



HOUSE RULES

Revised March 2014

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THE IMPERIAL PLAZA
HOUSE RULES
Revised May 2013

PURPOSE

The purpose of these House Rules is to promote a harmonious environment that results in the maximum enjoyment for all residents living in The Imperial Plaza complex. The enforcement of these rules is the responsibility of the Board of Directors and/or Agents or employees of the Board of Directors. All apartment owners, occupants, tenants and/or their guests or customers shall be bound by these rules. Where these rules are silent, the governing documents should be consulted. Where not covered by the governing documents or House Rules, a standard of reasonable conduct should apply.

GENERAL RULES

1. Each owner is responsible to ensure that all occupants of an apartment, their guests, and invitees observe these House Rules, and shall provide a copy of these rules to the tenant of the apartment.
2. All occupants must be registered with the Management office to ensure that they are permitted access to the building. Building access will be terminated for occupants and/or unit owners who have not registered within 5 days after taking possession of the unit. Electronic building access devices are non-transferable.
3. No commercial or business activities shall be carried on in any residential apartment.
4. No soliciting of goods or services shall be permitted on the premises of The Imperial Plaza except as approved by the Board of Directors.
5. Occupants or owners shall not request management, maintenance or housekeeping employees to perform private or personal errands for them.
6. Occupants or owners shall not request maintenance personnel to do work in any apartment unless there is an emergency endangering other apartments or the common areas.
7. Occupants of The Imperial Plaza should inform the Security Desk in advance of an expected delivery or visit by a service technician (see parking, loading, move-in / out and dock usage rules).
8. The Imperial Plaza management staff does not retain keys to any unit. It is the responsibility of the unit owner to give the General Manager a telephone or contact number which can be called in the event of an emergency.
9. Occupants, owners and / or agents for the owners (excluding the Developer) will notify the General Manager's office when their apartments are unoccupied for more than thirty (30) days.
10. Movement of large items requiring the use of an elevator in The Imperial Plaza Tower or Townhouse shall be scheduled in advance with the General Manager's office and moving shall be done between the hours of 8:00 AM and 5:00 PM, Monday through Saturday. No moves are permitted on Sundays or State and Federal holidays.
11. Occupants of The Imperial Plaza will not make or allow noises to be made that may cause a disturbance to occupants of other apartments or units.
12. Excessive noise or any violations of these House Rules should be immediately reported to the General Manager /Security staff.
- 12a. Except for an emergency that requires corrective action and that has been approved by the General Manager, no maintenance personnel, private contractors or other workers will be allowed to commence work in the residential apartments before 7:30 AM and all such work must cease before 5:00 PM. No remodeling, construction or contractor work is to be performed on Sundays or holidays.
13. The General Manager and employees of The Imperial Plaza perform at the direction of the Board of Directors. Abusive, threatening, or hostile actions toward any employee, unit owner, unit tenant or guest will be dealt with by Security and may result in a criminal matter and/or a fine.

14. Hawaii State Law, S. B. No. 3262, Act 295 prohibits smoking in "all enclosed or partially enclosed areas within multi-family dwellings that are open to the common use of all unit owners or residents, including but not limited to lobbies, hallways, corridors, stairways, waiting areas and recreation areas within multifamily dwellings." Smoking is prohibited in all common areas as well as all outdoor areas on the property such as the 6th floor recreation deck. Furthermore, smoking must be contained within a resident's unit. If at any time cigarette, cigar or pipe smoke is determined to be invading a neighboring unit, the resident causing the situation may be subject to a written warning and / or a fine. No cigarettes, cigars or other smoking material shall be discarded in the parking areas, corridors, elevators, stairwells, sidewalks, yard or any other common areas, on the property. It is also prohibited to use "electronic cigarettes" and the like in any parts of the common area.

