

**THE ASSOCIATION OF APARTMENT OWNERS
ROYAL COURT**

House Rules
Effective 12/01/01

1. GENERAL

The purpose of these House Rules is to avoid any situation which might arise from the improper use of our premises or facilities, causing unnecessary discomfort, inconvenience, or annoyance to Royal Court tenants, resident or non-resident-owners. To maximize the enjoyment and satisfaction of living in, or owning a unit in the Royal Court, the Board of Directors has adopted these rules, delegating full authority and responsibility for administering the rules to the managing agency. The managing agency has authorized the Resident Manager (RM) to provide on-site enforcement of these House Rules.

Your cooperation in observing all of the House Rules is requested to avoid confusion and possible embarrassment. Complaints and reports of violations should be directed immediately to the Resident Manager rather than to the violator.

Nothing in these House Rules shall be construed as contradicting or altering the obligations of owners and tenants contained in the Declaration and Bylaws of the Condominium Property Regime, Chapters 514-A.

Additional copies of these House Rules may be obtained from the Resident Manager for \$5.00.

A. Registration

New owners are required to register with the Resident Manager no later than one week following recordation of ownership. All owners and renters must register prior to occupying the unit. This includes emergency notification information, name, address, and phone number of local physician, local relative or friend, and Resident's phone number at work. This information is confidential, to be used only in an emergency. Registration forms are available at the Resident Manager's office. Nonresident-owners and/or Agent shall be responsible for providing this information within five (5) days of a change in occupant(s) in any apartment.

B. Occupancy

The occupant(s) of an apartment shall abide by the House Rules. The unit owner is responsible for the conduct of the occupants. Owners must notify the Resident Manager of the names and length of tenants' stay and must provide the tenant with a copy of these House Rules. If the occupant is found in violation of the House Rules, the owner of said unit shall remove the tenant from the premises. The Association is not liable for any loss of rent or other damages resulting from such removal.

2. ALTERATIONS

Residents shall not install or operate within the premises any machinery, refrigerating, or heating device except an air-conditioning unit in the space provided. Split-level cooling and heating systems must be individually approved by the Board of Directors in advance of installation.

Alteration, installations (including radio or TV aerials), or changes of any nature shall not be made to the exterior surface or areas of the building. Windows, window guards, screens, awnings, or shades shall not be installed without prior approval by the Board of Directors.

Enclosures of lanais (glass or screen) must be done in accordance with specification approved by the Owners' Association of the Royal Court, prior to the start of such work.

Curtains and drapes shall be lined, generally with white or off-white material, and should be weighted to keep them from blowing out the windows or door. Awnings are not allowed.

3. DISABLED PERSONS EXEMPTIONS

Notwithstanding anything to the contrary contained herein, disabled resident shall: (1) be permitted to make reasonable modifications to their apartments and/or the common elements at their expense, if such modifications are necessary to enable them to use and enjoy their apartment and/or the common elements, as the case may be; (2) be allowed reasonable exemptions from these House Rules when necessary to enable them to use and enjoy their apartments and/or the common elements, provided that any disabled resident desiring to make such modifications or desiring such an exemption shall so request in writing. That request shall set forth with specificity and in detail the nature of the request and the reason that the requesting party needs to make such modification or to be granted such exemption. The Board of Directors shall not unreasonably withhold or delay its consent to such request.

4. BICYCLES AND SKATEBOARDS

All bicycles and motorized bikes must be registered with the Resident Manager and will be assigned a specific parking place at a bike rack, in the Bike Room (bikes only), or in the individual's parking stall. This information must be indicated on the registration form. Bikes must be identified with the owner's name and unit number on the frame. Bike Room keys are available from the Resident Manager for a deposit of \$3.00.

Bikes must be carried through the lobby or through the garage and into the elevators. Bikes should not be ridden through the lobby at any time. Skateboards and In-Line skates shall not be ridden on the premises or through the lobby at any time. These must be hand carried.

