

**In an emergency call:**

**911**

**Canterbury Place Security:**

**808-946-6185**

**24/7**

**Canterbury Place Mgmt. Office:**

**808-947-7221**

**Monday – Friday 8:00am to 4pm**

**Closed weekends & holidays.**

## **CANTERBURY PLACE HOUSE RULES**

### **Association of Apartment Owners of Canterbury Place**

**Revised & Approved September 19, 2022**

These rules and regulations are enforceable by the General Manager and Security personnel. The house rules contained herein are not intended to conflict with the Association Declaration, By-Laws or HRS 514.

These rules may be modified and amended at any time by a majority vote of the Board of Directors of the Association. These house rules supersede all previously distributed rules and amendments.

None of the provisions of the project documents are intended to be in contravention of the State or Federal Fair Housing Act. The Board shall comply with the provisions of the Fair Housing Act regarding requests for reasonable accommodation or exemptions from any of the provisions of the project documents that would interfere with a persons equal opportunity to use and / or enjoy their apartment and / or the common elements of the project.

#### **PROCEDURES FOR AFTER HOURS BUILDING MAINTENANCE EMERGENCIES**

If an emergency maintenance situation occurs after regular office hours, (i.e.: no power, hot water, flood, etc.) the owner / occupant must first call to report the problem to Security. Security will investigate and apprise the General Manager of the situation. Further follow up shall be directed with all appropriate action(s) taken to best manage the issue.

Non-emergency issues should be reported to the management office the next business day.

# CANTERBURY PLACE HOUSE RULES

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## CANTERBURY PLACE HOUSE RULES

### 1. General Rules

1.1 All owners and guests shall register with the management office upon arrival, or the next business day if arrival is after hours.

\* Tenants are required to execute the registration form at the management office

\* Tenants must submit a copy of their rental agreement as part of the registration process.

\* Owners that rent their unit are required to have an on-island property manager registered with the management office. Owners that do not rent their unit, but reside off island, are required to have an on-island contact registered with the management office.

\* All registered residents are required to provide emergency contact information as part of the registration process.

\* In the event the management office is not furnished with a duplicate key to an apartment and emergency entry is required, the apartment owner, not the Association, Board of Directors or Association staff, shall be liable for any direct or consequential damages; including the Association cost to hire a locksmith to gain entry to the apartment.

1.2 Neither the General manager nor employees of the Association are responsible for packages or other deliveries left in the residential corridors or the property. Nor for any personal property left in any location within the building.

\* Canterbury Place strives to provide the highest level of customer service to its residents. Accordingly, the staff may receive parcels and packages on a resident's behalf. Due to storage limitations, received packages may not be held longer than two days or the item may be subject to return. Nor, shall oversized / bulky items be considered for receipt.

1.3 All rental agreements and rental agents and their respective agents must be registered with the management office. Refer to section on rentals and rental agents.

1.4 Recreational activities shall be limited to areas set aside for such activities. Recreational activities will not be permitted in corridors, lobbies, elevators, parking garage, or other common areas. The 7<sup>th</sup> floor recreation deck is designated for swimming, pickle / paddle ball, grilling & dining only.

1-5 Surfboards and bicycles must be transported in the freight elevator only and must be loaded from the basement. When transporting surfboard, they must be encased in a surfboard sleeve / cover to prevent debris and sand from being tracked through the building. Surfboards and bicycles may be stored in designated areas in the basement. The bicycle rack and surfboard

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storage room are for residential use only. All stored bicycles and surfboards must be registered with the management office.

1.6 No outdoor cooking shall be allowed in the building except on the 7<sup>th</sup> floor recreation area. Outdoor cooking of all types is prohibited within the residential apartments or on the lanais.

1.7 The use of any type of fireworks is strictly prohibited in or around the property. In accordance with Hawaii Fire Code, no owner, guest, tenant, agent or vendor shall use or permit to be used or otherwise brought into the building or common areas anything deemed to be hazardous to life, limb, or property, such as gasoline, kerosene, or other combustible items, nor fireworks or explosives.

1.8 All plants shall be placed in a double pan overflow container to prevent water or soil from dripping onto lanais below, or onto the common elements. Care shall be taken when washing lanais to prevent water from running down the exterior of the building on lanais & windows below. All scupper drain holes are to be plugged prior to washing and the water is to be removed via a mop or extraction vacuum.