APARTMENT USE

1. No sign, signals or lettering shall be inscribed or exposed on or at any parking stall or any window, wall or door of a residential apartment. Nor shall anything be projected out of any window of a residential apartment.
2. No antennas or other objects shall be attached to outside walls of The Imperial Plaza or to the exterior of any door or window of a residential apartment except as may be allowed by FCC regulations.
3. Furniture and potted plants suitable to the balconies, the lanais and the patios may be used thereon; however, articles which are unsightly shall be removed upon the written request of the Board of Directors or the Managing Agent. Holiday lighting may be displayed from December 10th to January 10th of the following year.
4. Watering plants, sweeping and mopping of balconies, lanais or patios will be done in a way that will not create a nuisance to persons residing in adjacent or lower apartments or to persons on the grounds of the premises. Articles, including cigarette ash or butts, may not be thrown from lanais or patios.
5. Plumbing equipment such as toilets and garbage disposals shall be used only for the purposes for which they were constructed. Sweepings, diapers, rubbish, rags, and paper will be disposed of in the trash and not through the plumbing system. Damage resulting to the building or other apartments from such misuse of the plumbing system shall be paid for by the owner of the apartment whose occupant engaged in such misuse.
6. Personal Barbecue grills are not allowed on patios or lanais.

PETS

1. No more than one (1) pet may be kept in any apartment, except this limitation will not apply to fish. A cat or a small bird is welcome as well as a medium sized dog, up to 50 pounds. Any pet violations may result in a written warning and/or a fine.
2. Pets shall not be kept, bred, or used for any commercial purpose.
3. Pet owners are responsible for promptly cleaning up any waste or mess created by their pet. Pet trash must be securely wrapped in a plastic bag and taken to the containers in the trash

collection area.

4. Pets shall not be allowed in the recreation areas, or on any other common areas, except in transit and when hand carried or held on a short leash.
5. All pets must be registered with the General Manager and are subject to approval by the Board of Directors.
6. Pets belonging to visitors are not permitted on the premises.
7. Any personal injury, liability and/or any damage to any apartment, building, grounds, flooring, or walls, caused by a resident's pet will be the full responsibility of the owner of the apartment in which the pet's owner resides.
8. Any pet which is a nuisance or causes unreasonable disturbance to any occupant or causes damage to any building and/or grounds, including depositing waste, shall be removed by the owner promptly upon written request by the Board of Directors or the Managing Agent.

SERVICE AND COMFORT ANIMALS

1. Notwithstanding any provision to the contrary contained herein, occupants may keep guide dogs, signal dogs, and other service animals upon which they depend for assistance, including comfort animals (collectively hereinafter "Service Animals"), and such animals shall be allowed to walk through the Common Elements while carried, on a leash, or within the control of the occupant. This exception shall also apply to guide dogs, signal dogs, or other service animals depended upon by handicapped guests of occupants.
2. Such Service Animals shall not be kept, bred, or used at the Project for any commercial purpose;
3. If a Service Animal causes a nuisance or unreasonable disturbance, the owner thereof will be given an opportunity to rectify the problem by measures which fall short of removal of the animal from the Project. The removal of such animal from the Project shall be required only if less drastic alternatives prove unsuccessful or would be futile. If the Board determines that such a Service Animal must be ejected, the owner thereof will be allowed a reasonable period of time to attempt to obtain a suitable substitute Service Animal, and the Service Animal in question will be permitted to remain at the Project during that time, provided that the problem is controlled to a sufficient degree that the continued presence of the Service animal during that time does not constitute an unreasonable imposition upon other occupants.

4. Service Animal waste must be disposed of in a sealed bag placed into a trash dumpster.
5. The Service Animal owner shall be responsible for the cost and expenses of repair and cleaning of Common and Limited Common Elements incurred by the Association as a result of damages caused by such Service Animal.
6. Each Service animal shall be registered with the Association General Manager. Registration shall consist of filing out a registration form containing such required information as the Board may from time to time specify, including name of Service Animal and color photo of Service Animal.
7. Financial responsibility for any personal injury or personal property damage caused to any owner, occupant, guest, employee of the Project, or to any member of the public shall be that of the Service Animal owner.
8. Owners/tenants are responsible for Service Animals of their visitors.

COMMON AREAS

1. The common areas in The Imperial Plaza, such as hallways, walkways, and passageways, shall not be obstructed under any circumstances.
2. Items of personal property, including baby carriages, shopping carts, bicycles, tricycles, shoes, plants, and other movable personal property shall not be left or allowed to stand in any part of the hallways, stairs, lobbies, elevators, parking areas, or any other common area.
3. Fire doors must remain closed at all times pursuant to fire regulations.
4. Owners of an apartment whose residents or guests are found tampering with the fire fighting equipment, fire alarms, fire doors, or the fire sprinkler system will be subject to criminal charges and liable for all repair costs, replacement, or damage caused to the building or personal property.
5. Occupants shall not use or bring onto the premises hazardous, highly inflammable, or explosive substances.
6. Common element entry doors shall remain locked at all times. No resident shall aid any person to enter the building that you personally cannot identify as a unit owner, resident or building staff employee. Refer such persons to Security or notify Security immediately at 592-3305.
7. Eating, drinking or smoking is not permitted in elevators or lobby areas.
8. The use of fireworks and/or firecrackers on the premises is prohibited at all times.

9. The metal gates on the 6th floor recreation deck, outside the Townhouse building on either side of the water feature shall remain closed at all times.
10. Riding of bicycles, scooters, skateboards, roller skates, roller blades and rolling footwear or any footwear with a wheel or wheels and ball playing are not allowed in any common area at any time.
11. All bicycles & mopeds need to be registered with the General Manager and stored/parked in the designated area(s) in accordance with the bicycle/moped rules.
12. Townhouse apartments are exposed to the elements and not in an enclosed area, so a small doormat may be placed at the entry to these units. All door mats are subject to Board and management approval.

PARKING

1. All vehicles parked on this project will be at the owner's sole risk. Parking is permitted for occupants only within assigned or designated parking stalls. Limited guest parking is located on the 1st floor.
2. All vehicles must be registered with the Management office. Vehicles illegally parked in stalls assigned to another, in guest parking or the commercial parking spaces may be towed and/or fined by the Association from the premises at the vehicle owner's expense. Vehicles may not protrude beyond parking stalls or block the driveways. Owners of any vehicle found to be in violation will receive a written warning and/or a fine.
3. Owners are responsible for the cleanliness of their parking stalls at all times, including the removal of any grease buildup.
4. Repairs to vehicles will not be permitted in the parking areas with the exception of minor emergency repairs. Racing of engines or tire squealing will not be permitted.
5. There will be no loitering or playing in the parking areas.
6. Items of personal property, other than motor vehicles currently registered with the City & County of Honolulu, may not be kept in any parking stall.
7. Guest parking, which may not be used by owners and residents, shall be under the supervision of the General Manager. Guests may park only in authorized areas designated as "Guest Parking", and must register at the Security Desk located in the tower lobby. Unregistered vehicles will be towed away at the owner's expense. Contractors and delivery persons MAY be allowed to use the guest parking stalls upon registering at the security desk. The Security staff may ask delivery or construction personnel to park in the loading dock areas. There is no overnight parking in the guest parking stalls. Any vehicle left between the hours of 2AM to 6AM is subject to being towed at owner's expense.
8. Vehicles are required to park between the marked or painted lines. Double parking, which also includes one vehicle and one motorcycle, is not permitted.
9. Each garage door remote is programmed by the management office and is assigned to a specific unit. Garage door remotes are non-transferrable. Only owners can purchase/authorize garage door remotes. Batteries to operate the garage door remotes are the responsibility of the owners. Replacement batteries may be purchased through the management office.
10. Vehicles must not exceed 5 MPH and headlights must be turned on at all times while driving within the parking structure. For safety reasons, you must obey parking garage signs at all times.

