

uploaded on [www.HawaiiRealEstateSearch.com](http://www.HawaiiRealEstateSearch.com)  
NOT guaranteed to be latest version.



# Yacht Club Terrace

Kaneohe Bay Drive

Kaneohe, Hawaii 96744

# House Rules

(May, 2018)

**Table of Contents**

I.	Policy Statement .....	4
II.	Responsibility .....	4
III.	Moving in .....	5
IV.	Resident Registration .....	5
V.	Emergency Access to your Apartment .....	6
VI.	Rental units & Non-resident owners .....	6
VII.	Apartments, Courtyards, Lanais, & Patios .....	7, 8
	A. Use of the apartment	
	B. Use of the courtyards, lanais, & patios	
VIII.	Trash Disposal .....	8, 9
	A. General Household Trash	
	B. Disposal of Bulk Trash	
	C. Green waste	
	D. Recycling	
IX.	Grounds & Common Areas .....	9
	A. Use of the common areas	
X.	Alterations of Apartment, and Common areas .....	10,11
	A. Exterior Alterations of Apartments	
	B. Interior Alterations of Apartments	
	C. Common Area Alterations	
	D. Persons with Disabilities	
XI.	Landscaping Alterations .....	12
	A. Planting in Fenced Courtyard Areas	
	B. Planting in the Common areas	
	C. Trimming Trees or Shrubs in the Common Areas	
XII.	Safety .....	13

XIII.	Responsibility & Conduct .....	13
	A. Responsibility	
	B. Responsible Adult defined	
	C. Conduct	
XIV.	Restricted Activities .....	14,15
XV.	Streets, Vehicles , & Bicycles .....	15-16
	A. Streets	
	B. Vehicles	
	C. Skateboards, Bicycles, Roller skates, etc.	
XVI.	Parking .....	17-18
	A. General parking restrictions	
	B. Resident Parking	
	C. Guest Parking & Overnight Guest Parking Passes	
	D. Parking Violation notices	
XVII.	Noise .....	19
XVIII.	Pets .....	20
XIX.	Clubhouse / Pool Area .....	21-23
	A. Clubhouse & Pool Area Rules	
	B. Pool Rules	
	C. Private Parties	
XX.	Enforcement of Rules .....	24
	A. Enforcement	
	B. Violation Notices and Fine Policy	
	C. Expenses of Enforcement	
XXI.	Maintenance .....	25, 27
	A. The Association’s responsibility	
	B. The Owner’s responsibility	
	C. Maintenance requests	
	D. Insect and Rodent Control	
XXII.	Contact Information .....	28
XXIII.	Building & Unit Numbers .....	29

Attachments:      Alteration Request Form  
                         Clubhouse Reservation Form  
                         Overnight Guest Parking Pass  
                         Resident Registration form

# House Rules

Subsequent revisions to these House Rules may be available online at: [www.yachtclubterrace.org](http://www.yachtclubterrace.org)  
Or by contacting the Site Manager at: [yachtclubterrace2010@yahoo.com](mailto:yachtclubterrace2010@yahoo.com)



## I. Policy Statement

The Yacht Club Terrace Board of Directors is charged with the operation of the property in accordance with the laws of the State of Hawaii, the regulations of the City and County of Honolulu, and the Declaration and By-Laws for Yacht Club Terrace.

All residents of Yacht Club Terrace are encouraged to actively participate in making our community more enjoyable. For this to be achieved, the cooperation of all owners, residents, and guests is necessary.

Owners who wish to recommend a change to the House Rules that will be of benefit to all residents, may do so by bringing a written request to the board individually or with a petition signed by their neighbors. The Board of Directors may, after careful consideration, give notice to all apartment owners, affording them an opportunity to be heard thereon, adopt, amend, or repeal any supplemental rules and regulations governing details of the operation and use of the common elements not inconsistent with any provisions of law, of the By-Laws, or of the Declaration.



## II. Responsibility

These rules are adopted by the Association of Owners of Yacht Club Terrace in accordance with Section 6.07 of the By-Laws, and are binding upon every owner, resident and guest. Each owner and resident shall at all times observe and maintain all laws, ordinances, and regulations now or hereafter made by any governmental authority applicable to the use of the community.

It is the responsibility of all residents to know the House Rules and to ask for clarification if necessary.

Owners must furnish a copy of the House Rules to their tenants and must make observance of these rules a condition of the apartment lease.



### III. Moving in

Even under the best of circumstances moving is difficult. To avoid conflicts when moving, please remember the following:

1. Moving trucks are to remain on the paved roadways at all times, and are not to be driven on the grass or sidewalks. Residents, who need special accommodations for parking a moving truck or vans near their unit, should make this request to the Site Manager at least 72 hours in advance.
2. Moving "PODS," or other similar moving containers, may be placed in the resident's own parking space for a maximum of seven (7) successive days. The site manager must be notified 3 days prior to delivery.
3. The disposal of packing material (boxes, packing paper etc.) and unwanted furniture is the responsibility of the resident. Packing materials are not to be placed in or next to the refuse collection area. Contact the Site Manager for instructions on how to dispose of bulk items. (See page 9, "Disposal of Bulk Items")



### IV. Resident Registration

Communication between the owners, renters, and YCT management is very important. In the event of a plumbing leak, sewer backup, or other such emergency, having accurate contact information is essential. (Yacht Club Terrace contact numbers are listed on Page 27.)

1. A Confidential Tenant Registration Form must be completed by the principal resident of each unit, and submitted to the Site Manager within five (5) days of occupancy of a unit. It is the resident's responsibility to keep this information current and to notify the Site Manager when changes occur.

Registration forms are available at the Clubhouse, or from the Site Manager at:  
[yachtclubterrace2010@yahoo.com](mailto:yachtclubterrace2010@yahoo.com)

2. It is the responsibility of all residents to be familiar with the House Rules. The House Rules are available online at: [www.yachtclubterrace.org](http://www.yachtclubterrace.org) or from the Site Manager at: [yachtclubterrace2010@yahoo.com](mailto:yachtclubterrace2010@yahoo.com)
3. When moving out, you should give the Site Manager your departure date, and request to have your contact information deleted.



## V. Emergency Access to Your Apartment

The name and number of an emergency contact person who has a key to your unit, must be kept current with the Site Manager. Every owner and resident must grant entry to the Site Manager, or such other person approved by the Board of Directors, at any time in case of an emergency.

“Forced Entry” may be necessary in cases where life or property is at risk. This may also be necessary when repeated efforts to contact the responsible parties have failed, and a condition exists that is creating a significant hardship on neighboring residents. This may include but is not limited to the following:

- Indications of possible fire
- Indications that the health or safety of a resident (or animal) may be in jeopardy.
- Plumbing leaks, sewer backups or other such emergencies.
- Malfunctioning smoke or security alarms, unattended Alarm clocks, etc. that have created a significant disturbance to other residents for more than 12 hours.

(Owners are responsible for any damage that may be caused by such forced entry.)



