

**Princeville Mauna Kai
House Rules
(Adopted May 8, 2020)**

I. INTRODUCTION

These House Rules have been enacted by the Board of Directors of the Association of Owners of

Princeville Mauna Kai to carry out the provisions of the Project documents, as derived from

Declaration 9.0–c and 12.0, and Article I, section 2 of the By–Laws, to promote harmonious living and maximum enjoyment of the project and to assure that all residents, owners, tenants, and guests may enjoy the security, beauty, and tranquility of the Project. The Board may from time to time adopt, amend, modify, and/or revoke these rules, in whole or in part, by a two–thirds vote, as set forth in the By–Laws, Article V, Section 5.

Civil Behavior:

Owners, residents, and guests at Mauna Kai have a reasonable expectation of being treated with respect and kindness while they are here. While people live here they are not to engage in noxious or offensive behavior. They may not be abusive or harass others and may not be a nuisance. This would include, but not be limited to, annoying, unnecessary, and/or unwarranted complaints of general agencies such as the police, fire dept., water, health, and sanitation depts. Mauna Kai staff (currently Gardeners and the Onsite Manager), and Contractors are overseen by the Board of Directors, not individual owners. Any suggestions can be made by leaving a note in the suggestion box, and/or emailing the board.

Conduct by any owner or tenant that is frivolous, improper, and not in the best interest of the Association in the reasonable opinion of the Board, in its sole discretion, shall be deemed a violation under these house rules.

These House Rules supplement but do not change the obligations set forth in the Declaration and By–Laws. In the event of inconsistency, the Declaration and By–Laws will prevail in that order.

These rules simply call for all residents, owners, tenants, guests, and invitees to show consideration for their neighbors by minimizing noise, complying with house, pool, and parking lot rules, supervising minor children and pets, and keeping their condominiums free of “unsightly” clutter. Failure to adhere to any of the rules may result in monetary fines levied against the owner.

The Princeville Mauna Kai is a condominium project where units are adjoining, both side-by-side and upstairs and downstairs. It is recognized that residents have different sensitivities and tolerances. It is the intent of these House Rules to promote community and to encourage all residents, including tenants, vacation renters, guests, and invitees, to treat each other with civility and tolerance as well as consideration for the needs and rights of others.

All owners, tenants, guests and invitees are subject to the conditions, rules and regulations contained in these House Rules as well as in the Declaration and By-Laws, and the Princeville at Hanalei Community Association (PHCA) Rules, which are the governing documents of the Association. It is the responsibility of every owner to ensure that their tenants and guests receive a copy of these Princeville Mauna Kai House Rules.

Owners are responsible for the conduct of their tenants and guests and are required to ensure that all House Rules are followed by their guests and tenants. Any fines levied will be issued to owners. It is the owner's responsibility to collect the fines caused by a renter from the renter. Owners are responsible for making the House Rules clear to all renters and for posting the House Rules in their units.

II. RESIDENT REGISTRATION FORM

All owners, and new owners, who rent out their unit, as a long-term rental or vacation rental, are required to complete a Resident Registration Form identifying the tenant for long-term rentals or the Property Manager for vacation (short-term) rentals. The Resident Registration Form shall be submitted to the Managing Agent within 15 days of entering into a long-term rental or within 15 days of engaging a Property Manager, whichever is applicable. The Resident Registration Form is attached to these House Rules as Attachment A.

Owners who rent their units are also required to register their units with the PHCA. PHCA Article II, Section 1-C. Attached: full document in addendum.

III. REPORTING PROCEDURES FOR COMPLAINTS AND POTENTIAL VIOLATIONS OF THE HOUSE RULES

Any resident who has a complaint about the conduct of another resident, whether it be an owner, a tenant, or a guest, shall first attempt to resolve the issue directly, and civilly, with the resident who is engaged in conduct which is disturbing to the resident. If the issue is not resolved, the resident shall next report the incident to the Onsite/Resident Manager. Onsite/Resident Manager: # 808-651-2117. The report may initially be made verbally, but should be followed up with a written report, identifying the time of the incident, the person(s) and unit(s) involved, the nature of the incident, the attempts made to resolve the incident, and the result of the resolution attempt.

If the resident is unable to reach the Onsite/Resident Manager, or if the incident occurs after 9:00 p.m. or prior to 7:00 a.m., the resident shall submit the report the following day, except as set forth below. It is recognized that all incidents that are troubling to residents are not always immediately resolvable.

Only in the event that an incident involves the immediate threat to the physical safety to persons or property that occur after 9:00 p.m. or before 7:00 a.m. shall an owner or tenant contact the Princeville Security, Police or Fire Departments. (Note: Whether an incident involves the immediate threat to the physical safety to persons or property under this subparagraph shall later be determined by the Board, in its sole discretion). Failure of any owner or tenant to follow these reporting procedures shall be deemed a violation under these House Rules and subject to the fining policy.

For incidents that involve an immediate threat to a person's physical safety or to the property call Princeville Security or the police. Princeville Security: # 808-826-6181/Police dial 911.

All incidents that are reported to Princeville Security or Police shall also be submitted in writing to the Onsite/Resident Manager as soon as the resident reporting such complaint is not in danger.