1.9 There is limited storage space available on various floors accessible only between the hours of 8am – 9pm. Please contact security for entry. As the area is a shared storage space, all items must be clearly marked with both the unit number and last name. Due to space limitations, a walkway must be maintained at all times by users to ensure access for maintenance needs. Electrical panels must have a minimum three-foot clearance around them at all times. Rooms with plumbing control valves must be likewise maintained. Items left after the resident departs the building are considered forfeit and the Association may dispose of such items as deemed appropriate.

1.10 Each apartment owner shall be responsible for the conduct of all other occupants of their apartment, including tenants, family, guests and vendors at all times and shall ensure that their behavior is neither offensive to any occupant of the project nor damaging to any portion of the common elements. Any resident who is requested by the General Manager or security to take action regarding conduct, the resident shall comply immediately. Any guest (that is any persons not a signatory to a lease agreement with an owner or named on the title of the apartment) who will be residing in the apartment for more than one week must register with the management office.

1.11 Residents, their families, and guests, shall wear appropriate attire while in the common areas. Appropriate attire shall include shirts, shorts, pants, blouses, skirts, dresses or cover-ups, and proper footwear. Swim suits are appropriate attire on the pool and recreation deck. Footwear is optional on the pool and recreation deck.

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1.12 No resident and / or commercial tenant shall make or permit any disturbing noises in the building or on the grounds or permit anything to be done by such persons that will interfere with the rights, comforts or conveniences of other occupants. Any disturbance from whatever source shall be carefully controlled so as not to disturb or annoy other occupants of the building. Quiet time is between the hours of 10pm and 8am Sunday through Thursday. Weekend quiet time is between the hours of 11pm and 8am Friday and Saturday.

1.13 Any damage to the building caused by moving furniture or other personal effects shall be repaired at the expense of the unit owner / occupant causing such damages. Should such damages be the result of a vendor, the unit owner / occupant shall remain responsible. Owners, tenants, agents and vendors are responsible for cleaning and / or repair of any damages to the common elements which are required as the result of their work in the building. Protective material is required at all times to cover the corridor carpeting in the halls and other areas that must be used for entry / exit to the building. The owner / occupant / vendor shall be responsible for vacuuming the carpet upon completion of their efforts, should the presence of dirt or debris be visible. As well, wall blemishes shall be wiped down immediately to prevent permanent staining. Do not slide items across the carpeting. Cleaning shall be charged at a rate of \$50.00 per hour; repairs shall be charged at a rate of \$75.00 per hour or the actual cost to the Association, whichever is higher.

1.14 Owners, guests, tenants, agents and vendors are responsible for the off-site disposal of all construction debris. Use of the trash chutes or dumpsters in the building for disposal is prohibited. Owners will be charged a minimum fee of \$200 should the Association staff have to attend to improperly disposed debris.

1.15 All moving must be done from the basement level. Arrangements must be made in advance through the management office for all deliveries / pickups, etc. by vendors or others are to be done between the hours of 8am and 5pm Monday to Friday and 9am to 4pm on Saturday. The service elevator shall not be reserved on Sundays and holidays.

1.16 The service elevator must be used for transporting all items other than people. This shall include bicycles, surfboards, etc. Contact security to arrange use of the service elevator.

1.17 No flammables or other such combustible materials shall be put into the trash chute or otherwise left anywhere within the building.

1.18 Refuse must be wrapped or bagged before disposal into the trash chute or rubbish bin. Large items, heavy empty items, and boxes may be left in the trash room for pickup. The placement of such items into the trash chute may result in blockages and is strictly prohibited.

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1.19 Nothing shall be thrown, emptied or swept from the lanais, windows, stairs, doors, hallways, or walkways by owners, tenants, agents, vendors and guests. Nor shall anything be hung on the outside of the window or lanai, or placed in a windowsill. Holiday / seasonal lighting may be displayed up to four weeks prior to the date and must be removed no later than two weeks after the date. Lanai lighting shall not be installed without first obtaining permission to do so by the Board of Directors and / or the General Manager

1.20 Smoking is not permitted in any common area of the building, including the recreation deck and garage. No cigarette butts shall be put out, dropped, or thrown in the parking lot, hallways, elevators, stairways, sidewalks, lanais, or other common areas. Persons smoking within the unit are reminded to control such odors so as not to intrude into adjacent units, depriving neighboring residents of their right to peacefully enjoy their apartment.