RENTALS

1. The owner shall identify to the General Manager the agent responsible for rental of the apartment. Any agent acting on the owner's behalf must be aware of and follow all House Rules at all times.
2. The General Manager shall be notified by the owner or agent of the name of any tenant. Failure to comply within 5 days of occupancy will result in loss of access privileges and/or a fine.
3. Owner-occupants, nonresident owners, or agents who rent, loan, or otherwise permit occupancy of their apartments shall furnish a copy of these House Rules to their occupants. Owner-occupants, nonresident owners, or agents who rent, loan, or otherwise permit occupancy of their apartments, shall furnish a copy of the rental agreement and/or lease to the General Manager. The owner shall assume responsibility for the actions or omissions of his agent or the occupant of the apartment.
4. Signs, including "For Sale", "For Rent", or "Open House", will be strictly regulated, on policy approved by the Board of Directors and administered by the General Manager.
5. All residents must personally register with the Management office. All personal and emergency notification information must be kept current at all times.
6. Pursuant to Hawaii Revised Statutes and for the Association's compliance with Act 326, Session Laws of Hawaii 2012, any apartment owner renting or who has rented since January 1, 2013, their apartment for a rental term of less than one hundred and eighty (180) days, must report to the Association Managing Agent: 1) their current mailing address and telephone number; 2) the name, mailing address and telephone number of their rental agent if someone other than the owner is acting as the rental operator; 3) their transient accommodations tax license number; 4) website address of all websites on which the advertised the apartment for rent; 5) and name/address/telephone number of a local contact residing on the island if the apartment owner does not reside on the island, by April 1 on an annual basis. The apartment owner must report any changes in such information to the Association Managing Agent within sixty (60) days of the change.

REFUSE

1. All garbage must be securely wrapped and plastic bagged before depositing into the trash chute or the containers in the trash collection area.
2. No wet garbage or folded cardboard containers or any other objects that would tend to hinder the easy fall of trash in the trash chute may be inserted in any trash chute.
3. Cardboard boxes, large bottles, and items that may clog or damage a trash chute must be taken to the containers in the trash collection area. All boxes must be broken down before depositing in the "Boxes Only" container in the trash collection area. Do not place trash, boxes, or refuse of any type in any common area, including the trash chute rooms, lobbies, garages, etc.
4. Recycling is encouraged. There are two (2) "recycling centers" on the property. We have recycle bins for newspaper, non-deposit glass, glass beverage containers, plastic beverage containers and aluminum beverage containers.
5. Pet trash (sand, litter, paper, etc.) must be wrapped with extra care in plastic bags and taken to the containers in the trash collection area. Pet trash may not be disposed of through any trash chute.
6. Hazardous materials, such as paint thinners, solvents or any highly flammable substance will not be put into any trash chute and trash collection area nor stored in any apartment. If you have any questions on how to dispose of a certain material, please call the City's Refuse Division at (808) 768-3201 or visit the City's website at http://envhonolulu.org/solid_waste/Household_Hazardous_Waste.html
7. The trash chute shall not be used between the hours of 11:00pm to 7:00am.
8. Large, bulky items may not be thrown away in any trash bin, nor left in any common area. Scheduling of bulk pick-ups are scheduled by management; informational flyers will be posted prior.

RECREATION AREA

The Recreation area is located on the 6th floor: There is a clubhouse with a kitchen that is available for use by residents. There are 2 restrooms, 2 Jacuzzis, 2 saunas and 2 swimming pools.

The use of all facilities shall be at the sole risk of the owners, residents and guests.

The Imperial Plaza Association of Apartment Owners and its Board of Directors assumes no responsibility for any loss or injury that may occur while using the recreation area. Parents and/or guardians are expected to utilize reasonable judgment in determining that their children are adequately and safely supervised whenever they are using the recreation deck. All facilities on the recreation deck are available between the hours of 8:00AM to 10:00PM.

Reservations of areas for private parties will not be accepted on the following major holidays:

New Years Day	Independence Day	
Presidents Day	Labor Day	
Memorial Day	Thanksgiving Day	Christmas Day

Each residential household will be limited to 4 guests at any time. More than 4 guests shall be considered a party and pre-arrangements must be made with the Security Desk. Guests must be accompanied by a resident at all times. The use of the Recreation Area for profit or commercial use is prohibited. Boisterous and loud conduct, loud playing of radios or the use of karaoke or other sound amplifying devices is prohibited. Earphones or headsets must be used at all times with any radio, tape recorder, or compact disc player.

