

# **ROYAL MAUIAN – HOUSE RULES**

## **ACCOUNTABILITY / ENFORCEMENT**

**ACCOUNTABILITY** —The House Rules are distributed to all owners whenever revised and to new unit owners when they take possession of their unit. Therefore, all owners will be held accountable for understanding and complying with them. Owners are also responsible to make sure all their renters or guests (including children) comply with the House Rules or Guest rules. A copy of the Guest Rules will be given to renters or guests when they register, but another copy should be kept in each unit. Renters and guests must familiarize themselves with the House Rules or Guest Rules upon occupying their unit. Owners are also responsible to make sure that their rental agent, on-island representative and contractors fully comply with all house and contractor rules. Please note that lack of notification is not an excuse for unacceptable behavior.

**ENFORCEMENT** - Please contact the staff via the Front Desk (808-879-9257) as soon as possible if you encounter a serious house rule violation or safety issue. It is much more effective if the staff handles these problems in a timely manner.

An owner or their on-island representative shall, upon request of the Board or Resident Manager, immediately take steps to stop and correct any violation of the intent or meaning of these House Rules. The Board may subject the owner to a fine of up to \$250 per day per violation. Renters should be made aware that owners would most likely hold them responsible for any fines for which they are accountable. If an owner or representative is unable to control unacceptable behavior of a renter, guest or visitor, such owner or representative shall, upon request of the Board, immediately remove or evict such person(s).

## **CHECKING IN**

**ARRIVAL** — All owners, renters, and guests must fill out a registration agreement form at the Front Desk within 24hrs upon arrival. This is in addition to any registration renters made with an owner or a rental agency.

**FRONT DESK** — The front desk is an operation of the Royal Mauian Homeowners' Association. It provides the following services to owners, renters and registered guests: accepting delivery of mail and small items via USPS, selling stamps, and for a fee making copies, sending and receiving faxes, printing out boarding passes. No UPS / DHL / FedEx packages will be accepted for renters or guests. All such packages must be delivered to the unit and the renter is responsible to arrange acceptance. The Front Desk is not a rental agent or on-island representative and will not provide access to any unit, other than to an owner. Office hours are from 8 AM to 12 noon and 1 PM to 4 PM. Monday – Friday. Complimentary coffee & tea available daily from 10am-1pm in the lobby.

**GUESTS** — Renters may not invite guests to use any of the common elements (roof garden, pool, lawn, parking lot). Owners may invite up to eight guests to join them in using the roof garden, pool or lawn.

**ACCESS CODES** —Access codes are utilized for entrance to the swimming pool, roof garden BBQ's, roof top & basement restrooms, 2<sup>nd</sup> floor library & lobby door. Codes are provided directly to owners, property managers, as well as posted on the AOA website. It is the responsibility of owners & property managers of rental units to make sure their guests are aware of the access codes in the event of after-hours and/or weekend arrivals.

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**LIMITATION OF OCCUPANCY** — Under rental conditions, the maximum number of occupants, including infants, per unit is as follows: One bedroom = four (4) people, Two bedrooms = six (6) people, Three bedrooms = eight (8) people. Owners must ensure this rule is followed.

**MINIMUM NIGHTS STAY ON RENTALS** — There is a five (5) night minimum stay for rentals at the Royal Mauian. Owners must ensure their vacation rental agency follow this rule.

**MOTOR VEHICLES** (Autos, Trucks, Motorcycles, Mopeds, etc.) — Parking is at your own risk and the Association assumes no liability. Parking is limited. ***Therefore, only (1) rental vehicle per unit is permitted to park on the property.*** Please park between the designated parking lines and respect the **reserve/handicap** parking signs. Drivers of larger size vehicles should make sure they do not create obstructions. All drivers must obtain a parking permit from the front desk and place it on their vehicle as directed, or face the possibility of having their vehicle towed at their expense. Only owners may use the parking lot to store (parking overnight) a vehicle while not in residence. A bicycle and moped parking area has been provided on the south end of our parking lot. Bicycles only may also be stored under the stairs at both ends of the building. Mopeds are required to park in the designated area at the south end of our parking lot. Car washing facilities are located in the basement and available for those in residence.

