00 noon.**

K. Fine Assessment:

1. **First Offense:** A written citation to be given and sent to owner.
2. **Second Offense:** A written citation to be given and sent to the owner and a **\$25.00** fine assessed to the owner.

3. ***Third and Subsequent Offense:*** A written citation to be given and sent to the owner and a **\$50.00** fine assessed to the owner.
4. Continued offense may result in eviction as per the Association By-Laws.
5. The owner shall also be assessed a late fee for each month the fines remains unpaid, unless the Board of Directors votes to suspend or cancel the fine.

L. Appeal on Fines:

1. Within thirty (**30**) days of the date of citation, an Owner or Tenant who feels that they have not committed a violation may appeal to the Board of Directors of Hale O' Pumehana by writing a letter stating their position, or appear in person at the next Regular Board of Directors meeting.
2. If an appeal is made to the Board of Directors within thirty (**30**) days of the notice, the appeal must contain a copy of the citation, the reason for the appeal, the names and addresses of any witnesses, and copies of any proposed exhibits. The Owner, Tenant, or other offender may appear at a Board of Directors meeting to provide additional information or the Board of Directors may ask the Owner, Tenant, or other Offender to appear.
3. The Board of Directors may reduce, suspend, or cancel any citation or fine after consideration of the appeal. The Board of Directors will mail or deliver a written decision to the person making the appeal within thirty (**30**) days of receipt of the notice of appeal.

Approved by the Board of Directors of Hale O' Pumehana on: 12/28/98

President: Edean Hayashida

Vice President: Pamela Wong Minder

Secretary: Kenny Nguyen

Treasurer: Melvin Lau

Director: Alex Hill

Resident Manager: Fernando Bastos

Mon / Tues / Thru / Fri

8am to 5pm

Wed / Sat

8am to 12pm

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Hale O' Pumehana

Resident Information

757 Kinalau Place – Honolulu, Hawaii 96813

Resident's Name (Please Print Last Name First)		Move in date: _____
		Move out date: _____
		Apartment #: _____
Check One: I am an Owner () - I am a Renter ()		Enter phone #:
If Renting furnish Owner's or Agents name above		Owner/ Agent #: _____
Name of employer(s) bellow:		Apt Phone #:
		Phone #:
		Phone #:
		Phone #:
Name of other persons living in the apartment:		
1.		
Name	Age (if minor)	Sex Relationship
2.		
Name	Age (if minor)	Sex Relationship
3.		
Name	Age (if minor)	Sex Relationship
Name of local emergency contact:		Phone #:
Automobile: Parking level (Check U/L or both) Upper () - Lower ()		Stall #(s):
1.		
Make	Year	Model License Number Color
2.		
Make	Year	Model License Number Color
House Rules: (Please Check).		
1. I have received a copy of the House Rules. ()		
2. I agree to comply with the House Rules. ()		
3. I agree to comply with Pet Regulations as outlined in the House Rules. ()		
Signed:		Date: