

DIAMOND HEAD APARTMENTS, LTD. HOUSE RULES

Foreword

The Board of Directors has established these governing *House Rules* and the accompanying information based on the *Bylaws* (as amended and restated) and *Proprietary Leases* of Diamond Head Apartments, Ltd. and the underlying policy “to inhibit transiency and to promote continuity of residence and a residential character in the building.” Owners should make themselves familiar with all three of these governing documents, and should be aware that the Proprietary Lease assigned in conjunction with the purchase of an apartment is the overriding governance document.

As owners of a co-operative, we have a special charter to maintain harmony in the building; one way to do this is through familiarity with the House Rules, which are meant to ease the frictions of everyday living and make living at Diamond Head Apartments a comfortable experience for all concerned. When living together in close proximity, every resident has not only certain rights, but also certain obligations to other residents. By maintaining a congenial community atmosphere, the quality of life for residents and the value of an owner’s investment are sure to be enhanced. Specific rules cover various situations based on experience with apartment living, but cannot anticipate every aspect of human behavior or every contingency. Whenever there does not seem to be a House Rule for a particular situation, common sense and courtesy should prevail.

The following House Rules are effective as of the date stated below and supersede all those issued previously. This writing of the House Rules has intentionally provided more information to residents to promote communication and increase awareness of the procedures in place at Diamond Head Apartments.

* * * * *

Diamond Head Apartments, Ltd. is a cooperatively owned residential apartment building completed in 1958. The structure itself is of reinforced concrete, with a two-level entry and parking facility and twelve residential floors above. These floors are arranged in three wings with up to six apartments per floor. The sides of each wing are within the field of view of the adjacent wings. Open Service Lanais on the sides of each wing were elements of the building’s original design. Many of these lanais have since been enclosed. Two elevators serve each floor and the lobby/parking levels. The building has a swimming pool and surrounding deck, as well as a covered common area lanai and several garden areas.

Diamond Head Apartments, Ltd., designed by Vladimir Ossipoff, is designated as a historical building in a Hawaii Modernism Context Study prepared for the Historic Hawaii Foundation. It is interesting to note that the building was the earliest multistory structure in the United States to employ pre-stressed concrete structural members. Pre-stressed I-beams reduced the need for structural columns and allowed a beam span of 40 feet to give more open, flowing spaces within the individual apartments.

Adopted by the Board of Directors
February 2001; Revised March 2004
Revised January 2016

**Owners can sign in at diamondheadapartments.com to access the
Bylaws, the current Proprietary Lease, House Rules, Maintenance & Alteration Rules,
Owner Forms and Documents, Budgets, the Fee Schedule, and the Community Directory.**

House Rules

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1 Defined Terms

- a) ACCESS LANAI. Small lanai area between gates, doors or walls abutting adjacent apartment Service Lanais.
- b) AGENT. A designated individual authorized to act on behalf of an Owner, including, but not limited to, a family member, a friend, another DHA Owner, or a real estate representative, but excluding a DHA staff member.
- c) BOARD. The Board of Directors of Diamond Head Apartments, Ltd.
- d) BOARD APPROVAL. *Written* notification indicating that Board Approval has been granted following receipt of the appropriate form or written request for a situation where the necessity for Board Approval is specified herein.
- e) COMMON AREA. Any area outside the individual units on each floor including, but not limited to, entrances, corridors, Service Centers, Access Lanais, and stairwells, as well as site elevators, parking lots, ramps, storage areas, stairways, gates, fences, railings, and first floor amenities including, but not limited to, lanais, gardens, the library, the pool, the pool deck, the shower, and mailboxes.
- f) CONTRACTOR. The individual or company contracted by an Owner to perform and/or oversee a project or renovation within the confines of an Owner's apartment, or the individual or company contracted by Diamond Head Apartments, Ltd. or a group of Owners to perform and/or oversee a project in a Common Area.
- g) DESIGNATED HOLIDAYS. Each of the following: New Year's Day, Presidents' Day, Good Friday, Memorial Day, Kamehameha Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day.
- h) DHA. The apartments and Common Area facilities known as Diamond Head Apartments or Diamond Head Apartments, Ltd. and/or the administrators of same.
- i) FEE. Monies, as specified on the Diamond Head Apartments, Ltd. Fee Schedule, charged to Owners at the discretion of the Board of Directors for services, reimbursements, deposits, or infractions, as stipulated in the Diamond Head Apartments, Ltd. Rules.
- j) GUEST. An individual staying overnight on a temporary basis while an Owner, Occupant or Tenant is in residence.
- k) HOUSEGUEST. An individual staying overnight on a temporary basis in the absence of an Owner or Occupant.
- l) OCCUPANT. Any person who permanently resides in the primary residence of the Owner as shown by proof of residency on government-issued identification. All other individuals, including non-resident family members, are considered to be Guests, Houseguests or Visitors.
- m) OWNER. Any person shown as a holder of record of shares of Diamond Head Apartments, Ltd., or, in the case of an entity, any person shown as a primary occupant in an assignment for estate planning purposes.
- n) PROPERTY MANAGEMENT EXECUTIVE. The individual designated by the property management company to represent the company pursuant to the agreement with Diamond Head Apartments, Ltd.

- o) RESIDENT. A collective term that applies to Owners, Occupants, Guests, Houseguests and Tenants.
- p) RULE. A Rule or collectively the Rules contained in the Owners' Manual adopted by the Board of Directors of Diamond Head Apartments, Ltd., including the House Rules and the Maintenance & Alteration Rules.
- q) SERVICE CENTER. The area behind the elevators on each floor accessible through doors on the Ewa and Diamond Head sides.
- r) SERVICE LANAI. The portion of an apartment that was originally accessed through a grill or door opening from the Access Lanai into the apartment.
- s) SERVICE PROVIDER. A companion, caregiver, babysitter, housekeeper or other individual who provides a personal service directly to a Resident.
- t) SUB-LESSEE. Any person specified as such on an approved application to sublease.
- u) TENANT. Any person named as Sub-Lessee or as other who will occupy the apartment on an approved application to sublease.
- v) VISITOR (INVITEE). Any person visiting with or invited by a Resident, but not staying overnight.
- w) WORKER. An individual, including, but not limited to, a Contractor, tradesperson, cleaner, or Service Provider, hired by an Owner or Diamond Head Apartments, Ltd. to perform work within the building or on the premises.

2 Rule Administration

2.1 DHA Staff

The Resident Manager coordinates through the Property Management Executive to maintain a harmonious and positive atmosphere at DHA. The Resident Manager is referred to throughout the Rules and is the primary contact for Owners in relation to the procedures and business of DHA. The Resident Manager is on call 24 hours a day for emergencies, and Resident or building problems. Hours of work and contact information for the Resident Manager and staff members are published in the monthly newsletter.

Staff members are responsible to the Resident Manager and shall be treated in a respectful and courteous manner. Any criticism or suggestion regarding the duties or performance of a staff member must be taken up with the Resident Manager, the Property Management Executive, or a Board member, never directly with the individual employee.

The Resident Manager and staff members are available to provide an appropriate degree of service and courtesy to Residents, such as assistance carrying packages, calling the elevator, changing a light bulb within an apartment, or other similar types of assistance that can be completed within a 5 to 10 minute time span. Staff members are prohibited from providing handyman services or other assistance within individual apartments or off the property during working hours, unless such services pertain to building maintenance or an emergency situation.

Any service provided to a Resident by a staff member outside of working hours will be deemed to be done as a Worker and must comply with [House Rule 8.2 Construction and Maintenance Hours](#).

2.2 Rule Enforcement

Rules and procedures outlined herein are intended to make living and working at DHA a comfortable and positive experience for everyone involved. The two most important aspects of the Rules are i) the fair and uniform treatment of all Residents, and ii) promotion of communication and goodwill between Owners, Residents, staff and management.

The Resident Manager and security personnel are responsible for the enforcement of DHA Rules and shall bring any alleged violation to the attention of the violator in a prompt and professional manner. The Resident Manager maintains an ongoing record of alleged violations, warnings given and corrective actions taken. If the violator is a Resident, Visitor or Worker other than the Owner, repeated instances of the same alleged violation shall be brought to the attention of the Owner.

When an alleged violation continues after appropriate warnings have been given, a written Notice of Violation will be delivered to the applicable Owner. The Notice of Violation will provide an explanation of the violation and the warnings given, and will outline any corrective action to be taken. A copy of this notice will be sent to the violator, if other than the Owner, and to the Property Management Executive. A copy will also be retained in the applicable Owner file.

If corrective action is not taken promptly after a Notice of Violation has been delivered, the Property Management Executive shall send a letter to the Owner whose Resident, Visitor or Worker is allegedly in violation. If the violation is not satisfactorily resolved, the Board will be advised of the violation details and will determine what further action will be taken, including, but not limited to, referral to legal counsel.

3 Information Distribution

3.1 Owner Information

Owners, upon purchasing an apartment, and Sub-Lessees, upon approval of an application to sublease, will be asked to complete an information card to enable DHA to provide a maximum level of security and service. The information collected will be used in the administration of DHA day-to-day business and will remain confidential. To ensure information is up-to-date, Owners may from time to time be requested to resubmit this information to the Resident Manager.

3.2 Owners' Manual

An Owners' Manual containing the House Rules and Maintenance & Alteration Rules will be distributed to each Owner upon the purchase of an apartment. Revisions to the DHA Rules will be distributed to Owners with Statements or by other means.

Owners' Manuals should remain in Owner apartments to enable Residents, Houseguests and Tenants to access the DHA Rules when Owners are not in residence and should be returned to DHA when an apartment is sold or leased. The House Rules and the Maintenance & Alteration Rules are published on the DHA website for Owners to refer to when not in residence.