### COMMON ELEMENTS AND FACILITIES

**COMMON AREAS** — Corridors, elevators, lobbies, parking areas, roof garden, lawns and the pool are considered common areas. Running, frisbee, paddleball, bocce, ball throwing, lawn games or other sporting activities and unnecessary noise are not permitted on the property. The park is available for sporting activities. No items of personal property, especially beach items (chairs, bogie boards, surfboards, paddleboards, etc.), should be left in the common areas nor should they be allowed to block the entryways. No advertising signs are allowed unless approved by the Resident Manager. Tampering with any part of the building or property is not permitted and anyone found doing so will be held responsible for the cost of damages. Common areas cannot be altered, changed, or added to without the written permission of the Board.

**EXTERNAL APPEARANCE** — There should be no external signs, decorations, window stickers (except those related to safety concerns), nameplates, shades, awnings or window guards, used and/or installed on windows or sliding glass doors. Decorations and wall hangings are permitted on the lanai and the entryway but must be in good taste.

A flag may be placed off an owner's lanai on a national or state recognized holiday. All draperies, window or lanai door treatments visible from outside of the building must appear to be a solid white, ivory or cream color. If a pattern or non-approved color is used, the window treatment must be lined so it appears to be a solid white, ivory or cream color from outside the building. Bamboo (brown) window or door treatments, without patterns or designs are also permitted on windows and doors that are darkly tinted.

Only furniture of an outdoor type is allowed on the lanai. No permanent construction is allowed on lanais except air conditioning units with Resident Manager approval. Storage cabinets are permitted on lanais provided they are finished in one of the following colors - gray, tan, white, ivory, cream or the color of the building. Lanai wall finishes must be either mirrored or painted the building color. No

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paneling, carpet, stone, tile, etc. maybe affixed to the lanai walls. Painting of the lanai is an owner's responsibility and the Resident Manager will supply the paint.

All windows and lanais must be kept clean. No color changes to main entryway door or carpet are allowed. The entry side door may be painted the color of the building.

**LAWN FURNITURE** — Lawn and pool furniture may not be reserved. To allow for a short swim, etc., furniture may be left unoccupied only for a short time period. If this rule is followed, there should be fewer lawn furniture shortages. Lawn or pool furniture may not be moved onto the lanais, the terrace area above the front lawn sidewalk or beyond the designated area on the lawn (see the sign on the lawn). Please leave a passageway across the front of our grassy area next to the ocean, this is a State of Hawaii right-of-way and should not be blocked.

**LANAI** - There is no barbecuing or cooking of any kind on the lanais. Refrain from shaking or throwing anything from the lanai. Do not place anything on the lanai that creates a safety hazard nor hang towels or anything else on the lanai railings or hedges.

**LANDSCAPE** — No owner or guest is permitted to tamper with flowers, plantings, trees, or irrigation equipment, valves and faucets. No one is permitted to prune, relocate, remove, or alter in any way, the plants, trees, shrubs, irrigation equipment etc., nor is anyone permitted to plant additional plants, shrubs or trees without the permission of the Resident Manager or Board of Directors.

**LIBRARY** – On the second floor just north of the elevator landing is a free lending library. All owners, renters and guests are welcome to use it and also to donate books. Your pool/ roof garden access code opens the door. Please keep it tidy for the next person.

