



Country Club Villas

2018

House Rules

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The primary purpose of these house rules is to protect all owners and residents of Country Club Villas, hereinafter referred to as “Project,” from annoyance and nuisance caused by improper use of the Project and also to protect the reputation and desirability of the Project by providing maximum enjoyment of the premises. These house rules may be amended by the action of the Board of Directors of the Association of Apartment Owners pursuant to the By-Laws.

The full authority and responsibility of enforcing these rules shall be delegated to the Resident Manager (hereinafter called the “Manager”) by the Board. All persons using the Project,

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whether as residents, owners, tenants, guests or invitees, shall be bound by these rules and by standards of reasonable conduct whether covered by these rules or not; provided, however, neither the Board of Directors nor the Manager shall be liable for any non-compliance or violation of said rules by any of said persons.

Definition: Unless the context of a particular provision herein indicates to the contrary, the term "resident" as used herein shall mean and include any person who lives on the property on a continuing basis, including an apartment owner and any person who is an occupant of the Project with the permission of the apartment owner, including members of the apartment owner's household and family, any lessee or sub lessee under a lease or sublease filed with the Board of Directors, any person under an agreement of sale or other contract of purchase of an apartment in the Project and any tenant under a rental agreement.

A. General

1. The names and phone numbers of all residents and the names, residence or business address and phone numbers of all non-resident apartment owners of an apartment shall be given to the Manager. This information shall be given prior to occupancy for all residents.
2. In case of an emergency the manager must have access to your unit. If a new apartment door lock is installed or the existing lock is altered, the new key must be keyed to the master key held by the manager. Contact the manager prior to changing the lock on the door of the unit. If a lockable screen door is installed in a unit, a key for that shall also be provided to the Manager.
3. House rules are available for download on the ccvkona.com website. It is the owner's responsibility to read and abide by the house rules.

B. Temporary Occupancy

1. Full Time Rentals/Leasing

1. An apartment owner may rent or lease his apartment, but the person or persons leasing, renting or occupying the apartment shall abide by the house rules and the owner shall assume responsibility for the conduct of such persons.
2. Owners shall notify the Manager in advance of the names and telephone number of their renters. There is a form on the website that can be used to notify the manager by email.
3. An apartment owner shall be responsible for the conduct of lessees, tenants, or guests and shall, upon request of the Board of Directors or the Manager, immediately abate and remove, at his expense, any structure, thing or condition that may exist with regard to the occupancy of his apartment by any of such persons that is contrary to the interest and meaning of the

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provisions hereof; or, the apartment owner is unable to control the conduct of such persons so as to conform with the interest and meaning of the provision hereof, he shall, upon request of the Board of Directors or the Manager, immediately remove such person from the premises, without compensation for the lost rentals or any other damage resulting there from.

2. Vacation Rental Units

1. Subject to the terms of the By-Laws of the association, an apartment owner may rent or lease his apartment or make it available to friends, but the person or persons leasing, renting or occupying the apartment shall abide by the house rules and the owner shall assume responsibility for the conduct of such persons.

2. Owners who rent their units as vacation rentals must have a local contact (professional management company or individual) that has the authority to act in the owner's behalf in case of an emergency or problem with tenants. It is required that the name and phone number of the contact be registered with the manager prior to renting the unit. Updates must be made in a timely manner if the contact information changes.

Failure to supply current or updated on-island contact information within 60 days will result in a fine \$100/day until the information is provided. A fillable form is available on the website to provide the information to the manager.

3. The owners or their rental manager must notify the Manager in advance of the names and the length of anticipated occupancy of lessees, tenants, or guests.

4. An apartment owner shall be responsible for the conduct of lessees, tenants, or guests and shall, upon request of the Board of Directors or the Manager, immediately abate and remove, at his expense, any structure, thing or condition that may exist with regard to the occupancy of his apartment by any of such persons that is contrary to the interest and meaning of the provisions hereof; or, the apartment owner is unable to control the conduct of such persons so as to conform with the interest and meaning of the provision hereof, he shall, upon request of the Board of Directors or the Manager, immediately remove such person from the premises, without compensation for the lost rentals or any other damage resulting there from.

5. Rental occupancy is a minimum seven consecutive days.

6. Owners who rent their units must add a "rental endorsement" to their insurance policy. A copy of the front page of this policy must be given to the manager every 2 years.

