

**RULES AND REGULATIONS OF THE ASSOCIATION OF OWNERS OF  
ULANA WARD VILLAGE  
("House Rules")**

These House Rules have been duly adopted by the Board of Directors (the "**Board**") of the Association of Unit Owners of Ulana Ward Village (the "**Association**") in accordance with Article V, Section 7 of the Bylaws of the Association of Unit Owners of Ulana Ward Village recorded in the State of Hawaii Bureau of Conveyances (the "**Bureau**") as Document No. A-79200395, as the same may be amended from time to time (the "**Bylaws**"). These House Rules are intended to promote harmonious living and maximize enjoyment of Ulana Ward Village condominium project (the "**Project**") and to protect all Occupants of the Units (as such terms are defined below) in the Project from annoyance or nuisance caused by improper or unreasonable conduct or use of the Units and of the common areas of the Project by Occupants. Furthermore, these House Rules are intended to ensure a safe, clean, friendly and cooperative environment for the benefit of all Occupants and to retain value in the property. These House Rules will be enforced under the understanding that Owners purchased into a first-class building and want to maintain the level of quality and service set forth in the Declaration of Condominium Property Regime of Ulana Ward Village recorded in said Bureau as Document No. A-79200393, as the same may be amended from time to time (the "**Declaration**").

The responsibility for enforcement of these House Rules may be delegated, either in whole or in part, to the Managing Agent or the Resident Manager for the Project by the Board. All Occupants shall strictly comply with these House Rules and the covenants, conditions, and restrictions, set forth in the Declaration and the Bylaws and shall be bound by standards of reasonable conduct whether or not expressly covered by these House Rules, the Declaration, or the Bylaws. All capitalized terms not defined herein shall have the meaning assigned to them in the Declaration or Bylaws.

These House Rules do not apply a) to the Owners of the Commercial Units, the Commercial Units, their appurtenant Unit Limited Common Elements and the Commercial Limited Common Elements, or b) to the Developer during the Developer Control Period, as set forth in the Declaration.

SECTION I. DEFINITIONS

Terms used herein not otherwise defined shall have the meaning set forth in the Declaration or Bylaws.

1. The term "**Unit**" shall mean and include each Unit located within the Project, as designated and described in the Declaration, unless otherwise specifically qualified herein.
2. The term "**Managing Agent**" shall mean Associa Hawaii, 737 Bishop Street, Suite 3100, Honolulu, Hawaii 96813.
3. The term "**Motor Vehicle**" shall mean and include any vehicle powered by engine or motor, including, but not limited to, automobiles, motorcycles, mopeds, and motor scooters.
4. The term "**Project**" shall mean Ulana Ward Village condominium project, including all of the buildings and Units therein, all of the land thereof, all common areas, and all other improvements, equipment, apparatus, fixtures, and articles placed or installed in or on the Land and buildings.
5. The term "**Occupant**" or "**Occupants**" and any pronoun used in place thereof shall mean and include any Owner of any Unit in the Project, members of any such Owner's family residing in a Unit, and tenants of any Unit.
6. The term "**Guest**" or "**Guests**" shall mean and include any guest, licensee, and/or invitee of an Occupant.

7. The term "**Resident Manager**" shall mean the residing manager, sometimes referred to as the "General Manager" at the Project who oversees overall management of the Project.
8. The term "**Recreational Amenities**" shall include the private park with barbeque areas, cabanas, dog run, fitness room, multi-purpose rooms, conference rooms and co-working spaces in the Project.

## SECTION II. THE UNITS

1. Owners are responsible for registering all of the Occupants residing in their Units with the Managing Agent, prior to their moving into the building. Registration of Occupants shall include 1) filling out a Resident Registration Card to include: full name, telephone numbers, email address and emergency contact; 2) signing the House Rules Acknowledgment and Agreement statement for all Occupants over the age of eighteen (18); 3) providing the name, address, and telephone number of the rental agent, if applicable. All Guests who plan to stay seven (7) days or longer must be registered with the Managing Agent by an Occupant over the age of eighteen (18).
2. Owners are ultimately and legally responsible for the conduct of all Occupants and Guests of their Unit(s) and at all times shall ensure that their Occupants' and/or Guests' behavior is neither offensive to any other Occupant or Guest of the building nor damaging to any portion of the Common Elements. All Occupants and Guests shall adhere to these House Rules. No illegal activity shall be conducted in the Project.
3. Each Occupant shall at all times keep his/her Unit in good order and condition and observe and conduct himself/herself in accordance with the laws, ordinances, rules, and regulations applicable to the use of the Project and his/her Unit now or hereafter made by any governmental authority or the Board.
4. Each Owner shall, or if the Owner is not the Occupant, the Owner shall have its Occupant, maintain said Owner's Unit's air conditioning system and in-unit heat pumps and heaters, pursuant to the manufacturer's instructions and/or recommendations, including changing filters or performing periodic inspection and maintenance as needed to maximize efficiency.
5. Each Owner shall, or if the Owner is not the Occupant, the Owner shall have its Occupant, maintain all electrical, mechanical, and plumbing components of said Owner's Unit and the Improvements therein in strict accordance with all applicable maintenance requirements, operating standards and guidelines (i) of or promulgated by any governmental agency, (ii) set forth in any manufacturer's or supplier's operating manuals or maintenance and care documents for said fixtures and equipment, and (iii) as may be set forth from time to time in the Project Documents (as defined herein below).
6. No Occupant or Guest shall make or suffer any strip or waste or unlawful, improper, or offensive use of a Unit.
7. No clothes, towels, garments, rugs, or other objects shall be hung in such a manner as to be in view of persons outside the Unit or the building. No shoes, flip-flops, slippers, sandals, dry cleaning, floor mats, or other objects shall be allowed to remain in the front entrance or hallway of any Unit.
8. No rugs, draperies, or other objects shall be dusted, beaten or shaken outside the Unit in the Common Elements. Dust, rubbish or litter shall not be swept or thrown from any Unit into the hallways or any exterior part of the Project.
9. Draperies, curtains, shades or any other window coverings which are visible from the exterior of the building must be in good condition and not permitted to show any color other than light earth tone shades.

10. Nothing shall be allowed, done, or kept in any Unit or common area that would overload or impair the floors, walls, or roof of the Project, or cause any increase in the ordinary premium rates or the cancellation or invalidation of any insurance thereon maintained by or for the Association.
11. Valet, shopping carts or wagons, even if provided at the Project for Owners' use, shall only be left in designated return areas and shall not be left otherwise in the Common Elements. Any carts provided at the Project are the property of the Association, and under no circumstance may they be taken outside the Project.
12. Open houses shall not be permitted in the Unit or any part of the Project.
13. Smoking is strictly prohibited in the Units.

### SECTION III. COMMON AREAS

1. No Occupant or Guest shall place, store, or maintain on walkways, roadways, grounds, or other common areas any furniture, packages, or objects of any kind or otherwise obstruct transit through such common areas.
2. Smoking (including, without limitation, the use of medical marijuana, smoke-less, vapor and electronic cigarettes) shall only be permitted in designated smoking areas in the Project.
3. No recreational activities shall be permitted in any portion of the Project except in those areas expressly designated for such activities.
4. No Occupant or Guest shall make or suffer any strip or waste or unlawful, improper, or offensive use of the Project or alter or remove any furniture, furnishings, or equipment from the common areas.
5. When moving furniture or other large objects in or out of a Unit or through the common areas, Occupants must reserve a date and time with the Resident Manager, who will schedule the use of the loading zone, and/or elevators at such times and in such manner as will cause the least inconvenience and disruption to others. Occupants shall use and/or install protection for the floors and walls of the common areas of the floor on which their Unit is located. Moving hours are from 8:00 a.m. through 4:30 p.m. on Mondays through Saturdays (excluding state and/or federal holidays).
6. Movers shall not pack or unpack containers or furniture in hallways. Packing or unpacking shall be done inside the Unit or from designated loading stall(s). The Owner and/or any moving company shall remove all packing materials and other rubbish from the Project.
7. Repairs of a Motor Vehicle, surfboard, or other equipment shall not be permitted in the Project.
8. Keyless access devices are required to enter the building and to use the residential elevators. Occupants shall not allow strangers to enter the elevator behind them and shall not allow Guests to take keyless devices for access. Occupants shall accompany Guests at all times while in the Project.
9. No Occupant or Guest shall harm, damage, litter in, cut, prune, plant in, dig, uproot, take, remove, or in any way alter any of the landscaping and/or decorative water features (if any) that are part of the common areas; or plant, put, place, store, maintain, or affix any plants, planters, statues, water features, or objects of any kind upon or in any portion of said landscaping and/or decorative water features (if any). No climbing or playing in any of the landscaping and/or decorative water features (if any) is permitted.