3.3 Board Meetings and Minutes

Owners are welcome to attend Board meetings, other than meetings held in executive session. Owners may participate in any deliberation or discussion unless a majority of a quorum of the Board votes otherwise. The Board may adopt reasonable restrictions on Owner participation. One such restriction is that Owner participation is normally limited to the time allotted for the Owners' Forum.

Meetings are normally held once a month with the agenda being posted in the elevators a few days in advance of the meeting. After being approved, Board and Annual Meeting Minutes are posted on the DHA website.

3.4 Cable TV and Internet Service

Basic cable TV and high speed Internet service are included in the monthly maintenance assessment. Owners are responsible for obtaining the necessary equipment from the cable company and for setting up cable and Internet service within individual apartments. Owners are also responsible for any additional premium services and/or repair of existing connections inside apartments. If a trouble call is made for service and the problem is not found to be with the basic connection, the Owner will be responsible for the resulting costs.

Wi-Fi access is available for Resident use on the Ocean Terrace Lanai and the pool deck. The Wi-Fi network name and password are published in the monthly newsletter. This Wi-Fi access is for Residents only; the network name and password should not be shared with any other individuals.

3.5 Community Directory

To facilitate a sense of community within the building, DHA publishes a directory of all Owners sorted by apartment number with first and last names or as registered entities. Owners are asked for permission before any contact information (home/cell telephone numbers, and/or email addresses) is included in the directory. This permission is solicited on the Owner Information card. Owners wishing to update their information or change the permission given should contact the Resident Manager.

3.6 DHA Website

The DHA website can be accessed by sign in at diamondheadapartments.com. Information posted on the website includes, as applicable, Board and property management contacts, Bylaws, the current Proprietary Lease, House Rules, Maintenance & Alteration Rules, budgets, the Fee Schedule, forms and informational documents for Owners, meeting minutes, newsletters and a community directory.

3.7 Fee Schedule

Fees are set and reviewed at the discretion of the Board, and are applied to Owners in a fair and equitable manner. The Fee Schedule, which is incorporated by reference herein, provides a record of current Fees as approved by the Board. The current Fee Schedule is posted on the DHA website.

Maintenance and reserve assessments and applicable monthly Fees are charged on monthly statements. The Property Management Executive and the Resident Manager handle other Fees on an “as incurred” basis. Such fees may be added to the monthly statements.

3.8 Forms

Forms for use by Owners can be accessed on the DHA website. Forms for conducting DHA business are available from the Resident Manager. Forms required for real estate purposes are available from the Property Management Executive. For further information, see [House Rule Section 17 Forms](#).

3.9 Newsletters

Monthly newsletters are distributed to Owners as an attachment to monthly statements and are also available on the DHA website. Newsletters provide Residents with information relating to building entry codes, lanai Wi-Fi access, DHA website access, staff member contacts, Board and Annual meetings, social events, building projects, and apartment renovations.

3.10 Statements

The property management company issues monthly statements to Owners. Payment is due on the 1st of each month. The Property Management Executive is responsible for the administration of overdue accounts. Owners may arrange to automatically pay their monthly assessment directly from a checking or savings account and can opt to receive online eStatements.

3.11 Supporting Documents

Supporting documents, as specified in [House Rule 3.6 Fee Schedule](#), [House Rule 4.5 Insurance Coverage](#), [House Rule 4.9 Assistance Animals](#), [House Rule 4.11 Barbecuing](#), [House Rule 5.1 House Rules for Temporary Occupancy](#), [House Rule 5.5 Sublease Approval and Extension](#), [House Rule 6.3 Responsibility for Individuals Accessing the Building and Premises](#), [House Rule 7.1 Yellow Safety Card](#), [House Rule 10.6 Insect Infestation](#), [House Rule 14.3 Pool Safety](#), and [House Rule 15.1 Rules for Service Center Use](#), are incorporated by reference herein and are posted as specified or distributed to Residents when appropriate.

4 Occupancy Rules

4.1 Rights and Responsibilities

Residents must maintain and use their apartments, and Common Areas, in a prudent and considerate manner that does not i) cause injury or unreasonable annoyance to other Residents, ii) cause damage to the building, or iii) interfere with the rights of other Residents.

Owners shall be responsible for the actions and conduct of all individuals accessing the property by means of entry fobs, access keys, and security gate openers issued to the Owner or entry codes provided by any Occupant, Guest or Houseguest of their apartment.

Owners shall be responsible for the actions and conduct of all Agents and Workers gaining access to the premises using a Contractor entry code provided by the Owner or by a Contractor hired by an Owner.

Owners subleasing their apartment shall be responsible for the actions and conduct of their Sub-Lessees. Sub-Lessees shall be responsible for the actions and conduct of all individuals accessing the property by means of entry fobs, access keys, and security gate openers issued to them or entry codes provided by any Resident of their sublet apartment.

Owners shall be responsible for claims and liabilities resulting from the failure of all such individuals to exercise prudence and reasonable care in the maintenance and use of Common Areas or an apartment, or to conduct themselves in accordance with the DHA Rules.

4.2 Local Agents and Contacts for Emergencies

Owners whose primary residence is outside of North America are required to designate an Agent on Oahu (who may be another Owner at DHA) to act for them in case of an emergency. Contact information for such an Agent shall be provided to the Resident Manager.

Owners are responsible for providing the Resident Manager with a telephone contact number and, as applicable, an email address so they can be contacted in case of emergencies or for maintenance reasons. The Resident Manager should be notified of any changes to telephone or email contact information. In addition, Owners are asked to provide one additional emergency contact.

4.3 Initial Occupancy

In keeping with DHA policy of inhibiting transiency and promoting continuity of residence and the residential character of the building, an apartment may not be subleased or occupied in the absence of the Owner by anyone other than the Owner's *immediate* family for a period of 12 months from the time of purchase, except with Board Approval following due consideration of circumstances deemed consistent with said policy. For the purpose of this Rule, *immediate* family is defined as the parents, siblings, direct descendants (e.g. children and grandchildren), and legal spouse of the Owner.

When the same Owner holds the shares for more than one apartment, such apartments will be treated as a single unit for the purposes of occupancy and subleasing.

If an apartment is under sublease at the time of sale to a new Owner, the new Owner may opt to continue the sublease. At the conclusion of the sublease, the 12-month period of restricted occupation referred to above shall begin.

If apartment ownership is transferred by way of inheritance, there is no restriction on subleasing during the first 12 months after the transfer.

4.4 Apartment Usage

An apartment shall be occupied and used only as a private dwelling by the Owner and permitted Occupants and for no other purposes.

No trade or business of any kind may be conducted in or from any apartment except that an Owner and permitted Occupants residing in an apartment may conduct such business activity within the apartment so long as i) the existence or operation of the business activity is not apparent or detectable by sight, sound or smell from the exterior of the apartment, ii) the business conforms to all zoning requirements, iii) the business activity does not involve persons coming on the property who do not reside therein, iv) the business activity is not publically advertised using the DHA name, v) the business activity does not increase the liability or casualty insurance obligation or premium of DHA, and vi) the business activity is consistent with the residential character of DHA and does not constitute a nuisance or hazardous or offensive use, as may be determined at the sole discretion of the Board.

The terms "business" and "trade," as used in this provision, shall be construed to have their ordinary generally accepted meaning and shall include, without limitation, any occupation, work, or activity undertaken on an ongoing basis which involves the provision of goods and services to persons other than the provider's family and for which the provider receives a fee, compensation, or other form of consideration, regardless of whether i) such activity is engaged in full or part-time, ii) such activity is intended to or does generate profit, and iii) a license is required therefore.

The decision as to whether or not an apartment is used by an Owner or a permitted Occupant for any purpose or in any manner that may injure the reputation of the building, adversely affect safety, or inhibit the rights of others to enjoy a homelike atmosphere shall rest solely with the Board and shall be final and binding. Failure to comply promptly and permanently with a ruling of the Board resulting from such a decision may result in the denial of the right to occupy the apartment by such person or persons, whether Owner or permitted Occupant, judged by the Board to be responsible therefore.

4.5 Insurance Coverage

The DHA master property insurance policy provides insurance coverage with respect to the building as originally constructed including common elements, painted walls, original floors and original ceilings inside individual apartments, and Common Areas as originally constructed or as improved. In addition, DHA has a master general liability policy that provides liability coverage for Common Areas.

At the discretion of the Board, Owners may be invoiced for the DHA policy deductible for property damage caused by any individual using entry fobs, access keys, and security gate openers issued to the Owner or entry codes provided by any Resident of their apartment. The current DHA policy deductible can be found on the Fee Schedule.

The DHA property insurance and general liability policies do not provide coverage for i) improvements or betterments inside individual apartments, ii) personal property, or iii) liability claims inside individual apartments. It is strongly recommended that Owners obtain adequate insurance for any items not covered by DHA policies. Further information is provided in a supporting document entitled Insurance Coverage which is available on the DHA website.

Owners are responsible for ensuring that insurance coverage is in place as stipulated in the Proprietary Lease (Section 4.4, 2006 Edition). This section stipulates, among other things, that Owners are responsible for carrying general liability insurance to cover potential personal liability for damage caused to Common Areas or other apartments in an amount of not less than that \$300,000 for each occurrence (more is strongly recommended). From time to time, DHA may require evidence that insurance coverage as required by the Proprietary Lease is in force.

DHA property insurance claims will be filed for property damage from covered perils when the estimated damage exceeds the deductible under the DHA property insurance policy. When Owners experience an insured peril within their apartment, they should notify the Resident Manager and file a claim with their HO6 insurer. The extent of the damage will be assessed to determine whether a claim should be filed under the DHA property insurance policy.