5. BULLETIN BOARDS

The Resident Manager will accept notices - on 3x5 cards - for posting on the Residents Bulletin Board, usually for up to thirty (30) days.

All Official notices of the Owners' Association of Royal Court or notices by the Resident Manager will be placed on the Royal Court Official Business Bulletin Board.

*Resident's BO
Announcements*

Legal and Emergency Notices will also be placed on the elevator Bulletin Boards.

6. CONDUCT

Owners and tenants are responsible at all times for the reasonable decorum of their apartment occupants and guests. Parents are responsible for the conduct of their children. Elevators, stairs, or fire escapes should not be used for play or loitering.

Residents shall not make or permit any disturbing noises in or about the premises, nor under-take any activity that will interfere with the rights, comforts or convenience of other Residents.

Volume of radios, TVs, stereos, and musical instruments shall be kept down so as to avoid disturbing neighbors. Quiet shall prevail between the hours of 10:00 pm and 7:00 am. No construction work or repairs shall be done during these hours.

Items of a personal nature such as shoes, furniture, plants, and toys shall not be kept on the stairs, hallways, or other common areas. Shopping carts are not permitted in Royal Court lobbies, hallways, or stairwells. If the Maintenance Person's shopping cart is used, it must be returned promptly to its storage area. .

Clothes, towels, etc., shall not be hung on lanai railings, in doorways, or windows in such a manner as to be visible from outside the building.

Dust, litter, or rubbish shall not be swept or thrown from any unit onto common areas or off the lanais, nor shall the lanai be washed with a hose or such amounts of water as to cause dripping onto other lanais or cars parked below. A water catchment must be placed under all plants placed on the lanai. Rugs and other items shall not be shaken from lanais. Wild birds may not be fed on or from lanais or ledges.

7. FIRE DOORS

All fire exit doors must be closed at all times. Violation of this fire regulation may result in severe penalties should the law not be observed. It is the responsibility of all tenants to report any violation to the Resident Manager and close any doors left open.

8. MAIL

Except for "oversized" packages, which should be picked up as soon as possible after delivery, the Resident Manager may not accept or hold mail for any resident unless that resident has given the Resident Manager written authorization to do so for each type of mail to be accepted. This applies only to deliveries by UPS, FedEx or similar services. Residents on extended leave should have the Postal Service retain their mail until they return. If any resident experiences repeated misdelivery of mail, a complaint should be filed with the Post Office using the official form available from the Resident Manager.

A blanket authorization shall not be valid for Post Office Insured, Certified or Registered Mail; if you anticipate receipt of such Post Office mail requiring signature, you may leave a note with the RM or taped in your mailbox, as a release. Otherwise, mail requiring signature must be picked up at the post office if you are not home to sign for the mail. Signing the delivery notice left in the mailbox by the Postal Carrier to authorize deliveries of these types may result in delivery the following delivery day.

9. MOVING IN OR OUT

Arrangements for moving shall be coordinated with the Resident Manager at least 48 hours prior to the move. Damage caused to elevators, walls, carpets, ceiling etc. during the move shall be repaired or replaced at the expense of the owner. The elevator will be draped before each move including moves of large appliances and furniture such as refrigerators, stoves, washer/dryers, couches, large TV's, etc. Elevator keys may be obtained from the Resident Manager with an additional refundable deposit of \$50.00 or the movers' keys as security.

~~Individuals and moving companies may request that the two parking spaces fronting Royal Court be reserved for their use. Permits may be picked up at the Department of Transportation Services, ground floor, Municipal Building at 650 South King Street. For further information, call 523-4021.~~

Moving Vans should not block either driveway or obstruct traffic along Ward Avenue.

All moves, in or out of the building, must be made during the Resident Manager's office hours, which are 8:00 am to 4:00 pm, Mondays, Tuesdays, Thursdays and Fridays and 8:00 am to 12 noon, Wednesday and Saturday. There will no moving on Sunday and Holidays. A refundable \$200.00 security deposit shall be required.