1.21 Public hallways, stairways, walkways, and other passageways shall not be obstructed or used for purposes other than ingress and egress. No personal items including footwear and floor mats shall be left in the hallway. Nothing shall be done to change the exterior appearance of the apartment door, to include paint or decorations. Seasonal door hangings may be used as indicated in Rule 1.19 above. Owners desiring to replace their apartment door knob and locking system may do so upon approved request.

1.22 No common areas, other than as noted previously for residential storage, shall be used for storage of any kind.

1.23 Shopping carts are available for resident convenience and are to be returned immediately after use to the designated area from which it was taken. Failure to return the shopping cart as required prevents other residents from use and shall result in a violation for each such incident.

1.24 Owners are responsible for the repair and / or maintenance of the apartment interior. Units must be kept in good repair. This includes, but is not limited to, chill water air handlers, appliances, bathroom fans within the apartment, and plumbing. Kitchen disposals should be used for disposing of soft waste using cold water only. Residents must have all leaky toilets, faucets, water pipes showers and tubs repaired immediately.

1.25 Subject to prior notice, the Board of Directors or its representative(s) shall be allowed access to any apartment in the building at any reasonable time in order to access a common element, such as, but not limited to, water lines, electrical wiring, etc., or in response to a complaint such as, but not limited to pests, vermin or other such health-related risks. The Board of Directors or its representative(s) may enter an apartment at any time in case of emergency such as fire, flooding, and other similar emergencies.

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1.26 Owners or their agents may optionally provide keys to their apartment to avoid locksmith fees or forced entry damage if a resident is not available to provide authorized entry.

1.27 Owners or their agents may opt in to security provision of access for lock-out assistance and emergency services by providing keys and executing a release form. The fee for lock-out assistance is \$50 per entry and will be assessed for all provided assistance during non-office hours.

1.28 DIAL 911 immediately if the services of the Police / Fire Department, or an ambulance is required. All emergencies requiring such assistance are to be reported to the management office immediately, or security if after hours. In the event of a fire trigger the hallway alarm and proceed to exit the building via the nearest fire escape route.

1.29 In the event any owner, tenant or guest wishes to report inappropriate or unacceptable behavior / conduct on the part of an Association employee, agent or vendor, the owner, tenant, or guest must first submit their complaint to the General Manager for investigation and appropriate follow-up. If there is concern about the General Manager the complaint should then be directed to the managing agent, Hawaiian Properties for dissemination to the Board of Directors.

1.30 At no time will harassment or other improper behavior / speech be directed at any association employees, vendors or agents. Harassment shall include but not be limited to, engaging in any course of conduct directed towards or against specific persons or individuals that is intended to cause, or does cause, undue stress or emotional distress to such persons, and which, in any way, negatively impacts their job performance or the provision of services to the Association.

1.31 Apartment doors shall be self-closing and shall not be secured in the open position at any time as it violates the fire safety code. The only exception to this rule is that any apartment door may be secured in the open position for brief periods of time during delivery and removal of items.

1.32 Apartment doors are to be uniform in appearance with respect to size, shape, wood grain, trim, frames and color. No decorations or signs are permitted. One religious symbol less than six inches high and three inches wide may be installed on the door frame. Holiday / seasonal decorations may be installed, as previously stated, no earlier than four weeks prior to the date and must be removed promptly, but no less than two weeks after the date. The uniformity requirement does not apply to door hardware, including but not limited to: knobs, levers, locks, peep holes, video peep holes, door bells, video door bells, and door knockers.



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### 2. Rentals & Rental Agents

2.1 No residential apartment owner shall be permitted to lease their apartment for transient or hotel purposes, which are defined as 1) rental for any period less than ninety days, or 2) any rental in which occupants are provided customary hotel services such as room service for food and beverage, maid service, laundry and linen or bell-boy service. No residential apartment owner may lease or rent less than the entire residential apartment. Any lease or rental agreement shall provide that the terms of the lease or rental agreement shall be subject in all respects to the provisions of the Declaration, By-Laws & House Rules, and that the failure by the lessee or tenant to comply with the terms of such documents shall be at default under the lease or rental agreement. All leases or rental agreements shall be in writing and a copy must be provided as part of the resident registration process.