When Residents are involved in or observe damage or injury in a Common Area, they should report the incident to the Resident Manager as soon as possible.

4.6 Vacant Apartments

For security and maintenance purposes, the Resident Manager should be notified when an apartment is to be vacant for more than two weeks. During periods of extended vacancy, Owners should have an Agent or Worker make periodic inspections of the vacant apartment.

To minimize energy costs, it is recommended that the electrical current to the water heater be turned off and all electrical appliances not required during vacancy be disconnected. Shower and bathtub drains, which are prone to cracking if left dry, should either be covered to prevent water evaporation or water should be run through them periodically.

To minimize potential water damage risk, it is recommended that the hot and cold-water valves to washing machines be turned off. Risk of water damage can be further reduced if the main water valve is shut off. To determine if the main water valve can be shut off and the procedure for doing so, refer to the Maintenance & Alteration Rules for the Rule relating to Main Water Valves and Water Shut Off.

4.7 Apartment Sale, Mortgage and Lease

In conjunction with real estate transactions, Board Approval is required before i) sale documentation is forwarded to escrow, ii) a mortgage is taken out on an apartment, iii) a Proprietary Lease is assigned either to an Owner or a Trust, iv) an apartment is subleased, or v) transfer occurs pursuant to an inheritance or court order. Forms required to request Board Approval in these instances are detailed in [House Rule Section 17 Forms](#).

When requests for real estate transactions are received, records will be reviewed to determine if Owners are required to execute a new Proprietary Lease in conjunction with such transactions. Real

estate transactions may not be finalized until the Owner has been notified that Board Approval has been granted.

For security reasons, apartments for sale may be shown by appointment only. Open house showings are not permitted. Open houses for Brokers are discouraged, but may be held on Wednesday mornings with prior notification to the Resident Manager. No open house or other realty signs are allowed either on or off the premises.

4.8 Pets Prohibited

Dogs, cats, birds, reptiles or other animal pets will not be permitted in any apartment, nor shall any such animal be allowed to enter or remain in any area of the building, grounds, pool or shower, or be in any vehicle parked on the premises. Fish aquariums of less than 50 gallons are permitted in the building.

4.9 Assistance Animals

Notwithstanding any other provisions herein, a person who is disabled or handicapped as defined in Chapter 515, Hawaii Revised Statutes, and who does not have equal opportunity to use and enjoy an apartment or the Common Areas on account of such a handicap or disability, may be permitted to keep an animal as a reasonable accommodation under applicable current Federal and State statutes when such accommodation is necessary to afford the person with such equal opportunity provided that such person provides such information as is necessary to establish i) that the person is disabled, if the disability is not apparent, and ii) the need for the use of an animal to afford the person equal use and enjoyment of housing, including, but not limited to, a report from the person's treating physician, psychiatrist, psychologist, other mental health professional, or social worker to establish that the animal provides support and alleviates at least one of the symptoms or effects of the person's disability.

The Board will review all such requests and a decision will be rendered based on the merits of the request. In reviewing such requests, the Board will take into consideration the restrictions set forth in the supporting document entitled Assistance Animal Restrictions. Should a request for reasonable accommodation be received this supporting document will be provided to the applicant and the applicant will be advised that the restrictions outlined therein must be followed without exception if the application is approved.

4.10 Birds

Birds must not be fed anywhere on DHA property. To discourage nesting of birds, all lanais should be periodically inspected for signs of bird inhabitation. Any sign of bird nesting should be removed immediately.

4.11 Barbecuing

No barbecuing shall be allowed upon any apartment lanai.

A barbecue is available for Resident use. Barbecue supplies are provided by DHA and are kept in the storage cupboard in the library. A supporting document entitled Barbecue Procedures outlining the instructions for barbecue use is posted on the inside door of the cupboard and is available on the DHA website.

The barbecue may only be used in the designated barbecue area as specified on the Barbecue Procedures supporting document. Residents should use the specified fuel and starter. Synthetic charcoal briquettes, chemical fire starters, or paper products are not permitted. Residents must use the sign-up calendar in the library to reserve the barbecue so other Residents are aware that the lanai will be used for barbecuing.

4.12 Smoking

Smoking is prohibited on the exterior lanais of each individual apartment, and in all Common Areas including, but not limited to, entrances, corridors, Service Centers, stairwells, elevators, lanais, gardens, stairways, parking lots, the library, and the pool and shower areas. "Smoking" means inhaling or exhaling the fumes of tobacco or any other vegetal material, including but not limited to marijuana or medical marijuana ("Plant Material"), the use of electronic smoking devices of any kind regardless of whether such devices use any Plant Material, or the carrying of any lighted Plant Material or active electronic smoking device. The terms "plant material," "smoking," and "electronic smoking device" shall be construed in their broadest and most liberal sense in order to achieve the intended purpose of protecting Residents, Visitors, Workers and staff from unwanted exposure to fumes from tobacco or any other Plant Material, and from nicotine and other hazardous substances contained in the vapor and fumes produced by electronic smoking devices.

5 Temporary Occupancy

5.1 House Rules for Temporary Occupancy

Owners are responsible for ensuring that their Guests, Houseguests, and Sub-Lessees are familiar with the House Rules and with their responsibility to abide by them. When Houseguests arrive at DHA, a staff member will deliver to them a welcome letter entitled Dear Guest in order to provide them with a condensed version of the House Rules. This supporting document, available on the DHA website, informs Houseguests, among other things, that Owners have certified that, as Houseguests, they will abide by the House Rules. Owners must ensure that Houseguests and Tenants have access to a full copy of the House Rules and should emphasize the importance of compliance so that misunderstandings may be avoided.

5.2 Loan of Apartments

Owners may loan their apartments to family and friends (Houseguests) provided they are properly registered as stipulated in [House Rule 5.3 Overnight Guests and Houseguests](#). No rent or other compensation, however designated, can be involved in any way with the loan of an apartment. If an Owner has subleased an apartment, the apartment may not be subsequently loaned to those Tenants, except on a short-term basis and with prior Board Approval. Tenants are not allowed to loan a sublet apartment to a Houseguest.

5.3 Overnight Guests and Houseguests

All Guests and Houseguests, including visiting family members, must be registered in order for staff members to be aware that they can access the building and use the pool and Common Areas without another Resident being present, and, with respect to some off-island Owners, to ensure the Owner's parking space is available for their use.

At least five days prior to the arrival of Guests (Owner, Occupant or Tenant is in residence), Owners or Sub-Lessees must send email or written notification to the Resident Manager of the name and visitation dates of said Guests. At least five days prior to the arrival of Houseguests (Owner or Occupant is not in residence), Owners must file a signed Overnight Guest Registration form with the Resident Manager. Through these notifications of Guests and Houseguests, Owners or Sub-Lessees are certifying that these individuals are aware of the House Rules and acknowledge their responsibility for the actions and conduct of these temporary Residents.

5.4 Sublease of Apartments

Owners may sublease their apartments during their absence, subject to all the terms and restrictions in their Proprietary Lease (Section 4.3, 2006 Edition), and as further noted in [House Rule 4.3 Initial Occupancy](#). When the same Owner holds the shares for more than one apartment, the apartments are considered a single unit and, as such, cannot be sublet independently of each other. Applications for subleasing an apartment must be submitted for Board Approval on a properly completed application for sublease form. All individuals, who will occupy a sublet apartment, must be listed on the application for sublease either as Sub-Lessees or as others who will occupy the apartment.

If an Owner enters into a sublease with a Sub-Lessee pursuant to the provisions set forth in the Proprietary Lease (Section 4.3, 2006 Edition) and receives the required Board Approval, the Sub-Lessee, through the execution of an application to sublease and an entry access agreement, assumes responsibility for i) the actions and conduct of all individuals using entry fobs, access keys, and security gate openers issued to the Sub-Lessee or entry codes provided by any Resident of their sublet apartment, and ii) ensuring that all Residents of the sublet apartment are familiar with the House Rules and their responsibility to abide by them.

5.5 Sublease Approval and Extension

All subleasing of apartments and subsequent sublease extensions are subject to prior Board Approval. Sublease requests will not be approved if an Owner is in arrears with DHA at the time the request for sublease or sublease extension is made. Sublease extension requests received after the termination date of the sublease will not be approved unless mitigating circumstances warrant otherwise. Sublease extensions will not be approved for Tenants who are in violation of the terms of the sublease.

The information contained in the supporting document entitled Subleasing Scenarios: 24 Months Maximum in 36 Month Period may assist Owners in determining whether the Board will approve an application to sublease or grant a sublease extension. When sublease inquiries are made or subleases are due for renewal, this document will be distributed by the Board.

Owners interested in subleasing their apartment should make themselves familiar with the subleasing provisions set forth in the Proprietary Lease (Section 4.3, 2006 Edition) which stipulates, among other things, that i) no sublease can be entered into for the 12 months following the date of purchase except as noted in [House Rule 4.3 Initial Occupancy](#), ii) the minimum sublease term (at this printing three months) as specified in the Proprietary Lease is adhered to, and iii) the aggregate term of all subleases during any 36 consecutive month period shall not exceed 24 months, excepting that an extension of not more than one year may be approved for Sub-Lessees who have sublet an apartment for a continuous period of at least nine months without violation of the terms of the sublease or of the aggregate 24-month limitation. When the aggregate 24-month limitation is reached, the sublease must be terminated, and the Owner cannot sublease the apartment again for a period of 12 months.

Subleases extended under the exception noted in iii) above may be further extended provided such extensions are limited to a term of not more than one year and are approved by the Board. When such extended subleases terminate, Owners cannot sublease the apartment again for a period of 12 months.