**OWNERS CAR PARKING / STORAGE** — Owners that have a car on the property are required to leave a set of car keys with the Front Desk. Owners that are away for more than seven (7) days are requested to be considerate of others and park their cars in the parking spots as far away from the building as possible. Owners that have two vehicles are asked to park their least-used vehicle as far away from the building as possible. Vehicles without a valid registration / license plates are not permitted in the parking lot. Only owners may use the parking lot to store (parking overnight) a vehicle while not in residence. With Board approval a reserved parking spot for owners who have valid handicapped parking permits and who spend 120 aggregate days per year on property will be provided. This permit is only valid while the owner is in residence. The Resident Manager is authorized to double park cars of owners not in residence in the small semi-circle near the large plumeria tree if additional parking places are needed during the high season.

**OWNERS' STORAGE ROOM** — This is to be used by owners only. Access Code to owners' storage is available at the front desk but only to owners that have signed the release form. Items should be stored in a sealed container and must be labeled with the owner's name, unit number, and the date stored or last checked. Owners need to check on their items in owners' storage every year, get rid of things that they don't use and mark the month and year that they checked on the items. Owners of boxes that have not been checked for 2 years will be requested to remove them from owner's storage. Owners should not store items in plastic bags due to rodents getting into the bags.

Owners that sell their units are required to remove all their items from owners' storage prior to the close of escrow after which any items left in owners' storage will be considered abandoned and

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disposed of. The following items are **not** permitted in owners' storage: flammables, appliances or TVs, furniture, carpeting or tile, construction materials (lumber, paint, fixtures, etc.), doors, bicycles, surf or paddle boards, kayaks or canoes. If a non-approved item is found in owners' storage the owner or their on-island representative will be notified and required to remove it within five business days. If it is not removed it will be moved to the owner's unit. Items that cannot be traced to a unit will be disposed off after a notice is sent to all owners.

### PADDLEBOARD, SURFBOARD AND KAYAK STORAGE

A storage space is available free of charge, ***use at your own risk***, and is located in the driveway near the basement. No paddle/surf boards are to be stored or left in any common areas (lawn, hallways) or lanais. No boards are allowed in the elevators.

### POOL - USE THE POOL AT YOUR OWN RISK. THERE IS NO LIFEGUARD ON DUTY.

The pool is only for the personal use of owners, owners' guests and renters.

The Pool is open from 8:00 AM until 8:30 PM.

The swimming pool is maintained as a quiet place to relax. Please respect the right of others, either at the pool or in their units, so they can relax without being exposed to excessive noise.

The Swimming Pool Rules are posted inside the pool area. Please observe them.

- All children, under the age of twelve using the pool, must be accompanied and supervised by a responsible adult at all times.

- Children that use diapers must wear swimming diapers.

- No running, diving, pushing, climbing over fence, or boisterous conduct is allowed.

- Swimming is not allowed in any other than proper swimming apparel.

- No scuba gear, swim fins, large flotation devices, surfboards or other beach items are permitted.

- Breakable items are not permitted in pool area.

- Please shower before entering pool to remove sand and suntan oil.

- Board of Health regulations requires that all persons known to or suspected of having an infectious disease or wearing Band-Aids or bandages shall be excluded from entering the pool.

The gates are self-closing and must remain closed at all times.

**ROOF GARDEN** — The roof garden hours are 7:30 AM to 10:00 PM or 9:00 PM if unoccupied.

The Roof Garden is only for the private use of owners, owners' guests and renters. Renters may not invite non-resident guests to the Royal Mauian except to their unit. Please help us maintain the safety and security of this facility by keeping the door to the Roof Garden and the roof restroom locked at all times. For their safety, children under 12 years of age are not permitted on the Roof Garden unless accompanied by an adult. Barbecuing is permitted only on the gas grills provided but no more than two BBQs maybe used by any group. Please make sure you turn off the BBQ grills and clean them when you are finished. Brushes are available to clean the grills. Owners, renters and guests are expected to clean up all food and beverages from the tabletops and put chairs and tables back in their original location. The kitchen facilities must be shared and kept available for others to use. No outside catering is permitted in the common areas without Board approval. Except with Board approval, the Roof Garden must be available for use by all owners, renters and guests at all times.