10. MAINTENANCE OF DOORS AND WINDOWS

Owners and tenants will be responsible for cleaning their respective apartment window and cleaning the exterior of the front door. Owners may hang appropriate holiday decorations on the brass knob of the exterior of their door but shall not put any object up with nails, tack, tape or other materials that will damage the paint. Decals and stickers are not allowed. Please see Resident Manager for the style of doorbell approved by the Board of Directors.

11. PARKING

Vehicular access to the garages is by remote device. Malfunctioning units will be replaced at no charge; replacements for lost or damaged units must be purchased from the Resident Manager for \$50.00.

Parking areas may not be used for recreation purposes of any nature whatsoever. No personal property such as boats,

trailers, lumber, crates, furniture, or any other items shall be stored within the assigned stall or parking area. Repairs to vehicles are not permitted on the premises, with the exception of minor emergency repairs. Bicycles may be parked in an assigned stall, at the front between the car and wall. At no time should any car or bike infringe upon adjacent parking spaces. All moving vehicles operating within the parking garage shall operate with headlights on to warn approaching vehicles. Tandem parking is not allowed in any single stall.

Automobiles parked in non-parking areas or in other residents' parking stalls will be towed; it is the responsibility of the Resident Manager to tow cars in non-parking areas. Owners are responsible for having vehicles towed that are parked in their stall illegally. Signs throughout the garage indicate the name, location, and phone number of the tow company.

Owners are responsible for removing grease, engine drippings, or other debris from their assigned stalls; after citation by the Resident Manager, cleaning will be done by the Association and the owner billed. Parking stalls cannot be used for storage i.e. boxes, furniture, paints etc.

Car washing with a hose is prohibited anywhere in the building.

12. PETS

Owners -- and tenants with a letter of consent from the owner - must submit a written request to the Board of Directors prior to bringing a pet to live in the unit. The Board will act upon such request on an individual basis. Dogs must not weigh more than 40 lbs, Cats 25 lbs. Upon approval, the pet(s) must be registered with the Resident Manager.

Pets must be hand carried, leashed, or in a cage while being transported through the common areas; but may not be walked through the main lobby. Pets are not allowed in the pool area. It is strongly recommended that owners carry liability insurance which includes any loss or damage caused by their or tenant's pet(s); owners are responsible for any such loss or damage.

Complaints of infractions about existing pets shall be written and presented to the Board. If the Board confirms the complaints or infractions, a notice will be given. Upon the third violation, the pet owner is given 15 days to remove the pet from the premises.

Visitors are not allowed to bring pets into the building.

Disabled occupants shall be permitted to keep certified guide dogs, signal dogs upon which they depend on for assistance, or medically justified companion pets. This exception shall also apply to disabled guests of occupants. If such an animal causes a nuisance or unreasonable disturbance, the owner will be given a reasonable opportunity to rectify the problem by measures which fall short of removing the animal from the premises. Removal of such an animal will be required only if the Board reasonably determines that less drastic alternatives have been unsuccessful or would be futile. If the Boards determines that such an animal must be removed, the disabled occupant will be allowed a reasonable period of time to obtain a suitable substitute animal, provided 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 other occupants.

13. POOL

Swimming Pool hours will be between 8:00 am to 10:00 pm daily.

Swimming is at your own risk. There is no lifeguard on duty at any time.

Guests may be permitted to use the pool upon invitation of a resident owner or tenant. All persons using the pool shall conduct themselves in a manner as not to cause disturbance to others.

There are no age restrictions upon children using the pool; however, parents and/or legal guardians are entirely responsible for the conduct and safety of their children. Children under the age of 14 must be accompanied by a responsible adult (over age 18).

Residents returning from the beach must shower before using the pool. Suntan oil, sand, and ointments must be washed off before entering the pool.

No swim fins, face masks, rafts, large toys, or other inappropriate items are permitted in the pool area.

No running, pushing, or shoving in the pool area will be allowed. Jumping into the pool from any part of the building, or walls surrounding the pool area is prohibited.