7. Owners must post abridged house rules (available on website) in each rental unit.

8. Noise complaints: When a renter creates excessive noise or fails to follow the posted House Rules, the manager will issue a warning to the owner to alleviate the problem. If there is a second occurrence, the board shall issue, at their discretion, a fine of \$100 per day until issue is resolved.

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C. Common Areas, Entrances and Lanais

1. The sidewalks, passages, stairways, entryways and corridors must not be obstructed or used for any purpose other than ingress and egress.
2. No laundry shall be hung or dried on lanais or outside of an apartment or on vehicles. No article shall be hung from the exterior of the doors or windows of an apartment.
3. Only furniture and potted plants appropriate to the lanais of the apartments may be used or kept thereon. Any furniture, plants or other articles which, in the opinion of the Board, are unsightly shall be removed and kept from the lanais upon written request from the Board of Directors.
4. All plants shall be placed in containers so as to prevent the dripping of water or soil on to their apartments or the common elements. In cleaning the lanais, residents shall prevent water from running down the exterior of the building.
5. The use of fireworks of any type and at any time is prohibited at Country Club Villas.
6. Exterior Christmas lights and decorations are permitted.
7. Recreational activities of any sort in the driveways, breezeways, walkways, entryways, stairways, and parking areas are prohibited.
8. Surfboards and bicycles must be stored within an apartment, not on lanais or walkways.
9. No unsightly objects shall be allowed to remain in view at the front door of an apartment.
10. Fires are prohibited on any apartment lanai. No use of charcoal lighter fluid or fluid impregnated charcoal is allowed. Only propane gas or electric grills are permitted. No objects, especially cigarettes and matches, which are fire hazards, shall be thrown from any lanai or window of the Project.
11. No changes in the landscaping of the private entry garden, private fairway garden, or private side garden areas shall be made without prior written consent of the Board.
12. The picking of fruits and flowers is prohibited in all areas of the property.
13. There will be no placing of any signs of any type within common areas without prior written permission of the Board of Directors. (Real Estate related signs may be placed outside the entrance of the property for open houses only.)
14. The Kona Country Club golf course is private property. Walking on the golf course or pathways is considered trespassing.
15. Personal items may not be stored in breezeways.

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16. No bird baths are allowed on lanais or walkways.

17. All remodel plans must be reviewed and approved by the manager prior to start of work to insure that the common areas, such as the exhaust motor areas are accessible and that proper sound barriers are used under the flooring. Proper lumber is to be use (treated lumber only.)

D. Noise

1. Residents shall not make or permit any disturbing or excessive noises in any part of the Project between 10:00 p.m. and 8:00 a.m., nor do or permit anything to be done, that will interfere with the rights, comfort and convenience of another occupant.

2. Residents shall especially:

a. Avoid slamming apartment doors.

b. Operate the volume of radios, televisions, and music players, telephones, and musical instruments at such levels as to avoid bothering other residents.

c. Keep noise at a minimum when guests are leaving.

3. Repair work in an apartment shall be allowed only after 8:00 a.m. and before 6:00 pm, except in emergencies. All major construction projects need to be coordinated with the Manager. No demolition or major construction noise is permitted between November 1st and April 1st.

NO CONSTRUCTION NOISE IS ALLOWED ON WEEKENDS OR ANY HOLIDAY

4. Excessive noise at any time should be reported to the Manager for appropriate action. Please note that noise carries from unit to unit, especially from the lanais.

5. Recreational drones and radio controlled devices of any kind are prohibited anytime or anywhere on the premises.

E. Parking and Parking Stalls

1. Each resident shall furnish the Manager written notice of the make, type and license number of their vehicles.

2. Only Country Club Villas owners may store their vehicles in Visitor spaces and these spaces must be assigned by the manager. Space availability to be determined by Resident Manager. Rental fee of a Visitor space is \$100 per month.

3. No vehicles shall be parked or left unattended except in assigned parking stalls or designated parking areas.

4. Vehicles shall be parked only within the markings of each parking stall and in such a manner as to avoid protrusion beyond the confines of the parking stall.

