

[CENTURY CENTER](#)
[1750 KALAKAUA AVENUE, HONOLULU, HI 96826](#)

[HOUSE RULES](#)

House Rules for Century Center Condominium and Century Center Club

Century Center is a unique commercial and residential condominium consisting of 293 separate, yet interconnected dwellings. To insure the peace, safety, tranquility, and well being of this condominium, certain rules and regulations must be adopted and enforced.

The purpose of the Century Center House Rules is to protect all occupants from annoyance caused by improper conduct in a cooperative living arrangement and to provide the maximum enjoyment on the premises by all residents.

These House Rules are based on the Century Center Declaration of Condominium Property Regime (the "Declaration"), the By-Laws, common sense, consideration for others, and pride in one's dwelling. They apply especially to owner-residents and tenants living in the project as well as members of their families and guests, and will be enforced by the Board of Directors (BOD), Manager, and Managing Agent.

The attitude of you and your neighbors toward the written House Rules and the less formalized rules of conduct regarding respect for the needs and rights of others living in our complex will determine the quality of life to be realized at Century Center.

BOD of Century Center Condominium (revised 12/01)

[DIRECTORY](#)

Front Desk, Courtesy Clerks are on duty 24 hours	941-9655
Operations Manager, Mike Baker 9a-12p & 1p-6p Monday - Friday	946-8818
Managing Agent, Hawaiiana Management Company	593-9100
Property Manager, Joe Poole	593-6824
Accounting/Billing	593-6843

Emergency Numbers	Fire, Police & Ambulance	911
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If the need arises to call 911, be sure to give your complete address with unit number, not just our name, Century Center. Also, please contact the Front Desk at 941-9655.

Verizon Hawaii, Phone Service: 643-3456	Repair	611
Oceanic Cablevision, Cust Service: 625-8100	Repair	625-8200
HECO (Hawaiian Electric)	Emergency	548-7961

HOUSE RULES FOR CENTURY CENTER CONDOMINIUM

General

1. Each apartment owner or tenant shall observe and conform to these House Rules and ensure that his licensees also observe and perform the same. Apartment owners or tenants will also be responsible for their guests' observance of all House Rules as set forth herein. In the event expenses are incurred due to violations of House Rules by guests or licensees, the owner shall be responsible for payment of same.
2. The violation of any House Rules adopted by the association of Century Center shall give the BOD or its agents the right to:
 - a. Upon securing a court order, enter the apartment in which, or as to which, such violation or breach exists and summarily abate and remove, at the expense of the defaulting apartment owner, any structure, thing or condition that may exist therein contrary to the intent and meaning of the provisions hereof; and the BOD or their Agent shall not thereby be deemed guilty in any manner or Trespass; or
 - b. To enjoin, abate or remedy by appropriate legal proceedings, either at law or in equity, the continuance of any such breach, and all costs thereof, including attorneys' fees, shall be borne by the defaulting apartment owners.
 - c. To levy a fine against the responsible owner.
3. These House Rules may from time to time, in accordance with Association's Declaration and By-Laws, be amended or altered by the BOD of the Association of Apartment Owners of Century Center for the safety and welfare of the occupants, cleanliness, and the enhancement of property values.
4. The Managing Agent or the Building Manager is empowered to interpret and enforce the House Rules. Violations will result in corrective action being taken by the BOD as it is empowered under the Declaration and By-Laws of the Association, or by the Lessor under its right and powers of the Apartment Lease.
5. Appeals shall be made in writing to the BOD. It will be assumed that owners and tenants know the By-Laws and House Rules.
6. Complaints and suggestions shall be made in writing directly to the BOD or through the Managing Agent.
7. Any consent or approval given under these House Rules may be added to, amended, or repealed at any time by resolution of the BOD.

OCCUPANCY

1. All apartment owners, their tenants, families, servants, guests, workmen, licensees, and all other persons using the property shall be bound by and comply strictly with provisions of the Declaration, the By-Laws of Century Center Association of Apartment Owners and Century Center Club, and these House Rules.
2. Apartments shall be used only for legal and moral purposes and will not be used in conflict with local, state or federal laws. Any tenant, or tenant's employee or guest, who is convicted or has the court defer acceptance of a guilty or nolo contendere plea for any offense against public health and morals as covered by Chapter 712, Hawaii Revised Statutes (the Hawaii Penal Code), including, but not limited to gambling, prostitution and promoting prostitution, promoting pornography, and the manufacture, distribution, and commercial promotion of drugs on the premises shall be prohibited from renting or otherwise occupying any other apartment in the building.
3. Signs placed on doors of units on the fifth through forty-first floors shall conform with building code regulations. These regulations for signs are enclosed. No signs, signals or lettering of units on the first through fourth floor of the building shall be inscribed or exposed on any part of the project building, nor shall anything be projected out of any window or off any lanai, nor shall any such items be placed on the project grounds without the prior approval of the BOD, except for signs or lettering which may be first submitted to and approved by the BOD.
4. Century Center employees are not authorized to work in apartments other than to perform common area maintenance during their scheduled work hours, except in an emergency or as otherwise directed by the BOD.
5. Neither the BOD, Managing Agent, Building Manager nor any staff member shall be held responsible for personal property or deliveries left in the parking areas, at doors of apartments, or any other place on the premises.
6. Entrance door locks may be altered and new locks installed without giving the Manager a duplicate key. If, however, it becomes necessary to enter the apartment in any emergency, the apartment owner will assume the cost of any damages to their apartment.
7. The General Manager shall not be obligated to give access to an apartment, except in an emergency, to anyone unknown to the General Manager without adequate written permission from the owner or Resident of Record.
8. The owner must notify the General Manager, in writing, of the names and length of anticipated occupancy of lessees and furnish them with a copy of these House Rules and a digest of the By-Laws pertinent to the resident lessee.
9. The names, phone numbers, and business addresses of all apartment occupants shall be given to the General Manager prior to occupancy.
10. The make, model and license number of all cars parked at Century Center by

occupants must be submitted to the General Manager within 24 hours of a car being parked in the Century Center parking stalls.

11. Apartment doors shall remain closed at all times when not in use. *No one* is permitted to play or loiter in the common areas, including but not limited to corridors, lobbies, elevators or any parking area.

12. Damage to any part of the project or injury to any person caused by an apartment owner, his agent, or a member of his family, his guest or any lessee, lessee's agent, or guest of the lessee, shall be the responsibility of the apartment owner and such damage or injury will be repaired or remedied at the expense of the apartment owner in question (Century Center By-Laws, Article 5, Section 1).

13. All common areas identified as sidewalks, passages, lobbies, stairways, entry-ways, or the like must not be obstructed or used for any purpose other than ingress and egress.

14. Flammable fluids such as gasoline, kerosene, naphtha or other volatile substances deemed extra hazardous shall not be brought on or into the premises.

15. Loose garbage must be securely tied in a plastic bag before disposing it into containers located in designated disposal facilities. This precaution will eliminate the possibility of offensive odors being created.

16. No soliciting of goods and services for private, religious or political activities shall be permitted inside the complex; provided, however, that this shall not prohibit the solicitation of proxies or distribution of materials relating to association matters by apartment owners at reasonable times and in a reasonable manner, as established by the BOD from time to time.

17. Large moving vans will be off-loaded in the ground floor delivery zone and the goods moved to the fourth via the parking lot elevator, then transferred to the appropriate tower elevator. Small vans with clearance of less than 6'5" may proceed to the fourth floor parking loading zone. Moving hours are Monday through Sunday, 8am to 7pm. If possible, all occupants are requested not to monopolize the elevators during lunch hours (11am-2pm). Reservations must be made at the Front Desk at least 24 hours prior to any move.

18. No alterations or modifications to the original design of the apartment windows will be permitted which are visible from the exterior of the building without the prior written approval and consent of the BOD. The exterior or interior surface of the apartment windows may not be tinted or painted or otherwise altered so as to influence the rate of heat absorption. It is intended that the exterior of the windows of the building shall present a uniform and harmonious appearance.

19. Occupancy of the apartments shall be in accordance with State, County and Federal Laws.

20. The repair and proper maintenance of apartment interiors is the responsibility of the individual owners.

21. Owners/Residents are responsible to control odors so they do not disturb or annoy other residents.

APARTMENT ALTERATIONS

1. No alternations or modifications to any unit shall be made without prior written notification to the BOD and receipt of *written* consent thereby. Any damage to common areas or other units, resulting from construction within any unit, shall be the responsibility of the owner performing the construction. *Notwithstanding any of the foregoing, handicapped occupants shall be permitted to make reasonable modifications to their units and/or the common elements, at their expense, as are necessary to enable them to use and enjoy their units and/or the common elements, as the case may be.*

APARTMENT ALTERATION PROCEDURES

1. To keep Century Center a desirable place in which to live, the BOD requests your cooperation in complying with the rules regarding alterations to your unit. Our common purpose is to insure the continuation of the structural and mechanical integrity of the building and to ensure that the alterations will not adversely affect the other residents. Additionally, a uniform exterior appearance of the building must be maintained.