Pets other than animals relied upon by handicapped persons are not allowed in the enclosed pool area.

There is to be absolutely no glassware, bottles, ceramics, chinaware, or other breakables in the enclosed pool area. Absolutely no smoking is allowed on the pool deck or in the restrooms and dressing rooms.

After using the swimming pool, bathers shall dry themselves thoroughly before entering the elevators. Towels, mats, caps and other personal belongings should not be left in the enclosed pool area. Cover-ups must be worn in the main lobby.

Swimmers with long hair should use a swimmer's cap or have their hair tied for safety precaution.

14. REPAIRS

Licensed contractors with appropriate, current, insurance must perform all electrical and/or plumbing work required by residents; resident must inform the RM of the scheduled work to be done.

All contractors and tradespeople must register with the RM upon arrival. Any action affecting other residents (i.e.: water turn-off) must be done by the RM. Any damage caused by the contractor will be charged to the owner.

15. REFUSE

The trash chute is to be used only between the hours of 7:00 am and 10:00 pm. Wet garbage must be securely wrapped or bagged before depositing into the trash chute. Pet trash (sand litter paper, etc.,) must be securely wrapped with extra care. Cardboard boxes, lumber, rugs, and other items that may clog or damage the trash chute

must be hand carried to the trash room located in the makai garage, first floor. Newspapers and aluminum cans and other recyclable items must be put in the recycle bins in the trash room. A trash room is located on each floor at the makai end of the hallway (last door on the left when walking toward the makai fire escape).

16. RESIDENT MANAGER

Residents shall notify the Resident Manager of their forwarding addresses and/or itinerary prior to leaving on extended trips and shall provide information regarding the use of their apartment while away on such trips.

If authorized by written document, the Resident Manager may be furnished with keys to apartment units for emergency use only. It is the responsibility of owners to furnish keys to new owners or renters.

In the event of being locked out of their unit, tenants who have deposited keys will be admitted into their units by the Resident Manager at no cost during office hours. After office hours, a charge of \$20.00 will be assessed. Checks must be made out to AOAO Royal Court; cash payment is not permitted.

The Resident Manager shall retain copies of all approved current Board of Directors meeting minutes and financial statements available for owners' review at the office during office hours.

The Resident Manager may admit trades people or repair people into the building and into an apartment with the permission of the resident but will not stay there or be responsible for locking up after the work is finished.

17. SAFETY

Flammable oil or fluid, or other explosives, and articles deemed hazardous shall not be brought into the building or on the premises.

Charcoal grilling, barbecuing, or any form of open fire cooking is not allowed on the lanais or at the swimming pool area.

18. SECURITY

Please do not allow anyone whom you do not know to enter the building by following you when you unlock the door. Visitors must use the enterphone system and wait to be buzzed in. We must maintain a high security level for the building at all times.

Do not let vehicles follow you into the parking garage while the gate is in the roll-up position.

19. SECURITY KEYS

Report the loss of security keys to the Resident Manager, giving the time and place of loss if possible. Additional keys may be obtained from the Resident Manager for a deposit of \$50.00. No more than two keys per unit bedroom may be held at any one time.

Owners must furnish security keys to their tenants.

20. SMOKING

Smoking is prohibited in all common areas including the first, second, and third floor lobbies, elevators, stairwells, hallways, garages, and the swimming pool area.

21. STORAGE

Residents using the storerooms on their floor must keep their belongings clearly identified and within the area allotted to them. There are eight units on each floor and all must share the storage room space equally. Flammable and hazardous materials are prohibited. Royal Court, the Resident Manager, or Managing agents will assume no responsibility for lost or damaged items. Any items left unattended outside of storage lockers will be disposed of.