Owners and renters may join together to have dinner parties, etc. on the Roof Garden but must adhere to all the house rules. If the group is larger than 16 the Front Desk should be notified at least three days in advance.

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With prior Board approval, owners (ONLY) may use the roof garden and/or the lawn for wedding or memorial services events. The approval criteria and rules relating to these are contained in Appendix B. For all other events held by owners such informal parties, birthday parties, graduations, etc. that utilize the lawn or roof garden owners are limited to a total of eight nonresident guests at such an event.

### **SAFETY**

#### **BEACH AND OCEAN - USE THE BEACH AND OCEAN AT YOUR OWN RISK.**

The beach and ocean are public property and are not part of the Royal Mauian. Read and observe all Public Beach warning signs. If you use the beach or ocean, we recommend that you use them with caution because there can be high surf or other hazardous conditions.

**ALSO USE THE POOL AT YOUR OWN RISK. THERE IS NO LIFEGUARD ON DUTY.**

#### **EMERGENCIES — Fire / Medical Aid / Police - CALL 911**

For the location of doctors, pharmacies, dentists, etc., consult the yellow pages.

For problems that endanger your unit and/or other units such as a flood or waste line backup there is an Association emergency number 808-344-9902 that can be used when the office is closed.

This number should not be used for problems that are not the responsibility of the Association such as an appliance not working, a toilet stoppage or a non-owner that is locked out of their unit.

Renters should contact the person or organization that rented them the unit for such problems.

**FIREWORKS-** All types of fireworks, including sparklers, are prohibited anywhere on the property.

**CHILDREN —** Adults are responsible for all children that they bring to the property. At no time are children of any age to loiter in the lobby or elevators. An adult must accompany children under 12 using the elevators, pool or roof garden. This is for their safety and in order to prevent difficulties and inconveniences.

**OTHER EQUIPMENT —** Non-electrical heating devices are prohibited. Smoke detectors, for insurance reasons, must be installed in each unit and owners are responsible to make sure they are in good working order.

**SECURITY AND SAFETY -** Unfortunately thieves are everywhere, even on Maui. It pays to be careful. **LOCK YOUR DOORS AT ALL TIMES EVEN WHEN YOU ARE IN THE UNIT.** Do not leave any valuables in your car. First floor units are equipped with motion detecting lights on their lanais; please leave the light switch for this light on at all times. Please use the dead bolts on entry doors, lanai door locks and the peephole on the entry door. Throwing items from the building, lanais, or the roof garden, is not permitted. Owners and occupants should report to the Resident Manager any potential safety or security problem(s) that they notice.

The following items are highly recommended by our insurance company: Place a chain lock on the main entry door; this will slow down an intruder when the door is opened. On sliding glass doors, place a limit lock or pole on the threshold so an open sliding glass door can allow in fresh air but not a human being. Install a motion sensor light on lanais so that if someone does try to enter through the lanai the light will come on. When the unit is not occupied still leave the motion sensor light on. If you are using your unit for vacation rental, then it is recommended that you place signage in the unit to insure your guests are encouraged to lock their doors at all times.



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Also place in the unit a list of emergency phone numbers that will direct people to the proper emergency services in our area and an emergency exit map that will help people to exit the building in case of an emergency. If you need a list of these emergency numbers or exit map contact the front desk.

**SIRENS** - The State's Emergency Broadcast System sirens are tested at 11:45 AM the first business day of each month.

### **GENERAL INFORMATION / RULES**

**ANIMALS** —All animals, except for service animals, are prohibited in all areas of the property. Service animals must be on a leash or in a carrier and wear an identifying tag or vest in all common areas. The owner of a service animal must be in control the animal at all times and ensure it does not defecate or urinate in any common area of the property.

Please do not feed the birds or other animals as it attracts pests.