2. If an owner plans to alter his or her unit, the owner must request approval from the BOD and provide the Board the following:

- a. Plans, drawings or blueprints for the proposed alteration.
- b. Describe the changes to be made in writing and specified by room.
- c. Include the particulars of any additional fixture, equipment or appliance to be installed.
- d. If any structural element, plumbing piping, electrical circuitry, or exterior wall of the building, which are common areas, are to be fastened to, or changed in any way, it must be noted explicitly in the plans.

3. After receiving your blueprints, the BOD will consider your request and furnish you with an approval or disapproval. After approval, you can proceed as follows:

- a. Obtain a building permit and other required approvals from the City and County of Honolulu and provide a copy of the building permit to the General Manager.
- b. All work on your project must be performed by a licensed and insured contractor, as required by state law.
- c. Notify the General Manager when alteration work is to be initiated.
- d. Diligent completion of your project must be achieved after work is initiated, and you must notify the BOD when work is completed.
- e. All work must be done between the hours of 8am to 5pm, Monday to Saturday (holidays excluded).
- f. Building materials are not to be stored on grounds or parking areas by contractor. All debris, left over materials, etc., must be hauled away by contractor.
- g. No work may be done in the common elements, and you will be responsible for the costs of repairing any damage to the common elements resulting from your alterations.

Any other damage or problems caused by your project will be your responsibility and not the responsibility of the Association of Apartment Owners of Century Center.

4. Upon completion of the unit alteration, the owner shall record in the Bureau of Conveyances of the State of Hawaii an amendment to the condominium file plan and Century Center Declaration to reflect the modifications to his or her unit.

ACCOMMODATION OF HANDICAPPED PERSONS

1. Notwithstanding anything to the contrary contained in these House Rules, handicapped occupants shall: (1) be permitted to make reasonable modifications to their units and/or the common elements at their expense, if such modifications are necessary to enable them to use and enjoy their units and/or the common elements; and (2) be allowed reasonable exemptions from the Declaration, the By-Laws, and the House Rules, when necessary, to enable them to use and enjoy their units and/or the common elements. Any handicapped occupant desiring to make such modifications or design such an exemption shall so request, in writing, to the BOD. That request shall set forth, in detail, the nature of the request and the reason that the requesting party needs to make such modification or to be granted such an exemption. The BOD shall not unreasonably withhold or delay its consent to such request.

SIGNAGE GUIDELINES

Signage: In a building of its caliber, Century Center has a compelling interest to maintain strict control over all signs on its premises. To maintain the uniform external appearance of the building and apartments, sign placement, wording, aesthetics and size must comply with the following guidelines and have prior approval of the General Manager. Failure to obtain such an approval will result in the owner being notified of the violation of these guidelines and be subject to a fine.

Signage Approval: All signs at Century Center must have prior approval from the General Manager and must strictly conform with these sign guidelines.

Information Needed for Approval:

1. The overall dimensions of the sign: length, width, height and thickness.
2. The type and size of lettering to be used.
3. Schematic drawing of the sign showing it in relation to unit front.
4. Full listing of materials, colors and finishes.

For more information on signage, please feel free to call 946-8818.

Sign Guidelines, Commercial Units, 1st Floor:

1. Signs visible to the street will require owner to obtain a City & County Sign Permit and General Manager approval prior to installation.
2. Glass Door Frame Signs:
STYLE: Microgramma Upper Case Lettering
FINISH: Matte Silver

SIZE: 4”

3. Window Signs: Art of decal not to exceed 18.5” height x 36” width. Maximum of one in each window.
4. Above Glass Door Signs: 3’ setback of window, not to exceed 4’ height x 8’ width.

Sign Guidelines, Commercial Units, Floors 2-4:

1. Wood Door Signs:

STYLE: Helvetica Lettering

FINISH: Mirrored/Antique white lettering

FRAME: Bronze

SIZE: 8.25” height x 11.25” width

2. Window Signs: Either by art or decal. Must not exceed 18.5” in height and 36” in width. Maximum of one in each window.

3. Signs visible to the street will require owner to obtain a City & County Sign Permit and General Manager approval prior to installation.

Sign Guidelines, Commercial Units, Floors 5-41:

1. Wood Door Signs:

STYLE: Helvetica Lettering

FINISH: Mirrored/Antique white lettering

FRAME: Bronze

SIZE: 8.25” height x 11.25” width

Sign Guidelines, Residential Units, Floors 5-41:

STYLE: Helvetica Lettering

FINISH: Mirrored/black lettering

FRAME: Bronze

SIZE: 2” height x 4” width

Prohibited Signage: The following signs will not be permitted to be displayed or attached to window frames in Century Center: Flags, flashing signs, neon signs, garden signs, ground signs, moving signs, rotating signs, wind signs, portable signs, roof signs, billboard signs, menu signs, electronic digital signs, large window lettering signs, credit card sticker signs, taped up signs, advertising posters and handwritten signs.

SECURITY

1. Visitor Registration

The following requirements will be in effect every day from the hours of 10pm to 7am.

- a. All visitors must register with the Front Desk, whether or not accompanied by an owner or registered tenant.
- b. All visitors must present a valid picture identification to the Front Desk. The identification is to be left at the Front Desk and to be returned to the visitor when the visitor departs from the building.

- c. All visitors will be required to register on the visitors' log with the Front Desk and clearly print out his or her full name and car license number.
- d. All visitors must be picked up in the lobby by an owner or registered tenant. If an owner or registered tenant does not come to the lobby to escort the visitor to his or her unit, the visitor will be denied access to the building.
- e. If any visitor is unable to provide a valid picture identification, the visitor will be denied access to the building, regardless of whether an owner or registered tenant authorizes the visitor's entry.

2. Trespassing Policy — The following persons will be subject to being issued a trespass warning violation:

- a. Any person who knowingly enters, loiters or remains unlawfully in or upon premises.
- b. All unwanted guests, clients and any individuals who are unlawfully on premises.
- c. Any person who has been given reasonable warning or written request to stay out of the Century Center property.
- d. Trespass warnings are valid for a period of one year from the date of issuance.
- e. All violations of the above policy will be referred to the police for prosecution.

PARKING

1. Century Center automobile identification decals shall be permanently affixed and displayed in the lower corner on the driver's side of the front windshield. Decals that are not permanently attached are not valid.
2. Only vehicles displaying Century Center decals are authorized to park in the specific assigned stalls. Any exemptions to this must have prior authorization and approval by the BOD.
3. No motor vehicle shall be left unattended at the main lobby entrance or in the entry driveway.
4. Automobiles shall be centered in parking spaces to prevent crowding of adjacent spaces and/or blocking passages.
5. Parking stalls are assigned to specific units for their exclusive use. The assignee of the stall is responsible for its cleanliness. The Association reserves the right to charge \$35 for stall cleaning, if, after notification, the assignee fails to properly maintain a parking stall.
6. Guests will park only in stalls designated for them.
7. Damage to cars and other objects or common areas shall be the responsibility of the person causing the damage.
8. The speed limit on the premises is 5 miles per hour. Drivers are expected to observe traffic courtesy for the safety of all. No undue racing of engines is allowed. Headlights shall be used at all times in the garage.
9. No vehicle shall be parked in such a manner as to impede or prevent ready access to

any entrance or exit from the building by another vehicle.

10. Violators of parking regulations may have their cars towed away at their expense. If the violator is a lessee, or guest of an owner, the owner shall be held liable.

11. No repair or washing of automobiles is allowed.

12. Exceptionally large or cumbersome vehicles are prohibited from being regularly parked or stored on the premises, especially:

- a. Any which overhang a parking stall in length or width.
- b. Any deemed a hazard or being used for parts.
- c. Campers, boats or boat trailers.

13. No repairs of a boat, surfboard or other equipment are permitted on the premises.

14. Damages caused in moving surfboards or bicycles within the building will be charged to the responsible apartment owner.

15. Guest parking stalls, including the designated handicapped parking stalls, are for the exclusive use of guests only. The Century Center Declaration prohibits the use of guest parking by owners or tenants of the building.

16. When vacating the building, parking stickers are to be removed and returned to the Front Desk.

17. All vehicles shall have valid license plates, registration and safety inspection stickers.

18. Storage of vehicles with invalid plates, registration and/or safety inspection sticker is prohibited.

DATA PARK CARD REGULATIONS

1. A Data Park Card will only be issued to the legal owner/resident of a unit with recorded escrow or lease documents on file at the Front Desk.