## VI. Rental units & Non-resident owners

If you are an owner who will be renting your apartment to someone else, or if you are a renter, the following rules and regulations will apply:

1. The apartments shall not be used for transient or hotel purposes or in connection with the carrying on of any business whatsoever. The apartments shall not be rented for any period less than 30 days.
2. Owners must ensure that their tenants complete the Confidential Tenant Registration Form, and submit this information to the site manager within 5 days of occupancy.
3. Owners must furnish a copy of the House Rules to their tenants and must make observance of these rules a condition of the apartment lease. The House Rules are available online at: [www.yachtclubterrace.org](http://www.yachtclubterrace.org)
4. Absentee owners, who live off island, are required by Hawaii State Law, to have an agent living on the island where their rental property is located. The contact information for this agent must be included in the Tenant Registration Form.
5. Owners are responsible for damages or fines not paid for by their tenants.
6. “Renters” who wish to bring a request to the Association Board should do so through the owner of the unit they are renting, or through the owner’s agent.



## VII. Apartments, Courtyards, Lanais, & Patios

Just as your privacy, comfort, and security are of utmost importance to you, you must also respect the rights of others in the same way. As such, the following restrictions regarding the use of your apartment and limited common areas shall apply:

### A. Use of the Apartment

1. Private dwelling. The Declaration requires that the apartments & limited common elements be used as a private dwelling for the owner, their family, tenants and social guests and such other purposes as are permitted by the Declaration and By-Law.
2. The apartments shall not be used for transient or hotel purposes or in connection with the carrying on of any business whatsoever. The apartments shall not be rented for any period less than 30 days. (See page 6 regarding "Rental Units & Non-resident owners")
3. A home office is permitted subject to the following restrictions:
  - a) No employees are allowed to work in the unit.
  - b) No advertising or offer of products or service from the apartment.
  - c) No client or sales demonstrations shall be conducted in the unit or on the property.
  - d) No client traffic is allowed. No business activity that causes additional parking requirements, noise or congestion is allowed.
4. Storage of flammable fluids or other unusually hazardous articles shall be used and stored in compliance with local fire and safety codes. Nothing shall be allowed, done or kept in any apartment or common element which will overload or impair the floors, walls, or roofs of any building. The crawl spaces that are below or adjacent to some units are not to be used for storage. Nothing shall be allowed that may cause an increase in the ordinary premium rates or the cancellation or invalidation of any insurance thereon.



### B. Use of the Courtyards, Lanais & Patios. (Limited common areas)

1. The open patios & decks that are attached to some units shall be kept neat in appearance, and shall not be used for storage. Hanging clothes, bedding, laundry, etc., on lanais and in courtyards shall be maintained in such a way as not to be visible from the common areas or other apartments. Such items may be hung in the fenced-in courtyard of each apartment provided they are below the top level of the fence.
2. All trees and shrubs must be kept below the level of the above units, and must not extend over any adjacent units. Owners must ensure that excess water from potted plants does not drain onto their open lanai or wood decks. Owners are responsible for wood rot or other damage caused by excessive watering.

3. The “crawl” spaces adjacent to each unit are not to be used for storage; Residents are not to use any common area outside of their enclosed courtyard, or any of the crawl spaces adjacent to their unit, for the storage of personal items.
4. Small lanai “umbrellas” (less than 8 feet in diameter) are allowed, if they do not extend outside of the courtyard or lanai. They must be maintained in good repair, and folded or secured when strong winds may be forecast. Blue tarps or other such covers are not to be used for any purpose that would make them visible to any common area. Roll-down shades are permitted, however using bamboo, plastic, or other types of screen to enclose your lanai or open patio is not permitted.
5. Seasonal and Holiday decorations may be displayed on your apartment or courtyard fence for not more than 30 days. (This includes holiday lighting.)
6. Outdoor Barbeques. The use of gas or charcoal barbeques, Tiki torches, or other similar devices with an open flame, is **prohibited by law** in multi-family dwellings such as Yacht Club Terrace. The storage of LPG gas containers with a capacity greater than one pound is also prohibited. (“Electric” grills are permitted.) Given the small size of the patios, wood decks, and lanais here at Yacht Club Terrace, it is not possible to meet the 10-foot clearance from combustible construction as is required by the Fire Code of the City and County of Honolulu. Flammable fluids or other unusually hazardous articles shall also be used and stored in compliance with local fire and safety codes.
7. Smoking is prohibited on all the common elements at Yacht Club Terrace, including the walkways, landscaped areas, parking areas, recreation center and swimming pool, and all the areas that are open to all the residents. This section prohibits the use of tobacco, marijuana (including medical marijuana), electronic cigarettes, and any other activity that is included in the definition of “smoking” under Hawaii law (see Section 328J-1 of the Hawaii Revised Statutes for details).

Smoking is permitted inside the apartments, with all the doors, windows, and other openings closed to prevent smoke from drifting to the common elements or other apartments. The Board may issue violation notices and impose fines if it is reported that smoke drifts to the common elements or other apartments.

No cigarettes, cigars, e-cigarettes, pipes, or other smoking devices shall be discarded (extinguished or otherwise) anywhere on the common elements of Yacht Club Terrace.



## VIII. Trash Disposal

There are 14 refuse collection areas on the YCT property. The YCT crew will collect General household trash from these locations and take it to the Kapaa Transfer Station every Monday, Wednesday, Friday, and Saturday. The City & County of Honolulu allows the association to do this free of charge, but only for general household trash. The association, as a business, must pay for the disposal of bulk items and green waste.



NOT guaranteed to be latest version.

**A. General household trash** Household trash shall be secured in plastic bags and placed in the refuse containers located inside of the refuse collection area. This area is for general household refuse only. No fans, air conditioners, or appliances. No metal shelving or bulk items. No batteries, paint, hazardous chemicals or materials are to be disposed of anywhere on Yacht Club Terrace property. No trash is to be placed outside of the enclosed area.

For the protection of the YCT crew who will be handling your trash, please be certain that broken glass or sharp objects are disposed of in a safe manner.

**B. Disposal of Bulk Items** such as packing materials when moving, unwanted furniture, old appliances, building construction/renovation material, car batteries, or other such items, is the responsibility of the tenant or other person moving. Do not place bulk items outside of the refuse collection area.

**A \$250 fine may be imposed for improper disposal of these items!**

The Kapaa Transfer Station, located at 100 Kapaa Quarry Rd, Kailua, HI. will accept bulk items from "residents" free of charge. (This is just 3 miles from YCT) The transfer station does not allow the association as a "business" to dispose of these items for you.

**C. Green Waste**. Green waste from your courtyard must be disposed of properly. A Green Waste Disposal Bin is located next to each trash enclosure. To dispose of larger amounts of green waste, you should contact the Site Manager for instructions on when and where you may place it for pickup. Do not throw or allow green waste from your courtyard to fall into the common area. When you hire contractors to work on your yard or trees, your contract with them must include the disposal of all green waste.

**D. Recycling**. Much of the general household trash on Oahu is burned to produce electricity and to reduce the impact on area landfills. However, it has not been cost effective for the YCT Association to recycle bottles and cans. The location of an area recycling centers may be available online at: [www.opala.org](http://www.opala.org), or in the phone directory for those who wish to do so.