***Units identified in violation of the "Short Term / Vacation Rental (effective October 1, 2022)" law shall, upon first violation, be cited and fined by the Association, \$1,000.00 for the first offense. Units identified in violation a second time shall be cited and fined \$1,500.00. Fines for a third, and all subsequent offenses, shall be \$3,000.00 per occurrence until such time as the Association Board of Directors determines that legal action is warranted. Legal costs associated with enforcement efforts shall be charged back to the offending unit.***

***Note: Unit owners shall be fully responsible for the actions of contracted managing agents that may, without owner consent or knowledge, rent in violation of the law.***

2.2 Any apartment that is rented to a non-owner must comply with Hawaii law relating to leasing and collecting taxes. Each apartment must have a rental agent or the owner managing the rental. For the purpose of this section either a rental agent or an owner shall be considered the rental agent and must comply with the House Rules and Hawaii Revised Statutes.

2.3 Rental agents shall only conduct business onsite Monday through Friday between 8am and 8pm. Saturday and Sunday between 8am and 6pm, except in emergencies.

2.4 Rental agents shall inform new tenants that they are not allowed to occupy the unit, or move any items into the unit, until they register with the management office and provide a 24-hour notice of the planned move-in date.

2.5 Rental agents must furnish a copy of the apartment lease, as previously stated, to the management office as part of the registration office.

2.6 Any apartment owner renting their unit, that resides off of the island of Oahu is required to have an on-island managing agent registered with the management office.

### 3. Construction & Renovations

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- 3.1 Working hours are between 8am and 5pm Monday through Friday and Saturday 9am to 4pm with prior approval of the General Manager. No work is permitted on Sundays and holidays (to include holidays not observed by the Association).
- 3.2 All owners, agents, and vendors are required to comply with the provisions of the Governing Documents for Canterbury Place and Hawaii Revised Statutes 514B.
- 3.3 The documents named in Rule 3.2 prohibit certain alteration or additions within an apartment without the prior written approval of the Board of Directors. Owners or other occupants who are contemplating remodeling must first consult with the Board of Directors or the General manager to ascertain whether prior approval is required. Any structural alteration that involves load bearing walls, or any utilities required prior approval. Commencement of any remodeling without approval may result in an owner having to remove alterations or discontinue on-going work until all required provisions are met.
- 3.4 Only licensed electrical and plumbing contractors may do work or repairs within the apartments. Hawaii's Handyman Exemption Law allows for work up to \$1500.00, however this does not apply to electrical or plumbing work. All renovation work must be reported to the management office.
- 3.5 Work requiring an issued permit by the City & County of Honolulu may not commence until such permit is issued, or shown to have been applied for. If work is permitted to commence while the requested permit is pending, and later to be denied, all work accounted for under the requested permit must be restored to pre-existing conditions.
- 3.6 Owner's, Agents, and Vendors must register at the management office prior to commencement of any work, providing written documentation of the vendors current license and certificate of insurance. They are to be included in the remodel / renovation packet issued upon request and required prior to work start.
- 3.7 No apartment owner or occupant shall erect or place in the project any building or structure including fences and walls, nor make any additions or alterations to any common elements or limited common elements of the project, except in accordance with the approved specifications and plans, including a detailed plot plan, prepared by a state of Hawaii licensed architect, approved by the Honolulu Department of Planning and Permitting, and approved in writing by the Board of Directors
- 3.8 An owner of two adjoining apartments in the project may make alterations of the party walls common to and between the apartments jointly owned in accordance with plans and specifications approved by the Honolulu Department of Planning and Permitting, and approved in writing by the Board of Directors.

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3.9 Each owner of a residential apartment shall be responsible for the care and maintenance of the lanai that is incorporated into their apartment. Such owner may not paint, or otherwise decorate the walls and ceilings of the lanai without the prior written approval of the Board of Directors. It is intended that the exterior of the building shall present a uniform appearance and, to affect that end, the Board may require the painting of walls and ceilings of each lanai and regulate the type and color of paint to be used. No plants or plantings shall be placed on top of lanai exterior walls / railings. No storage is permitted on lanais.

3.10 All window treatments used in any apartment and visible from the exterior of the building shall be lined with a material of an off-white or white shade. Awnings are not permitted.