2. Data Park Card requires a \$25 deposit for each.

3. Owner/Resident vehicles must be registered with the Front Desk prior to receiving a Data Park Card.

4. An identification decal will be affixed on all vehicles registered and assigned a Data Park Card.

5. A Data Park Card will be assigned to a specific vehicle for its exclusive use.

6. Data Park Cards are Non-Transferable.

7. Replacement of all lost, stolen or damaged Data Park Cards require a \$25 deposit.

8. Violation of the above regulations regarding Data Park Cards will result in suspension of the card after one warning has been issued.

9. Century Center Management reserves the right to confiscate or revoke a Data Park Card for violation of these regulations.

HANDICAPPED PARKING

1. The designated handicapped parking stalls are for use by disabled guests with valid disabled placard only.

2. Violations of these rules governing use of the designated handicapped parking stalls will result in the vehicle being towed at the owner's expense.

3. Notwithstanding these rules, disabled owners or tenants residing in the building who have assigned parking but who desire reasonable accommodations in the use of designated handicapped stalls, must make a written request to the BOD. Given the limited number of designated handicapped stalls in the building, the BOD may impose conditions such as requiring the requester to relinquish use of his assigned parking stall for the duration of his use of a handicapped parking stall.

PETS

1. Each pet owner must register their pet with the General Manager. This should be done before move-in takes place. At this time, the General Manager will advise the resident of the rules concerning pets.

2. Visiting pets are not allowed in the building.

3. Pets are not allowed on any common elements in the project, except the area specifically designed as a "Canine Run," or when in transit and physically carried or on a leash. (City and County ordinance 131-2)

4. Pet owners are responsible for picking up after their pets in all areas of the project. All pet refuse must be securely bagged before being placed in common element trash receptacles. (City and County ordinance 391-2)

5. Financial and all other responsibility for any personal injury caused by a pet and any damage to the building, grounds, flooring, walls, trim, finish, tiles, carpeting, stairs or other portion of the project will be the full responsibility of each pet owner's unit owner. Any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of each pet owner's unit owner, who shall pay full costs of restitution or removal and/or replacement of items damaged by the pet. (Section 5 of the By-Laws)

6. Any pet causing a nuisance or unreasonable disturbance to any other occupant of the project shall be immediately and permanently removed from the premises upon notice given by the BOD or the Managing Agent in the name of the BOD. (section 3-L of the

By-Laws)

7. Notwithstanding anything to the contrary herein, handicapped persons can keep in their units and enter the common elements with certified seeing-eye dogs, certified signal dogs or other pets as required due to a handicap. If such animal causes a nuisance or unreasonable disturbance, the owner thereof will be given a reasonable opportunity to rectify the problem by measures which fall short of the ejection of the animal from the project. Ejection of such animal will be required only if the BOD reasonably determines that less drastic alternatives have been unsuccessful. If such animal is ejected, it will nonetheless be allowed to remain at the project for a reasonable time while the owner thereof attempts to find a suitable replacement animal, provided that the problem is controlled to a sufficient degree that the continued presence of the animal during that time does not constitute an unreasonable imposition upon the other occupants.

ADDITIONAL CONSIDERATIONS

1. **NOISE:** All noises from whatever source shall be controlled so they do not disturb or annoy other residents of the condominium. All residents and their guests shall maintain quiet between the hours of 10pm and 7am.

2. **COMMON ELEMENTS:** Bicycles and motorbikes must be stored in designated areas. All bicycle owners are required to use the 1st and 3rd floor bike rack facilities, register with the Front Desk, and display a parking decal on the bicycle or moped. Between the hours of 7am through 7pm, bicycles entering and exiting the Tower Elevators shall use the 4th floor steel door entry/exit.

Skateboarding and roller skating are prohibited in any area of the condominium complex.

3. All persons entering and using the ground floor lobby and elevators must wear bathing attire cover-ups, including shirts for men, and appropriate footwear.

4. Smoking is prohibited by law in all common areas of Century Center.

5. Taxi cabs must pickup and drop off clients at the ground floor level.

HOUSE RULES FOR CENTURY CENTER CLUB

1. CONTROL

The use of the club facilities shall at all times be under the control of the Century Club Committee. The Committee will impose such restrictions and guidelines as may be reasonably necessary in order to promote the safe and orderly use of the recreational spaces by all residents.

2. HOURS

Operating hours are from 8am to 10pm daily, with the exception of the gym which opens daily at 6am.