The Onsite/Resident Manager will attempt to resolve the issue between the complaining party and the offending party, and, in his discretion in the case of a tenant or guest, the owner of the unit. If the Onsite/Resident Manager is not able to resolve the situation, the Onsite/Resident Manager will determine whether to issue a Notice of Violation. The Notice of Violation Form is attached as Attachment B. The Onsite/Resident Manager will also report the situation to the Board, with his/her findings and recommendation, including any Notice of Violation if issued. If a Notice of Violation is issued the offending party may appeal the Notice of Violation to the Board. The Notice of Violation Dispute Form is attached at Attachment C. Further, if no Notice of Violation is issued and the complaining party is not satisfied with the Onsite/Resident Manager's resolution, the complaining party may address the Board when the Onsite/Resident Manager's report and recommendations are forwarded to the Board.

IV. GENERAL RULES

1. No modification may be made on the exterior or interior of a unit which may detract from the uniform appearance of the project without the prior written approval of modifications by the Board of Directors. This includes replacement of doors and windows, screen doors, installation of solar units, skylights, or other modifications that can be seen from the outside of the unit.

A. On the round side of the Project, front doors must be replaced by one of the exact size and limited to specific types. Each door must be one of the following: 1. Eight symmetrically paneled solid wood door with no windows;

- b. Plain solid wood door with no windows; or 3. Vertical wood-framed glazed panel door with eight simulated divided lights, or individual panes. Glass is divided symmetrically. The exterior of the door must be painted a solid Mauna Kai Tan. The paint color is on file at Ace Princeville. If a door with glass is chosen, the glass must be clear, not stained or tinted in anyway. Replacement of a door may also require PHCA approval, which is to be obtained by the owner. *Note: Original doors are 7' H, a custom size.
- B. Screen doors on the round side of the Project must be a dark color, to match exterior window frames.
- C. Modification on the interior: in situations where there are shared walls, shared floors, expansion of internal square footage, and/or where changes are visible from the exterior, require written review and approval by the Board of Directors. The Onsite/Resident Manager and Board must be made aware of your projected timeline prior to any construction or repairs occurring.
- D. Exterior cameras, including doorbell cameras, are an exterior modification which must be approved by the Board of Directors prior to installation.
- E. A building modification request form/Application for Approval of Modifications Additions or Improvements to Property Forms are attached as Attachments D-1 and D2.
- F. Dark Sky Policy: Mauna Kai requires all lighting to be in compliance with PHCA's Dark Sky Policy. More details may be found online at <https://www.darksky.org>. Architectural and holiday lighting is limited to the hours from dusk to 10pm. Low level solar safety lighting for walkways and entry way are allowed. Security lighting, when controlled by motion and infrared sensors is acceptable. Lights with exposed bulbs and flood lights are not in compliance.
2. No owner or occupant shall carry on any business, post any advertisement or sign on the premises, except as authorized by the Board of Directors.
3. Each owner may store up to two bicycles and a small number of surf boards on the porch deck. Deck type furniture is also permitted. However, all must be neat, not placed on the stairs or block access to entry door(s).
4. **NO** fireworks of any kind are allowed anywhere at Princeville Mauna Kai.

5. Smoking is prohibited on Mauna Kai Property except within designated smoking area. Designated smoking area is at the end of the parking lot farthest from the entrance, on the cement only and not on the grass. Smokers are responsible for picking up all waste in the smoking area. The prohibition on smoking includes all smoking of all kinds and vaping.
6. Charcoal barbecues and barbecue smokers are not permitted to be used on lanais.
7. It is an offense for any person to feed or offer food to any feral animals or to leave food unsecured in a manner that makes the food available to feral animals. Feral Animals include, but are not limited to, cats, pigs and chickens.
8. All structures and objects on Mauna Kai property are to be used only for their intended purpose. Anything that is in violation of the law, country codes and ordinances or that may cause the cancellation or increase in the insurance of the buildings of Mauna Kai is prohibited.
9. "In-House" Pets. Owners and long-term tenants, with the written permission of the unit owner, who live on-site are permitted to have "In-House" pets. "In-House" pets are limited to dogs, cats, or caged birds. No more than two pets shall be allowed per unit.
 - a. Every owner or tenant keeping a pet shall register them with the Managing Agent and Onsite/Onsite/Resident Manager. As applicable, all pets shall be licensed and inoculated as required by law.
 - b. "In-House" dogs and cats must be spayed or neutered.
 - c. When outside the owner's or tenant's unit, the pet shall at all times be under physical control by the owner and be on a leash, even when being hand carried; or carried in a secure pet carrier. No pets are allowed to be outside the unit unleashed.
 - d. All owners shall immediately clean up after their pets. Due to the health issue of this violation, there is a fine of \$200 for each violation, including the first violation. There are no warnings issued for this violation.
 - e. Owners must assure that their dogs are not disturbing the tranquility of the Mauna Kai community and take measures to avoid excessive dog barking or howling. Excessive dog barking or howling is described as longer than 10 minutes of continual barking or howling or chronic sporadic short bouts of barking or howling occurring more than 10 times throughout any four (4)

hour period. Any pet causing a nuisance or an unreasonable disturbance to any other owner or occupant of the Project must be permanently removed from the Project promptly after the Board or Managing Agent gives notice to the person owning the pet. Animal Noise Nuisance: These rules align directly to the Princeville Community Association rules. These rules state: Occupants are responsible for ensuring that their pets do not make excessive noise. Animal Noise is defined as: Continuous and/or incessant barking, baying, crying, howling, or any other noise which disturbs any person at any time of day or night for (10) consecutive minutes or intermittently for twenty (20) minutes in a 30-minute period. An exception would be if the animal noise is a result of trespass or a threatened trespass or the animal is being teased or provoked by anyone other than its owner.