**IX. Grounds & Common Areas**

The Grounds and Common Areas as described in the Declaration and By-Laws are those areas that are available for the common use, and the enjoyment of all residents. These Common Areas would include, but are not limited to; the roadways, walkways, and the grass park areas that are on the YCT property. Residents & Owners may not set aside or limit access to any part of the common area for their own personal use. (Please note that Keaalau Neighborhood Park is not a part of the YCT property, and is subject to City & County Regulations.)

**A. Use of the Common areas.**

1. No furniture, potted plants, or fences, may be placed in the common areas without board approval. No object that would in any way obstruct movement through the common areas is permitted. Residents may not set aside or limit access to any part of the common area for their own personal use.
2. No storage of personal items. Residents are not to use any area outside of their enclosed courtyard, or any of the crawl spaces adjacent to their unit, for the storage of personal items
3. All common areas shall be used for their designed purpose only.
4. See also "Restricted Activities", pages 14 & 15.



## **X. Alterations of Apartments, and Common Areas**

Alteration Request Forms are available online at: [www.yachtclubterrace.org](http://www.yachtclubterrace.org)

An Alteration Request Form must be submitted to the Board before beginning any interior or exterior renovation project. This form provides that notification will be given to your neighbors regarding the type of work to be done, and for the contractor and owner work agreements to be signed. This approval process will help you avoid situations that may require the work to be stopped, removed, or modified.

Before Work Begins, an authorization letter must be obtained along with any City and County building permits if applicable.

Maintenance of any part of the building or apartment that has been "altered" is the responsibility of the owner. This responsibility will extend to all future owners as well.

### **A. Exterior Alterations of Apartments**

Exterior alterations that may require board approval, and references to basic requirements, include but are not limited to the following:

1. Window / door replacement
  - The contract must include removal and replacement of siding and trim when necessary.
2. Window Air Conditioning installations
  - Must have approved cover if visible from any common area.
3. Split Air Conditioning installations
  - The location of the compressor is subject to board approval.
4. Solar Electric, Solar Water, or Solar AC installations
  - Solar panels may not extend over other units
5. Alterations to Exterior Lighting
  - Lights must not be an annoyance to other residents

6. Covering or enclosing your open patio or lanai area
  - Must follow YCT approved design.
7. Tile or flagstone covering of walkways or patios
  - May not extend into common areas.
  - To allow for proper waterproofing, permanent deck coverings such as tile or flagstone are not allowed on the open lanais of the terraced units.
8. Antenna or dish installations
  - No antenna may be installed outside the confines of an apartment or its limited common elements without the approval of the Board. Owners and residents may install antennas and small satellite dishes inside their apartments and limited common elements, but they must comply with the Board's "Antenna Installation Policy."

## **B. Interior Alterations of Apartments**

Although Board "approval" is not required for the specifics of your interior repairs, an Alteration Request Form must be submitted to ensure that all notifications and agreements have been signed, and that certain guidelines will be followed. These guidelines include but are not limited to the following:

1. Kitchen & Bathroom remodel or renovations
  - City & County Building permits required when relocating appliances or fixtures
  - Licensed Plumbers & Electricians must be used.
2. Flooring
  - Sound proofing may be necessary when replacing carpet with any hard surface flooring.
3. Asbestos Removal
  - Ceilings, walls, and some floor coverings used before 1980 may contain asbestos, and should be tested.
4. Adding, modifying, or removing interior walls
  - Load bearing walls may not be altered. City and County Building Permits required
5. Electrical & Plumbing Alterations
  - Licensed Contractors

## **C. Common Area Alterations**

1. Board approval is required before residents may make alterations of any kind in the common area.
2. Residents & Owners may not set aside or limit access to any part of the common area for their own personal use.

Residents should not assume that because an alteration was approved in the past for one unit, it will automatically be approved in the same way for their unit now. Requirements do change, and occasionally a "grandfathered" exemption may be allowed for a period of time.



## **D. Persons with Disabilities.**

It is the policy of the Association to extend to all residents the full and equal enjoyment of the advantages, facilities, privileges and services consistent with HRS Chapter 515 and the Federal Fair Housing laws.

*Notwithstanding anything to the contrary contained in the Declaration, the By-laws, or these House Rules, handicapped persons shall: (1) be permitted to make reasonable modifications to their apartments and the common elements, at their expense, if such modifications are necessary to enable them to use and enjoy their apartments or the common elements, as the case may be; and (2) be allowed reasonable exemptions from the Declaration, the By-laws, and these House Rules, when necessary to enable them to use and enjoy their apartments and/or the common elements, provided that any handicapped person desiring to make such modifications or desiring such an exemption shall so request, preferably 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 an exemption. The Board of Directors shall not unreasonably withhold or delay its consent to such request, and any such request shall be deemed to be granted, if not denied in writing, within forty-five (45) days of receipt by the board of directors.*



## **XI. Landscaping Alterations**

### **A. Planting in Fenced Courtyard Areas.**

Board approval is recommended, but not required for owner who wishes to plant in, or landscape, their fenced courtyard area. However, to avoid situations that would require some plantings to be removed, the following rules must be followed:

1. Each owner is responsible for the care and pruning of all trees or plants in their courtyard area. All trees and shrubs must be kept below the level of the above units, and must not extend over any adjacent units.
2. Trees and bushes must remain clear of the buildings and fences when grown. If it is found that any plants may have a detrimental impact on the fences, building foundation, water or sewer lines, the Board may require that the plants be removed at the owner's expense.
3. No tree that has aggressive roots, or is on the "Invasive Species List," may be planted, or allowed to grow, in any fenced courtyard area. (This list is available from the Site Manager.)
4. Planting or allowing vines to grow on the exterior building surfaces, or attaching a trellis to the building for that purpose, is not allowed.
5. Using sprinklers, including drip systems, whether manually operated or on a timer is not permitted. Landscaped areas may be "hand" watered when necessary, provided excessive runoff or the ponding of water does not take place. Hoses shall not be run unattended at any time. These restrictions are necessary to prevent over watering or malfunctioning irrigations systems from damaging the buildings or foundations. Owners are responsible for any such damage. Owners must take all necessary precautions to ensure that excess water from potted plants does not drain onto their open lanai or wood deck.
6. Residents who have requested a change in the common element landscaping which was approved may email the manager requesting to return area to the AOA for care.

## **B. Planting in the Common Areas.**

1. Owners, who enjoy landscaping and wish to alter any plants or trees within the common areas, must submit a Landscape Alteration Request Form to the Board for approval. (This includes potted plants.)  
**Owners are not permitted to plant trees outside their courtyards.**
  - a) Owners must assume full responsibility for upkeep of the landscaped area.
  - b) Owners, who fail to maintain this landscaped area will be given 30 days' notice before the association may remove the plantings, and restore the area at the owner's expense.
  - c) Owner may submit an email to the manager requesting the altered area to be returned to the AOA's care.
2. Requests for the association staff to trim, remove, or replace "individual" plantings in the common areas may be directed to the Site Manager.

~~~~~  
Landscape Alteration Request Forms are available online at: [www.yachtclubterrace.org](http://www.yachtclubterrace.org)  
~~~~~

## **C. Trimming trees or shrubs in the common area.**

Under no circumstances may an owner alter or trim any tree or shrub that is planted in the common area. (Notify the Site Manager regarding overhanging branches.)



## **XII. Safety**

It is the owner's responsibility to see that a Smoke Alarm is installed and maintained in each room of their apartment. Residents should know the location of the fire extinguishers that are just outside of their unit, and they should also maintain at least one fire extinguisher in their apartment.

Home break-ins have taken place but are very rare. Vehicle theft and car break-ins are more common. Lock your car, and do not leave anything in your vehicle that could be mistaken for something valuable. The cost of a broken window could easily exceed the value of what was taken.

Security alarms for vehicles or apartments must be programmed to shut-off automatically within 10 minutes. Do call the police if the owner is not present. (Fines may be imposed by the association for repeated false alarms.)

No door to door soliciting of any kind is permitted on the YCT property.

Do not hesitate to call the police if you see suspicious activity. Then call the Site Manager at 979-1113, and the Resident Manager at 979-1114. Neither you, nor the YCT Staff, should intervene in any situation that may turn violent. We are not the police.



### **XIII. Responsibility & Conduct**

- A. Responsibility** Apartment owners or occupants shall exercise control over, and take responsibility for the conduct of any person residing in their apartments or present as their guests. Apartment owners shall be responsible to reimburse the Association for all costs incurred to repair damage to association property by any persons residing in their apartments or present at Yacht Club Terrace as their guests. Residents will assume all responsibility and risk for their family members and guests.

**Conduct** Harassment of, or initiating any form of confrontation with other residents is not acceptable.

Disorderly conduct, public drunkenness, or behavior that would give the appearance of such is not permitted on Yacht Club Terrace grounds. All restrictions imposed by State law for the consumption of liquor must be strictly complied with in any common area. Violators will be prosecuted to the fullest extent of the law.



### **XIV. Restricted Activities.**

For the safety and consideration of all residents the following activities are prohibited while on YCT property. These activities would include, but are not limited to the following:

1. Smoking is prohibited on all the common elements at Yacht Club Terrace, including the walkways, landscaped areas, parking areas, recreation center and swimming pool, and all the areas that are open to all the residents. This section prohibits the use of tobacco, marijuana (including medical marijuana), electronic cigarettes, and any other activity that is included in the definition of “smoking” under Hawaii law (see Section 328J-1 of the Hawaii Revised Statutes for details).

No cigarettes, cigars, e-cigarettes, pipes, or other smoking devices shall be discarded (extinguished or otherwise) anywhere on the common elements of Yacht Club Terrace.

2. The drinking of alcoholic beverages while in the common areas is not permitted. All restrictions imposed by State law for the consumption of liquor must be strictly complied with in any common area. Violators will be prosecuted to the fullest extent of the law.
3. Fireworks are not permitted at any time. Activities including the use of fireworks, which may be hazardous to persons or property, are prohibited. (See Outdoor Barbeques, page 8)
- ~~4.~~ “Private” parties, party inflatables (i.e. Bounce Houses), camping or putting up tents etc., are not permitted in any common area. (Please note that Keaala Neighborhood Park is not a part of the YCT property, and is subject to City & County Regulations.)
5. Some of the hills on the YCT property are very steep, and are not intended for public access. Riding bicycles, sliding on the hills with cardboard, or on any other device that may over time damage the landscaping, is not permitted.

6. Climbing trees, swinging on branches, or attaching rope swings to branches in any way that may harm the tree, is not permitted. (Branches do break off.)
7. Climbing fences. To avoid being mistaken as someone who is trespassing, and to prevent damage to the fences, residents and their guests are not to enter or leave the Yacht Club Terrace property by climbing the fences, or in any way other than by using the roads and pathways that are provided for that purpose. Report all trespassers to the site manager.
8. Signs or posters. Owners or residents shall not place any signs, posters or bills whatsoever that are visible from the common elements, except as approved by the board of directors. Real estate signs may be erected directly in front of the unit provided that the sign is placed as close to the unit as possible.
9. Yard / Estate Sales. "Individual" yard sales are not permitted. Residents may not advertise the sale of items from their apartment that would in any way increase vehicle traffic, or invite "unknown" individuals onto the YCT property. "Community" yard sales, open to all residents, and sponsored by a resident owner, may be allowed with board approval.
10. Vandalism will be prosecuted to the fullest extent of the law.
11. Door-to-door soliciting. Other than the distribution of notices by the Association and the solicitation of proxies or distribution of materials relating to Association matters, no door-to-door soliciting of any kind is allowed on Yacht Club Terrace property. Report all such activity to the Site Manager.

Residents, who wish to invite individuals to "trick-or-treat" on Halloween, may indicate so with appropriate decorations by their door, by leaving their gate open or their porchlight on. Persons who go trick or treating should keep in mind that not all residents may wish to participate.



## **XV. Streets, Vehicles, & Bicycles**

The safety of residents and visitors alike is of primary importance here at YCT. This section addresses issues that may not only affect your safety, but the safety of others as well.

### **A. Streets**

1. A speed limit of ten (10) miles per hour is established within the community. Residents and guests shall exercise extreme caution in the operation of any type of vehicle in the community. Vehicles must be operated by licensed drivers only. All state and federal laws pertaining to the use of motor vehicles shall apply. No vehicles shall be driven on any portion of the project other than for ingress and egress to and from the driveways and parking areas.
2. Motor vehicles are to remain on the paved roadways at all times, and are not to be driven on the grass or sidewalks.




### **B. Vehicles**

1. Only street licensed, operable passenger vehicles (with current State of Hawaii vehicle safety inspection), may be parked on the property. Vehicles must be operated by licensed drivers only.
2. Noisy vehicles, vehicles with modified speaker systems or exhaust systems, that create a disturbance to other residents, are not permitted. Vehicle Security Alarms must be programmed to shut off automatically within 10 minutes. Fines may be imposed for each false alarm. If the alarm is activated for more than 10 minutes, the police may be called and the vehicle removed (Section 41-29.6 of the Revised Ordinances of Honolulu).
3. Vehicle covers shall be of the type designed specifically for that vehicle. (No blue tarps etc.)
4. Vehicle Repairs. The home owner/occupant will not allow or make vehicle repairs of any kind while on association property. As an exception, if a vehicle becomes inoperable while on association property, minimal emergency repairs (such as a flat tire) may be made in order to remove the vehicle from the property.
5. Excessive oil leakage is harmful to the pavement and creates a hazard for others. Residents shall be responsible for cleaning oil from their assigned parking stalls, and must only use cleaners that have been recommended by the manufacturer for use on asphalt. (Do not use "kitty litter" or similar products.) Damage to street surfaces or parking areas, as a result of fuel, oil or other leak, will be repaired at the owner's expense.
6. Vehicle theft and car break-ins have taken place on YCT property. To protect your vehicle, lock your car, and do not leave anything in your vehicle that could be mistaken for something valuable. The cost of replacing a broken car window could easily exceed the value of what was taken. *The Association, its Board of Directors, Managing Agent, and Duty Managers are not responsible for any such losses.*



### **C. Skateboards, Bicycles, Roller skates, etc.**

1. Residents and their guests shall use bicycles and other sports or recreational equipment within the Common Areas solely at their own risk. *The Association, its Board of Directors, Managing Agent, and Duty Managers are not responsible for any injury and/or death to anyone resulting therefrom. Residents are responsible for the conduct and safety of their family members and guests. Individuals should be competent to operate the bicycle or other sports or recreational equipment they are attempting to use.*

 *Vehicles or devices relied upon by handicapped persons for purposes of mobility shall be allowed.*





## XVI. Parking

Each unit has an exclusive easement to use 2 (two) parking spaces. These parking spaces may they be used by others ~~are not transferable, and~~ only with the expressed permission of the owners.