3. USE

- a. Use of the club facilities shall be limited to resident unit owners, lessees and members of the family and guests of the owner or lessee. Guests must be accompanied by their sponsor. The sponsor is responsible for the conduct of their guests.
- b. Pets are not allowed in the club area; provided, however that this shall not apply to certified seeing-eye dogs or other pets as required due to a handicap.
- c. Food and beverages are allowed in all club areas except saunas, furo, Jacuzzi, exercise rooms and locker areas.
- d. Smoking is prohibited by law in all club facilities.
- e. Owners/Residents/Guests are expected to be appropriately attired when sunbathing.
- f. Club members will forfeit their \$100 deposit for any Furo/Jacuzzi water overflows and will be responsible for any additional charges incurred.
- g. Use of any facility by reservation requires a \$100 deposit prior to the function.

4. FACILITIES

Exercise Rooms: Radios, recorders, etc., are to be played at a low volume so as not to disturb other people. Equipment is to be properly secured when not in use.

The use of the executive sauna, the fourth floor Jacuzzi and the Furo are by reservation only. Please register at the Front Desk. None of these facilities nor the exercise rooms are to be used by anyone under the influence of intoxicants or stimulants.

Conference Room: This room may be reserved for commercial presentations. The rental charge is \$10 per hour plus tax.

Recreation Room: This room may be reserved for commercial presentations. The rental charge is \$20 per hour plus tax.

Pool Table: Use of the pool table is by reservation only. Please register at the Front Desk.

Bowling Alley: Use of the bowling alley is by reservation only. Please register at the Front Desk. A charge of \$3 per lane hour is charged.

- a. Regulation bowling shoes must be worn and may be picked up at the Front Desk.
- b. Club bowling balls are not to be removed from the alley area.
- c. A responsibility waiver must be signed prior to usage.
- d. A \$100 deposit must be paid prior to usage.

Pool and Jacuzzi: Please observe the posted signs. This is no lifeguard on duty.

Tennis, Paddle Tennis, Basketball: These courts are available by reservations only. Please register at the Front Desk.

When utilizing any facility on the fifth floor Recreation Deck, always wear appropriate footwear for the activity. DO NOT wear footwear which might damage or puncture the

decking.

SPECIAL FUNCTION RECREATION ROOM POLICY

1. Club members requesting the recreation room must obtain and complete a request form seven days prior to the event. All special functions require the approval of the General Manager.
2. A \$100 security deposit is to be paid prior to access to the room for all functions with more than 10 guests.
3. The sponsor is responsible for the general cleanup after the function. If the cleanliness is unsatisfactory, the security deposit will be reduced or forfeited.
4. The sponsor is responsible for the conduct of his or her guests and for any damage caused by the guests.
5. All functions must cease and the room be cleared by 10pm.
6. The BOD reserves the right to require the sponsor to furnish a security guard at any gathering in excess of 25 people.
7. Reservations cannot be scheduled more than 30 days in advance.
8. Reservations are limited to a maximum of four hours per unit.
9. Reservations are subject to commercial rental charges.
10. Reservations for special functions are limited to one facility. Exception: Recreation Deck.

HOUSE RULES AND BY-LAWS VIOLATION FINES

1. A violation of the Declaration, By-Laws or these House Rules by an owner or anyone using the property under an owner, will give the Association the right, in addition to any other rights or remedies, to levy a fine against the responsible owner. Fines duly imposed by the BOD or its agent but unpaid will constitute a lien on the unit that may be foreclosed upon in like manner as a lien for unpaid common expenses.

2. The fine for any violation will be as follows:

Warning Notice: issued prior to first citation which owner/resident has 48 hours to comply.

First Offense: written citation with a copy of said citation being sent to the unit owner if the offender is not the unit owner. Owner/resident has 7 days to comply.

Second Offense: written citation and fine up to \$100, which will be assessed against the unit owner.

Third Offense: written citation and fine up to \$200, which will be assessed against the unit owner.

Fourth and Subsequent Offenses: written citation and fine up to \$300 for each occurrence, which will be assessed against the unit owner.

3. A fine will be imposed for any second and subsequent violation, even if that violation involves a different House Rule or By-Laws provision than did the first violation.

4. Failure to comply or correct a violation will result in a fine being issued every 7 days from the previous citation date for fine.

5. After twelve (12) months, a citation will be removed from an owner's record and will not be used in calculating subsequent violations.