- f. Nothing in these House Rules prohibits any animal deemed permissible and necessary for an owner/tenant pursuant to the Americans with Disabilities Act, Federal Fair Housing Act, or any similar Federal or State of Hawaii law.

10. Unit Appearance: Walkways and front entrances shall not be obstructed. Decorative plants in acceptable pots in reasonable numbers are permitted. No trash is allowed on entryways. Unsightly displays, clutter, or trash on decks or entryways within the common view is not permitted. This includes broken furniture or appliances, boxes or storage, loose or drying laundry,

11. Recycling and Garbage

- a. Dumpsters are provided for garbage/trash, recyclables, and green waste for residents only. All garbage/trash and recyclables must be deposited into the appropriate dumpsters inside the trash enclosure. They may not be deposited into the green waste container or put on the ground inside the dumpster enclosure. **Due to the health issue of this violation, there is a fine of \$300 for each violation, including the first violation. There are no warnings issued for this violation.**
- b. Cardboard, Styrofoam, florescent lights, metal, appliances, construction items, mattresses, box springs, furniture, electronics, medication or paint shall not be placed in the garbage/trash. These items must be disposed of at the Princeville Transfer Station on Kuhio Hwy, 2 miles south of the Princeville Entrance.
- c. Recyclables include glass, plastic, and aluminum cans that have the Hi-5 logo ONLY. All other items, including cardboard, must be disposed of at the Princeville Transfer station.

12. Noise: a. Quiet Hours are 10:00 p.m. to 7:00 a.m.

A. Contractors are permitted on the Project Mondays through Fridays from 8:00 a.m. to 5:00 p.m. and Saturdays 9:00 a.m. to 5:00 p.m. However, no motor tools may be used before 9:00 a.m. or past 5:00 p.m.

V. PARKING RULES

Due to our very limited available parking situation with 46 units and only 51 spaces, we must enforce all parking rules, so that all owners, tenants, and guests may have a place to park.

1. Parking is on a first-come, first-served basis unless an owner opts to utilize his/her designated parking space, per the Declaration and Princeville Mauna Kai maps. Owners who choose to avail themselves of their designated parking space are not allowed to choose their space but are limited to the space designated on the original parking assignment map referred to in the Declaration. Owners choosing to utilize their designated parking space are subject to the rules discussed further below.
2. ONLY one parking space per vehicle. No vehicle may park on or over the parking space dividing line or in a manner that in any way encroaches onto the adjoining parking space, making that adjoining space unusable by another vehicle.
3. Under no circumstances will more than two (2) vehicles per unit be permitted.
4. All vehicles must have the Princeville Mauna Kai parking permit or permanent parking tag displayed on their vehicles. Resident owners and long-term tenants and vacation renters shall display board approved parking tags that can be printed by an owner or if/as needed by the Onsite/Resident manager. The owners are required to work with the board to obtain the parking tags. As short term renters are required to place a printed permit with pone and unit numbers on their vehicles dashboard upon arrival.
5. The speed limit in the parking lot is 5 M.P.H.
6. Parking on lawns, sidewalks or non-designated parking areas is not permitted except as follows: If the lot is full, parking is allowed on the edge of the grassy knoll, but in a manner that does not block the mailboxes. All vehicles parked at the edge of the grassy knoll must be moved to a parking space by 9:00 a.m. the next morning.

7. No extensive repair of vehicles is permitted in the parking lot. Vehicle repair is limited to one (1) day only. Proper precautions against oil or fluid leaking must be taken prior to beginning the repairs. All repairs must be coordinated with the Onsite/Resident Manager.
8. All vehicles must be in running condition with current registration and safety inspections.
9. No oversized vehicles, trailers, boats, campers, or large trucks will be permitted to park on the premises. No vehicle shall exceed 8.5 feet in width and 19 feet in length.
10. No commercial vehicles allowed for overnight parking. Please try to coordinate large truck deliveries with the Resident Manager.
11. Vehicle storage is prohibited except that there may be limited storage of vehicles for owners who require storage for more than four weeks. Permission to park a vehicle for more than 4 weeks must be coordinated with and approved by the Onsite/Resident Manager. Owners who utilize any long term storage spaces are restricted to one first-come, first-served parking space
12. The Parking Lot of Princeville Mauna Kai is not intended for recreational use and shall not be used for recreational activities of any kind. The Resident shall assume all risks of personal injury or property damage that may result from the inappropriate use of the Parking Lot of Princeville Mauna Kai by the Resident or the Resident's family, guests, tenants or invitees.
13. Every unit has a designated parking space, per the Declaration and as shown on the Princeville Mauna Kai map. These rules apply to those designated parking spaces.
14. Owners with reserved parking spaces with approved signage, discussed further below, including owners with reserved sign handicapped parking space, may only park in their reserved space and will be fined according to our general fining policy, for parking elsewhere on Mauna Kai property, including the open "first come, first serve" parking spaces, driveway, or grassy areas. Parking rule #3 will be struck for each owner who reserves a parking space as these owners will be limited to 1 parking space. If a vehicle of an owner with a reserved sign space continues to be parked anywhere on Mauna Kai property, other than their reserved space, that fine may be repeated every 24 hours (or part thereof) until the vehicle is moved back into the reserved space. The only exception to this rule occurs when another vehicle is illegally parked in a reserved signage space and the owner has called the Towing Company. In that case, the owner with reserved signage parking may park temporarily in a non-reserved space. Once

the illegally parked vehicle is towed, the owner's vehicle must immediately be moved to their reserved parking space.

15. Disabled owners may modify their unit entrance and/or may request a reserved parking space, and may erect reserved signage, at their expense, including adding an additional disabled sign to their parking space, as long as the modifications conform to the standards set forth in these House Rules, and the reserved disabled parking space does not encroach onto the adjacent parking space. In the case it does encroach, the disabled parking space for that unit will be relocated to a reasonable location. The rules in Rules #14 (one parking space limit) also applies to disabled parking spaces.
16. Any vehicle parked in another unit's reserved parking space or parked in a disabled parking space, without a disabled sticker prominently displayed in their car, will be subject to the Princeville Mauna Kai fining policy, as well as subject to being towed by the reserved parking space unit owner, if that owner chooses to have it towed. Towing service is at the violator's expense.
17. owner requesting to utilize his/her reserved parking space with reserved signage will follow the Mauna Kai Continuity Policy below for erecting parking signage for their reserved parking space:
 - a. It is the owner's responsibility to pay for the signage, to follow the Continuity Policy and for proper erecting of the signage.
 - b. It is the owner's responsibility to monitor their own reserved parking space, including calling the tow company selected by Mauna Kai to remove violators from their reserved parking space. The Resident Manager is not responsible to contact or look for violators or contact the towing company.
 - c. The Mauna Kai Parking Signage Continuity Policy outlined in Parking Rule 17-c. has been developed to assure conformity of size, shape, color, dimensions, design, bordering, wording, graphics, and materials used for signage. The policy has been created to assure the continuity and beauty of our entryway and protect the overall beauty of Mauna Kai. "My Parking Sign" is Mauna Kai's vendor of choice. Owners are not required to use "My Parking Sign", however, the signage they select must look exactly like, be worded exactly like, and be exactly the same dimensions as the example provided in the attachment and noted below.
 - i. 12" wide by 18" long aluminum sign, white reflective background, green border, "Reserved" in green block at the top of the sign, exact wording as the example, exact size of

lettering, free of any graphics or design elements, mounted at the top of an 8 foot tall baked enamel “u channel” steel post buried 2 ft into the ground.

- ii. The signage must be installed 2 ft deep into the ground to assure stability and be straight, not leaning in any direction.
- iii. It is the owner’s responsibility to assure their signage is free of debris, rust or damage, erected properly and to replace their sign or post as necessary.
- iv. If any signage is not maintained to Mauna Kai standards, owners will be communicated to and they have 30 calendar days to remedy the situation without further approval from the board. Post the 30 day period the sign will be subject to removal by the Onsite/Resident Manager and safely stored away for up to 180 days or until the owner has corrected the issue. Once the signage has been repaired to conform with the standards herein, the owner may re-erect their signage. If there are questions the owner should move to get them answered in this 30 calendar day period.

18. Princeville Mauna Kai has adopted the Barnacle Enforcement Program initiated by the PHCA. At the request of the Princeville Mauna Kai Resident Manager, Managing Agent, or Board of Directors, vehicles that do not display a valid parking pass or decal will be “barnacled” by the Princeville Patrol.

VI. **POOL AND PAVILION RULES**

These rules are designed to promote health and safety and assist with harmonious living in and around the pool/pavilion area. Failure to observe these rules will result in expulsion from the pool/pavilion area and may incur fines.

1. The pool and pavilion areas are for the exclusive use of Princeville Mauna Kai residents and guests. Guests must be accompanied by residents (owners, current long-term tenants, or current vacation renters) at all times.
2. Pool Hours are between 9:00 a.m. and 9:00 p.m. daily.
3. Entrance to the pool and pavilion areas are through the two locking gates only.
4. No animals are allowed inside the fenced pool/pavilion area.
5. Children aged 14 and under must be accompanied by an adult at times when they are using the pool and/or pavilion area

6. The pool gates must be kept closed and locked at all times for owner, tenant and guest safety. Do not force or prop the doors open or in any way restrict the doors from closing or locking.
7. The life ring and recovery hook are for emergency use only. They are not to be used as toys.
8. No glass containers of any kind are to be used in the fenced pool/pavilion area.
9. Running, riding any recreational wheeled devices in the pool area or inside the pavilion is strictly prohibited, with the exception of strollers and assisted walking devices.
10. Owners, tenants, and guests shall assume all risks of personal injury or property damage that may result from the inappropriate use of the pool area or pavilion.
11. Pool furniture shall not be removed from the pool area.
12. No furniture, rocks, coins, or hard objects of any sort are to be thrown into the pool or used as diving platforms.
13. Only soft-sided toys may be used in the pool. Surfboards, boogie boards, hard balls are not permitted. **This is a safety hazard to residents and guests and therefore a \$200.00 will be levied for each violation, including the first violation. There are no warnings issued for this violation.**
14. A poolside shower is provided for pool users. Swimmers who have suntan oils or sand/soil on their bodies shall use the shower **prior** to entering the pool.
15. Pool keys are the responsibility of the owner. Pool keys may not be duplicated and may not be loaned to anyone who is not a Princeville Mauna Kai owner, tenant, or vacation renter. A \$50.00 fee will be charged for the replacement of lost pool keys.
16. Individuals may reserve the pavilion area for private parties, or meetings, provided that the use does not conflict with other resident activities. A \$100.00 refundable security deposit must accompany the reservation made through the Onsite/Resident Manager. The pavilion must be cleaned to the Onsite/Resident manager's satisfaction for refund of deposit.