#### SECTION IV. TRASH DISPOSAL

1. No refuse, garbage, or trash of any kind shall be thrown, placed or kept on any common areas, including in the trash rooms or vestibules therein, of the Project outside of the trash chutes and disposal facilities provided for such purpose.
2. All garbage must be completely wrapped or bagged before being placed in the trash chutes and shall not exceed the maximum size as detailed by the Resident Manager.
3. All items suitable for recycling shall be placed in the designated recycle bin(s), if any. All cardboard cartons must be flattened before placement in the bin(s). If the bin(s) is/are full, the onsite management personnel should be immediately contacted for assistance. Trash chutes, containers and/or receptacles are for household refuse, garbage and/or trash only. Cardboard shall not be placed in the trash chutes. Any large or bulky items shall be hauled away by the Occupant upon coordinating with the onsite management office.

#### SECTION V. PARKING

1. Parking in areas of the Project not expressly designated for residential parking is prohibited.
2. No Occupant shall use any parking stall located in the Parking Structure other than the parking stall(s) which is/are appurtenant to such Occupant's Unit, as designated in the Declaration, except as permitted under the Declaration or as permitted in writing by the Occupant of the Unit to which the subject parking stall(s) is/are appurtenant, and as otherwise duly authorized by the Resident Manager.
3. No Motor Vehicles shall be parked in the driveways, entrances, and exits of the Project and in any areas marked as "no parking" areas.
4. Motor Vehicles should be centered in parking spaces so as to prevent crowding of adjacent spaces and/or blocking of passages. Only one (1) single vehicle, including, without limitation, motorbikes, may be parked in a parking stall at a time. No Motor Vehicle shall be parked so that any portion thereof shall protrude from the parking stall.
5. All persons shall exercise due caution in parking, loading, or unloading within the parking areas to avoid damage to other Motor Vehicles or property and injury to other persons.
6. The parking areas shall not be used for playing or loitering.
7. Violators of the parking regulations set forth in this Section V may have their vehicles towed away at their own expense; provided that Occupants shall be responsible for authorizing the towing of unauthorized vehicles from such Occupants' assigned parking stalls and must sign all required authorizations for the towing of vehicles from such assigned parking stall. If the violator is a Guest of an Occupant, the Occupant shall be held responsible for payment of any fines or related charges not paid by the violator.
8. Guests may self-park at the Project for a maximum of six (6) hours between the hours of 7:00 a.m. and 1:00 a.m. daily in marked stalls. Notwithstanding the foregoing, a Guest may park a vehicle in a guest parking stall between the hours of 1:00 a.m. and 7:00 a.m., provided that the Occupant obtains from the onsite management office an overnight parking pass for such Guest. Guests who park in any such guest parking stall must register by filling in information required by onsite management office.
9. No personal property other than Motor Vehicles shall be stored in or on any parking stall.

10. No boats, jet skis, recreational vehicles (also known as RVs), or all-terrain vehicles (also known as ATVs or UTVs) shall be parked in any parking stalls or stored anywhere in the Project.
11. Occupants shall be responsible for maintaining their respective parking stalls in a clean condition, free from oil drips or other discharge from their Motor Vehicles. From time to time and upon giving prior written notice and opportunity to cure, the Association may (a) clean any parking stall in the Parking Structure, and (b) assess the Occupant of the Unit to which the parking stall is appurtenant a fee of one hundred dollars (\$100.00) for such cleaning.
12. Occupants shall register their Motor Vehicles with the onsite management office.
13. Before moving or any use of the loading zone, an Occupant must first make arrangements with the onsite management office as described herein. During such moves and/or use of the loading zone, a residential specialist will inspect the loading zone and moving path for cleanliness and damages. Occupants will reimburse the Association for any damages.