**CONSERVATION AND APPLIANCE USAGE**— Any help you can provide in conserving water and energy will be appreciated. Please use the dishwasher only when you have a full load in order to save water, which is a limited resource on Maui. Also please clean the lint filter in the clothes dryer before every use. Do not put too much soap into either the dishwasher or the washing machine because excess soap will cause overflows in the unit and backups elsewhere in the drainage system.

**FEES** – A list of charges for providing Association Documents and Front Desk Services is available at the front desk.

**INSURANCE** – Owners shall carry, at a minimum, \$300,000 of liability insurance and \$25,000 of property (alterations and additions) insurance and affirm such coverage by completing a form that will be mailed annually.

**NOISE** — Please refrain from making noise, anywhere on the property, which can disturb other occupants at any time of day or night. This is particularly applicable before 8:00 AM and after 10:00 PM. If the unit or lanai has a hard surface floor (tile or wood) then all chairs and tables must have pads or other material on their legs and care should be taken when moving them so they do not create any noise.

**OPEN HOUSES** — For the purpose of advertising Open Houses, subject to Resident Manager approval, only the following signs may be allowed; one temporary sign per unit may be placed at the street entry to the project, one 8 ½" by 11" notice may be placed in a frame available at the front desk and one 8 ½" by 11" temporary notice may be placed on the front door or entrance way of the unit available for showing.

**OWNERS LIABILITY / RESPONSIBILITIES** — Owners are liable for the first \$5,000 of damage caused by a water leak, fire, etc. For this reason, as well as concern for disturbing other owners or damaging their items, each owner should check their water heater and hose lines frequently and replace them before they fail. It is recommended that if an owner is off island for more than 30 days, and their unit is unoccupied, that they have their on-island representative or another responsible person inspect their unit for any problems such as leaks, infestations, etc.

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It is also recommended that unoccupied units be inspected twice a month to ensure that they are not being damaged. Owners are responsible to promptly correct any leaks or other problems.

**PARCEL DELIVERY** -- Owners must sign a release form if they wish the Front Desk to accept their Fed Ex, UPS letters and parcels. Parcels will only be accepted for owners not renters or guests.

**PEST CONTROL** — This is a joint responsibility of each owner, renter or guest and the Association. The Association will have each unit sprayed quarterly. Noncompliance by the owner, renter or guest will result in the cost of re-spraying if necessary and a possible fine.

**QUARTERLY BILLINGS** --- Owners are billed their Maintenance Fee, which includes Reserve Fund contributions, Electrical, Cable and any other charges quarterly. The bills are sent out in the first half of the last month of the prior quarter and are due the first day of the first month of the quarter. The Maintenance Fee is based on the percentage of undivided common interest stated in the declaration uplifted for 101's share, which the Association owns. Surcharges, Special Assessments, etc. if any, are part of the Maintenance Fee, but are separately identified. The Maintenance Fees and Cable Billings are billed in advance. For example the January, February and March amounts are in the December billing. Electrical Charges are billed in arrears and cover the prior three months not the prior quarter. For example the electrical usage in the December billing covers the months of September, October and November. Each unit has an electrical sub-meter that measures the electrical usage for that unit and transmits it to a Central Data Collection Unit. The electrical charge for each unit, will be calculated each Maui Electric Company billing period (28-32 days) using the Kilo Watt Hourly (KWH) rate for that billing period. The usage, KWH rate and charge for each of the three periods will be shown on the quarterly maintenance bill. If a submeter is not working, usage will be estimated for the period it is not working.

Please note that Maintenance Fees are due the first day of the first month of each quarter. A late fee of \$50 and 1.5% of the outstanding amount will be charged if payment is not received by the 15th of the first month of the quarter and a notice will be sent to those owners. If they have not paid in full by the 15th of the second month an additional 1.5% will be applied and another notice sent. If payment is not received prior to sending out the next quarter's maintenance fees (around the 10th of the third month of the quarter) an additional fee of 1.5 % will be charged. A lien may also be placed on their unit at this time and the owner will be responsible for all legal and other fees incurred to place the lien and collect the over-due amounts. These charges will be applied in the next maintenance fee billing. Failure to pay late fees, legal fees and interest may result in the deduction of such late fees, legal fees and interest from future maintenance fee payments, so long as a delinquency continues to exist; and late fees and interest charges may be imposed against any future maintenance fee payment that is less than the full amount owed due to the deduction of unpaid late fees, legal fees, fines, and the interest from the payment.

**RECYCLE** – Living on an island presents unique responsibilities. Because of this, we offer limited opportunities for recycling. The Right Elevator *Only* takes you to the basement area, there are bins for aluminum cans, plastic /glass bottles, newspapers and flattened cardboard boxes.

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**SMOKING** - Smoking at the Royal Mauian is permitted inside your unit and at the designated smoking area in the parking lot under the plumeria tree.

Smoking is prohibited in all common areas (lawn, roof, pool, lobbies, corridors and parking lot except for the designated area) and on all lanais.

**STAFF INTERACTION** - Employees and contractors of the Royal Mauian are under the sole direction of the Resident Manager. They may not be diverted or directed by any owner, renter or guest. All suggestions, such as repair work to the common areas should be submitted to the Resident Manager via the front desk. Compliments may be made directly to the staff or to the Resident Manager. Complaints should be submitted to the Resident Manager directly or to the Board, via email (RMAOAO@GMAIL.COM) or a memo to the Board via the front desk. See Appendix A for the Royal Mauian Workplace Environment policy.

**TRASH / DISPOSAL** — Please do not leave anything on the floor of the trash room. Grocery cartons or bulky items that could block the chute should be taken to the basement and put directly in the trash dumpster at the loading dock. Disposable diapers should never be put in the trash chute. We ask that they be sealed in plastic bags and taken to the basement and put directly in the trash dumpster at the loading dock. All trash must be secured in a plastic bag before putting it down the trash chute or taking it to the dumpster at the loading dock. Used cooking grease should be put into a receptacle that is kept under the sink in each unit. Grease receptacles should be changed as required and used ones fully sealed and placed in the trash. Owners that rent their units should provide plastic trash bags and cooking grease receptacles for their renters to use.

Every apartment is equipped with a disposal in the kitchen sink for the disposal of biodegradable food scraps and waste. Please run the water for at least 30 seconds after the disposal has completed processing the waste.

If you use the In-Sink-Garbage-Disposals please observe the following Don'ts:

Do not pour cooking grease or oil down the sink! Place it in the receptacle under the sink.

Do not put fibrous items such as corncobs, avocados, lettuce, asparagus, onions etc. into it!

Do not put large bones or non-biodegradable items such as cigarette butts or plastic into it!

Do not put pasta or rice into the disposal.

## **ALTERATIONS AND REMODELS**

**ALTERATIONS and / or REMODELS** — No owner, renter or guest shall undertake any alteration without first obtaining the written consent by the Resident Manager. To gain such permission, the proposed changes must be submitted in writing on the Royal Mauian Remodeling Form available at the Front Desk. Certain changes such as modifying entrance or lanai doors, cutting a hole in a load bearing wall or exterior wall or replacement of a bathroom window with a non-louver window will require a separate Board approval. Contractors must meet with the Resident Manager, provide proof of insurance with the Royal Mauian AOAO added as a co-insurer, and sign a release form prior to starting any work.

Installing new or replacement of carpet, window or door treatments, appliances, fans, light fixtures, faucets, wall mounted TVs, lanai screen doors, window screens, carpet cleaning or minor repairs do not require Resident Manager or Board Approval. Owners are responsible for ensuring their contractors and vendors strictly adhere to all of the House Rules and Contractor Rules.