Pets are not permitted on the Recreation Deck (refer to PET rules on Page 5).

Bicycles, skateboards, roller skates, roller blades, scooters, ball playing, and running are not allowed at any time on the Recreation Deck.

SWIMMING POOL

1. The Imperial Plaza does not employ the services of a lifeguard; therefore, swimmers will use the pool at their own risk at all times. Swimming is permitted during the hours of 8:00 AM to 10:00 PM daily.
2. Parents and/or guardians are responsible for the safety and conduct of their children. Children under the age of 14 years must be accompanied by a responsible resident adult at all times. Boisterous and loud conduct, loud playing of radios or the use of karaoke or other sound amplifying devices is prohibited.
3. Pool users must be competent swimmers or must be accompanied by a competent swimmer.
4. Guests must be accompanied by a resident at all times.
5. Swimming is not allowed in other than proper swimming apparel. Persons who enter the pool with shoulder length hair must wear bathing caps. Hair pins, bobby pins, and hair rollers can damage the pool or Jacuzzi and must be removed before entering the water. Young children must wear proper swimming apparel; no persons in diapers are allowed in the pool except those who wear special pool-appropriate diapers which shall be used to prevent contamination of the pool.
6. No bather may enter the water without first having showered. All suntan oil, ointment, and lotion must be removed from the body and attire before entering the pool. Bubbly lotions or soaps may not be put into the water.
7. Running, pushing, shoving and boisterous and loud conduct is not permitted in the pool area. Earphones or headsets must be used at all times with any radio, tape recorder, or compact disc player.
8. Rafts, swimming gear, large toys (ex: noodles), surfboards or other equipment are not permitted in the pool or pool area except, however, water safety devices such as water wings or personal flotation rings may be used by inexperienced swimmers with proper supervision.
9. The use of glassware, bottles, ceramics, chinaware, or other breakables in the pool area is prohibited. Used paper cups and plates should be deposited in the trash bin provided for the purpose.
10. Pool furniture may not be reserved nor removed from the pool area, nor should other furniture be placed in the pool area.
11. Board of Health regulations requires the following:
 - a. All persons known to have or suspected of having infectious disease, suffering from a cough, cold, or open sores, or wearing band aids or bandages are not allowed to enter the swimming pool or Jacuzzi.
 - b. Spitting, spouting of water, urinating or blowing of the nose in the swimming pool or Jacuzzi is strictly prohibited.
12. No person may use the Jacuzzis without proper supervision, if use of the Jacuzzis would pose a risk to the person's health, safety, and /or welfare without such supervision.

13. Elderly persons, pregnant women, infants, persons on medication and those with health conditions requiring medical care should consult a physician before using the spa to thoroughly understand any risks involved.

CLUBHOUSE

1. Use of the clubhouse by owners or designated occupants of The Imperial Plaza for private entertainment will be by reservations made in advance with the Management office. Reservations shall be approved on a first come, first serve basis. A \$25.00 refundable deposit and a signed waiver are required for such use.
2. No furniture, appliance, equipment or furnishing belonging to the clubhouse may be removed therefrom.
3. The clubhouse and all appliances and cooking utensils which were used must be cleaned. All garbage and trash must be wrapped and bagged and removed. Failure to clean the clubhouse or remove trash after use will result in loss of deposit.
4. Parties are not to exceed a maximum of 20 guests. In these instances, the clubhouse and both grills will also be reserved and the appropriate deposits assessed. Reservations may be placed no more than 60 days in advance.

BARBECUE GRILLS

There are three (3) barbecue grills available on the recreation deck for use by residents. The number one grill is considered an "Express grill" for use without prior deposit or reservation. This grill is intended as a first come, first serve appliance. Please clean after use and be courteous to your neighbors. The other two barbecue grills are for use with advance reservations made through the Management office. The reservations are on a first come, first serve basis. A \$25.00 refundable deposit is required. Failure to clean the grill after use will result in loss of deposit. Use of personal barbecues anywhere on the property is prohibited.