Owners must receive notification of Board Approval prior to providing confirmation to the Sub-Lessee that a sublease or a sublease extension has been approved. It is strongly recommended that an Owner seek specific concurrence from the Board well in advance of any approaching sublease deadline to avoid misunderstandings as to approval requirements and the exact permissible dates.

Owners are responsible for keeping track of the total sublease time. To ensure the maximum aggregate limit is not exceeded, Owners must submit the aggregate sublease status in conjunction with an

application to sublease or any request for sublease extension. Board Approval of subleases or sublease extensions is not to be construed as agreement that an aggregate sublease period is not being exceeded.

5.6 Subleasing to a Family Member or Another Owner

Owners may sublease to a family member or another Owner. In the case of a family member, this individual, regardless of whether compensation is being paid for the use of the apartment or not, becomes a Sub-Lessee, and the Owner must complete an application for sublease to be approved by the Board. Notification of such arrangements must be submitted to the Resident Manager within five days of occupancy. The duration of any such sublease will not be included in the calculation of the aggregate sublease period for the subleased apartment.

6 Security Systems and Procedures

6.1 Ownership of Entry Fobs, Access Keys and Security Gate Openers

The entry fobs, access keys and security gate openers, issued to Owners to enable Residents to access the building and grounds, remain the property of DHA on loan to Owners. Responsible use of entry fobs, access keys and security gate openers is essential to building security and Resident safety. Owners are responsible for ensuring Residents of their apartment take appropriate action to safeguard these items from loss, theft or damage. The Resident Manager or security personnel must be notified immediately if any entry access items are lost or stolen. A Fee per lost item will be charged.

When entry access items are issued, Owners are required to sign an entry access agreement governing the receipt, duplication, transfer and loss of entry fobs, access keys and security gate openers. This agreement stipulates, among other things, that entry access items are not to be transferred without prior Board Approval and access keys are not to be duplicated.

Upon sale of an apartment, all entry access items must be returned to the Resident Manager before they can be issued to a subsequent Owner.

6.2 Loan of Entry Fobs, Access Keys and Security Gate Openers

Occupants, Houseguests and Guests, whether or not accompanied by an Owner, may access the building and the premises with entry fobs, access keys or security gate openers issued to the Owner. Owners subleasing or loaning an assigned lower level parking space to another Owner may loan their security gate opener to enable the applicable Owner to access the space.

When an application for sublease is approved, the Sub-Lessee will be required to sign an entry access agreement to facilitate the transfer of entry fobs, access keys and security gate openers from the Owner to the Sub-Lessee, at which time the Sub-Lessee assumes responsibility for access item procedures. Upon termination of the sublease, the Owner is responsible for ensuring that the Sub-Lessee returns all access items to DHA.

Under limited circumstances, an Owner may loan a Service Provider an entry fob, an access key or a security gate opener, or may authorize a Service Provider to use the Resident entry code in order to access the Owner's apartment, the Common Areas or an assigned lower parking space. In these instances, the Owner must register the Service Provider by completing a service provider access approval request. The Owner, the Service Provider and the Resident Manager must execute this form before any entry access items are transferred to the Service Provider. Through the execution of this form, the Owner certifies that the Service Provider is aware of the House Rules and acknowledges the Owner's responsibility for the actions and conduct of the Service Provider. The Board may revoke this privilege at any time.

The Owner must notify DHA in writing when access items loaned to Service Providers are no longer being used and have been transferred back to the Owner.

At no time should entry fobs, access keys or security gate openers be loaned to any other individual. As per [House Rule 6.11 – Contractor Entry Code](#), Agents and Workers authorized to work in the building should access the building by utilizing the Contractor entry code.

6.3 Responsibility for Individuals Accessing the Building and Premises

As stipulated in [House Rule 4.1 Rights and Responsibilities](#), Owners shall be responsible for the actions and conduct of Occupants, Guests, Houseguests, Agents, Workers, Sub-Lessees and any other individuals associated with their apartment. Residents must accompany Visitors and are responsible for monitoring their conduct.

It is the responsibility of Residents and Contractors, not staff members, to provide access to the building and the premises for appropriate individuals. Staff members are not authorized to admit anyone to the building or the premises unless specifically authorized to do so by the Resident Manager.

Any individuals not accompanied by a Resident, Agent, Worker or staff member, including Visitors and delivery and maintenance personnel, should gain access to the building through the use of the Sentex entry system located in the library or the lower level lobby.

The names of Agents and Workers, who regularly access the building on behalf of Owners who are not in residence, should be provided to the Resident Manager.

A supporting document entitled Rule Summary for Workers at Diamond Head Apartments provides a summary of the Rules that apply to Workers. This summary incorporates requirements from both the House Rules and the Maintenance & Alteration Rules and should be provided by Owners to Workers who are accessing the property on a regular basis or for an extended period of time. The Maintenance & Alteration Rules stipulate that the Rule Summary for Workers must be posted on the jobsite during apartment renovation projects.

6.4 Access in Case of Emergency or Maintenance

For emergency, security and maintenance purposes, Owners are required to provide the Resident Manager with a full set of apartment keys to open all main and secondary doors so as to allow access to all areas of the Owner's apartment. Procedures for the handling and use of Owner-provided keys are outlined in [House Rule 6.15 Procedures for Owner Key Use and Storage](#).

Owners or Sub-Lessees will be notified when keys held by DHA are used to access their apartment in the absence of a Resident. Whenever possible, this notification will be made at least 24 hours in advance of the apartment being accessed. It is the responsibility of the Owner to provide the appropriate contact information to the Resident Manager to accommodate this 24-hour notice.

If an apartment must be entered for emergency purposes and the Owner has not provided the proper keys, any costs incurred (such as a locksmith or carpentry repair of a damaged door) will be charged back to the Owner.

6.5 Entry Fobs

Two entry fobs are issued to each Owner. These fobs provide DHA with a high level of security as they cannot be reproduced and can be disabled if lost. Replacing lost or damaged fobs is time consuming and expensive. For security reasons, we recommend that entry fobs not be taken to the pool or the beach during the hours that the entry codes are functioning.

The Diamond Head elevators in the upper and lower lobbies are equipped with a sensor on the left side of the frame. When activated, an elevator will come to the specified lobby. To summon an elevator, hold the fob near the sensor until it beeps and the ring around the call button lights up to indicate an elevator will come to the lobby.

Entry fobs can also be used to open the fire exit door to the inside stairway leading to the upper floors. This door is located on the upper level parking, makai-facing side. To operate, hold the fob near the sensor until it beeps and pull the door open.

6.6 Access Keys

Each Owner is issued two access keys which unlock the following entrances: i) gate from upper lanai to pool area, ii) gate from pool area to lower level parking, iii) gate from pool area to seawall walkway, iv) gate from pool area to garden, v) stairwell door to lower level parking, and vi) pedestrian gate from lower level parking to Kalakaua Avenue. The access key also unlocks the cupboard door in the library.

All gates and doors leading to the exterior of the building or grounds that are unlocked with access keys are set to automatically lock when closed. For safety and security reasons, the automatic locking mechanisms must never be disabled. All gates and doors must remain closed and locked at all times. To enhance security, Residents are asked to double check to make sure gates and doors are properly locked every time they are utilized.

In addition, each Owner is issued two keys to access their apartment mailbox and two keys to access their designated storage room.

6.7 Security Gate Openers

Owners are issued one security gate opener per lower level parking space to open the lower level entrance and exit security gates. The security gate opener must only be utilized for Resident or registered Service Provider vehicles, or to admit Workers or delivery personnel to the loading zone in which case a Resident or staff member must be present. The security gate opener must not be loaned except as specified in [House Rule 6.2 – Loan of Entry Fobs, Access Keys and Security Gate Openers](#).

Care must be taken when entering and exiting lower level parking to ensure unauthorized vehicles or individuals do not access the property when a security gate is open.

6.8 Additional Entry Fobs, Access Keys and Security Gate Openers

Owners may make requests for additional entry fobs or access keys in writing to the Board. The Board reserves the right to deny such requests. A Fee will be charged if such requests are approved. Additional entry fobs will not be approved for loan to Service Providers. Requests for additional security gate openers will not be approved.

The loan of an entry fob for a Guest or Houseguest can be approved. A Fee will be charged when a fob is loaned. Fees for loaned fobs will be refunded upon return of the fob. Owners should contact the Resident Manager to inquire about such loan of an entry fob.

6.9 Sentex Entry System

There are two Sentex panels located in the building: one in the library on the upper level and another in the lower level lobby. For security reasons, a three-digit code is assigned to each Owner apartment. A directory of Owner codes is posted on the wall next to each Sentex panel. The directory does not include apartment numbers so callers will need to be advised of the appropriate apartment number.

The Sentex panels can be used to admit individuals to the building by entering a three-digit Owner code or a four-digit Resident or Contractor entry code. When assigning a three-digit Owner code, an

Owner telephone number must be programmed into the system. To ensure current telephone numbers are associated with assigned three-digit codes, Owners must notify the Resident Manager when registered telephone numbers change.

To use the Sentex call system to access the building, push the pound sign followed by the appropriate three-digit code. When a code is entered correctly, the corresponding Owner telephone will ring. To admit a caller when the phone is answered, push and hold nine for about five seconds and an elevator will be called to the appropriate lobby. If the phone is not answered, the connection will be cut off after approximately two minutes. If the phone is busy, the system will give a busy signal.

To use a Resident or Contractor entry code, enter the appropriate code using the Sentex panel. If the code is entered correctly, the display will read 'Access Granted' indicating that an elevator has been called. The elevator door will open when the called elevator reaches the appropriate lobby level.