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### ASSOCIATION AND OWNER RESPONSIBILITIES

#### Owner Responsibilities:

All windows, sliding glass doors, hot water heaters, appliances, garbage disposals, air conditioners, plumbing including the unit's shutoff valve and electrical fixtures including circuit breakers, fans, and front door hardware (locks, peep holds, closures, door knobs, etc.) are part of the unit. Therefore, owners are responsible for the cost of maintenance and replacement of them. Structural and watertight integrity of all walls, ceilings, floors, doors and windows must be preserved.

#### Royal Mauian Association Responsibilities:

Front doors to apartments, but not their hardware (locks, peep holds, closures, door knobs, etc.), unit entrance way lights and carpets, lanai railings, plumbing pipes up to, but not including, the unit's shutoff valve, electrical sub-meters, electrical conduits and wires up to, but not including, the unit's circuit breaker box and water shut off valves serving more than one unit. (i.e. the main lines) are part of the Common Elements and therefore a responsibility of the Association. Replacement of front doors for termite damage but not their hardware (locks, peep holds, closures, door knobs, etc.), unit entranceway lights and carpets, hallway dryer vent covers and lanai railings are an Association responsibility. When replacing a door for termite damage the staff will install or reinstall simple doorknobs and locks only. Owners must arrange for the installation or reinstallation of peep holes, digital and other complex locks, etc.

**AIR-CONDITIONING** – The installation of an air-conditioner requires Resident Manager approval. Specifications are in the Remodel Approval Form.

**ELECTRICAL CIRCUIT BREAKERS AND SUB-METERS** ---Electrical circuit breakers should not be moved from their existing location or disconnected without prior approval of the Resident Manager. The maximum allowable capacity of a unit's electrical service is 125 AMPS; therefore the unit's main circuit breaker cannot be greater than 125 AMPS. Sub-meters should not be tampered with in any way. Painting or enclosing a sub-meter is permitted with prior Resident Manager approval. The sub-meters are the Association property therefore only its electrician may disconnect, remove or install a sub-meter. If a remodel requires a sub-meter to be disconnected or moved the owner will be charged for the actual cost of the Association's electrician to perform the work.

**ENTRY DOORS**— The Association will replace entry doors only if infested with termites, but owners may replace the doors at their own expense for cosmetic reasons. The Board may request an owner to refinish or replace their doors for cosmetic reasons. The Board will provide the stain and UV finish but the application is the owner's responsibility. With the Resident Manager's approval a cream color security screen door with a pattern the same or similar to the ones currently installed are permitted.

**FLOORING** - If a hard surface floor (tile or wood) is installed or replaced in a unit soundreduction material needs to be installed under the flooring. This material must be non-toxic and have an Impact Insulation Class (IIC) rating of at least 68 as measured by ASTM E989 and a Sound Transmission Class (STC) rating of at least 72 as measured by ASTM E492-90 or the equivalent rating using the then current ASTM standard.

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**LANAI FLOOR COVERINGS** – When replacing the lanai carpet or tile, you must apply water proofing to the lanai concrete surface before installing the new covering. The Resident Manager will provide the water proofing at no cost, however the application is the owner's responsibility.

**PLUMBING**-- Owners will be responsible for any damage caused by leaks from any fixture, line, valve, connections or seal due to failure and/or improper installation. This includes but is not limited to the following; faucets, mixing valve, shower heads, tub/shower drains including their seals, gaskets, pans and membranes, toilets/basins (including wax seals and seals around the base of toilets) shutoff valves, supply lines to dishwashers, ice makers and washing machines. Unit and stack water shut off valve must be accessible.

**VENTING OF DRYERS** --- Owners are required to vent their dryers to the outside hallway, not to the kitchen stack or roof. The only exception is those owners that have installed a vent-less (condensation) dryer. Venting of dryers into the stack is prohibited due to the fire hazard. The dryer vent should be cleaned as needed to prevent a fire from the accumulation of lint.

**WINDOW & GLASS DOOR REPLACEMENTS** --- In order to maintain architectural consistency as much as possible, windows and sliding glass doors replacements must be approved by the Resident Manager.