VII. GENERAL FINING POLICY

Fines can easily be avoided by following the Mauna Kai House/Parking/Pool Rules, which are in place solely for the purpose of maintaining a safe, healthy, peaceful, and beautiful Mauna Kai environment.

Violations will be levied as follows, except when a specific and different amount is notated in a rule, for a particular health or safety violation.

* First Violation – One (1) courtesy written or verbal warning to notify the guest/tenant/owner of the rule violation.

* Second Violation – A \$50.00 fine will be assessed to the condominium owner.

* Third Violation – A \$100.00 fine will be assessed to the condominium owner.

* Fourth and subsequent violations – A \$200.00 fine will be assessed to the condominium owner.

* Warnings and fines will reset when an owner has not received a warning or fine in the previous 12 month period.

*** Property owners are responsible for the tenants abiding by all rules and for the conduct of their tenants and guests at Mauna Kai.

Notwithstanding the above fining system, in cases where a flagrant violation occurs which affects the health and/or safety of residents and/or guests, a fine of \$200.00 will be immediately levied in lieu of a warning. This health and safety fining policy is noted in each of these applicable rules.

Payment of fines must be made within thirty (30) days from the date of the written notice.. After this 30 day time period, any payment made towards the Maintenance Fees will first be applied toward any outstanding fines. This may result in the Maintenance Fees not being paid in full which would result in late fees levied against the owner. Please refer to Mauna Kai Association established Priority of Payment Plan for more information on how nonpayment of fines may affect your property. The Priority of Payment Plan may be found as part of the annual budget document sent to all owners on an annual basis.

Fines may be disputed only by using the Violation Dispute Form, which is attached with each notice of violation. Fines may be disputed only within 30 days from the date of the violation form. Hearings will not take place if the Violation Dispute Form has not been used, if the Violation Dispute Form was not filled out correctly, or if the Violation Dispute Form is turned in over 30 days from the date of the violation notice. Owners/tenants shall be scheduled for a hearing at or before the next regular meeting of the Board of Directors. The Board of Directors will render a written decision within 10 days of the hearing. Fines must then be paid within 10 days of the written decision. The Onsite/Resident manager, managing Agent or Board of Directors will enforce all House Rules to ensure a safe, peaceful, and beautiful Princeville Mauna Kai Project.

END

PRINCEVILLE MAUNA KAI RULES: Attachments and Addendum's

Attachment A: Resident Registration

Attachment B: Notice of Violation

Attachment C: Notice of Violation Dispute Form

Attachment D-1: Mauna Kai Building Modification Request Form

Attachment D-2: Application for Approval of Modifications Additions or

Attachment E: Improvements to Property

Attachment F: Pet Information & Registration

Attachment G: PHCA Article II, Section 1-C: Includes county and Princeville Assn. rules, registration, and tax requirements for short term and long term rentals.

Attachment H: Mauna Kai Visitor Parking Pass

Attachment I: Solar Panel Installation Permission Process sample docs.

Rules and information, for the duration.

Covid-19 Addendum: For, all persons on site:

Covid-19 Addendum: Temporary Pool Rules

Covid-19 Addendum: Quarantine Guidelines & Service Resources

Mauna Kai House rules: Attachment Form A
RESIDENT REGISTRATION: Princeville Mauna Kai
Address: 3920 Wyllye Road, Princeville, HI 96722

Princeville Mauna Kai – Unit No. _____

OWNER INFORMATION:

Name(s) of Property Owner(s): _____

Owners address of origin; if not a full time resident:

Owners Mailing Address: _____

City: _____ State or Country: _____

Zip or Mail Code _____

ON-ISLAND, UNIT PROPERTY MANAGER (if not owner occupied)

Name(s) and/or Property Management Company _____

Managers mailing address: _____

City _____ State _____ Zip Code _____

Managers home/cell phone #: _____ Business phone #: _____

Managers email contact: _____ Business Web site: _____

RESIDENT INFORMATION:

Name(s) of tenant adults: _____

Tenant home or cell phone#: _____ Business Phone#: _____

Number of adults occupying home: Male: _____ Female: _____

Ages of children occupying home: Male: _____ Female: _____

Names of children: _____

VEHICLE INFORMATION:

<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Color</u>	<u>License Plate</u>	<u>Permit # (Mgmt. Use)</u>
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1.	_____	_____	_____	_____	_____
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2.	_____	_____	_____	_____	_____
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Mauna Kai House rules: Attachment Form B

NOTICE OF VIOLATION

PROPERTY: Princeville Mauna Kai .
3920 Wyllie Road, Princeville, HI 96722
c/o Associa Hawaii
737 Bishop Street, Suite 3100, Honolulu, HI 96813

RESIDENT NAME: _____ UNIT: _____

OWNER NAME: _____

DATE of Violation: _____ Date of Violation Notice: _____

You are hereby notified that you are in violation of By-Laws or House/Parking/Pool Rules of the Mauna Kai Homeowner's Association, Rule #_____, which states:

SPECIFICS AND DETAILS OF VIOLATION:

1st Violation Fine \$_____ 2nd Violation Fine \$_____

3rd Violation Fine \$_____ 4th & Subsequent Violations Fines \$_____

This violation constitutes a WARNING or fine of \$_____. Please refer to the Mauna Kai house rules and fining policies for amount of subsequent fines for this violation, should the violation occur, again.