## SECTION VI. PETS

1. No livestock, poultry, or other animals whatsoever shall be allowed or kept in any part of the Project, except that dogs, cats, or other typical household pets ("pet"), such as guinea pigs, rabbits, fishes, or birds may be kept by Occupants in their respective Units subject to the conditions and restrictions contained herein, but shall not be kept, bred, or used therein for any commercial purpose.
  - (A) Except for fish, no more than two (2) pets shall be allowed per Unit.
  - (B) No pet may exceed sixty (60) pounds in weight. No infant or juvenile pet of a type or breed which, when fully grown, is likely to exceed sixty (60) pounds in weight, may be kept in the Project.
  - (C) No animal defined as a "pest" under Hawaii Revised Statutes ("**H.R.S.**") §150A-2, or prohibited from importation under H.R.S. § 141-2, § 150A-5, or § 150A-6, may be kept in the Project.
  - (D) Every Occupant keeping a pet or pets shall register each pet with the onsite management office, who shall maintain a register of all pets kept in the Project. Where possible (i.e., for dogs, cats, and other similar pets), pets shall wear an identification tag containing the name and contact information of the Occupant.
2. Notwithstanding any provision to the contrary contained herein, animals specially trained to assist disabled individuals (hereinafter referred to as "service animals") or animals required by a physician in writing necessary for emotional support shall be permitted at the Project subject to the following restrictions:
  - (A) Such service animals and emotional support animals shall not be kept, bred, or used at the Project for any commercial purpose;
  - (B) Such service animals and emotional support animals shall be permitted on in the common areas (including, but not limited to, the Recreational Amenities) provided the animal is on a leash.
3. Any pet or service animal or emotional support animal causing a nuisance or unreasonable disturbance to any Occupant or Guest, or that is involved in contact with any Occupant, Guest, or other pet in which injury occurs, shall be permanently removed from the Project promptly upon notice given by the Board or the Resident Manager; provided, however, that any such notice given with respect to a service animal or emotional support animal shall provide that before such animal must be removed, its Owner shall have a reasonable time to acquire a replacement animal unless

the Board determines that such animal poses an imminent serious threat of physical harm to other Occupants or Guests. A tenant of an Owner must obtain the written consent of the Owner to keep a pet or pets in the Unit. Notwithstanding such consent, a tenant may keep only those types of pets which may be kept pursuant to these House Rules. Any Occupant who keeps a pet or pets pursuant to these House Rules may, upon the death of the pet, replace the pet with another and continue to do so for as long as the Occupant continues to reside in the Unit or another Unit in the Project subject to these same House Rules. The Board may from time to time promulgate such rules and regulations regarding the continued keeping of pets, service animals and emotional support animals as the circumstances may require or the Board may deem advisable.

4. Each Owner of a pet and the Owner of the Unit in which such pet is kept shall indemnify and hold the Association and the Board harmless from and against any and all claims, liabilities, or damages arising out of the presence of such pet in the Unit and the Project.
5. Except when in transit or when using the dog run area, pets (other than service animals and emotional support animals) shall not be allowed on any common area. Any pet (including a service animal or emotional support animal) in transit through the common areas must be carried whenever practicable or on a leash which keeps the pet within three feet (3') of its handler's feet. Pets shall not be allowed to come into contact with persons other than the handlers thereof, or other pets, except as permitted by such persons or the Owners of the other pet(s). Pets shall be under the supervision and control of the Occupant at all times. For purposes of this Section, a pet on an unattended leash does not constitute being under the supervision and control of an Occupant.
6. Any damage to the Project caused by a pet shall be the full responsibility of the Owner of the pet and the Owner of the Unit in which the pet is kept and the costs of repair or replacement shall be specially assessed to such person(s).
7. Owners of pets shall be responsible for immediately picking up and cleaning up after their pets. Pet waste and trash (sand, litter paper, etc.) shall be wrapped and disposed with extra care in tightly sealed packages.
8. Owners of dogs, including dogs that are service animals or emotional support animals, shall be assessed a special annual fee of \$100.00 per dog to defray the additional costs incurred by the Association in properly cleaning and maintaining the Common Elements of the Project.