6. The Managing Agent and his/her staff, or any duly authorized agent of the Managing Agent, such as the manager, as the agent of the BOD, is authorized to issue written citations and levy fines.

APPEAL OF CITATIONS AND FINES

1. The BOD shall appoint a three-member Appeals Committee. At least one member of the Appeals Committee shall be a member of the BOD. An alternate shall also be named to act if one of the committee members is unavailable for a hearing. The Appeals Committee shall act on all appeals of First, Second and Third offenses. Fourth and subsequent offenses shall be heard by the full BOD.

2. A unit owner shall have the right to appeal any citation or fine to the BOD within 14 days of the date said citation or fine is issued. The appeal shall be in writing and may be hand delivered to the Manager or mailed to the BOD in care of the Managing Agent of the Association, postage prepaid, certified mail, return receipt requested. Such letter shall constitute a Notice of Appeal. The date of mailing as certified by the post office or the date of hand delivery to the Manager shall constitute the date of appeal.

3. In the Notice of Appeal, the unit owner shall indicate whether he/she wants a hearing before the Appeals Committee/Board or, alternatively, wants the Appeals Committee/Board to decide the matter without a hearing. Failure to request a hearing in the Notice of Appeal shall be deemed a request for the Appeals Committee/Board to decide the matter without a hearing. Any hearing shall be held within 30 days of the receipt of the Notice of Appeal. If the owner does not request a hearing, he/she should enclose with the Notice of Appeal a statement of acts, affidavits of witnesses, and other written materials the owner wants the Appeals Committee/Board to consider in deciding the appeal.

4. The BOD shall mail or deliver a written decision to the unit owner within 30 days of the hearing, or, if there is no hearing, within 45 days of receipt of the Notice of Appeal.

CENTURY CENTER CONDOMINIUM HOUSE RULES & BY-LAWS
VIOLATION CITATION

Date _____ Time _____ Name _____ Unit _____ Parking Stall _____

- | | |
|---|---|
| <input type="checkbox"/> Signs | <input type="checkbox"/> Flammables |
| <input type="checkbox"/> Registration | <input type="checkbox"/> Club Usage |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Jacuzzi/Furo Overflow |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Common Areas | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Garbage | <input type="checkbox"/> WARNING - No Fine |
| <input type="checkbox"/> Pets | <input type="checkbox"/> First Citation - \$0 |
| <input type="checkbox"/> Noise & Disturbances | <input type="checkbox"/> Second Citation - up to \$100 |
| <input type="checkbox"/> Occupancy | <input type="checkbox"/> Third Citation - up to \$200 |
| <input type="checkbox"/> Alterations | <input type="checkbox"/> Fourth and after - up to \$300 |

House Rule or By-Laws provision violated and explanation: _____

Violation must be corrected: Immediately
 By: _____

Manager/Agent: _____

You have been assessed a fine in the amount of \$_____ for the infraction of the above cited House Rules and/or By-Laws, due and payable to: AOA Century Center, c/o Hawaiiana Management Company, 711 Kapiolani Blvd, #700, Honolulu, HI 96813.

A unit owner shall have the right to appeal a citation or fine by submitting a letter (“Notice of Appeal”) to the BOD. The Notice of Appeal shall be hand delivered to the Manager or mailed to the above address, postage prepaid, certified mail, return receipt requested within 14 days of the date shown on this citation. In the Notice of Appeal, the owner should indicate whether he/she wants a hearing before the Appeals Committee/Board or would prefer to have the matter decided without a hearing. If the owner requests a hearing, the Appeals Committee/Board shall hold a hearing within 30 days of receipt of the Notice of Appeal. If no request for a hearing is made the owner should enclose with the Notice of Appeal a statement of acts, affidavits of witnesses, and other written materials the owner wants the Appeals Committee/Board to consider and the Appeals Committee/Board will mail a written decision to the owner within 45 days after it receives the owner’s Notice of Appeal. See [APPEAL OF CITATIONS AND FINES](#) above for details and complete procedures.

FIRE PREVENTION/EVACUATION PLAN

First and most important: Know the location of fire pull and fire hose boxes. These are located on each floor.

The fire pull box is located next to the elevators.

The fire hose box is located next to the fire pull box.

Smoke detectors are located on each floor.

The smoke detector and fire pull boxes are connected to the general fire alarm system; when either is activated ALL bells on all floors will ring.