3.11 All water shutdowns are performed on a monthly recurring basis. The low zone (floors 7 to 24) shall take place on the first Wednesday of each month. The high zone (floors 25 to 41) shall take place on the first Thursday of each month. Exceptions to the stated days are when scheduled days conflict with a holiday. When such a conflict exists, the schedule shall delay to the following week. All other water outages will be based on emergency need only that may present damages to the apartment, adjacent apartments, or the common elements. Apartment owners wishing to have work performed on a scheduled shutdown are required to inform the management office to ensure that such work is properly tracked so as to avoid having water restored while unknown work is occurring, that may result in damages.

3.12 Floor soundproofing, for newly installed flooring must have an approved underlayment installed and inspected by the management office or a designated representative prior to covering with flooring material. The minimum acceptable standard is 50 or higher per the IIC (Impact Insulation Class). Contractors shall provide a sample and specifications sheet as part of the renovation / remodeling documentation to the management office. Carpet is exempt.

3.13 Any materials related to construction, renovation or cleaning may not be disposed of in any common area. This includes but is not limited to carpet, appliances, lumber, paint, drywall, cleaning solutions and trash.

3.14 All tools and renovation / construction materials must be transported to and from the apartment from the basement using the freight elevator only. Elevators #2 & #3 shall not be used to transport tools and or renovation / construction materials.

### **4. Parking**

4.1 Only owners and / or their tenants or their guests may park within the stalls assigned to them. No automobile or motorcycle repair work is permitted on the premises. The operation of a vehicle rental business is not permitted in the parking stalls or other areas of the parking

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structure. Residents discovering a vehicle not belonging to them, parked in their assigned stall may contact security for assistance in locating the individual to whom the vehicle belongs. If the vehicle owner is unable to be located, the resident may opt to have said vehicle removed from their stall via the Association towing company. Security may assist in the request but the resident shall be required to execute any documents the towing company requires for the removal. Parked vehicles shall be centered in the stall to prevent crowding of adjacent stalls and / or blocking of passages.

4.2 There are two guest / vendor stalls located in the basement. Use is on a first come / first serve basis. Only one vehicle per apartment is permitted at any given time. Parking in these stalls is limited to a maximum of nine hours within any twenty four hour period. The driver shall register at the security desk. There is to be no parking in the guest stalls between the hours of 2am and 7am. Offenders will be cited and removed at the vehicle owner's expense.

4.3 Parking in the circle drive is limited to fifteen minutes. Drivers parking shall register the vehicle at the security desk. Offenders will be towed, without notice, at the vehicle owner's expense.

4.4 Residents may not hose or wash their vehicles or motorcycles in the parking areas. Washing of vehicles is only permitted in the basement.

4.5 The storage of personal items is not permitted in any assigned stall.

4.6 The general manager shall be immediately notified whenever a parking stall is transferred to another apartment whether loaned, rented or deeded. Parking stalls are not permitted to be loaned, rented or deeded to anyone other than Canterbury Place residents.

4.7 Residents are responsible for the cleanliness of their assigned parking stall. Parking stalls noted with oil are to be cleaned. Residents informed of the need to clean their parking stalls shall do so immediately, using a non-liquid cleaner. Residents that do not clean their stalls may have their stall cleaned for them by Association staff with all costs charged back to the unit owner.

4.8 The posted speed limit throughout the garage is five miles per hour. Headlights are required while driving in the garage.

4.9 All vehicles parking in the garage must be in operating condition. Vehicles must have current license plates, registration and safety decals. Vehicles must be maintained to avoid presenting an abandoned appearance.

4.10 Electric Vehicle Charging Stations

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For information regarding electric vehicle charging stations, please visit the management office during operating hours.

### 5. Pets

5.1 No animals other than dogs, cats, fish and birds may be kept by owners / residents in their respective apartments. No animals shall be kept, bred or used therein for any commercial purpose nor allowed on any common elements except in transit. No more than a total of two dogs, cats, or birds are permitted. One fish tank shall not be larger than seventy-five gallons. Apartments with multiple fish tanks shall not exceed one hundred and fifty gallons.

5.2 All animals, other than specially trained animals, must be carried or riding in a carriage while in transit across any common area.

5.3 Notwithstanding any provision to the contrary contained herein, certified guide dogs, signal dogs, and other such animals specially trained to assist handicapped / disabled individuals (hereinafter collectively referred to as "specially trained animals") shall be permitted at the project subject to the following instructions:

a. Such specially trained animals shall not be kept, bred, or used at the property for any commercial purpose:

b. Such specially trained animals shall be permitted on the common elements, including but not limited to the recreational areas, provided the specially trained animal is on a leash.

c. Such specially trained animals, when brought to the recreational areas, shall not be permitted to enter the pool or spa.