6.10 Resident Entry Code

Each month a Resident entry code is published in the monthly newsletter so Residents can access the elevator without using an entry fob. The Resident entry code functions every day between 6:30 a.m. and 6:00 p.m. The Resident entry code must only be shared with Residents entrusted with the keys to an apartment and registered Service Providers as outlined in [House Rule 6.2 Loan of Entry Fobs, Access Keys and Security Gate Openers](#). Owners will be notified if the code is changed during the month.

The Resident entry code also provides access to the lockbox on the gate from the pool to the beach. An access key for opening this gate can be found inside the box.

6.11 Contractor Entry Code

Each month a Contractor entry code is published in the monthly newsletter so Agents and Workers can access the elevator without using a fob. The Contractor entry code functions from Monday to Friday between 8:00 a.m. and 4:30 p.m. The Contractor entry code must only be used by Agents and Workers and should not be given out to any other individuals. Owners will be notified if the code is changed during the month.

6.12 Security Cameras

In order to discourage trespassing and deter criminal activity, security cameras have been placed at strategic locations around the property. It must be noted, however, that DHA does not provide real time surveillance of activity anywhere on the property beyond that provided by security personnel during the hours specified in the monthly newsletter. Our security cameras provide one tool to be utilized, among others, when there is an investigation of a security incident on the property. Owners should ensure that the Residents of their apartment always take the necessary precautions to safeguard themselves and their belongings.

6.13 Trespassers

Residents are asked to be mindful of trespassers on the property and to ensure that they do not allow anyone they do not know to access the building as they enter or exit the elevators, stairways, pool or lower level parking. Residents should contact a staff member when they see trespassers or are unsure if someone should be on the property. For safety reasons, Residents should not directly approach such individuals. Residents should call 911 if they feel threatened by a trespasser.

6.14 Elevator Security and Hold Function

Care must be taken when entering and exiting the elevator to ensure unauthorized individuals do not access the property. All individuals accessing the building should use an entry fob, an entry code or the Sentex entry system, or be accompanied by a Resident, Agent, Worker or staff member.

The elevator mechanism can be damaged if the elevator doors are held open manually. When the doors are held open in this manner, a buzzer will sound and the elevator may be disabled. A service call will be required to reset a disabled elevator. If a Resident needs the elevator to wait on a floor, the HOLD button must be used.

It is a **security risk** to leave an unattended elevator on HOLD. Whenever the HOLD function is in use, care must be taken to ensure that unauthorized individuals do not access the elevator. Pressing DOOR CLOSE or a floor number button will cancel the HOLD function.

6.15 Procedures for Owner Keys Use and Storage

As per House Rule 6.4 Access in Case of Emergencies or Maintenance, Owners are required to provide a full set of keys to access their apartments.

- a) Apartment keys will only be accepted from or given to Owners or authorized Agents. Unless the Owner specifies otherwise, Occupants and Houseguests can be admitted to an apartment using an Owner-provided key.
- b) Apartment keys will not be accepted from or given to Tenants. Tenants will not be admitted to an apartment using an Owner-provided key unless and until i) an application for sublease has been approved by the Board, ii) both the Owner and the Sub-Lessee have signed an entry access agreement as per [House Rule 6.1 – Ownership of Entry Fobs, Access Keys and Security Gate Openers](#) and [House Rule 6.2 – Loan of Entry Fobs, Access Keys and Security Gate Openers](#), and iii) the Board has received written authorization from the Owner to provide the Tenants with access.
- c) All Owner-provided keys are coded in a manner that makes it impossible to determine from the key itself which apartment it belongs to.
- d) All Owner-provided keys are kept in a locked key cabinet that can only be accessed by the Resident Manager and others designated by the Resident Manager.
- e) The key code that specifies which Owner-provided keys access which apartments is kept in a locked location separate from the keys.
- f) A chronological log is kept of all apartment entries where an Owner-provided key was utilized to access an apartment.
- g) When a Resident is not present and access is needed for safety, security, or maintenance purposes, such as reading of meters or maintenance of fire equipment, the Owner will be given a minimum of 24-hours notice of the intent to access the apartment.
- h) When a Resident is not present and immediate access is needed for safety or security reasons, or in the event of an urgent or significant incident that could potentially damage the building, the Resident Manager will be accompanied by a Board or staff member unless the nature of the incidence requires immediate action. When an apartment is accessed in this manner, the applicable Owner will be notified after the fact that the apartment has been accessed.
- i) Access to an apartment by anyone other than the Owner will not be allowed without permission from the Owner, except as noted above.

7 Fire Information and Emergency Procedures

7.1 Yellow Safety Card

A supporting document entitled Fire Information and Emergency Procedures has been provided to each apartment, is available on the DHA website, and is posted in the library. Owners are responsible for ensuring that all Residents are aware of the safety card location and the information it contains. A copy of this document is provided to Houseguests upon their arrival at DHA. The Resident Manager can supply additional safety cards as needed.

7.2 Fire Extinguishers

Every apartment has been furnished with a portable fire extinguisher that is the property of DHA and must be left in the apartment. Owners are responsible for ensuring fire extinguishers are kept in a readily accessible location, and that Residents know where the fire extinguisher is and how to operate it. Fire extinguishers are checked by DHA on a regular basis. Owners will be notified in person or in writing when an apartment needs to be accessed in order to check a fire extinguisher.

7.3 Smoke Detectors

Every apartment has been furnished with one battery-operated smoke detector and one wireless smoke detector connected to the building monitoring system. These smoke detectors are the property of DHA and must be left in the apartment.

When the wireless smoke detector is working properly, the green light on the unit will flash every 10 seconds. If either smoke detector emits a beeping sound, the battery needs replacing and the Resident Manager should be contacted. DHA is responsible for both smoke detectors and for changing the batteries as necessary. Owners will be notified in person or in writing when an apartment needs to be accessed in order to service a smoke detector.

7.4 Monitoring System and Wireless Smoke Detector

Owners are responsible for ensuring that Residents of their apartment are aware of the procedures relating to the monitoring system and the wireless smoke detector.

The wireless smoke detector in each apartment is located on the wall or ceiling near the front door and is connected to the building-wide monitoring system. There is a control panel for this monitoring system in the Service Center of each floor.

If the wireless smoke detector is activated by smoke in an apartment, an alarm will sound within the apartment. If the smoke is cleared from the sensor and the alarm **lasts for less than 20 seconds**, no signal will be sent to the monitoring system and no further action is required. If the alarm **lasts longer than 20 seconds**, a signal will be sent to the Service Center control panel that will trigger a building-wide alarm.

If the smoke has been controlled and the alarm is false, a Resident must silence the building-wide alarm by entering 2969 into the control panel in the Service Center and pressing the “off” button. Instructions for Residents needing to cancel a false alarm are posted in the Service Center on every floor next to the control panel. After cancelling a false alarm, Residents are required to call the Resident Manager or security personnel to report the incident so an all-clear announcement can be made.

7.5 Public Address System

The building is equipped with a public address system with loudspeakers on every floor. Access to this system is restricted to DHA staff and Board members. In the event of a false building-wide alarm, an authorized individual will make an all-clear announcement as soon as possible after the alarm has been

silenced. An authorized individual may also use the public address system to provide notification to Residents in the event of an emergency.

7.6 Pull Boxes

There is a red fire alarm pull box on each floor near the entrance to the inside stairway. In case of fire, pull the front of the box open and then down. This will trigger a building-wide alarm. To assist Fire Department personnel, the floor from which the alarm came will be indicated on the signal board in the upper lobby library.

7.7 Fire Hoses

There is a clearly marked cabinet on each floor containing a fire hose. This fire hose is for use by the **Fire Department ONLY**.

7.8 In Case of Fire

Owners are responsible for ensuring that all Residents of their apartment know the procedures to be followed in case of a fire.

If a fire should occur in an apartment that cannot be extinguished with a fire extinguisher, or by other means, a Resident of the apartment must:

- | | |
|---------------|---|
| FIRST | Pull the alarm box on the floor as described above. |
| SECOND | Call 911, reporting the building name and street address. |
| THIRD | Evacuate the apartment leaving the front door unlocked and closed. |

If the fire alarm goes off and an all-clear announcement is not heard within a few minutes, Residents must evacuate their apartment leaving the front door unlocked and closed.

DO NOT use the elevators. Use the inside fire-escape stairway (makai-side, between apartments 04 and 05). The outside stairway (mauka-side, between apartments 01 and 06) must only be used as needed to go down or up one or two floors to gain access to the inside fire-escape stairway. Be sure to close all doors after passing through them.

7.9 Residents Requiring Evacuation Assistance

The Fire Department maintains a list of Residents who expect to need assistance in the event that the building needs to be evacuated. If a Resident requires such assistance, the Resident Manager should be notified to ensure that the name of the Resident is placed on the list used by the Fire Department in case of emergency. When a Resident moves or no longer requires assistance, the name of the Resident should be removed from the list.

8 Silence is Golden

8.1 Audio Equipment

While our apartments are generally quiet, any audio equipment, such as radios, computers, MP3 players, DVD players or televisions, must be played at reduced volumes at all times. Residents are requested to be especially considerate when sharing common walls with adjoining apartments and when windows are open. Consideration of neighbors is the expected behavior from all Residents.

8.2 Construction and Maintenance Hours

Construction and maintenance work in apartments is only allowed on Monday through Friday, with Workers entering the premises no earlier than 8:00 a.m. and departing the property no later than 4:30 p.m. Emergency work, if authorized by the Resident Manager, may be performed on Saturdays,

Sundays or Designated Holidays, or at hours other than those specified; otherwise no Workers are permitted onsite on Sundays or Designated Holidays. Further Rules regarding construction procedures can be found in the Maintenance & Alteration Rules.