WHAT TO DO

If You Hear The Fire Alarm:

1. The fire is likely somewhere else, you probably are not in immediate danger and someone has started the actions necessary to extinguish it. As a result, you will have enough time to do the things to protect yourself and your property without substantial danger.
2. Urge everyone in the apartment to leave at once. We suggest that you keep a flashlight on hand, in good working order, and take it with you when you leave.
 - a. Close the solid apartment door completely after everyone has left.
 - b. If there is smoke in the hall, turn on the flashlight, drop to your hands and knees (smoke rises, thus the air is better close to the floor) and crawl to the nearest fire door. If little or no smoke, walk to the fire door.

DO NOT ATTEMPT TO USE THE ELEVATORS: SERVICE WILL HAVE BEEN STOPPED FOR THE EXCLUSIVE USE OF THE FIRE DEPARTMENT

3. Once you reach the fire stairs, walk carefully down the steps until you reach the bottom exit.
4. If you use the Kalakaua stairways you will arrive at the 1st floor lobby. Remain clear of the fire fighting equipment and open areas where falling glass may land. If you use the canal side stairways, you will exit directly out of the building on the ground floor — move away from the building and toward Kapiolani. Remain clear of the fire fighting equipment.
5. If you are in any of the parking areas, go to the nearest stairway or the ramp and walk down to the street.
6. If you are on the street, stay there.

IF YOU SEE FLAMES OR GREAT QUANTITIES OF SMOKE COMING FROM AN APARTMENT:

1. In brief, let everyone know about it.
 - a. Phone the Fire Department at 911; tell them (1) where you are, (2) what you see and (3) where the flames or smoke are.
 - b. Phone the Front Desk at 941-9655; tell whoever answers who you are, what you saw and what you have done. If the phone is not answered immediately, let it ring. If phone line is busy, you may try alternative numbers 946-8818 and 946-8765. Please only attempt to reach us by phone if you have information regarding the fire or possible fire.
 - c. Activate the nearest fire alarm by pulling the handle **DOWN**. This will cause the fire alarm bell to ring. It will continue to ring until shut off by the General Manager, Security Guard or Fire Department personnel.
2. At that point you are in the same situation as everyone else that hears the fire alarm; follow the above procedure.

IF YOU SEE A VEHICLE ON FIRE IN THE PARKING AREAS:

1. Phone the Fire Department and the General Manager's office as above.
2. The General Manager or Security Guard will contact the resident of the apartment associated with the stall, where the burning vehicle was found, as well as other residents whose vehicles may be damaged.

IF THERE IS A FIRE IN YOUR APARTMENT:

1. This is the most dangerous situation, usually because of the resident's fright and panic. All apartment fires start fairly small so the size and extent of any fire in your apartment will depend on what you do and how quickly it is done. A few preparations now will greatly reduce the possibility of injury and damage in the future.
 - a. Decide whether you can handle the fire. This is an individual decision that, once made, should be acted on calmly and quickly. Your decision should be based upon (1) your judgment of your own capacity at handling a genuine emergency; (2) the immediate availability of necessary fire fighting tools and material; and (3) the possible size of the fire and the probable extent of damage if you take or do not take action to put it out (everyone knows how to extinguish a cigarette).
 - b. Decide in advance how you would extinguish the various kinds of fire that might occur and whether it is advisable to have appropriate fire fighting tools and material on hand. As for any job, you must use the correct tool to do it effectively.
 - (1) Combustible fires (i.e., anything made of wood, cloth or paper) can be put out with generous quantities of water.
 - (2) Oil, grease and plastic fires can be extinguished by smothering or pouring baking soda on the burning object.
 - (3) Electrical fires are best handled by turning off the electricity circuit breaker and using a carbon dioxide (CO₂) extinguisher on the fire itself.
2. Once you have made the decisions suggested above, it will be possible to quickly determine what action you will take if and when any kind of fire occurs. Also, you will be able to determine the amount of risk and fight the fire; or if not, call for help.
 - a. To fight a fire: Fires cannot exist without oxygen and fuel; thus your effort must be aimed at reducing or eliminating them.
 - (1) Always point the stream of water, baking soda or CO₂ to the base of the flames.
 - (2) To smother flames, always use a flat metal object (e.g., a pot cover or service tray; close the oven door).

IF YOU HAVE FURTHER QUESTIONS REGARDING EMERGENCY PROCEDURES, PLEASE CONTACT THE FRONT DESK AT 941-9655.

Transcribed and edited without BOD approval by Robert Moses, REALTOR®, CRS, Moses Realty
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