Guest parking is limited and may not be used for resident vehicles. An Overnight Guest Parking Pass is required from 10:00 PM to 7:00 AM.

### A. General Parking Restrictions

1. No resident or guest may park in any numbered parking stall other than those designated for his or her apartment, except by the expressed consent of the resident having control over the stall.
2. Parking along unmarked curbs, except for “active” loading and unloading, is not permitted without the site manager’s permission.
3. Do not block the sidewalk. Do not park your vehicle, or back against the curb, in any way that would block the sidewalk. No vehicles may be parked anywhere on the common elements except as permitted, and may not restrict the flow of traffic on the roads, sidewalks or the parking areas. Residents and guests must park within the stall markings.
4. No boats, trailers or oversized vehicles shall be parked on the property without prior approval from the board of directors.

### B. Resident Parking

1. Resident may not park in guest parking or in unmarked paved areas, except for active loading and unloading, without the consent of the Site Manager.
2. Residents who have more than two vehicles may not use guest parking, and must make arrangements for their own parking.
3. Owners may tow unauthorized vehicles from their assigned spaces by calling the towing company whose name is on the “No parking” sign. However it is strongly recommended that owners make every effort to contact the owner of the vehicle first.



### **C. Guest Parking & Overnight Guest Parking Passes**

Guest parking is intended for short term use by individuals who do not live on YCT property, who are on the property by invitation, and are here for the purpose of visiting a resident of YCT. Residents may not allow any individual, whether friend or family, to leave a vehicle in Guest Parking if that individual is not currently residing or visiting with them. Residents may not park their vehicles in Guest Parking at any time.

**An Overnight Guest Parking pass is required from 10:00 p.m. to 7:00 a.m.**

**Overnight guest parking passes are available at the clubhouse, or online at:  
[www.yachtclubterrace.org](http://www.yachtclubterrace.org)**

Residents are encouraged to make additional copies as needed for late night guest arrivals.

**Before using the pass**

**all vehicle information on the pass must be recorded on the office answering machine.**

You may do this anytime, day or night, by calling 247-3527.

**The pass must be visible on the dashboard of the vehicle.**

1. Each Overnight Guest Parking Pass is valid for a maximum of fourteen (14) nights. Guests who stay overnight more than 14 nights may not continue to utilize guest parking without Board approval, and must make arrangements for their own parking.
2. The Guest Parking Pass may be revoked at any time by Yacht Club Terrace management.
3. Guests may park in the numbered stalls of their hosts at any time, with the host's permission.



### **D. Parking Violation notices**

1. Violation notices apply equally to all vehicles registered to the residents and to the guests of that unit. Towing and fines may not be avoided by switching vehicles. (You should not expect 2 warnings for each vehicle you, or your guests own, before fines may be imposed.)
2. Vehicles parked in violation of these House rules, or other posted regulations, are subject to being towed at the expense of their owners.



## **XVII. Noise**

**Someone once said, “You can make as much noise as you want, just make sure that no one else can hear it!”**

1. Avoid disturbing other residents. All residents shall avoid making noises of any kind that may unduly disturb other occupants. (See violation notices and fine policy page 24.)
2. Noisy vehicles, vehicles with modified speaker systems or exhaust systems, that create a disturbance to other residents, are not permitted.
3. Construction work, or any other activity which may cause such noise, is permitted only between the hours of 8:00 a.m. and 5:00 p.m. Monday through Saturday. No such work is allowed on Sundays, or holidays.
4. Noise complaints: As a general rule, residents should attempt to resolve these matters with the parties involved first. However, if you feel uncomfortable approaching the individuals directly, or if previous efforts have been unsuccessful, you may file a noise complaint by providing the Site Manager with the following information:
  - **Building & unit number** (You must be absolutely certain that this information is correct.)
  - **Date** (Each complaint must be filed within 24 hours of the incident.)
  - **Time of Day & Duration**
  - **Type of noise** (TV/Radio, alarm clock, construction noise, people talking, Dogs barking etc.)

If you will deliver this information to the Site Manager’s office in writing, or by e-mail at [yachtclubterrace2010@yahoo.com](mailto:yachtclubterrace2010@yahoo.com) , a written notice with possible fines will be given to the offender. (We will not disclose your identity.)

**You may call the local authorities (police) if immediate action is warranted.**



## XVIII. Animals

To help maintain a pet friendly environment at YCT, it is essential that animal owners do not let their animals disturb the other residents or become a nuisance. As such the following rules shall apply to both pets and assistance animals.

1. Restrictions: Except for common household pets, which will not, because of noise, smell, or ferocity disturb other residents, and assistance animals, no animals shall be kept or allowed in any apartment of the project. Animals may not be used for breeding or any commercial purpose whatsoever. Dogs must be currently registered with the City & County of Honolulu.
  2. A leash law is in effect. All animals must be restrained by a leash at all times when in the common areas. Residents must not permit their dogs or cats to roam at large in the common areas at any time. Likewise, leaving animals unattended in the common areas while tied to a leash is not permitted. Stray animals or pets will be taken to the Hawaii Humane Society.
  3. When walking their animals, residents are required to carry plastic bags for their animal's droppings. Residents who walk their pets on the grounds shall pick up all droppings immediately and dispose of it in one of the Dog Waste Disposal Bins. (Fines will be imposed.)
  4. Do not feed stray animals. This includes birds and cats. Leaving food out in areas where stray animals may find it is not permitted.
  5. Noise complaints. Owners/residents shall comply with the Oahu Animal Nuisance Ordinance that prohibits continuous animal noise for a period of ten (10) minutes, or intermittent for thirty (30) minutes, or any noise that interferes with reasonable activities such as communication, rest, recreation or sleep, at any time. Noise complaints may be reported to the Site Manager. If you are able to provide the unit number of the animal owner, the date, time of day, and length of time the animal was making noise, a violation notice will be given to the owner of the animal.
  6. Enforcement. Any resident who permits an animal to violate the above restrictions, or who keeps an animal that creates a nuisance through noise, smell or ferocity, must on demand of the Board of Directors, immediately and permanently, remove the pet from the community.
- ♿ *Persons with disabilities can request an exemption from some of the above rules for an assistance animal, provided that the Board may require written confirmation of the disability from a physician or other qualified professional, including a statement that the animal is needed to alleviate one or more symptoms of the disability. An assistance animal that is a direct threat or a nuisance must be removed from Yacht Club Terrace if the animal owner takes no effective action to control the animal so that the threat is mitigated or eliminated.*



## **XIX. Clubhouse / Pool Area**

For the purposes of this document, the “Clubhouse Area” is referring to the “covered” eating area that is adjacent to the Pool. Residents must be familiar with all rules pertaining to both the Clubhouse Area, and the Pool Area as many of these rules apply equally to both areas.