SAUNAS

1. All residents and guests are required to shower before entering the sauna.
2. Pushing, shoving, boisterous and loud conduct in the sauna area is prohibited.
3. Any personal items left at the sauna will be considered abandoned and will be subject to disposal.

VIOLATIONS OF HOUSE RULES

1. An apartment owner shall be responsible for the conduct of his lessees, tenants and guests and shall, upon request of the Board of Directors or the Managing Agent, immediately abate and remove, at his expense, any structure, thing or condition that may exist with respect to the occupancy of his apartment by his lessees, tenants or guests contrary to the interest and meaning of the provisions hereof; or, if the apartment owner is unable to control the conduct of the lessees, tenants or guests within the interest and meaning of the provisions hereof, he shall, upon request of the Board of Directors, immediately remove such lessees, tenants, or guests from the premises without compensation for lost rentals or any other damage resulting therefrom.
2. All corrective actions regarding violations of these House Rules and damages to the common elements or common areas will be enforced by the Board of Directors or the General Manager and/or Managing Agent and all such violations and damages should be reported promptly to the Board of Directors, the General Manager and / or the Managing Agent.
3. Damages to common elements or common areas shall be surveyed by the Board of Directors or the General Manager and/or Managing Agent and the cost of repair or replacement and any legal fees incurred shall be assessed by the Board of Directors, the General Manager and / or the Managing Agent against the owner of the apartment in which the responsible individual(s) were living or visiting.

NOTIFICATION AND PROCEDURES FOLLOWING VIOLATIONS OF HOUSE RULES

1. Upon observation or awareness of a House Rule violation, it is the responsibility of the General Manager to:
 - a. First offense - Issue written warning to the violator and, if different, to the owner.
 - b. Second or subsequent offense - Issue written violations to both owner and tenant and keep a copy on file.
2. The owner may protest the notice of violation to the Board of Directors in writing or at a meeting thereof. Fines will be held in abeyance until the day after the next scheduled Board Meeting. Owners may contact the Management office to learn the date of the next meeting.
3. The nominal fine established by the Board for a second violation of any House Rule, or Bylaw, is \$200.00. Gross violations or willful disregard of the rules may merit higher penalties.
4. Repeated violations by the residents of the same apartment will result in higher penalties and/or legal proceedings to persuade the owner of said apartment to modify the behavior of or remove the residents.
5. Unpaid fines will be included in the monthly maintenance fees.

BUILDING RULES

Attached hereto as Exhibit A and made a part hereof are the Rules for Residential Remodeling and Upgrading, which shall govern the conduct and use of the residential apartments and the common elements and the limited common elements within The Tower and Townhouse and the limited common elements appurtenant thereto. Should any provision in the House Rules conflict with any provision in the House Rules Related To Residential Remodeling And Upgrading, the provision in the Rules for Residential Remodeling And Upgrading shall control.

Exhibit A:

THE IMPERIAL PLAZA RULES FOR RESIDENTIAL REMODELING AND UPGRADING

1. Owners must adhere to the following procedures prior to undertaking any remodeling or upgrading of their unit:
 - a. All remodeling proposals should be submitted to the Management Office for review and forwarding to the Board of Directors for approval. Authority to approve projects will be granted to a committee of at least four members of the board, hereinafter called the Building and Grounds Committee. In the absence of an Building and Grounds Committee, or other successor standing committee, the Board of Directors will approve projects.

Proposals should be submitted as early as possible to allow for proper review by the Building and Grounds Committee, but at least 30 days in advance of the start of the project.