COMMENTS, ACTION TAKEN, ACTIONS THAT NEED TO OCCUR

Violations that affect the health, safety or peace of other Residents must be corrected immediately. All other violations must be corrected as soon as possible, but in no event greater than 48 hours from receipt of this notice. All fines must be paid within 30 days from the date of this notice and payable to: Princeville Mauna Kai. Fines not received within this time frame will be deducted from the next homeowners association fee paid, causing late fees to be levied against your homeowners association account. (Violation dispute form enclosed)

Thank you for your cooperation and compliance regarding this matter.
MAUNA KAI OFFSITE/RESIDENT MANAGER

**Mauna Kai House rules: Attachment Form C
NOTICE OF VIOLATION
DISPUTE FORM**

NAME OF PROPERTY: Princeville Mauna Kai
3920 Wyllie Road, Princeville, HI
96722 c/o Associa Hawaii
737 Bishop Street, Suite 3100, Honolulu, HI 96813

Section One: filled out by Mauna Kai Property Manager

RESIDENT NAME: _____ UNIT: _____
OWNER NAME: _____ DATE OF NOTICE: _____

I received a NOTICE OF VIOLATION dated _____ that I was in violation of By-Laws or House/Parking/Pool Rules of the Mauna Kai Homeowner's Association, rule #_____. Per the fining policy, I was fined \$_____.

This is the ____ fine for the same VIOLATION #_____ which states as follows:

Section Two: filled out by homeowner SOLELY for the violation and fine noted in section one

I dispute the fine noted in section one and request a hearing by the Mauna Kai Board of Directors before the next AOA meeting for the following reasons:_____

Only one violation may be disputed per each Notice of Violation Dispute Form. Listing more than one violation on this form will negate and void the validity of this dispute.

All fines must be paid within 30 days from the date of this notice, even if you choose to dispute this fine. The payment is payable to Princeville Mauna Kai. Fines not received within this time frame will be deducted from the next homeowners association fee paid, causing late fees to be levied against the homeowners association account.

Thank you for your cooperation and compliance regarding this matter.

MAUNA KAI PROPERTY MANAGER: _____

Mauna Kai House rules: Attachment Form D-1

Mauna Kai building modification request form

Please complete the following required fields and submit the completed form to the Mauna Kai board for approval.

Name Unit # Date of request

Please describe here the modifications requested. Please be as specific as possible.

Do you believe that your proposed work will impact another unit or any of the common areas, either during or after the work? If so, please indicate the potentially impacted unit numbers or common areas here:

The Mauna Kai Board strongly urges you to submit a sketch or drawing of the proposed modifications.

Please check this box if you have included/attached a drawing or sketch with this request form.

This section for board use only: Date: _____

Approved

Denied

Board member signature

Board member name

Mauna Kai House rules: Attachment Form D-2
APPLICATION FOR APPROVAL OF MODIFICATIONS
ADDITIONS OR IMPROVEMENTS TO PROPERTY

Princeville @ Maunakai
DESIGN REVIEW APPLICATION
737 Bishop Street, Suite 3100
HONOLULU, HI 96813

Property Address: _____ Date: _____

Name of Owner serving as primary contact:

Work Phone: _____ Home Phone: _____ Unit #

Mailing Address (if different from above):

What modification(s), addition(s) or improvement(s) are you making?

Describe how work will proceed. (Attached plans, diagrams and materials list). Continue on reverse if needed.

Note: The property owner has the sole obligation to submit plans to Princeville at Mauna Kai Board of Directors for approval. The Board of Directors may reject plans, materials or products submitted by parties other than the property owner(s). Accomplished work/materials used must match that indicated in the plan. All work must be accomplished within 90 days from date of approval. Excess building materials must be removed and properly disposed of daily during the construction or project.

General Contractor(s): _____

License# : _____

Other/Sub Contractor : _____ Phone # (if applicable) _____

READ STATEMENT OF UNDERSTANDING BELOW AND PROVIDE
NAME (S) AND SIGNATURES OF ALL LEGAL OWNERS

- I/WE UNDERSTAND THAT BY SIGNING BELOW, I/WE UNDERSTAND AND AGREE TO ALL TERMS AND CONDITIONS OF THE PRINCEVILLE @ MAUNA KAI, DECLARATIONS, BY-LAWS AND BOARD OF DIRECTOR GUIDELINES. •

Print Name(s)

Signature(s)

Please ensure you have attached required site plans, diagrams and/or materials list, etc in original (1) copy, and retain a copy of this form for your file.

FOR BOARD OF DIRECTOR USE ONLY

Date Received _____ Date Board or Agent Received _____

Application Approved as Submitted _____

Application Subject to Conditions in Letter Dated _____

Board or Agent Authorized Signature of Approval _____

Incomplete Application, Mailed to Owner for Additional Action On _____

Approval letter sent _____ Copy to Property Manager _____

Mauna Kai House rules: Attachment Form E

PET INFORMATION

Owners Name: _____ Date: _____

Mauna Kai Unit # _____

<u>Type of Pet(s)</u>	<u>Breed</u>	<u>Name of Pet(s)</u>	<u>Description</u>
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1. _____

2. _____

-

IN CASE OF EMERGENCY, PLEASE CONTACT THE FOLLOWING:

Name: _____ Relationship: _____

Street address: _____

City/State/Zip: _____

Home phone: _____ Business phone: _____

Veterinarian Name: _____ Contact phone: _____

Owner's signature: _____ Date: _____

PLEASE NOTE: Accurate contact information is required by the House Rules of Princeville Mauna Kai, and are essential to the proper management of the property and for quick response to potential emergencies. Failure to provide the necessary contact information may constitute a violation and could result in a citation or monetary fine. Please return this registration form with the appropriate information filled out as soon as possible.