#### SECTION VII. NOISE

1. Occupants and Guests shall exercise care in the use of musical instruments, radios, televisions, speakers, amplifiers, etc. that may disturb other Occupants and Guests.
2. Occupants and Guests shall maintain quiet hours between 10:00 p.m. and 7:00 a.m. on weekdays (Sunday through Thursday nights) and midnight to 8:00 a.m. on weekends (Friday and Saturday nights).

#### SECTION VIII. BUILDING MODIFICATIONS

1. No structural changes of any type by an Occupant shall be permitted within the common areas except as permitted by, and in accordance with, the provisions of the Declaration and Bylaws.
2. Except as otherwise provided in the Declaration, Bylaws or these House Rules, no signs, posters, signals, flags, or lettering shall be inscribed or exposed on any part of the Units or Common Elements appurtenant thereto nor shall anything be projected out of any window or door.

3. No Occupant shall, without the prior written approval of the Board, install any wiring for electrical or telephone installations, television antennae, machines, air conditioning units, other equipment, or appurtenances whatsoever on the exterior of the Project or protruding through the walls, windows, or roof of the Project, except an antennae installed in accordance with any policy governing such antennas established by the Board or in accordance with any restrictions and/or instructions pertaining to such antennas provide by the Board.
4. No Occupant shall decorate the exterior of the entry door of his/her Unit or any Common Element of the Project except in accordance with such standards and/or guidelines as many be established by the Board from time to time.
5. An Occupant may install one additional dead bolt on the entry door to such Occupant's Unit, provided that such dead bolt and the installation thereof shall be in accordance with specifications as may be adopted by the Board from time to time. A key must be provided to the Resident Manager for emergency purposes.

### SECTION IX. INTERIOR UNIT MODIFICATIONS / CONSTRUCTION WORK

1. Interior Unit Modifications. No alterations, modification or changes to a Unit shall be made or permitted except as permitted by, and in accordance with, the provisions of the Declaration and Bylaws. In particular, in the event that an Owner chooses to replace flooring originally installed by the Developer with carpet, stone, tile, wood, laminate or other material, the alterations are required to meet the acoustical requirements for flooring. Minimum IIC and STC acoustic standards for the transference of sound through the slab to the Unit below and through walls to adjacent Units, as required by the Declaration, need to be met and documented.
2. Hours of Work: Construction activity related to interior alterations, modifications or changes to any Unit shall be allowed only on Monday through Saturday (excluding state and/or federal holidays) between the hours of 8:00 a.m. to 5:00 p.m.
3. Construction Parking. Due to limited on-site guest parking, all contractors or laborers engaged in the construction of the interior improvements to a Unit are to be notified that off-site parking will be required unless such contractor arranges through the Resident Manager for on-site parking in certain designated stalls or areas. If on-site parking is provided and any contractors, their workers or subcontractors park in stalls or areas which were not specifically cleared through the Resident Manager, such vehicles shall be subject to being towed at the expense of such contractor, worker or subcontractor. Contractors may also arrange through the Resident Manager for temporary parking to load and/or unload materials and/or equipment.
4. Common Area Cleanup. It shall be a requirement of the work that all hallways and other common areas of the Project are cleaned of construction debris, equipment, supplies and other rubbish on a daily basis by any person or persons working on a Unit. No accumulation of trash or other debris from the construction activity within a Unit shall be allowed or permitted to remain in the hallways or other common areas of the Project.
5. Trash Removal. The use of any of the trash chutes, containers, or receptacles of the Project for disposal of construction trash or debris is strictly prohibited. The Owner and/or contractor shall arrange for removal of all such construction debris and other trash from the Project without use of the Project's trash chutes, containers or receptacles. If this rule is violated, the Association reserves the right to charge the Owner for the cost of removal of any such construction trash or debris and/or to bar the offending contractor from entering onto the Project until satisfactory arrangements are made to remove such construction trash and debris and reasonable assurances are provided to the Association that such violation will not re-occur.