In addition to the above hours, light maintenance work, such as apartment cleaning and window washing, may be conducted on non-holiday Saturdays between the hours of 8:00 a.m. and 12:00 p.m.

8.3 Slamming Doors

Residents should prevent doors, particularly apartment entrance doors, Access Lanai doors, and Service Lanai doors, from slamming due to wind or other conditions.

9 Air Conditioning

9.1 Air Conditioning Installations

Owners desiring to install or replace an air conditioning system in their apartment must refer to the Maintenance & Alteration Rules for installation requirements. No air conditioner installation or replacement may be commenced until the Owner has been notified in writing that Board Approval has been granted. Exterior facing air conditioning equipment must be shielded from view so that the exterior of the building has a clean and uniform appearance. Owners who are in contravention of this requirement will be notified and shall be required to rectify the situation in a timely manner.

9.2 Air Conditioning Charges

There is a flat monthly Fee for each compressor in the air conditioning system within any apartment, whether or not the system is in use. Such charges can only be discontinued upon removal or physical disconnection of the air conditioning system. For a unit/system rated over 5000 BTU/hr, a separate electrical meter is required to allow Owners to be billed for any electricity usage that exceeds the flat monthly Fee. Owners will not be refunded any portion of the flat monthly fee regardless of electricity usage.

Periodically, air conditioning system electrical meters in Owner apartments will be read. Owners will be notified in person or in writing when air conditioning meters need to be read and if an apartment needs to be accessed in order to read the meter. If electrical usage has exceeded the flat monthly Fee, the excess will be billed to the Owner at the rate DHA pays for its electricity.

When air conditioning meters are read, the property management company will provide Owners with an accounting of air conditioning charges, including kilowatt hours (KwH) used and the billing rate per KwH. Charges for electricity relating to air conditioning are added to the monthly statement. Owners should contact the property management company if they wish to add such charges to their automated withdrawal in the months that air conditioning charges are billed.

10 Apartment Maintenance

10.1 Apartment Alteration and Construction

Prior to and during any Alteration, Repair, Replacement or Maintenance in an apartment, the requirements of the Maintenance & Alteration Rules must be thoroughly reviewed and fully adhered to.

For all construction projects requiring Board Approval, Owners should complete an Apartment Construction and Alteration Request for Board Approval. No construction or demolition project may commence until the Owner has been notified in writing that Board Approval has been granted.

10.2 Apartment Cleanliness

Apartments must be kept in clean, sanitary and responsibly maintained condition whether occupied or not. Owners will be notified in writing when the condition of an apartment is deemed to be potentially harmful to other Residents or to the building. If there is a failure to respond to such notification within 10 days or if the condition is not satisfactorily resolved in a timely manner, DHA reserves the right to conduct the appropriate cleaning or maintenance necessary to return the apartment to satisfactory condition. The costs resulting from such cleaning or maintenance will be added to the Owner's subsequent assessment.

Drapery, louvers and shades must be kept in clean and tidy condition so that the exterior of the building has a clean and uniform appearance. Rules governing window coverings can be found in the Maintenance & Alteration Rules under the Rule relating to Window Coverings and Lanai Shading Devices. Owners who are in contravention of these requirements will be notified and shall be required to rectify the situation in a timely manner.

10.3 Appliances

Appliances, wherever located, or their connections including dryer vents, must not be visible above the parapet walls. Laundry appliances may only be installed or operated on a Service Lanai if the Service Lanai has been enclosed so as to become an interior space. All wastewater generated by appliances or similar equipment must discharge into a sanitary waste line, not into the Service Lanai drainage system.

10.4 Chemical Spraying

Owners must notify the Resident Manager at least one day in advance of any chemical spraying in an apartment. The Resident Manager will provide notification to Residents of any chemical spraying being done on their floor.

10.5 Conserving Electricity

Owners should keep in mind that the monthly maintenance assessment paid by each Owner includes expenses for electricity. As electricity costs are continually rising and represent a large budget item, Residents are encouraged to conserve electricity whenever feasible to keep these charges as minimal as possible. Turning off water heaters and disconnecting unnecessary electronics when apartments are vacant for an extended period of time as noted in [House Rule 4.6 – Vacant Apartments](#) can reduce energy costs. Conserving electricity reduces costs for everyone.

10.6 Insect Infestation

DHA has an Insect Control Program that includes: i) contracting a full service extermination provider to meet the extermination needs of DHA and be available to Owners for consultation and service, ii) regular monitoring by staff members of the building and premises for signs of insect activity, iii) consulting with the extermination specialist at first sign of insect activity in Common Areas, iv) notifying Owners of signs of insect activity on their floor and any sign of insect activity within their apartment, v) full inspection by the extermination specialist on a semi-annual basis, iv) quarterly Common Area spraying for insect pests, v) employing preventative strategies to minimize insect infestation risk, and vi) providing Owners with information regarding insect infestation and prevention.

Preventative strategies being employed by DHA to minimize insect infestation risk include: i) keeping apartment entrance doors, Access Lanai doors, Service Lanai doors, and Service Center doors closed to prevent insect pests from gaining easy access to Common Areas, ii) being watchful for signs of termite damage, iii) taking appropriate action when signs of insect or termite activity are encountered, iv) covering permanent open air access points with tightly sealed fine mesh screens, v) sealing the tops and

bottoms of doors with paint or sealant to deter termite access, vi) ensuring all wood brought into the building for construction or other purposes (including wood flooring and wood paneling) has been appropriately inspected for termite activity, and, wherever possible, pre-treated against termite infestation, and vii) being vigilant when winged termites are observed near or within the building.

An untreated insect infestation in one apartment has the potential to affect other apartments and the Common Areas of the building. Owners are responsible for the appropriate treatment of insect infestations within their apartment. Insect infestations, including any signs of termite activity, should be reported to the Resident Manager. As part of the Insect Control Program, DHA has an exterminator treat the Common Areas for insect pests on a regular basis. Owners may request a perimeter treatment of their apartment at the same time by contacting the Resident Manager. A Fee will be charged for this service.

Termites are of particular concern as they have the potential to cause extensive damage. Termites generally attack easily accessible wood such as furniture, doors and paneling. Once they have gained access to the wood, the termites themselves are no longer visible. The most obvious sign of termite infestation is piles of tiny fecal pellets ejected through holes in the infested wood. The fecal pellets are hard, elongated and oval with rounded ends, and have six concave sides. Owners observing any sign of termite activity, whether within their apartment or in Common Areas, should contact the Resident Manager. Further information regarding termites is available in a supporting document entitled Termite Infestation which is available on the DHA website.

The Resident Manager will be able to provide advice on appropriate action Owners should take if there is an insect infestation within their apartment. Owners will be notified if signs of termite activity are observed within their apartment. If there is a failure to respond to such notification within 10 days or if the infestation is not appropriately treated in a timely manner, DHA reserves the right to take action to exterminate the termites. The costs resulting from such extermination will be added to the Owner's subsequent assessment.

Owners should take appropriate precautions to minimize the risk of termite activity within their apartment. In addition to taking care that artwork and furnishings brought into the building are termite free, Owners may benefit from employing some of the termite prevention strategies being utilized by DHA.

11 Deliveries and Moving

11.1 Deliveries

Residents are responsible for receiving items delivered to them at DHA. Delivery personnel should gain access to the building using the Sentex entry call system in the library as specified in [House Rule 6.3 Responsibility for Individuals Accessing the Building and Premises](#). Staff members are not authorized to admit delivery personnel.

Residents, who anticipate receiving a delivery while they are in residence but not at home, may make arrangements for a staff member or another individual to accept the delivery on their behalf. Deliveries accepted by staff members on behalf of Residents will be placed in storage in the library. Residents are responsible for obtaining access to such storage by contacting the applicable staff member. Staff handled deliveries will be accepted in "as is" condition; staff members are not responsible for refusing or rejecting damaged items, except for items that are leaking or otherwise pose a danger, as determined by the applicable staff member in his or her absolute discretion.

Owners, who are not in residence when a delivery is anticipated, must make arrangements for an Agent, a Worker or another Owner to accept the delivery on their behalf. Staff members are not authorized to accept deliveries on behalf of Owners who are not in residence.

Packages, mail or other delivered items, should not be left in the Common Area outside an apartment. The only items that should be left outside an apartment are newspapers delivered by staff members, small packages from one Owner to another, or deliveries made by staff members in the administration of DHA business.

11.2 Large Item Deliveries

The Resident Manager must be notified in advance of any large item deliveries including, but not limited to, appliances, furniture, equipment and construction materials. Advance notice of large item deliveries keeps the disruption for Residents to a minimum and ensures a DHA staff member has prepared the Ewa elevator for the delivery as the elevator walls and floor must be protected before large items are moved.

Large item deliveries should be scheduled for Monday through Friday between 8:00 a.m. and 4:30 p.m. or, if necessary, on non-holiday Saturdays between the hours of 8:00 a.m. and 12:00 p.m.

Further information with respect to the delivery of construction equipment and materials can be found in the Maintenance & Alteration Rules.

11.3 Large Item Hoisting and Lowering

Approval is required when items too large for the elevator are to be hoisted or lowered on the exterior of the building. In these instances, several days advance notice must be given to the Resident Manager who will seek the appropriate approval for the proposed date and time. Any subsequent approved transportation must be coordinated with the Resident Manager.

Owners and Contractors, not the Resident Manager, are responsible for ensuring that adequate procedures and supervision are in place to ensure that items can be moved without danger to Residents or damage to the building.