5.4 Owners / renters who maintain pets must care for them in a proper and sanitary manner, controlling fleas, ticks, and other pests commonly associated with the presence of pets. All fecal matter must be promptly and properly disposed of into a toilet or trash chute. Waste disposed of into the trash chute must be bagged. Cat litter must be bagged before disposal into the trash chute.

5.5 Pets will be controlled to prevent disturbing neighbors or health related problems.

5.6 Pet owners shall indemnify the Association and hold it harmless against any loss or liability of any kind arising from such pets.

5.7 Pets, other than specially trained animals, are not permitted in any of the recreational areas located on the 7<sup>th</sup> floor.

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5.8 Any specially trained animal or pet causing a nuisance or unreasonable disturbance to any occupants or guest, or that is involved in an undesired contact with any occupant or guest, or other pet in which injury occurs, shall be permanently removed from the project promptly upon notice given by the Board of Directors of the General Manager; provided, however, that any such notice given with respect to a specially trained animal shall provide that before such animal must be removed, its owner shall have a reasonable time to acquire a replacement specially trained animal unless the Board determines that such animal poses an imminent serious threat of physical harm to other occupants or guests.

5.9 The feeding of birds, pigeons, etc. other than caged pets, in any apartment, lanai or common areas is prohibited.

### **6. Recreation Deck**

6.1 Private parties may be held in the recreation room between 9am and 10am with an advance reservation. There is a limit of 20 persons per event.

- a. Reservations must be made in advance through the management office.
- b. The reservation will include dedicated use of the adjacent grill station.
- c. A \$50 cleaning deposit is required to confirm your reservation. Cleaning must include the grill and removal of rubbish from the trash cans, and taken to the trash chute.
- d. The reservation does not include the open areas outside of the conference room, which will include the pool, spa, paddle ball court, etc.
- e. Reservations may not restrict use of the restrooms from other recreation deck users.

### **7. Swimming Pool, Hot Tub-Spa & Sauna**

7.1 The recreation deck is open from 9am to 10pm daily for owners, residents and their guests. A maximum number of 6 guests per unit is permitted unless as otherwise noted for the meeting room reservation. No one is permitted in this area at any time outside of the stated open time. No nudity, offensive or obscene language, use of illegal drugs, or drunkenness will be tolerated. All food and beverages are to be kept a minimum of ten feet away from the water's edge. No glass containers are permitted anywhere on the pool deck. Owners / residents are responsible for their guests conduct.

7.2 All swimmers use the pool, hot tub and sauna at their own risk.

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### **THERE IS NO LIFEGUARD ON DUTY**

- 7.3 All pool / spa users must shower before entering to remove body and tanning oils / lotions. **NOTE: THE SHOWER IS FOR RESIDENTS & GUESTS USING THE 7TH FLOOR POOL, HOT TUB, SPA, AND PICKLEBALL COURT ONLY. RESIDENTS RETURNING FROM THE BEACH, FITNESS CENTER, ETC. DESIRING TO SHOWER ARE REQUIRED TO DO SO IN THEIR UNIT.**
- 7.4 After using the pool / spa users must thoroughly dry themselves before entering the corridor / elevator.
- 7.5 Guests are encouraged to use towels when enjoying the recreation deck lounge chairs.
- 7.6 All minors must be accompanied by a responsible adult. Guests must be accompanied by a resident sponsor.
- 7.7 For health reasons please limit your time in the spa to no more than fifteen minutes to prevent overheating, dizziness or dehydration.
- 7.8 All pool / spa users must wear proper swimming apparel.
- 7.9 Any person having an infectious disease shall not use the pool, spa or sauna. Persons having open blisters or wounds, etc. are advised to not use these areas as they are susceptible to infection.
- 7.10 Infants and toddlers must use swim diapers in the pool.
- 7.11 To avoid injury, no running, pushing, shoving, or other similar boisterous behavior is prohibited. No jumping from any part of the building, furniture is permitted. No diving.
- 7.12 For health and safety reasons the pool, spa, and sauna will be immediately closed in the event of an accidental fecal or vomitus discharge. All bathers shall be ordered to leave recreation deck area until all required cleaning efforts are completed. A minimum of twenty-four hours must pass prior to the re-opening of the recreation deck to ensure the filtration system has fully cycled all water systems.
- 7.13 For your safety, a life ring, Rope, and Body Hook are provided as emergency life saving equipment. They are not toys. Life vests, water wings or other swimming aids are allowed for children that are properly supervised. Such use must not disturb other bathers.

