



September 2019

Dear Hokuhoa Owner:

The Board of Directors continues to review the House Rules and amend the rules as needed. Enclosed please find the approved and amended language for the sections titled Pool, Wading Pool, Sauna Bath, Restrooms and Showers, Recreation Center Pavilion, and Volleyball/Basketball. Also enclose is the Recreation Center Pavilion Reservation Agreement and a sample Certificate Of Liability Insurance form. The purpose of the revisions is to clarify the language and intent of the rule and to provide further guidance to the owners and residents of Hokuhoa.

This language is effective immediately. Please remove the sections of your set of House Rules for pages 8 – 12 and insert/attach the Recreation Center Pavilion Reservation Agreement to your set of rules.

Should you have any question or concern regarding the language of the House Rules, please address your concerns to the Board of Directors by sending a letter via USPS to me or you may forward an email to me which will be given to the Board of Directors. I can be reached directly at (808) 566-4113 or via e-mail at Lillian@Touchstoneproperties-Hawaii.com.

Thank you for your attention to this matter.

Sincerely,
For The Board of Directors
AOAO Hokuhoa

Lillian McCarthy
Property Manager

Hokuloa AOA House Rules

- a. Carpet and padding shall be rolled-up and secured prior to disposal.
- b. Propane tanks shall be emptied prior to disposal.
- c. Owners/residents are prohibited from disposing large automobile parts, auto batteries, explosives, weapons, hazardous or toxic waste, wet paints, solvents, liquids, oils, greases or unabsorbed petroleum products, poisons, pesticides, fire extinguishers, radioactive material, pressurized propane tanks, compressed gas cylinders (oxygen, acetylene, etc.), construction materials, demolition debris, dirt, rock, sand, concrete and animal carcasses at the designated C&C bulky pickup areas.

VIII. POOL

- A. The swimming pool is open from 9:00 a.m. to 9:00 p.m. daily.
- B. Owners/residents and their guests use the swimming pool at their own risk.
- C. Parents and/or guardians are responsible for the safety and conduct of their family members and are expected to utilize reasonable judgement in determining whether non-swimmers may safely and responsibly utilize the pool without supervision.
- D. No more than four (4) guests per apartment are allowed in the pool/recreation area without prior permission from the Resident Manager. Owners/residents are responsible for the actions of their guests. Guests must be accompanied by a responsible owner/resident in the pool/recreation area.
- E. Alcohol and illegal drugs are not allowed beyond the entrance gate to the pool/recreation center. Any person who is suspected of being under the influence of alcohol or drugs is prohibited from entering the pool.
- F. Swimming is not allowed in anything other than proper swimming apparel. Hair pins, bobby pins, hair rollers and similar hair accessories can clog and mar the pool and must be removed prior to entering the pool. Hair longer than shoulder length shall be properly tied.
- G. All suntan oil, ointment, and sand must be removed from body and attire before entering the pool.
- H. All persons using the pool shall take a cleansing shower prior to entering the pool. A bather leaving the pool to use the toilet or participate in a recreational activity shall take a second cleansing shower before returning to the pool.
- I. Running, pushing or shoving of anyone around the pool area is not allowed. Jumping or diving into the pool from any part of the buildings, walls, railings or furniture is prohibited.
- J. Boisterous and loud conduct, or loud playing of radios or similar devices is not permitted in the pool area.

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- K. Rafts, toys, inflatables, surf/boogie boards or similar items are not allowed beyond the entrance gate. US Coast Guard (USCG) approved floatation devices are permitted.

- L. Scooters, bicycles, skateboards, skates and similar items are prohibited in the pool area.
- M. Pets, except assistance animals relied upon by persons with disabled, are not allowed in the enclosed pool and recreation area.
- N. The use of glassware, bottles, crockery, ceramics, chinaware or other breakables in the enclosed pool area is forbidden.
- O. Towels, mats, caps, and other personal belongings shall be removed from the enclosed pool area upon leaving.
- P. Pool furniture shall not be removed from the pool area. Outside furniture shall not be brought into the pool area.
- Q. An owner/resident or their guests shall not interfere in any manner with any portion of the swimming pool, lighting apparatus, or electrical and plumbing devices in or about the enclosed pool area.
- R. All persons afflicted with any disease accepted by the medical community as communicable through casual contact, shall be excluded from using the swimming pool. Persons having any open blisters, cuts, etc., are warned that these may become infected and are advised not to use the pool.
- S. Spitting, urinating, spouting of water, blowing the nose or depositing of foreign matter in the swimming pool is strictly prohibited.
- T. No person shall spit gum, tobacco or similar items in the pool or on the pool deck.
- U. The swimming pool shall not be reserved for exclusive use.
- V. Failure to follow pool rules or directions from a lifeguard or pool attendant could result in immediate removal from the pool area and suspension from future pool use.
- W. Persons who are incontinent or not toilet-trained, shall not use the pool unless they wear pants which prevents leaks. Appropriate pants are a swim diaper. A swim diaper is not a typical diaper. It is a tight-fitting nylon or latex alternative for a typical diaper. Diapers are not permitted in the pool.
- X. The pool will immediately close for cleaning in the event of an accidental fecal or vomitus discharge. All users shall immediately leave the pool. The pool will be disinfected before reopening.
- Y. Smoking is prohibited within the pool enclosed area.
- Z. Consumption of food and/or beverages is not permitted within three feet of the pool.

IX. WADING POOL

- A. All swimming pool rules apply.
- B. Parents and/or guardians are responsible for the safety and conduct of their family members and are expected to utilize reasonable judgement in determining whether non-swimmers may safely and responsibly utilize the wading pool without supervision.
- C. All non-swimmers must be accompanied by a responsible individual while using the wading pool.

X. SAUNA BATH

- A. The sauna baths are open during the hours of 9:00 a.m. to 9:00 p.m. daily.
- B. Separate sauna baths are provided for male and female owners/residents and their guests. Mixed gender use is prohibited.
- C. Owners/residents and their guests use the sauna bath at their own risk.
- D. Persons must shower before using the sauna baths.
- E. Saunas can be particularly hazardous to children. Accordingly, parents and/or guardians are expected to utilize reasonable judgment in determining whether their children may safely use the sauna.
- F. Proper attire must be worn while using the sauna bath. Towels must be placed on benches before sitting or lying down. All personal belongings shall be removed from the sauna bath when leaving.
- G. Eating and/or drinking except for water in the sauna bath is prohibited.
- H. Owners/residents and their guests shall not interfere or tamper with any portion of the sauna baths, including its lighting, plumbing or electrical components.
- I. Smoking is prohibited in the sauna baths.
- J. Any person who is suspected of being under the influence of alcohol or drugs is prohibited from entering the sauna baths.

XI. RESTROOMS AND SHOWERS

- A. The restrooms and showers are open during the hours of 9:00 a.m. to 9:00 p.m. daily.
- B. Separate restrooms and showers are provided for males and females. Mixed gender use is prohibited.

- C. Keep restrooms and showers clean. Dispose all trash in provided receptacle. Remove all items upon leaving.
- D. Smoking is prohibited in the restrooms and showers.