Owners are responsible for damages or injuries resulting from the hoisting and lowering of items into and out of their apartment.

11.4 Moving In or Out of the Building

To enable the elevator to be padded before a move commences, all moves in or out of the building must be scheduled in advance with the Resident Manager. With prior approval from the Resident Manager, moves may be scheduled on weekdays between the hours of 8:00 a.m. and 4:30 p.m.

All household items are to be brought into the building through the lower level lobby. Large moving trucks must park on the street, as they cannot enter the lower level parking area due to height restrictions. Only the Ewa elevator will be available to the moving company.

Owners are responsible for any costs associated with repairing damage to the building or the premises as a result of a move, or for any cleaning costs for Common Areas that were affected by the move.

12 Lanais and Entrances

12.1 Ocean Terrace Lanai

The Ocean Terrace Lanai is for the enjoyment of all Residents. Residents using this lanai are responsible for leaving it in a clean and orderly fashion. Furniture found on this lanai should not be

removed from the area. We recommend that Residents do not leave valuables or keys unattended on the Ocean Terrace Lanai.

Residents are welcome to dine on the Ocean Terrace Lanai. All containers used on this lanai must be made of non-breakable material.

The Ocean Terrace Lanai can be booked for small gatherings of family and/or friends by using the sign-up calendar in the library. The Resident Manager can provide additional chairs, tables or coolers as needed. Requests to use this lanai for larger parties must be made in writing to the Board.

12.2 Building Lanais

Only appropriate furniture not higher than the top edge of the rail or wall shall be used on apartment lanais. Textile items (including clothing and bathing apparel), brooms, mops, cartons, or similar items cannot be placed on apartment lanais, Service Lanais or in windows so as to be visible from outside the building or from any other apartment. No items of any sort shall be stored on Access Lanais.

No items or debris are to be thrown, swept or shaken from any building lanai or window.

12.3 Lanai Plants

Owners are responsible for proper maintenance of plants kept on apartment lanais and Service Lanais. Care must be taken to prevent i) water, soil or leaves from being washed or blown onto the lanais or windows below, ii) soil or leaves being washed down the Service Lanai drain, and iii) dry soil from being swept into the air by high wind.

12.4 Service Lanai Drains and Hoses

A drain system runs from the roof of the building through the Service Lanai of each apartment. Owners are responsible for the maintenance of the portion of the drain system housed within their apartment. To prevent overflow problems, Service Lanai drains must remain open and accessible, and must be checked and cleaned on a regular basis.

Storage and use of hoses is restricted to unenclosed Service Lanais. Use caution and a controlled rate of plain water (no detergents) to flush drains or hose down Service Lanais. No water must be run through the drain system before 8:00 a.m. or after 8:00 p.m.

Air conditioners, washing machines, or other equipment are not to discharge into the Service Lanai drainage system. All wastewater generated by machines must discharge into a waste line.

12.5 Apartment and Common Area Doors

For fire, noise and cleanliness purposes, as well as to minimize potential insect infestations, apartment doors, Access Lanai doors, Service Lanai doors, and Service Center doors that access the Common Areas on each floor are to be kept closed except when in actual use.

12.6 Access Hallways and Service Entrances

No items of any sort shall be stored in the access hallways from the elevator lobbies to the Access Lanai entrances.

12.7 Corridors and Lobbies

No footwear or other items except as specified herein shall remain in the corridor outside apartment entrances. When Residents, Visitors, Agents or Workers remove their shoes, they must be placed inside the applicable apartment.

Owners may alter their floor lobby and/or corridor as stipulated under the Maintenance & Alteration Rules. Artwork, free-standing furniture, and non-permanent decoration (e.g. seasonal in nature) fall outside this requirement and may be placed in a floor lobby or corridor by one or more Owners on the floor without Board Approval unless an Owner on the floor objects in writing to the Board. No other items shall be stored in these areas.

13 Parking and Vehicle Procedures

13.1 Safety and Security

For safety reasons, driveway ramps are not to be used by pedestrians to access to the property. For security reasons, we recommend that Residents i) keep their vehicles locked at all times, ii) do not leave entry fobs or valuables in unattended vehicles, and iii) do not leave security gate openers in sight in parked vehicles.

Care must be taken when entering and exiting lower level parking to ensure no unauthorized individuals access the property when the security gates are open.

There is a bicycle lane and a lot of pedestrian and vehicle traffic along Kalakaua Avenue in front of the building. Drivers should obey the stop sign at the top of the lower level exit ramp and use the mirror to assist in watching for pedestrians, vehicles and cyclists. Drivers need to use extreme caution and be sure to check in both directions when using driveway ramps to enter or exit the building as cyclists sometimes approach from the Diamond Head direction at rapid speeds.

13.2 Owner Parking

Pursuant to the terms of the Proprietary Lease, Owners may be assigned one or more parking spaces. Residents are not to use any parking space except the one assigned to their apartment without permission from another Owner or the Resident Manager.

If Owners have a parking space they are not using or a space that will be vacant for a period of time, the Resident Manager may ask to use such space in conjunction with the Visitor parking system.

Owners may lend or rent a parking space to another Owner. Spaces may not be lent or rented to individuals who are not Residents of the building.

13.3 Houseguest and Service Provider Parking

Houseguests renting or owning a vehicle and Service Providers may use the parking space assigned to their Owner host provided they have permission from the Owner. To enable use of lower level parking, Owners must provide Houseguests and Service Providers with a security gate opener.

Rules governing the loan of security gate openers are outlined in [House Rule 6.2 – Loan of Entry Fobs, Access Keys and Security Gate Openers](#), which stipulates, among other things, that loan of a security gate opener to a Service Provider must be registered in advance with the Resident Manager.

Houseguests and Service Providers must be advised not to park in any other space unless specific arrangements have been made with another Owner or the Resident Manager. Houseguests and Service Providers are eligible to use Visitor parking provided they check with the Resident Manager before using such parking for an extended period of time.

13.4 Visitor Parking

Visitor parking is intended to provide short-term parking for the convenience of Visitors, Agents, Workers or delivery and maintenance personnel. Workers associated with Contractors should park in accordance with [House Rule 13.5 Contractor Parking](#).

A list of the current spaces available for Visitor parking can be found on a clipboard in the library. To use a space, an individual must sign in on the library clipboard indicating which space number is being used and which apartment is being visited. Residents or Visitors wishing to use Visitor parking for an extended period of time or for a number of consecutive days must check with the Resident Manager.

13.5 Contractor Parking

Contractors, their tradespeople and other individuals working in an apartment under the direction of a Contractor may park cars, light trucks or vans in the parking space assigned to the applicable apartment by prior arrangement with the Owner. All vehicles not thus accommodated must park on the street unless specific arrangements have been made with another Owner or the Resident Manager.

Individuals working under the direction of a Contractor are not eligible to sign-up for Visitor parking without permission from the Resident Manager. Vehicles belonging to construction Workers who are parked in unauthorized spaces may be towed.

13.6 Lower Level Parking Loading Zone

The loading zone in lower level parking may be used for active loading and unloading only. The normal time limit for loading zone parking is 30 minutes. Workers using this space must register with the Resident Manager. Vehicles may be towed if the space is not used in accordance with these limitations and any conditions the Resident Manager may stipulate.

13.7 Unauthorized Use of Parking Spaces

No motorcycles, mopeds or trailers of any sort may be parked anywhere on the property. Any such vehicles will be removed from the property.

If a vehicle is parked in an assigned parking space without permission, Residents are asked to first check with the Resident Manager or security personnel to see if the vehicle can be moved. If the violation cannot be corrected promptly, Residents should telephone the towing service that has signs posted in the parking areas.

Limited maneuvering room on both the upper and lower levels necessitates the use of a small tow truck. The towing service will need to know the building name, the parking level, the space number, a description of the offending vehicle, and to send a small tow truck.

13.8 Vehicle Height and Weight Limitations

There is a 7-foot height limit on the lower level and a 6-ton weight limit on the upper level. Vehicles entering the premises must not exceed these limits.

13.9 Vehicle Washing

Residents may wash their vehicle in their assigned parking space using a bucket of water and non-hazardous cleaning agents (no detergents).

14 Pool and Pool Deck

14.1 Pool Liability

The pool, the pool deck and the shower area are to be used at the risk of those who enter. DHA assumes no liability of any sort for anyone utilizing the pool. As there is no lifeguard on duty, non-swimmers and children under the age of 12 must be properly supervised at all times.

Owners and Sub-Lessees shall be responsible for the actions and conduct of all individuals who access the pool with an access key issued to them or whom a Resident of their apartment has admitted to the

pool. Owners must ensure that all of these individuals are aware of the House Rules and procedures relating to use of the pool.

14.2 Authorized Pool Users

Owners, Occupants, Guests, Houseguests, and Tenants may use the pool during the hours specified. Residents must accompany Visitors using the pool and pool area, and are responsible for monitoring their conduct.

14.3 Pool Safety and Courtesies

Staff monitors the condition of the pool, including water temperature, on a regular basis. Any concerns regarding pool safety or maintenance should be brought to the attention of the Resident Manager.

A supporting document entitled Pool Rules is posted on the wall over the pool area water fountain. Even though such Rules are not repeated in the House Rules, all Residents using the pool are responsible for strictly adhering to the posted Rules.

To minimize the danger of contaminating the pool, no food is allowed in the pool area unless it is limited to, and consumed at, a poolside dining table with chairs. Beverages may be consumed in chairs or lounges on the pool deck. All containers utilized on the pool deck must be made of non-breakable material.