22. SURFBOARDS

Surfboards must be registered with the Resident Manager and stored in the makai garage bike/surfboard storeroom. A key must be obtained from the Resident Manager with a deposit of \$3.00

SCHEDULE OF FEES AND FINES

Checks must be made payable to Royal Court AOAO

FEES

Bike /Surfboard Room Key	\$ 3.00
Replacement Security Key	50.00
Replacement Garage Remote	50.00

Broken Security Key	Cost of Repairs
Lock Out – After Hours	20.00

Elevator Key Deposit	50.00 (Refundable)
Elevator Use Deposit	200.00 (Refundable)

Additional House Rules	5.00
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Parking Stall Cleanup	25.00 minimum
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FINES

General violations	\$ 25.00 Second Occurrence 50.00 Third Occurrence
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Safety Related, including

Pool)	
Fire Safety)	100.00 Second Occurrence
Security/Keys)	250.00 Third Occurrence
Smoking)	
Throwing items off lanai)	

ROYAL COURT, AOA
House Rule Amendment
Effective: January 1, 2009

These House Rule Amendments supersede the previously approved rules dated 12/01/01.

6. CONDUCT

All noises from whatever source shall be discriminately controlled so that they do not disturb or annoy other residents of the building. All residents shall maintain quiet between the hours of 8:00 a.m. and 8:00 p.m., Monday through Thursdays except nights preceding all federal holidays when quiet hours shall begin at 10:00 p.m. Quiet hours on Fridays and Saturdays shall be between 10:00 p.m. and 10:00 a.m. Quiet hours on Sundays shall begin from 10:00 p.m. Saturday night to 10:00 a.m. Sunday morning. Construction in any apartment shall be in accordance with the Hawaii Revised Statutes §11-46-7. Construction times shall be from 7:00 a.m. to 6:00 p.m. Monday through Friday and from 9:00 a.m. to 6:00 p.m. on Saturdays.

12. PETS

Pets must be hand carried, leashed, or in a cage while being transported through the common areas; but pets may be walked through the main lobby.

Association of Apartment Owners of Royal Court, Inc.
House Rule Amendment Effective 12/01/02

Please attach this amendment to your set of House Rules.

The second paragraph of House Rule 2 is amended as follows:

Alteration, installation (including radio or TV aerals), or changes of any nature shall not be made to the exterior surface or other areas of the building unless in compliance with the attached policy on Restrictions on Antenna, Satellite Dish or Similar Structures. Windows, window guards, screens, awnings, or shades shall not be installed without prior approval by the Board of Directors.

It is intended that these rules comply with all lawful provisions of the Federal Communications Commission regulations. This section is adopted by the Board of Directors pursuant to Hawaii Revised Statutes §514A-89, Article III, Section 3(g), Article V, Sections 1(c), 1(d), 1(e), 1(f), 1(g), 1(h), 1(j), 1(n), 1(o), 1(p) and Article VIII, Section 2 of the By Laws.

Definitions.

1. "Reception Antenna" means an antenna, satellite dish, or other structure used to received video programming services intended for reception in the viewing area. The mast supporting the Reception Antenna, cabling supports, guy wires, conduits, wiring, fasteners, bolts or other accessories for the Reception Antenna is part of the Reception Antenna.
2. "Similar Structures" are any structure, item, devise, or equipment that is comparable in size and weight to a Reception Antenna and pose a similar or greater safety risk to a Reception Antenna.
3. "Transmission Antenna" means any antenna, satellite dish, or structure used to transmit radio, television, cellular, or other signals other than a Reception Antenna.
4. "Exclusive Use Area" means any portion of the resident's apartment or any portion of the limited common element as defined in the Declaration which is appurtenant solely to the resident's apartment.
5. "General Common Element" means any common element not a limited common element appurtenant solely to the resident's apartment. Residents do no have the exclusive use or control of any of the general common elements.

Location, size, and Number Restrictions.

1. Transmission Antennas are prohibited unless approved in writing by the Board of Directors prior to installation. The Board has the sole discretion in granting or denying the installation of a Transmission Antenna. If a Transmission Antenna is permitted by the Board, it shall, at a minimum, comply with the requirements for Similar Structures. The Board may place additional conditions and requirements on the installation of

Transmission Antennas.