- Please return this form to the Onsite/Resident Managers office located at the Mauna Kai Pavilion •

Mauna Kai Visitor Parking Pass

Unit #: _____

Dates: _____

License Plate #: _____

Please place on vehicle dashboard during your stay. Mahalo

If you have to park on the grass, please move your car to an available stall by 9:00 AM. Thank you

Mauna Kai Visitor Parking Pass

Unit #: _____

Dates: _____

License Plate #: _____

Please place on vehicle dashboard during your stay. Mahalo

If you have to park on the grass, please move your car to an available stall by 9:00 AM. Thank you

Mauna Kai House rules: Attachment Form G

PHCA Article II, Section 1-C: (For informational purpose only).

Check the PHCA web site for requirement updates and clarifications.

Includes; County and Princeville Association rules, rental/vacation unit registration, and tax requirements for short term and long term rentals.

PHCA Rental Registration

According to the PHCA Rules Section VII A:

- *Long Term Rentals* - Properties that are rented for a period of 60 days or more shall give the PHCA the tenant contact information, GET number and the property management information if applicable.
- *Short Term Rentals* - Properties that are rented for less than 60 days shall provide the PHCA with the property manager contact information, GET number and location of the PHCA poster.

The information above is to be provided to the office via the registration process. Operating rentals were required to be submitted by July 30, 2018. The registration information is required to be kept current. Failure to do so will result in a \$500 fine being charged to your account.

Online Registration

To Register - <http://www.princevillecommunity.com/forms/rentalregistration>

If your Registration Form is submitted successfully, you will see a page that says "Thank You" with a check mark. Please print the page for your records. If you do not receive a confirmation, contact our office at (808) 826-6687.

Poster Required in Each Vacation Rental

<http://www.princevillecommunity.com/data/library/Rules/2019%20Sample%20House%20Flyerv2.pdf>

for a pdf of the PHCA poster. For condo properties, feel free to adjust the parking and trash information as appropriate. The poster should be placed in a conspicuous location.

State of Hawaii Requirements

The State of Hawaii requires that all transient accommodations (vacation rentals) comply with the following:

1. Rentals have a State Business License (BB-1), have a General Excise Tax (GET) number and Transient Accommodations Tax (TAT) License from the Department of Taxation - <https://tax.hawaii.gov/>.

2. All advertisements include the Transient Accommodation (TA) registration number.

3. Must have an on-island contact. If you manage the property yourself, you must have an on-island contact and the contact's name, phone number, and email must be either on the advertisement or provided to an occupant prior to occupying the unit.

4. On-island contact's information must also be conspicuously posted at the property as well as your TA registration.

If you have a property manager, that person must be a licensed broker/realtor on Kauai (with an office) to manage multiple owners' properties.

Covid-19 Addendum: Temporary Pool Rules
SPECIAL COVID-19 RULES - MAY 2020

**LIMITED PRIVATE POOL USE FOR EXERCISE
ONLY**

1. THE POOL IS NOW OPEN FOR EXERCISE ONLY. ALL POOL USERS MUST REGISTER WITH THE MAUNA KAI BOARD BEFORE USING THE POOL. THE POOL WILL CLOSE AT DUSK.
2. ONLY OWNERS AND LONG TERM RESIDENTS ARE ALLOWED WHO ARE HEALTHY AND HAVE COMPLETED COUNTY QUARANTINE REQUIREMENTS.
3. NO GUESTS OR FRIENDS OF OWNERS ARE ALLOWED.
4. ONLY ONE FAMILY UNIT AT A TIME, OR RESIDENTS OF ONE CONDO. IF SOMEONE IS AT THE POOL WHEN YOU COME PLEASE COME BACK AT A LATER TIME. PLEASE LIMIT VISITS TO ONE HOUR.
5. NO MORE THAN TWO ADULTS AND THEIR CHILDREN AT A TIME.
6. NO SITTING, GATHERING OR SUNBATHING.
7. THE PAVILION, BBQ, BATHROOMS AND SHOWER WILL REMAIN CLOSED. SHOWER AT YOUR CONDO BEFORE COMING.
8. SOCIAL DISTANCING AND FACE MASK REQUIREMENTS STILL APPLY WHEN COMING TO OR GOING FROM THE POOL. USE A SANITIZING WIPE ON THE GATE AND LOCK. ONLY THE GATE BY THE POOL PUMP SHED WILL BE WITHOUT A CHAIN LOCK.

PLEASE HELP US KEEP MAUNA KAI SAFE THANK YOU FOR YOUR
COOPERATION, MAHALO THE MAUNA KAI BOARD:
BOARD@MAUNAKAI.ORG

I agree to follow the Special Pool Rules above. Sign below

Sign name and Unit # Date

Sign name and Unit # Date

Attachment I: Solar Panel Installation Permission Process: sample docs.

Princeville Mauna Kai
3920 Wyllie Rd.
Princeville, HI 96722
Email: board@maunakai.org

Mauna Kai Board of Directors

Aloha _____(owner) ,

The Board is delighted to approve your request to install a solar PV at your unit. Please feel free to proceed once you and your contractor have signed this letter. The following are the guidelines we have in place to protect the Association and your signature at the bottom will constitute your agreement to adhere to these guidelines. Contact the Mauna Kai site manager to coordinate the parking issues.

Mahalo,

_____Princeville Mauna Kai

Date _____

Attachment I: Solar Panel Installation Permission Process: sample docs.