### **A. Clubhouse & Pool Area Rules**

1. Keys. One electronic clubhouse key “fob” is provided free of charge to each unit. Each unit is limited to one key. There is a \$50.00 fee for replacing a lost or destroyed key.
2. The Clubhouse hours are 8:00 a.m. to 10:00 p.m. (Your pool key “fob” will not work at other times.)
3. Private Parties. A Clubhouse Reservation Agreement is required for groups of fifteen (15) or more individuals including children and other residents. Call 247-3527 for reservations. (See “Private Parties” on page 23.)
4. The swimming pool is open to all residents. A Clubhouse Reservation is for use of the covered area only. The use of canopy tents to enlarge this area is not permitted.
5. Noise must be kept at a reasonable level, and must cease at 8:00 p.m. Only one warning will be given before local authorities are called. Radios, or amplified music, are not allowed, except for private parties.
6. Absolutely no glass containers or bottles are allowed outside of the clubhouse.
7. The consumption of Alcohol is not permitted in the pool or clubhouse area at any time.
8. Smoking, Food, or Beverages. No smoking (including tobacco, electronic cigarettes, medical marijuana, and any other activity that is included in the definition of “smoking” under Hawaii law) is permitted at any time. No food or beverages are permitted while in the pool.
9. No pets are allowed in the pool or clubhouse area. ♿ The Board will, upon request, allow an assistance animal in the pool or clubhouse area if this is required for a disabled person to enjoy the area, provided that the assistance animal must remain under control at all times and the animal does not enter the pool water. ***No animal whatsoever is allowed in the pool water.***
10. Removing association property from the clubhouse or pool area is prohibited.
11. Wheeled devices used for recreational or amusement purposes are not permitted in the clubhouse or pool area. ♿ Devices used by persons with disabilities shall be permitted.
12. All other posted regulations, parking regulations, and house rules will be enforced.
13. Liability. The Yacht Club Terrace AOA Owners, staff and managing agent assume no liability for any loss that may occur for any reason whatsoever. Residents accept pecuniary liability for all damage to the clubhouse, resulting from misuse, negligence, misconduct, and/or illicit behavior of any persons residing in such residents’ apartment or present at the project as such residents’ guests.

14. Enforcement. All persons shall comply with the request of the Site Manager, or board member. Repetitive disregard of these rules may result in a suspension of Clubhouse area privileges.



## **B. Pool Rules**

1. The hours of swimming are: 8:00 a.m. to 10:00 p.m. (Your pool key “fob” will not work at other times.) Hours reserved for special use such as lap swimming or aerobic exercise may be posted.
2. Supervision: Keeping the pool and surrounding area in a safe and sanitary condition is of great concern. No Lifeguard is on duty. Owners and residents must ensure that family members and guests who are non-swimmers or weak swimmers are accompanied at all times in the pool area by someone who can ensure their safety. In particular, a child under the age of 12 should be accompanied by someone who can ensure the child’s safety when using the pool, unless the child is a competent swimmer. A child’s parent or guardian shall be responsible for determining if the child is a competent swimmer and shall ensure that the child fully complies with these House Rules.
3. No animals whatsoever are allowed in the pool as prohibited by health code regulations.
4. Swimming aids. Small Individual Swimming aids that do not crumble or interfere with the filtration system of the pool are permitted. (Inspect all closed-cell foam devices for deterioration or flaking before bringing them into the pool.) Paddle boards or other similar devices that are longer than 36” are not allowed.
5. Scuba tanks, weights, or other underwater diving gear is not allowed. (Masks, snorkels and small fins are allowed.)
6. Swimming attire. Only those swimmers in appropriate swimming attire will be allowed in the pool.
7. Food or beverages are not allowed in the pool. The consumption of Alcohol is not permitted in the pool or clubhouse area at any time.
8. No Glass containers shall be allowed in the pool area. (Broken glass in the pool or on the pool deck can be very hazardous.)
9. Safety & Conduct. Running, screaming, and horseplay of any type, is not allowed in the pool or clubhouse area. Radios, or amplified music, are not allowed, except for private parties. Diving (head first) into the pool is not allowed at any time. Jumping from walls, furniture, gates, etc. is not allowed. Fraternization of sexes is prohibited in the restroom facilities at the clubhouse.
10. Health. All swimmers will shower prior to entering the pool. Persons having any disease generally accepted by the medical community as communicable through casual contact shall be excluded from the pool. Defecating, spitting, blowing mucus from the nose on the ground or in the pool, throwing sand, dirt, or any foreign object in the pool or clubhouse area is strictly prohibited.
11. Persons who are incontinent or not toilet-trained shall not use the pool unless they wear swim diapers or pants that will prevent leaks.
12. Guests will be permitted to use the pool during the normal pool hours. The supervision rules set forth above, shall apply to all residents, and guests. Owners and residents shall be responsible for the safety

of themselves, their family members, and guests when using the pool. A Clubhouse Reservation Agreement is required for groups of fifteen (15) or more people.

13. The proper authorities (HPD) and the site manager will be called to expel unauthorized swimmers or trespassers.



### C. Private Parties

The clubhouse eating area may be “reserved” for Private Parties.

Reservation forms, and dates, are available by contacting the Site Manager at:  
yachtclubterrace2010@yahoo.com

A Clubhouse Reservation Agreement is “required” for the following activities:

- a) If you have a group of fifteen (15) or more individuals. (The Maximum number is 50.)
- b) If you plan to bring food or beverage to the clubhouse for individuals other than your immediate family.
- c) When setting aside tables with decorations, or in other ways.
- d) If amplified music or radios will be used.
- e) If you will be using a barbeque.

Even though the pool is open until 10:00 p.m., all of the above activities must cease, and your guests must leave no later than 8:00 p.m., or by the time specified in the Clubhouse Reservation Agreement.

1. To reserve a private party, you must be a “responsible adult” who is a “registered” resident of Yacht Club Terrace, and as the party host, you must be present at the scheduled event. Only one (1) reservation per family/unit per month is allowed.
2. Clubhouse reservations are not available on Sundays or holidays. Functions are limited to a maximum of 5 hours, between the hours of 8:00 a.m. – 8:00 p.m.
3. The swimming pool is open to all residents. The Clubhouse Reservation is for use of the covered eating area only. The use of canopy tents to enlarge this area is not permitted.
4. A \$100.00 cleaning deposit is required. The host’s Liability is not limited to the deposit amount. The clubhouse area must be cleaned and all trash removed following the function. Any additional cleaning or associated costs will be charged at the rate of \$50.00 per hour. In the event the charges exceed the deposit amount, the host shall pay on demand the additional amount.
5. Any noise or music must be kept at a reasonable level, and must cease at 8:00 p.m. or at the time specified on the clubhouse reservation. Only one warning will be given.
6. No smoking (including tobacco, electronic cigarettes, medical marijuana, and any other activity that is included in the definition of “smoking” under Hawaii law) is permitted at any time.
7. **The consumption of Alcohol is not permitted in the pool or clubhouse area at any time.**
8. Food or beverages are not permitted near the pool. Absolutely no glass containers or bottles are allowed anywhere inside of the clubhouse or pool area.
9. For “profit” or commercial organization meetings are not allowed.