2. No resident shall install or maintain Reception Antennas or Similar Structures on the Project except for Reception Antennas located on the resident's Exclusive Use Area.
3. A Reception Antenna or Similar Structure which encroaches on the air space of another Owner's apartment or limited common element or onto the General Common Elements does not comply with this rule.
4. Reception Antennas shall be placed in the first of the following locations which allows reception of a signal of acceptable quality without unreasonable increasing the cost of the installation or unreasonably delaying the installation:
 - a. Within the apartment;
 - b. Within an Exclusive Use Area inside the structure, if any;
 - c. Within the lanai, if any, closest to the wall (which separates the lanai from the rest of the apartment) on the lanai floor;
 - d. Within the lanai, if any, closest to the wall (which separates the lanai from the rest of the apartment) and as close to lanai floor as possible;
 - e. Within the lanai, if any, as close as possible to the wall (which separates the lanai from the rest of the apartment) while remaining on the lanai floor;
 - f. Within the lanai, if any, as close as possible to the wall (which separates the lanai from the rest of the apartment) and as close to the lanai floor as possible;
 - g. Where a split level air conditioner may lawfully be installed.

Process and Procedure.

1. Obtain the full set of the Restrictions on Antenna, Satellite Dish, And Similar Structures from the Managing Agent.
2. Review the Restrictions and complete the Notification Form.
3. In the event of a violation of these rules, the Association may bring an action for declaratory relief with the Federal Communications Commission (FCC) or any court having jurisdiction over the matter. If the rules have been upheld by the FCC or by court decision, any future violations shall result in a fine of \$10.00 a day commencing 21 days after the FCC or court determination. To the extent permitted by law, the Association shall be entitled to reasonable attorneys' fees and costs and expenses. In addition, the Association may seek injunctive relief.
4. Prior to the commencement of the installation of any Reception Antenna or Similar Structure, a copy of the Notification Form (obtain from Managing Agent) shall be submitted to the Board of Directors.



Serving Hawaii Since 1973

House Rule Amendment:

Bulletin Board Advertisement

Residents may post for a period of two weeks, advertisements for parking stall rentals (the advertisement may be for those willing to rent their parking stall to others or a parking stall wanted ad), advertisement for apartments which are available for rental in the Royal Court building. Religious advertisement is prohibited. Political advertisement is prohibited. Any advertisement which takes a position such as abortion, euthanasia, the death penalty, etc. is strictly prohibited. The Resident Manager will seek guidance from the Account Executive for posting criteria. All advertisements for posting shall be printed on a 3" x 5" index card. The date the advertisement is posted shall be located in the lower left corner of the index card.

Political Activity

The conduct of political activity on the common elements of the building is prohibited and subject to immediate fines of \$100.00 per incident. Common elements of the building include the Royal Court building walkways, building entrances, building lobbies (all floors), building parking lots, building stairwells, the building pool and pool deck, the building roof, and the resident manager's office. Without infringing upon the rights of the Royal Court resident, residents may conduct political activities or have political guests in the confines of their own apartments.

MAIN OFFICE: 3179 Koapaka Street, Honolulu, Hawaii 96819-5199 * 808- 836-0911 * Fax 808 839-9430

Web: www.certifiedhawaii.com

KONA: 75-170 Hualalai Road, Suite A200, Kailua-Kona, Hawaii 96740 * 808-329-6063 * Fax: 808--326-2486

KAUAI: 4-1579 Kuhio Hwy, Suite 102A, Kapaa, Kauai 96746 * 808-821-2122 * Fax: 808-821-2131

MAUI: 270 Hookahi Street, Suite 201, Wailuku, Maui 96793 * 808-243-9565 * Fax: 808-244-8697

ROYAL COURT, AOA
House Rule Amendment
Effective: January 1, 2009

These House Rule Amendments supersede the previously approved rules dated 12/01/01.