Approval Process for Solar Installation. Requirements:

1. The project must be fully permitted by all applicable state and county governmental agencies.
2. The project must be fully approved by the Princeville Association.
3. The project must be in compliance with all applicable state, county and local laws, rules and regulations. All aspects of this agreement will be binding on future owners and will be communicated to all future owners.
4. Solar installation must be performed by a contractor licensed in the State of Hawaii to perform such work.
5. A schematic of the panels, conduits, inverters, water tank and pipe locations and any other equipment must be submitted to Princeville Mauna Kai for approval prior to the commencement of the project. Photos of all exterior areas affected are recommended.
6. The owner will be responsible for the full cost of installation and will keep the equipment in good working order. Water leaks or the deterioration of paint or pipe insulation will be promptly repaired at the owners expense.
7. The owner will be responsible for the full cost of all necessary repairs to all common property, including the roof, parking lot and landscaping, resulting from the installation of all materials used for the project.
8. Princeville Mauna Kai can initiate emergency repairs to the roof caused by presence of solar panels or due to installation at the owner's expense.
9. Solar panels must be situated as close as possible to the top of the owner's interior with an easement left for walking on the roof.
10. Solar panels must not encroach on any other unit's ability to install full solar.
11. All exterior pipes, conduits etc. must be painted to conform to the current Mauna Kai color scheme. Mounting hardware and panel frames will be dark bronze in color.

12. All contracts for the installation of solar panels must include a warranty of no less than one (1) year, covering any leaks or other damage resulting from the solar panels or the installation thereof. If there is a roof warranty in place owner will contact site manager to ensure warranty will not be voided and whether warranty will or will not cover area where solar installation has taken place. When the roof is replaced the owner will pay for any added roofing costs to remove, repair and remount the solar. No compensation will be given for lost energy production.

13. At the end of each workday, all supplies, tools, material, etc. must be removed from the common areas and parking lot, and no walkways are to be obstructed. The lift truck will not obstruct more than 2 parking spaces during daytime or night time hours and if possible will be parked in the grass lot area at night.

14. There shall a time limit of no more than six (6) months from the beginning of the permit process to the final sign-off of the project.

15. A copy of the contract between vendor and owner must be submitted.

16. The contractor's license, proof of insurance, permits and permit sign offs must be submitted.

17. An Princeville Mauna Kai Board liaison will be appointed as your primary contact to assist with the process

_____ Signature, _____,

Owner _____ Date _____

_____ Owners Address

_____ Phone # _____

email _____ date _____

Signature of Contractor _____

Contractor Name Permit # _____

Office phone. Hawaii license # _____

Address _____

Cell phone _____ Email _____

Mauna Kai House rules: Temporary Addendum:

Covid-19 Quarantine Guidelines

Aloha, Welcome to our beautiful community. Please read these basic guidelines to keep everyone safe. Notify the Board or site manager before you arrive. Complete the registration form and send it to Dennis <mkresmgr@gmail.com> OR Board@MaunaKai.org

If you have recently arrived on the island of Kauai, you are subject to a mandatory 14 day quarantine. Face masks and socially distancing is required until you are inside your condo. If you're new to Mauna Kai but have been on Kauai continuously for two weeks please let us know that too.

Please observe:

All individuals in your party must go directly to your condo and not leave for any reason for 14 days. If you have a medical emergency call 911.

No pool or communal space use, no access to the trash area, walking path, or lawn areas. Some outdoor lanais are too close to neighbors to be considered safe.

No visits to stores or beaches; you must ONLY receive deliveries from post quarantined people.

Food Delivery: <https://kauaikiss.com/> Additional \$70 charge for delivery. The Lotus Garden restaurant in the Princeville center call 808-826-9999 11AM to 8PM

As noted in Gov. Ike SECOND SUPPLEMENTARY PROCLAMATION Any person violating any of these rules shall be guilty of a misdemeanor and upon conviction, the person shall be fined not more than \$5,000, or imprisoned not more than one year, or both. Several violators at Mauna Kai were fined \$500 by the Kauai Police.

While you may see people outside, please be aware that they have likely carried out their 14-day quarantine and that does not mean these rules do not apply to you.

It is imperative to abide by these rules while you are on the island of Kauai. The residents of Mauna Kai are respectful to your travel and wish you a safe and healthy stay. If you see someone violating these rules you are encouraged to call the Kauai Police in Princeville (808) 826-6214

You are only able to return to your home state before completing the 14 day quarantine. You are not allowed to go to another local destination. All renters arriving now are subject to a six month minimum lease requirement.

FULL INSTRUCTIONS: https://hawaiiicovid19.com/wp-content/uploads/2020/03/Quarantine-Instructions_032220.pdf

Please read: <https://www.hawaiitourismauthority.org/news/alerts/covid-19-novel-coronavirus/> SELF-QUARANTINE: https://hidot.hawaii.gov/airports/files/2020/04/Order-for-Self-Quarantine_20200416.pdf https://governor.hawaii.gov/wp-content/uploads/2020/03/2003152-ATG_Second-Supplementary-Proclamation-for-COVID-19-signed.pdf

Restaurants that deliver:

Nourish grill Hanalei 652-1324 Lotus Garden Princeville center call 808-826-9999 Saenz Ohana breakfast Princeville 634-3526 Makai grill Princeville 826-1912

Palate mkt Kilauea 212-1974 Chicken in a barrel Hanalei. 826-1999

Please check all these via yelp to find hours and menus.