10. All other posted regulations, parking regulations, and house rules will be enforced.
11. Liability. The Yacht Club Terrace AOA owners, staff and managing agent assume no liability for any loss that may occur for any reason whatsoever.

Violation of any of these rules may result in immediate termination of the function, and a suspension of Clubhouse area privileges may be imposed.

## **XX. Enforcement of Rules**



### **A. Enforcement**

The Site Manager with the aid of the Executive Manager is empowered by the board of directors to enforce all rules and regulations. Interpretations of the House Rules or other posted regulations shall be determined at the time of occurrence by the Site Manager. Decisions of the Site Manager shall be respected. Conflicting opinions may be appealed in writing to the Board of Directors. Violations may result in fines as well as corrective action being taken by the Association.

While every effort will be made to enforce the House Rules with fairness, and without prejudice, this does not mean that every such violation will be addressed in exactly the same way or at the same time.

### **B. Violation Notices and Fine Policy**

1. It is the responsibility of all residents to know the House Rules and to ask for clarification if necessary. Violation of any of the House Rules or Posted Regulations may result in fines being imposed. Owners are responsible for damages or fines not paid for by their tenant.

First notice: No fine.

Second notice: \$100 fine.

Third notice: \$200 fine.

Fourth notice: \$300 fine.

Final notice: The violation will be referred to the Association's attorney for legal action.

2. Any citation or fine may be appealed to the Board by mailing or delivering written notice of appeal to the Board or the Site Manager within thirty (30) days of the date of a citation or fine. The notice of appeal must contain a copy of the citation, a statement of the facts of the offense, the reason for appeal, the names and addresses of any witnesses, and copies of any proposed exhibits. The owner, tenant, or other offender may appear at a Board meeting to provide additional information or the Board may ask the person to appear. The Board may reduce, suspend, or cancel any citation or fine after consideration of the appeal.

Failure of the owner or violator to appeal within thirty (30) days of receipt of the citation shall result in the automatic imposition of the sanction or fine, if any, in the amount proposed in the citation and shall constitute a waiver of the right to a hearing and a loss of the right to contest the decision of the Board. An owner who has paid the fine can contest it through mediation or arbitration.

3. Any situation that creates a health or safety hazard must be corrected immediately. Nothing contained herein shall be interpreted to prevent or delay the Board or the managing agent or Site Manager from immediately enjoining, abating, removing, or remedying – through automatic fines, or legal action, any project or the use, enjoyment, safety or health of any apartment owner or resident.



4. Vehicles parked in violation of any of the posted or published parking regulations are subject to being towed away at the owner's expense.

### **C. Expenses of Enforcement**

All fines should be paid to the Association by check or money order made payable to:  
Yacht Club Terrace AOA. (The association staff is not allowed to accept cash.)

This may be delivered to the Site Manager, or mailed to:  
Yacht Club Terrace 44-130 Mui place #7, Kaneohe HI. 96744

Fines not paid within 30 days will be assessed to the owner's maintenance fee. Every apartment owner shall pay to the association promptly on demand all costs and expenses, including reasonable attorneys' fees, incurred by or on behalf of the association in collecting any delinquent assessments against such apartment, foreclosing its lien therefor or enforcing any provisions of the declaration, by-laws or these house rules against such owner or any occupant of such apartment.



## **XXI. Maintenance**

Every owner and resident must also grant entry to the Site Manager or other persons authorized by the Board in order to carry out maintenance, repairs, or improvements to the common or limited common elements. Except for emergencies, this work will be scheduled in advance, and at a time that is convenient for the residents. Please understand that this must be during the regular working hours of the YCT Crew, and may not unnecessarily delay needed repairs.

### **A. The Association is responsible for the maintenance of:**

1. All foundations, floor slabs, columns, girders, beams, supports, unfinished perimeter and load bearing walls, roofs, entrances, and exits.
2. All tanks, pumps, motors, fans, compressors, and ducts and, in general, all apparatus and installations existing for common use.
3. All common element fences, roadways, walkways, grounds, landscaping and recreational facilities.
4. All central and appurtenant installations for common services, including power, light, water gas, sewer, telephone, television and trash disposal.
5. All other parts of the project necessary or convenient to its existence, maintenance and safety, or normally in common use.

### **B. The Unit Owner is responsible for the maintenance of:**

1. The water shutoff valve for their unit, the pressure regulator, and all water lines, hose bibs, or plumbing fixtures that service only their unit and are located within the floors, ceilings and perimeter walls of the unit.
2. All waste water drains, sewer lines, or dryer ducts that service only that unit and are located within the floors, ceilings and perimeter walls of the unit.
3. All electrical lines, switches, and fixtures that service only that unit and are located within the floors, ceilings and perimeter walls of the unit.
4. The maintenance of all windows, skylights, doors and frames, floor coverings, wallpaper, painted walls, and acoustical ceilings in that unit.
5. The watering, trimming, and mowing, of any landscaped area that is within the fenced courtyard or patio of that unit, as well as any common area landscaping that owners have altered with board approval.
6. Any part of the building or landscaping that has been "altered" by the present or previous owner. This would include but is not limited to:
  - The removal of all Solar Water or Electric panels when roof maintenance is needed.
  - The removal of any tile or other lanai coverings when it is necessary to locate or repair leaks.
  - Owners, who have covered, partially covered, or enclosed Lanais, should note that all such covered lanais are an alteration to the original design. Therefore, the maintenance of all such lanai roofs and roof transitions are the owner's responsibility to maintain and repair.

## **C. Maintenance Requests**

### **1. Routine Maintenance Requests**

All maintenance requests must go through the Site Manager. **Do not make requests of, or attempt to task any crew member directly.**

You may reach the Site Manager at:

- 247-3527
- Or, e-mail at yachtclubterrace2010@yahoo.com.

As much as possible, we will schedule all maintenance requests at a time that is convenient for the residents. Please understand that this must be during the regular working hours of the YCT Crew.

- The YCT crew hours are from 7:00 AM – 3:30 PM, Monday to Friday.



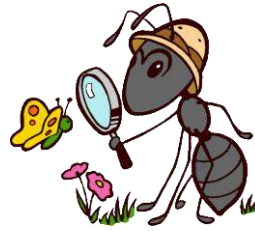
### **2. Emergency Maintenance Requests**

For sewer backups, broken water lines, or other such emergencies where property damage is imminent:

- Call the Site Manager at 979-1113.

- Call the Resident Manager who lives on the YCT property at 979-1114.
- ❖ Do not hesitate to call a plumber for emergencies if it is after the regular working hours of the YCT Crew, and you are unable to reach the Site Manager or Resident Manager.

You will be reimbursed for this expense only if it is determined that the problem originated with a water line or sewer line that is the responsibility of the Association. The association will reimburse you only for the “basic” service to clear the immediate problem.



#### **D. Insect and Rodent Control**

1. Contact the Site Manager if you are having a problem with insects or rodents. The YCT Crew will take appropriate measures to address these problems in the common areas.
2. Please understand that it is the resident’s responsibility to address all such issues on the interior of their apartments, courtyards, and outside storage closets. These areas should be kept neat and clean to avoid attracting insects or rodents. The proper storage of pet food is very important.