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7.14 No rafts, tanks, diving gear, athletic equipment (except that which would be appropriate for the paddle ball court), or other personal flotation devices shall be permitted in the pool or spa.

7.15 No pets are allowed on the recreation deck at any time. Animals meeting the requirements for specially trained service animals are permitted but must remain leashed at all times. Specially trained animals are not permitted in the pool, spa or sauna.

7.16 Spitting, spouting of water, blowing the nose, etc., in the pool / spa or sauna is prohibited. No smoking, vaping or other such activities is permitted on the recreation deck.

7.16 Persons observed intoxicated or otherwise under the influence shall be directed to leave the recreation area.

7.17 People with heart disease, diabetes, high blood pressure, or any serious illness should consult with their physician prior to enter the hot tub or sauna.

7.18 Management reserves the right to prohibit persons from using the recreation deck for failing to comply with these stated rules, or behave in a manner otherwise not specified by these rules that create a disturbance to other users, or create a safety / health risk for themselves or others.

### **8. Miscellaneous**

8.1 Turn off washing machine faucets after each use. If the washing machine hoses break, it will cause flooding in the apartment and units below, for which the apartment owner will be responsible for all damages that result.

8.2 Be sure the shower curtain is in the tub or the shower door is fully closed to prevent water from exiting the shower, where it may enter the flooring system to units below, for which the apartment owner will be responsible for all damages.

8.3 Owners are reminded and required to ensure that the tub / shower sealant and grout is regularly maintained to prevent water intrusion into the walls behind. Damages to units below shall be the responsibility of the unit owner.

8.4 Water supply for hand-held showers should be turned off at the faucets and not at the shower head. Doing so may result in hot water cross-over impacting units above and below.



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8.5 Apartment owners are encouraged to turn off all water sources prior to extended absences. Additionally, owners are encouraged to obtain and install water sensor monitors to detect leaks, allowing for rapid identification and response, which can minimize damages.

### **9. Recycling**

9.1 The Association encourages recycling and has provided containers on all parking levels. Please dispose of your plastic, glass bottles and newspapers in their designated containers. Cardboard and Styrofoam containers must be taken to the basement for disposal in the provided recycle bin. Such items should never be placed in the trash chute.

### **10. Enforcement of Rules & Fines**

Enforcement of these rules and the Association fine policy may be grounds for legal action to recover sums due, for damages or injunctive relief, or both, on behalf of the Association, or in proper case by an aggrieved apartment owner.

- First Offense – A courtesy notice or written citation, as determined appropriate by the General Manager, shall be issued. Email communication shall constitute written notification of violation.
  - In the event a first violation is of an egregious nature, the GM and / or Board of Directors may issue a fine.
- Second Offense – A second offense will result in the issue of a first fine, unless a first fine was issued for an egregious nature with the first offense, of \$50.00. If the issued fine is a 2<sup>nd</sup> fine, as noted above, this fine shall be in an amount of twice the first fine.
  - Note, in the event violations and / or fines are issued as a result of tenant actions, the apartment owner shall be responsible as indicated in these rules and the Association governing documents.
- Third Offense – A written citation shall be issued, accompanied by an additional fine of twice the amount of the 2<sup>nd</sup> fine.
- Fourth & Subsequent Offense(s) – A written citation accompanied by a fine of \$200.00 shall be issued. Additionally, the matter may be referred to the Board of Directors with a request for referral to Association counsel for additional enforcement assistance.
  - All associated costs for legal assistance shall be the responsibility of the apartment owner to pay.
- Second, third, fourth and subsequent offenses within a twelve-month period need not be for a violation of the same provision(s) before a fine is imposed. Example: if an owner, tenant, or guest violates a “Pool” rule for the first violation, and then violates a

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“Noise” rule for the second violation, an issued fine would then be warranted. It is not necessary for an owner, tenant, or guest to repeatedly violate the same rule before fines become warranted. Increasing fine amounts shall be issued as outlined above and are also not required to be for repeated offenses.