- i. Descriptions of the scope of the project, estimated start date, duration, location, contractor(s), and contact information for all contractors, and the owner.
 - ii. If alteration to the common elements or limited common elements is required, a separate review by a licensed architect will be required. The owner is responsible for all fees assessed by the review architect. The architectural review process should be considered as additive to the 30 day review process of the Building and Grounds committee.
 - iii. Any requirements for utility outages or connection to the common element utility system(s).
 - iv. A detailed description of any demolition.
 - v. A description of any demolition or construction that will produce audible noise outside the project site and an estimate of what days the noise will be produced. The actual construction schedule will be coordinated with the Management Office to insure neighboring apartments are notified of noise making activities.
- b. The Building and Grounds Committee will provide written approval or disapproval of the project. If a City and County building permit is required, the Committee may tentatively approve the project subject to the granting of a City and County building permit.
 - c. Any decision by the Building and Grounds Committee to deny a project in whole or in part may be appealed to the Board of Directors.

2. House rules allow for contract work to begin at 7:30 AM and cease by 5:00 PM. Please note that the elevator is available for the movement of large items between the hours of 8:00 AM. to 5:00 PM. Monday through Saturday, and must be scheduled at the Security Desk. Large items will not be moved outside of these hours or without the approval and prior coordination with the Security Desk. Any items using mechanical assistance, such as hand trucks, dollies, etc., or that cannot be hand carried should be considered a large item.
3. Activities generating noise heard outside the project will be limited to the hours of 8:00 AM to 5:00 PM.
4. Utility (electric, water, sewer or air conditioning) shut downs in the building must be done with one week advanced notice to the Management Office. Such shut downs are permitted, with advanced approval, for up to three hours only.
5. Owners, their employees and agents are responsible for disposing of all construction debris. Use of the trash chutes or dumpsters in the building for disposal of such debris is prohibited. Owners will be charged for the removal of any trash left in common areas.
6. Owners, their employees and agents are responsible for cleaning or repair of any damage to the common elements (i.e.: hallways, elevators) which were utilized to accomplish their work in the building. Protective mats should be used at all times to cover the carpeting in the halls, elevators and other areas which must be used for entry and exit to the building. Do not slide items across carpeting. Wall pads must be used in elevators when moving volume and/or large items.
7. Owners, their employees and agents are liable for all repairs for damage to the building and for any cleaning expenses incurred. Cleaning expenses will be charged at a rate of \$25 per hour or any fraction thereof, and repairs will be charged at a rate of \$40 per hour or any fraction thereof for in-house repairs or at the regular contractors' rate if we hire a contractor to make the repairs.
8. Public stairways, walks and passageways shall not be obstructed or used for purposes other than ingress and egress.
9. Parking in the loading zone (Waimanu Street) or guest parking area (ground floor) is limited and is on a first come, first served basis. All contractors, vendors must register with the Security Desk. Parking in customer/reserved/resident stalls is not permitted. All vehicles not registered or illegally parked will be towed away at the owner's expense.
10. A copy of the application form for the remodeling or upgrading of residential apartments is attached. The completed form must be submitted to the Management Office at least 30 days in advance of the start of the project.

RESIDENTIAL REMODELING APPLICATION

The Imperial Plaza
725 Kapiolani Blvd.
Honolulu, Hawaii
96813

Unit # _____

Owner / Agent: _____ Phone: _____

Contractor: _____ Phone: _____

Brief Description of Work:

Describe Utility Outage/Connection:

Describe Demolition:

Approximate Start Work Date: _____ Finish Date: _____

Residential Remodeling Applications must be submitted to the Management Office at least 30 days in advance of the start of the project. All owners, tenants, agents and employees of owners including contractors, design professionals and vendors are required to comply strictly with the provisions of the project documents for the Imperial Plaza (Declaration, Bylaws and House Rules) and the provisions of Chapter 514A, Hawaii Revised Statutes, which prohibit certain alterations or additions within an apartment without the prior written approval of the Board of Directors. Owners or other occupants who are contemplating remodeling should first consult with the Board of Directors or its authorized representative. Commencement of any remodeling without approval may result in an owner having to remove alterations. Contractors are responsible to remove all demolition materials off the property.

I acknowledge receipt of a copy of The Imperial Plaza House Rules as it relates to remodeling, and further acknowledge that I, as owner, and/or as contractor will comply with all these rules.

Owner/Agent Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

Approved: _____ Date: _____