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5. Parking stalls and parking areas shall not be used for mechanical repairs to vehicles except in emergencies. Racing of motor of vehicles is prohibited.
6. No parking stall shall be used for any other purpose other than for the parking of motor vehicles (e.g. household articles, auto parts, boats, canoes, watercraft of any type, and other miscellaneous items shall not be stored or left in any of the parking stalls.)
7. Owners of vehicles that leave vehicles in their assigned stall or assigned Visitor spot while away from the complex must furnish an extra set of car keys to the Resident Manager in case the vehicle needs to be moved.
8. All vehicles parked at CCV must have current plates and a current safety inspection sticker.

F. Pool Area

1. The pool area, including the swimming pool, may only be used between the hours of 8:00 am and 10:00 pm.
2. The pool area is for the exclusive use of all owners, guests and tenants.
3. For hygienic reasons, children who are not toilet trained must wear protective swimwear. Apartment owners are responsible for the safety and conduct of their family members, guests and tenants and the family members and guests of their tenants. Children under the age of 12 years must be, and persons of any age who cannot swim should be accompanied by, a responsible adult or other person with swimming ability when using the pool.
4. Running, pushing, screaming, yelling or horseplay of any kind in the pool area is prohibited. Diving is not permitted in any pool.
5. Any furniture which may cause damage to the pool area shall not be used there. Pool area furniture provided by the association shall not be removed from the pool area, but any furniture belonging to an apartment owner shall be removed when the apartment owner leaves the pool area.
6. Guests using a pool who are not in residence must be accompanied by a resident.
7. Showers shall be taken by all persons before entering pool.
8. Only pool related items (floats, swimmies, ect) are allowed in the pool area.
9. No glass bottles or glass containers are allowed in the pool area.
11. All persons known to have or suspected of having an infectious disease, suffering from a cough, cold or sores or wearing bandages, shall be excluded from using the swimming pool.
12. There is no lifeguard on duty at any time at any pool. Owners and their guests swim at their own risk.

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G. Tennis Court Rules

1. The tennis courts are for the exclusive use of owners and lessees under a bona fide lease from such an owner. Any guest must be accompanied by the owner/lessee.
2. Tennis court hours are from 7:00 a.m. to dark daily.
3. Sign-ups are available on the sign up board at the courts. If no one has reserved a court, it is first available

H. Bicycle Parking

1. Any bicycle parked in a CCV short term bike rack must be registered with the manager (Bicycle make or license number.) Bicycles left in racks for more than 30 days without being registered will be removed.

I. Building Maintenance and Repair

1. Under the Declaration, the Association through its Board of Directors, shall be responsible for the repair and maintenance of the exterior surfaces of the buildings, hallways and doors. The repair and maintenance of the interior portions of entry doors and of lanai floors are not the responsibility of the Association. Where any common element is damaged deliberately or as a result of the negligence of any apartment owner or resident or a guest or invitee of either, then such apartment owner or resident shall be responsible for the prompt payment of the cost of any repair.
2. Requests for exterior repairs and maintenance shall be submitted to the Manager, who shall determine whether the requested repairs or maintenance are the responsibility of the Association or the apartment owner or resident. Any decision of the Manager may be appealed to the Board of Directors of the Association in writing within 10 (ten) days following the Manager's decision.

J. Exterior Building Modifications

1. No structural changes of any type shall be permitted either within or without an apartment except in accordance with the By-Laws and Declaration.
2. Awnings, shades, windbreaks or any other similar device which must be attached to the outside of the building, and draperies, curtains, shades or other material other than white or off

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white placed against any window or door and visible from the exterior must have Board approval and must be compatible with the exterior building color.

3. No signs, signals or lettering shall be inscribed or exposed on any part of the building except as permitted by the Board, nor shall anything be allowed to project out of any window or from any lanai.
4. No projections shall extend through any door or window into any corridor or beyond the exterior face of the building.
5. No radio or TV antenna shall be erected or maintained outside the physical confines of an apartment.