Pool users are asked to be courteous to other Residents when using the pool. Noise must be kept to a minimum and users must avoid splashing those sitting nearby. While exercise equipment and floatation devices are allowed in the pool, care must be taken so as not to obstruct the use of the pool by others.

All persons using the pool deck and pool area are responsible for leaving it in a clean and orderly fashion. We recommend that Residents do not leave valuables or keys unattended at poolside while in the ocean or otherwise.

14.4 Pool Hours

The pool hours shall be from 7:00 a.m. to 10:00 p.m. At the request of staff members, the pool can be closed for cleaning and maintenance, normally from 8:00 a.m. to 9:00 a.m.

14.5 Furniture

Furniture found on the pool deck should not be removed from the area. To prevent damage or contamination and discoloration from perspiration, salt or suntan lotion, towels must be used to fully cover lounges and chairs when Residents are wearing swimsuits or sun tanning.

14.6 Sand

Maintenance time and expense is reduced by keeping sand off the pool deck and out of the pool. A shower and hose are available just inside the ocean gate. After walking on the seawall, Residents and Visitors must thoroughly clean any sand from their shoes and feet. After being on the beach or swimming in the ocean, Residents and Visitors must shower and thoroughly rinse their legs and feet to remove salt and sand before entering the pool deck or the pool.

14.7 Washrooms and Incontinence

Washrooms are available just inside the pool entry gate to the lower level parking. This entry gate can be opened with the access key.

Incontinent persons are required to wear a swim diaper in the swimming pool. A swim diaper is a diaper that is specifically designed for use in the water. Both child and adult versions are widely available. Typical disposable or cloth diapers are not permitted in the swimming pool even if plastic

pants are used. Owners shall reimburse DHA for all costs and expenses incurred in decontaminating the swimming pool in the event of contamination by urine or fecal matter by their Residents or Visitors.

14.8 Wet Elevator Floors

Wet elevator floors are hazardous. Before leaving the pool area, Residents and Visitors should dry off completely so water is not tracked into the elevators. If the elevator floor does get wet, the responsible Resident must wipe down the floor to prevent others from slipping.

15 Service Centers, Refuse and Recycling

15.1 Rules for Service Center Use

Service centers are located behind the elevators on each floor and must be kept free of appliances, furnishings, screens, storage chests, brooms, vacuum cleaners and all other non-refuse items. The Resident Manager is authorized to allow a few days of short-term Service Center storage provided such storage is approved in each case in advance. All other items placed in Service Centers are assumed to be trash and will be disposed of accordingly. Any concerns regarding Service Center use should be reported to the Resident Manager.

A supporting document, entitled Recycling and Trash Disposal outlining the procedures to be followed with regard to proper disposal of refuse and recyclable materials, is posted on the wall near the recycling bins in the Service Center on each floor. This document, along with a second document that provides information on Recycling and Trash Disposal on the Island of Oahu, is available on the DHA website.

15.2 Refuse Disposal

The refuse chute has been permanently closed. All refuse must be tightly bagged in plastic bags and deposited in the rubbish containers in the Service Center on each floor. Information regarding proper disposal of household garbage and trash is posted in the Service Center on each floor.

Excess trash or garbage from special occasions should be taken directly to the dumpster in the shed near the parking exit ramps. In the event that the shed is locked, refuse should be neatly placed near the shed door. When moving in or out of the building or receiving large item deliveries, all cartons and other trash should be taken to the dumpster shed for proper disposal.

15.3 Recycling

Blue recycling bins can be found in the Service Center on each floor. Information regarding which items can be recycled through the DHA recycling program is posted in the Service Center.

15.4 Items Requiring Special Handling

Owners are responsible for safe disposal of items that require special handling. Items requiring special handling include i) rechargeable batteries, ii) major appliances, larger plumbing fixtures and furniture, and iii) construction and renovation debris which must be disposed of as specified in the Maintenance & Alteration Rules.

Information regarding disposal of items requiring special handling is posted in the Service Center on each floor. As per [House Rule 16.3 – Hazardous Items Prohibited](#), no hazardous materials (including oil-based paint) are to be stored at DHA.

16 Storage

16.1 Surfboards, Kayaks and Bicycles

Residents are required to store their surfboards, kayaks, and bicycles in the specified storage facilities. No surfboards, kayaks or bicycles are to be taken into the stairwells or onto the elevators.

Owners must enter into a Storage Rental Agreement and pay a monthly Fee for the use of each space in these facilities. DHA is not responsible for any loss or damage to personal property in any of these storage areas.

The entrance to the surfboard storage facility must be kept locked at all times.

16.2 Storage Lockers

Pursuant to the terms of the Proprietary Lease, Owners are assigned storage space in one of the storage rooms within the building. DHA does not assume any responsibility for personal property stored therein. Owners are responsible for providing locks for individual storage spaces.

No items of any kind can be stored in the Common Area inside a storage room. Any items not properly stored will be removed and disposed of.

16.3 Hazardous Items Prohibited

Items of flammable, dangerous, explosive or hazardous nature must not be stored in any apartment, Common Area, storage locker, or vehicle. Solvents and oil-based paint are specifically included as hazardous items.

17 Forms

17.1 House Rule Forms

The Resident Manager initiates House Rule forms at the request of Residents or as required. Overnight Guest Registration and Service Provider Access Approval Request forms are available on the DHA website.

- a) AIR CONDITIONING CHARGES. As specified in [House Rule 9.2 Air Conditioning Charges](#), this form is used to provide Owners with an accounting of their air conditioning charges when air conditioning meters are read.
- b) ENTRY ACCESS AGREEMENT. As specified in [House Rule 6.1 Ownership of Entry Fobs, Access Keys and Security Gate Openers](#), and [House Rule 6.2 Loan of Entry Fobs, Access Keys and Security Gate Openers](#), this agreement is executed when entry fobs, access keys and security gate openers are issued.
- c) NOTICE OF RULE VIOLATION. As specified in [House Rule 2.2 Rule Enforcement](#) and in the Maintenance & Alteration Rules, this form is delivered to Owners when House Rule or Maintenance & Alteration Rule violations continue after an appropriate warning has been given.
- d) NOTIFICATION OF ENTRY. As specified in [House Rule 6.4 Access in Case of Emergency](#), this form is used to notify Owners whenever their apartment is accessed in the absence of a Resident.
- e) OVERNIGHT GUEST REGISTRATION. As specified in [House Rule 5.3 Overnight Guest and Houseguests](#), this form must be submitted by an Owner to register Houseguests before these individuals occupy an apartment.

- f) OWNER INFORMATION. As specified in [House Rule 3.1 Owner Information](#), this form is completed whenever an apartment is purchased or a sublease is signed.
- g) SERVICE PROVIDER ACCESS APPROVAL REQUEST. As specified in [House Rule 6.2 Loan of Entry Fobs, Access Keys and Security Gate Openers](#), this form must be submitted by an Owner to request registration for Service Providers before access items can be loaned for their use.
- h) STORAGE RENTAL AGREEMENT. As specified in [House Rule 16.1 Surfboards, Kayaks and Bicycles](#), this agreement is executed in conjunction with the rental of storage space for surfboards, kayaks and/or bicycles.

17.2 Maintenance & Alteration Forms

For information purposes, all Maintenance & Alteration forms are available on the DHA website. Owners should refer to the Maintenance & Alteration Rules for further information and applicable procedures.

- a) CONTRACTOR ACKNOWLEDGEMENT OF RULES. This form is executed to provide acknowledgement that Owners, Contractors and Workers will adhere to the Maintenance & Alteration Rules provided with the acknowledgement.
- b) CONSTRUCTION & ALTERATION REQUEST FOR BOARD APPROVAL. This form must be submitted for Board Approval before commencement of any construction projects requiring such approval. No construction or demolition may commence until the Owner has been notified in writing that Board Approval has been granted.
- c) CONSTRUCTION & ALTERATION CHECKLIST. This form is used to track the progress of construction and renovation projects approved by the Board. Owners should refer to the Maintenance & Alteration Rules for further information and applicable procedures.
- d) CONSTRUCTION & ALTERATION DEPOSIT RECEIPT. This form provides record of deposits, deductions and refunds relating to construction projects approved by the Board.

17.3 Purchase, Sublease and Real Estate Forms

Application to purchase and application to sublease forms are available from the Resident Manager. Forms required for real estate purposes are available from the Property Management Executive. These forms are to be used as stipulated in [House Rule 4.7 Apartment Sale, Mortgage and Lease](#).

- a) APPLICATION FOR PURCHASE. This form must be submitted for Board Approval prior to ordering documents through escrow. Real estate transactions must not be finalized until the Owner has been notified in writing that Board Approval has been granted.
- b) APPLICATION FOR SUBLEASE. This form must be submitted for Board Approval prior to any occupancy under a sublease. Tenants must not occupy an apartment until the Owner has been notified in writing that Board Approval has been granted.
- c) AFFIDAVIT REGARDING LOST CERTIFICATE. This form must be executed in order to obtain a replacement certificate for Shares of DHA Capital Stock.
- d) CONSENT DRAFT FOR ASSIGNMENT OF PROPRIETARY LEASE (Non-Trust). A Member of the Board must execute an Assignment of a Proprietary Lease to a Non-Trust before the lease can be registered.

- e) CONSENT DRAFT FOR ASSIGNMENT OF PROPRIETARY LEASE TO TRUST. A Member of the Board must execute the Assignment of a Proprietary Lease to a Trust before the lease can be registered.
- f) CONSENT TO PLEDGE AND MORTGAGE (Bylaw Exhibit B). A Member of the Board must execute a Consent to Pledge Stock and Mortgage Leasehold Interest before a mortgage can be registered.