6. **CONDUCT**

All noises from whatever source shall be discriminately controlled so that they do not disturb or annoy other residents of the building. All residents shall maintain quiet between the hours of 8:00P.M. And 8:00A.M., Monday through Thursday except nights preceding all federal holidays when quiet hours shall begin at 10:00P.M.. Quiet hours on Saturdays shall be from 10:00P.M. Friday To 8:00A.M. Saturday morning. Quiet hours on Sundays shall be from 10:00P.M. Saturday night to 10:00A.M. Sunday morning.

Construction times in any apartment shall only be from 8:00A.M. to 8:00P.M., Monday thru Friday and 9:00A.M. to 6:00P.M., Saturdays. There shall be no construction noise from Saturday at 6:00P.M. to Monday at 8:00A.M..Construction on holidays shall follow the Saturday schedule.

12. **PETS**

Pets must be hand carried, leashed, or in a cage while being transported through the common areas including through the main lobby.

ASSOCIATION OF APARTMENT OWNERS OF ROYAL COURT, INC.
ADDENDUM TO HOUSE RULES
RULES FOR INSTALLATION OF ELECTRIC VEHICLE CHARGING SYSTEMS

1. As used in this addendum:

“Common elements” include the land, yards, gardens, parking areas, driveways and walkways, foundations, beams, supports, walls, and recreational facilities (see Paragraph 4 of the Declaration, amended in 1998, for more details).

“Limited common elements” means the parking stalls assigned for the exclusive use of the apartments and certain parts of the common elements that serve only one apartment, as more specifically described in Exhibit 4 of the Declaration and Section 514B-35 of the Hawaii Revised Statutes.

Note: Since the installation of electric vehicle charging systems in the parking areas will only be possible on the common elements and limited common elements, owners must comply with the procedures outlined below for installing electric vehicle charging systems on those areas.

“Apartment Owner” or “Owner” means the person who owns, or the persons owning jointly or in common, an apartment and its appurtenant common interest.

“Board of Directors” or “Board” means the Board of Directors of the Association of Apartment Owners of Royal Court, Inc.

“Electric vehicle charging system” or “system” means a system that is designed in compliance with Article 625 of the National Electrical Code and delivers electricity from a source outside an electric vehicle into one or more electric vehicles. An electric vehicle charging system may include several charge points simultaneously connecting several electric vehicles to the system.

2. Prohibitions

- a. No common element electrical outlet shall be used as an electric vehicle charging system.
- b. No electric vehicle charging system shall be installed on any parking stalls without first obtaining the approval of the Board in writing. This approval requirement also applies to electric vehicle charging systems installed on a limited common element parking stall. In order to process the approval request, the Board may hire an electrical engineer, at the apartment owner’s expense, to determine the capacity of the Association’s electrical system and its ability to support the electric vehicle charging system.
- c. Only an apartment *owner* may install an electric vehicle charging system at the

project. No tenant or other resident may install an electric vehicle charging system at the project except with the written permission of the apartment owner, and the apartment owner must: (i) submit the application form on behalf of the tenant; and (ii) on behalf of the tenant, assume all responsibilities imposed by these rules and the law on an apartment owner who installs an electric vehicle charging system.

- d. No one may make any cuts into the structure of the building (floors, walls, or ceiling) or trim any vegetation/landscaping on the common elements in connection with the installation of an electric vehicle charging system without the prior written permission of the Board. If a cut is made into the structure of the building, it must be approved by the Board and restored to a condition acceptable to the Board. The Board may require that the owner provide confirmation from an architect or structural engineer that any cuts in the structure of the building will not adversely affect the building.

3. Pre-Installation Procedure

Any owner proposing to install an electric vehicle charging system must:

- a. Submit a fully completed copy of the Association's electric vehicle charging system installation form (attached) and obtain the written consent of the Board prior to beginning the installation.
- b. Confirm that the installation includes a sub meter or similar device to determine the electricity used by the electric vehicle charging system. If the owner will not be billed directly by HECO, the device shall record the time, use, and all other information necessary to determine the cost of the electricity used by the electric vehicle charging system. Such information shall be made available to the Association and its Managing Agent via the internet or other similar means.
- c. Hire an electrician licensed in the State of Hawaii and with the required insurance (and other licensed and insured contractors, if necessary) to install the electric vehicle charging system and inform the electrician/contractor that the installation must comply with these rules.
- d. Obtain a building permit for the installation of the electric vehicle charging system.
- e. Comply with all the requirements of the National Electrical Code and all laws and regulations applicable to the electric vehicle charging system.
- f. Confirm in writing that the electric vehicle charging system will fully comply with these rules.