K. Interior Building Modifications (Remodeling)

1. Manager must review and approve any major renovation project prior to start.
 1. Repair and maintenance of the interiors of an apartment are the responsibility of each apartment owner. All apartments and the furnishings and fixtures located therein shall be maintained in such a manner as to prevent damage to other apartments or the common area.
 2. Any bridge or loft units that are replacing flooring with tile or wood or anything other than carpet, must install an insulating sound deadening barrier underneath the new floor, including kitchens and baths. (Under the cabinets is an exception.) If you are re-tiling the lanai, then a barrier must be put down. A sound deadening specification sheet must be submitted and approved by the manager before it is installed.
 3. First floor units: Each first floor unit has a main water valve that services one or two main valves that services two stacks of units. One valve is located behind the vanity in the first bathroom. The second valve is located by the water heater. When remodeling, CCV will replace this valve at CCV's expense.
 4. All units: When remodeling bathrooms, kitchens or laundry area it is required that the turn-off valves and the hoses (steel mesh required) must be replaced.
 5. All units: When replacing or adding walls or sub-floor (third floor units) you must use treated lumber.

L. General

1. Furniture placed in common areas by the Board is for use in those specific areas and shall not be moved therefrom.
2. Personal requests should not be made of CCV personnel.
3. No solicitation or canvassing will be allowed on the premises for any reason.

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4. The Manager is not authorized to give access to apartments without written permission of the owner or resident.
5. There will be no feeding of birds, mongoose or wild cats.

M. Animals

1. No dogs, cats, livestock, poultry, rabbits or other animals whatsoever shall be allowed or kept in any part of the Project. The only exception is the working cat encouraged by the Manager/Board of Directors to help with rodent control.
2. Service and comfort animals are permitted with proper documentation on file. Service animals must be under the control of the owner at all times. Animal owners must clean up any waste when using outside area.

N. Smoking

1. Country Club Villas is a NON SMOKING PROJECT. If owners, renters or guests wish to smoke, they must use the smoking area just north of the main entrance. This includes all units, lanais, walkways and stairways.
2. No smoking or tobacco use is allowed at any of the pools, common areas or parking areas.

O. Condo Insurance

1. Owner Insurance Requirements
 - a. All Owners must carry a minimum of \$20,000.00 of Coverage A, dwelling insurance. This applies to changes and upgrades to your unit, which in many cases exceeds \$100,000.00. Owners should consider at least \$100,000 of dwelling coverage.
 - b. All Owners must carry a minimum of \$50,000.00 of Coverage C, personal property insurance. This coverage includes furniture, clothing, computers, electronics, art, etc. You may want to increase this amount and also consider adding "replacement coverage."
 - c. All Owners must carry a minimum of \$300,000 of Coverage E, liability.
 - d. You must have a "rental endorsement" if you rent or lend out your unit.
 - e. OPTIONAL: You may also want Coverage D for loss of use and Coverage F for medical payments.
 - f. OPTIONAL: If you want hurricane insurance you will need an additional policy.

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2. All Owners must submit to the office a copy of the main page of their insurance policy that details coverage every 2 years.
3. The AOA Master policy has a \$50,000.00 deductible. If an Owner, or their unit, is responsible for damage which activates AOA insurance coverage, the Association can assess you up to that amount to recover the deductible. You need to be sure you have Loss Assessment coverage that would pay the deductible if you are assessed an amount. Check with your carrier to make sure you understand and have this coverage.

P. Water Mitigation Rules

1. All water heaters of the 30-40 gallon variety must be replaced every eight years.
2. Washing machine/Dishwasher water lines must have metal mesh encased hoses.
3. Know where all of your water shutoff valves are located in your unit and replace them if needed. If your unit is to be unoccupied for 10 days or more you MUST shut off the 2 main valves that supply water to your unit.
4. Unit Owners that do not follow the above procedures could be found negligent if the unit causes water damage to their unit or the units. The unit owner may be assessed the CCV AOA deductible.

Q. The Violation of any House Rules Adopted By The Association of Apartment Owners Shall Give the Board of Directors or Its Agent the Right to:

1. Enter the apartment in which such violation or breach exists and to abate summarily and remove at the expense of the defaulting apartment owner, any structure, thing or condition that may exist therein contrary to the intent and meaning of the provision thereof and the Board of Directors or the management firm shall not thereby be deemed guilty in any manner of trespass;
2. Enjoin, abate or remedy by appropriate legal proceedings, either at law or in equity, the continuance of any such breach, and all costs thereof, including attorney's fees, shall be borne by the defaulting apartment owner;
3. Except where specific procedures and fines are outlined in the house rules, CCV AOA may subject the violator to a fine of \$100.00/day, at the discretion of the Board of Directors.