*Notwithstanding the above, should the General Manager or upon directive from the Board of Directors, determine that an issue arises in violation to these rules, a fine, or assessment, may be levied upon first notice, subsequent to appeal as stated in this section.*

The Board has delegated its authority to impose fines to the General Manager. Fines will be payable to “AOAO Canterbury Place,” via check or money order, no cash. Further, the Board has delegated its authority to the Managing Agent to take appropriate action pursuant to the following rule:

Payment of Fines & Liability – Apartment owners shall be liable for their own fines, and for fines assessed against their tenants, family members, agents, employees, their tenant’s guests, family members, agents and employees. If a fine is not paid as required the apartment owner shall be ultimately responsible for such payment. Payment must be made by check or money order, payable to “AOAO Canterbury Place, within ten calendar days following the date of citation. Payment shall be mailed or hand-delivered to the management office. If the resident / owner or tenant, as may be applicable, fails to pay or appeal a fine within the prescribed period, the fines shall be deemed a common expense against the owner’s apartment. The general manager will attach payment to the apartment owners’ account.

Appeal of Fines – Any citation or fine may be appealed as provided in this subsection:

Within ten days of the date of citation or fine, an owner, tenant, or other offender may appeal to the Board by mailing or delivering written notice of appeal to the Board by mailing or delivering written notice of appeal to the management office. Said appeal must be delivered to the management office a minimum of ten days before the next monthly Board meeting at which it will be heard. If an appeal is made to the Board, the appeal must contain a copy of the citation, a statement of the facts of the offense, the reason for appeal, the names, addresses and contact information of any witnesses and copies of any proposed exhibits.

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The owner, tenant, or other offender may ask to appear at said regular monthly Board meeting to provide additional information, or the Board may ask the person to appear. The petitioner will be notified of the date and time the appeal will be heard.

Note: An appeal will not be granted based on ignorance of the house rules or hardship.

Enforcement of the By-Laws and House Rules \*\* The Board of Directors is empowered by the following sections of the Hawaii Revised Statutes 514B, Condominium Property Regime, to enforce compliance of all Association Governing Documents.

HRS 514B-112: Condominium community obligations.

Each unit owner, tenants and employees of an owner, and other persons using the property shall comply strictly with the covenants, conditions, and restrictions set forth in the Declaration, By-Laws and house rules adopted pursuant thereto. Failure to comply with any of the same shall be grounds for an action to recover sums due, for damages or injunctive relief, or both, maintainable by the managing agent, resident manager, or Board of Directors on behalf of the Association or, in a proper case, by an aggrieved unit owner.

HRS 514B-157: Attorney's fees, delinquent assessments, and expenses of enforcement

(A) All costs and expenses, including reasonable attorney's fees, incurred by or on behalf of the Association for:

1. Collecting any delinquent assessments against any owner's unit;
2. Foreclosing any lien thereon; or
3. Enforcing any provision of the declaration, by-laws, house rules, and this chapter, or the rules of the real estate commission, against an owner, occupant, tenant, employee of an owner, or any other person(s) who may in any manner use the property, shall be promptly paid on demand to the association by such person or persons; provided that if the claims upon which the association takes any action are not substantiated, all costs and expenses, including reasonably attorneys' fees, incurred by any such person or persons as a result of the action of the association, shall be promptly paid on demand to such person or persons by the association.

### **11. Departure / Absence Checklist**

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As a reminder, owners and residents are required to have a contact person (Agent) on Oahu to act as their representative anytime the apartment is vacant and the owner will be off-island.

11.1 Turn off all valves to all fixtures (sinks, toilets, ice maker, washing machine, dishwasher, etc.). Water sensing / alarm systems are recommended.

11.2 Close draperies. Shut off the air conditioning system or set the thermostat on a low fan speed and a warmer temperature. This will help to prevent mold / mildew accumulation via excessive condensation and drain line blockages.

11.3 To avoid damages from high winds, bring lanai furniture into the apartment. Nothing should be left on the lanai that may become airborne during high winds.

11.4 When guests are in your residence, they are required to register in the management office by completing the resident registration form. This will also ensure that guests are afforded all privileges and services provided by the Association.

11.5 Inform the management office of scheduled, extended absences for any period of time. This will ensure that all necessary safety and security protocols and precautions are taken / provided as may impact the apartment.