4. Installation Requirements

After receiving the Board's written approval to proceed, an owner installing an electric vehicle charging system at the project must:

- a. Install the electric vehicle charging system, including a sub meter or other similar device, on the apartment owner's limited common element parking stall or on a general common element that is as close as possible to that parking stall, in the location designated by the Board.
- b. Integrate the electric vehicle charging system installation into the architecture and design of the building and make the electric vehicle charging system as visually unobtrusive as possible.
- c. Paint all exposed surfaces to match the surface on which the electric vehicle charging system is mounted. (Thereafter, owners shall be responsible for ensuring that the painted surfaces are properly maintained to prevent peeling and cracking of the paint.)
- d. Ensure that exterior interconnecting components are minimized and that any parts of the electric vehicle charging system that must be installed on the exterior of walls, floors, or ceilings are enclosed with material that is similar in color and texture to the buildings.
- e. At all times comply with all procedures and requirements of Hawaiian Electric Company and Article 625 of the National Electrical Code.

5. Post-Installation Procedure

- a. Within fourteen (14) days of obtaining the Board's written approval of the installation of the electric vehicle charging system, the owner must provide the Board with a certificate of insurance from a company admitted to do business in Hawaii, naming the Association as an additional insured on the apartment owner's insurance policy. The certificate of insurance must show that the policy covers the electric vehicle charging system and their liability insurance limit shall be at least \$300,000.00 per claim.
- b. An owner must: (1) register the completed electric vehicle charging system installation with the Association within thirty (30) days of its installation; and (2) provide a written confirmation by the owner's electrician that the work has been completed in accordance with these rules, the National Electrical Code, and all applicable laws and regulations.
- c. The owner or tenant who uses the electric vehicle charging system shall be solely responsible for the cost of electricity used by the system and for ensuring that the sub

meter or other similar device is functioning correctly at all times. If the electric charges are not paid by such owner or tenant, these charges may be assessed against the apartment and collected in the same manner as unpaid assessments for common expenses.

6. Maintenance, repair, replacement and removal.

- a. If an electric vehicle charging system is placed on a common element or limited common element, the apartment owner who installed the electric vehicle charging system and each successive owner of the apartment shall be responsible for:
 - i. Any costs for damages to: (1) the electric vehicle charging system; (2) the common elements, including the common element electrical system; (3) the limited common elements; or (4) any adjacent units, arising or resulting from the installation, maintenance, repair, removal, or replacement of the electric vehicle charging system.
 - ii. Any repair, maintenance, removal, and replacement of the electric vehicle charging system (including the sub meter or other similar device installed to monitor the cost of electricity for the charging system), until the electric vehicle charging system has been removed from the common elements or the limited common elements.
 - iii. Removing the electric vehicle charging system if reasonably necessary or convenient for the repair, maintenance, or replacement of the common elements or limited common elements.
- b. The Board may also require the removal of an electric vehicle charging system that threatens the health or safety of project residents.
- c. The owner and each successive owner shall at all times have and maintain a policy of insurance covering the obligations of the owner under these rules. The policy shall name the Association as an additional insured under the policy, and the owner shall not less than annually provide the Board with a current certificate of insurance confirming that the policy is in effect. The certificate shall provide that the Association must be notified at least thirty (30) days prior to cancellation of the insurance.
- d. The Board may require the removal of the electric vehicle charging system and related wiring when the owner or tenant who installed the system moves out of the project, unless a new owner or tenant requests the retention of the system and assumes all responsibilities for the system under these rules.