#### **XXII. Policy against Harassment**

1. The Association seeks to promote reasonable use and enjoyment of the Project without discrimination or harassment because of one’s race, sex (including gender identity or expression), sexual orientation, color, religion, marital status, familial status, ancestry, disability, age, HIV infection, national origin, or handicapped status, or any other grounds protected under state and federal fair housing laws, regulations, and/or applicable executive orders.
2. Any incident of discrimination or harassment should be reported to the Site Manager, the Managing Agent, or any officer of the Association. The Association will make every effort to promptly investigate any allegations of discrimination or harassment in as confidential a manner as possible and to take appropriate corrective action if warranted.

3. A person should call the police if the person fears for his or her safety. The person may also seek a Temporary Restraining Order (“TRO”) with the appropriate court. After the TRO has been obtained, the person can call the police if the harassing conduct happens again.
4. One aspect of our policy requires particular clarification: our prohibition against any form of sexual harassment. We have listed below examples of conduct that are prohibited as well as outlined procedures for addressing any complaints of sexual harassment that may arise.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and any other verbal, visual or physical conduct of a sexual nature. Sexual harassment also may include unwelcome sexual flirtations or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures in the work place, sexually explicit or offensive jokes, or physical assault.

Any resident or employee who feels a target of sexual harassment, including but not limited to any of the conduct listed above, by an Association employee, vendor, or director should bring the matter to the immediate attention of the Site Manager, Managing Agent or an Officer of the Board. As an alternative, the resident may contact any other member of the Board of Directors. Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible and take appropriate corrective action if warranted.

5. The Association expressly prohibits and does not condone any form of retaliation against any individual who has complained of harassment, cooperated with the investigation of a complaint, or acted as a witness during the investigation of a complaint.



### **XXIII. Contact Information**

<b>Yacht Club Terrace</b>	(Office Phone)	(808) 247-3527	yachtclubterrace2010@yahoo.com
<b>Site Manager</b>	Clay Hollandsworth	(808) 979-1113 cell	yachtclubterrace2010@yahoo.com
<b>Resident Manager</b>	Colin Hussey	(808) 979-1114 cell	
<b>Hawaiiana Management</b>	Albert Cloutier	(808) 593-6817	albertc@hmcmtg.com
<b>Website</b>	(Forms & Information)		www.yachtclubterrace.org
<b><u>Mailing Address:</u></b>	Yacht Club Terrace AOA 44-130 Mui Place #7	<b><u>Physical Address:</u></b>	Yacht Club Terrace- Clubhouse 44-000 Hako St.

## XXIV. Building and Unit Numbers

Please use your Building Number and Unit Number to identify your apartment when communicating with the association staff. (This is not the same as your mailing address and street name.)

(Example)

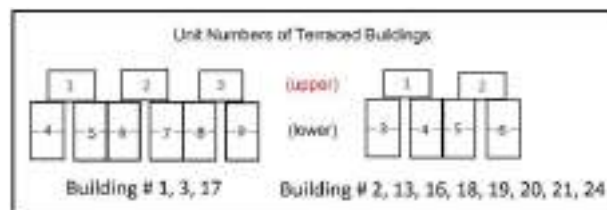
(Use the map below to identify your "building" number)

If your mailing address is: 44-121 Laha St. #3

Your "building" number is: #24    Your unit number is: #3

#2403

(This number is also on your parking space.)



44-130 Mui Pl. – building 26  
44-140 Mui Pl. – building 27

44-105 Laha St. – building 25  
44-121 Laha St. – building 24  
44-145 Laha St. – building 23  
44-155 Laha St. – building 22

44-104 Hako St. – building 4  
44-114 Hako St. – building 5  
44-130 Hako St. – building 6  
44-132 Hako St. – building 7

44-141- Hako St. – building 13  
44-145- Hako St. – building 14  
44-149- Hako St. – building 15  
44-160- Hako St. – building 16

44-170 Laha St. – building 18	44-133 Hako St. – building 12	44-164- Hako St. – building 17
44-173 Laha St. – building 21	44-134 Hako St. – building 8	
44-174 Laha St. – building 19	44-136 Hako St. – building 9	44-130- Kou Pl. – building 1
44-181 Laha St. – building 20	44-138 Hako St. – building 10	44-150- Kou Pl. – building 2
	44-140 Hako St. – building 11	44-160- Kou Pl. – building 3

## END

## Index

### **A**

#### Alterations of Apartments, Common areas, and Landscaping

- Exterior Alterations, 10
- Interior Alterations, 11
- Landscape Alterations, 12

### **B**

- Barbeques, see outdoor Barbewues, 8
- Bicycles, Skateboards, Roller skates, etc, 16
- Building numbers, 28

### **C**

- Christmas Decorations, see "seasonal decorations", 8
- Clubhouse & Pool Area, 20, 21
  - Private Parties, 23
  - Reservations, 23
- Contact Information, 27

### **D**

- Disabilities, Persons with, 11
- Dog droppings, see "Pets", 19, 20

### **E**

- Emergency access, 6

### **F**

- Fireworks, 14

### **G**

- Guest Parking, 18

### **H**

- House Rules
  - Amending the House Rules, See "Policy statement" 4
  - Enforcement, 24
  - Responsibility, 4

### **L**

- Landscaping
  - Planting in common areas, 12
  - Planting in fenced Courtyard Areas, 12

### **M**

#### Maintenance

- Association responsibility, 25
- Owner's Responsibility, 25, 26

#### Maintenance Requests

- Emergency Maintenance Requests, 26
- Routine Maintenance Requests, 26

#### Moving in, 5

### **N**

- Noise, 19
- Noisy vehicles, 15

### **P**

#### Parking, 17, 18

- Guest parking, 18
- Overnight Guest Parking Pass requirements, 18
- Parking Violation notices, 18
- Resident parking, 17

#### Pest Control, see "Insect and Rodent Control", 27

#### Pets, 19, 20

- Noise Complaints, 20
- Restrictions, 19

#### PODS, see "Moving PODS", 5

#### Pool Rules, 22

### **R**

#### Recycling, 9

#### Registration, see "Resident Registration", 5

#### Rental units & Non-resident owners, 6

#### Restricted Activities, 14,15

### **S**

#### Seasonal decorations, 8

#### Safety, 13

#### Signs or posters, 14

#### Site map, 29

#### Smoking, 8, 14, 21, 23

#### Soliciting, door-to-door, 15

- Halloween / Trick or Treat, 15

#### Streets, 12

### **T**

#### Table of Contents, 2,3

#### Trash Disposal

Yacht Club Terrace  
Kaneohe, Hawaii

Disposal of Bulk Items, 9  
General household trash, 8  
Green Waste, 9  
Recycling, 9

**U**

Use of Apartment, 7  
Home office, restrictions, 7

Use of Common Areas, 9

Use of the Courtyards, Lanais & Patios, 7,8

Storage, on open patios & decks, 7

**V**

Vehicles, 15, 16

Violation Notices and Fine Policy, (House Rules), 24