XII. RECREATION CENTER PAVILION

- A. The Association assumes no responsibility for injury or damage resulting from the use of the Hokuloa Recreation Center. Owners shall at their cost, obtain a Certificate of Insurance describing the event and listing Hokuloa as the certificate holder for the day of their event. Owners shall present it with the Reservation Center Request when reserving the Center.
- B. Owners/residents and their guests shall follow all House Rules when using the Recreation Center and facilities. Any infraction of these rules may result in the forfeiture of the reservation, deposit and/or termination of the event. The owner/ resident will be held financially responsible for any costs resulting from damages, cleanup costs and for any missing equipment in excess of the deposit amount. Disputes shall be made in writing to the Board of Directors.
- C. Owners/residents shall advise their guests that they have exclusive use of the Recreation Center and not to the bathrooms, sauna baths and pools. These areas are always available for the use by Hokuloa owners/residents.
- D. Recreation Center reservations shall be made at least 14 days but no more than 90 days in advance of the event.
- E. In a calendar year, a unit will be allowed to make its first and second reservations 90 days in advance of the events. After two reservations in a year, a unit will be allowed to make reservations 21 days in advance of the events. A unit cannot hold more than two reservations at a time.
- F. Each reservation requires a refundable \$100 deposit. The \$100 clean-up, damage and cancellation deposit will be collected at the time of reservation. The deposit shall be in the form of a check drawn from the owner's/resident's checking account, which will be deposited in the Association's account. Reservations are not confirmed without payment of the deposit. Cancellations made less than 21 days before the reserved time, shall count against the yearly reservation total.
- G. After the event is over and the Resident Manager has determined the amount of the deposit to be withheld (if any), the remaining balance will be returned to the owner/resident who reserved the Recreation Center. The Managing Agent in most cases, will mail deposit refunds by U.S. mail within one to two weeks from the event date.
- H. Residents/owners and their guests shall abide by the Pool, Wading Pool, Sauna Bath, Shower and Restroom rules and the following Recreation Center rules during the entire event:

Hokuloa AOA House Rules

- a. Owners/residents are responsible for the conduct of their guests and must be present throughout their event. When the owner/ resident leaves, their guests must also leave the Recreation Center. While using the pool, the host will assign a "Parent Guard" to monitor pool activities for safety and rule enforcement.
- b. Noise from the Recreation Center including amplified music; i.e., radios, stereos with speakers, mics, and/or amps shall not create a nuisance for neighboring units.
- c. Set up shall commence no earlier than 9:00 a.m. on the morning of the event. Guests shall vacate the Recreation Center by 9:00 p.m. Cleanup shall commence no later than 8:30 p.m. and be completed by 9:00 p.m. after which Security or the Resident Manager will secure the Recreation Center and Pool areas.
- d. Pool furniture shall not be used for Recreation Center events.
- e. Smoking is prohibited in and around the Recreation Center.
- f. Guests are limited to 84 persons.
- g. Parking is not allowed along the Hui Alaiaha Pl. cul-de-sac or in the lanes.
- h. Gates shall remain locked except when loading and unloading. Guests must be admitted by their host or his/her representative.
- i. All event directional signs must be removed from the streets, sidewalk area and Hokuloa property upon conclusion of the event.
- j. Upon conclusion of the event, the following actions shall be completed: All trash shall be placed in provided receptacles. All food and beverages shall be removed from the kitchen. The stove, refrigerator and all counters shall be cleaned. Recreation Center kitchen and floor shall be cleaned of all debris and mopped. All lights shall be turn off and all doors shall be locked.
- k. The Recreation Center shall not be reserved for commercial or business activities. Political and religious solicitations are prohibited.

XIII. VOLLEYBALL/BASKETBALL

- A. There will be no volleyball/basketball playing permitted after dark.
- B. The following are prohibited on the court; shoes with hard soles, raised heels or cleats, animals, bicycles, skates, skateboards, baby strollers, wheeled carriages, or any glass containers.



HOKUADA-01

RSAVIO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/15/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Associates, Inc. 500 Bethel Street, Suite 200 Honolulu, HI 96813-4305	CONTACT NAME _____
	PHONE (A/C, No, Ext): (808) 538-6938 FAX (A/C, No): (808) 531-8361
EMAIL ADDRESS: _____	INSURER(S) AFFORDING COVERAGE NAIC #
INSURED Hokuoia Unit Owner Hui Iwa Street Kaneohe, HI 96744	INSURER A: Sample Insurance Co. 12345 INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-SUBJECT <input type="checkbox"/> LOC OTHER: _____					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (See endorsement) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$ _____ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (See accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ _____ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y/N <input type="checkbox"/> N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
A	Homeowners		Sample Policy Number	7/9/2018	7/9/2019	Personal Liability 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For use of Hokuoia Rec Center on May 15, 2019 for (name of event).

CERTIFICATE HOLDER Hokuoia, AOA 47-289 A Hui Iwa Street Kaneohe, HI 96744	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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