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## Appendix A

### Royal Mauian AOA Workplace Environment Policy (First adopted September 2, 2009)

The Board of Directors of the Royal Mauian Association of Apartment Owners (Board) expects everyone at the Royal Mauian to act at all times in a sensible manner with respect and concern for the well-being of others. It is the policy of the Association that harassment on the basis of race, color, age, religion, sex, national origin, martial status, sexual preference, physical condition, or disability is in violation of our policy. Everyone has the right to be free from such harassment at the Royal Mauian.

These types of behavior can be directed towards both men and women and sometimes are directed towards more than one person. They can also take place between employees, be the actions of managers, Board members, or those of other individuals.

Many of us hate conflict and confrontation. We want peace and quiet. However, if the victim of an act of violence, sexual harassment, discrimination or bullying does not take some action then it most likely will continue.

#### Employee Responsibilities:

1. If an employee feels an unacceptable action has taken place he or she should directly inform the person committing the act that the conduct is unwelcome and must stop. Alternatively, if the employee is reluctant to confront the person, the employee should bring the matter to the immediate attention of the person that he or she is most comfortable approaching (the Resident Manager, the President of the Board or another member of the Board). Every effort will be made to promptly investigate all allegations in as confidential a manner as possible.
2. If the unacceptable conduct continues then the employee should inform the person that he or she is most comfortable approaching (the Resident Manager, the President of the Board or another member of the Board) of the situation. Having a detailed record of what happened is most helpful. Remaining anonymous, such as sending a note without signing it, may seem appealing but an approach where you identify yourself is almost always needed. Waiting to see if the Resident Manager or the Board takes some action without speaking up can significantly delay correcting the problem.

#### Management / Board Commitments:

1. The Resident Manager or member of the Board that receives a complaint will conduct a prompt, thorough, and impartial investigation of it and bring it to the full Board.
2. The Board will then take the appropriate corrective action.
3. The Board will not tolerate retaliation against anyone who complains or who participates in an investigation.

#### Summary:

This written policy of the Royal Mauian AOA Board of Directors expresses our commitment to protect every employee from unwanted acts and/or behavior. However, to have a safe and healthful work environment requires all of us (Employees, Board Members, Owners, Renters and Vendors) to participate.

**Appendix B**

**Wedding and Memorial Service Approval Criteria and Rules**

**Who may have a wedding or memorial service.**

Owners, with prior Board approval, may have wedding or memorial service event on the lawn and/or the Roof Garden.

For the purposes of a wedding, an owner is a person who is directly involved (bride or groom) and owns 50% or more of a unit.

Permission for a memorial service will only be granted to a current owner for an immediate family member (parent, spouse or child) or for a prior long-term (10 years or more) owner.

**Rules relating to weddings and memorial services.**

Events are limited to 50 people on the lawn and 35 people on the roof garden.

No event may be held in the pool area.

Events on the lawn must be conducted in the area of the lawn closest to the park in order to be as far away from units and lanais as possible.

No tents or structures are permitted except for a huppah at Jewish weddings.

Owners, with prior Board approval, may have an outside caterer on the lawn and/or the roof garden. Insurance will be required.

If the Association's chairs and tables are used for an event on the lawn a fee of \$250 will be charged.

Limited music may be permitted during daylight hours with Board approval.

Resident Manager approval is required for non-resident guest parking in the parking lot at least one week prior to the event.

No more than 50% of the roof garden area may be used for an event.

The roof garden may not be closed for preparation.

All events must end at 9PM to limit noise and allow time to clean up.

All chairs and tables must be returned to their normal places and all trash cleaned up and taken to the basement dumpster.

Participants in affairs may not adjourn to unit(s) or other common areas and continue to celebrate as this will almost certainly lead to noise problems.

**The Board reserves the right to place additional restrictions or to refuse permission without explanation for any event.**