6. Use of Specified Elevator Only. The contractor and all laborers engaged in the construction of the interior improvements to a Unit are to be notified by the Owner that they may only use the elevator specifically set aside for use by contractors and laborers and that use of any other elevator in the Project is prohibited for these purposes. If the contractor and/or laborers use any other elevator, the Owner shall be responsible for any and all damages and/or clean-up costs which may be caused or incurred by the Association as result of such improper use, and the Association and/or Resident Manager shall have the right to bar the offending contractor from entering onto the Project until satisfactory arrangements are made for payment and repair of any damages and/or the removal of the construction trash and debris and reasonable assurances are provided to the Association that such violation will not re-occur.

## SECTION X. GENERAL

1. No Occupant shall use or permit to be brought into or stored in the building or common areas, including, without limitation, in the parking structure, any inflammable or combustible substances such as gasoline, kerosene, gunpowder, hazardous substance, fireworks, or other explosives or anything deemed highly dangerous or hazardous to life, limb, or property.
2. Owners shall observe and adhere to these House Rules and ensure that all Occupants and Guests adhere to these House Rules. Owners are responsible at all times for the reasonable conduct and decorum of their family members, tenants and Guests in the Project.
3. Damage to the buildings or common areas by any Occupant or Guest shall be the responsibility of the Owner who, or whose Occupant or Guest, caused said damage and such damage shall be repaired at the expense of the responsible Owner.
4. Surfboards and bicycles are not permitted in the common areas and shall be registered with the Resident Manager's office and stored in designated storage areas.
5. Waterbeds of any nature are prohibited in the Project.
6. Feeding of non-captive birds or of any animals on any Common Element is prohibited.
7. Climbing of walls, trees, fences and other Common Elements is prohibited.
8. Use of fireworks of any kind anywhere in the Project is prohibited.
9. No one other than authorized building staff, and their representatives, may at any time or for any reason whatsoever enter upon or attempt to enter into any mechanical room, utility room, maintenance or equipment storage room, workshop area, or roof of the building.
10. Notwithstanding any provision to the contrary contained in these House Rules, Owners are ultimately and legally responsible for the conduct of their Occupant(s) and Guest(s) and for their use of the Recreational Amenities and common areas of the Project, and at all times shall ensure that their Occupants' and/or Guests' behavior is neither offensive to any other Occupant or Guest of the building nor damaging to any portion of the Common Elements.

## SECTION XI RECREATIONAL AMENITIES

1. The Recreational Amenities may be used between the hours of 5:00 a.m. and 10:00 p.m. daily, or as during the hours posted for the various amenities.
2. Upon written request to the onsite management office, or other reservation system adopted by the Board, the barbeque areas, cabanas, living rooms and co-working spaces may be reserved for



use. The decision to allow the reservation of such areas for private events shall be subject to guidelines adopted by the Board from time to time and shall be implemented by the Resident Manager. The Board may opt to charge a rental fee for certain areas of the Recreational Amenities, including, without limitation, use of the living rooms and/or co-working spaces, and/or for larger private events. The onsite management office will have a procedure for reservations and payment. The request must be provided to the onsite management office no less than twenty-four (24) hours prior to use. The Resident Manager has the right to deny a request based on availability.

3. All persons shall comply with the requests and rules of the Resident Manager with respect to matters of personal conduct in and about the Recreational Amenities. The employees of the Resident Manager and/or security personnel are authorized to require any person using any of the Recreational Amenities to identify himself or herself by name and Unit number and, if a Guest, to give the name and Unit number of the host Occupant and to confirm, if required, the physical presence of the Occupant acting as host.
4. No animals (except for service animals and emotional support animals as defined above) are allowed in or around the Recreational Amenities, except in the Dog Park.
5. Intoxicated persons are not permitted to use the Recreational Amenities.
6. For safety, privacy and liability reasons, children under twelve (12) years of age must be supervised by a responsible adult when using the Recreational Amenities. Owners will be held responsible for any costs assessed against their tenants or Occupants.
7. All persons using any of the Recreational Amenities are required to exercise due care to preserve the functionality and appearance of said facilities. All trash and personal belongings must be removed after use of any Recreational Amenities. All Occupants acknowledge and agree that the Resident Manager may issue additional rules governing the use of the Recreational Amenities which are not inconsistent with these House Rules.
8. Eating, drinking of beverages (including alcoholic beverages in moderation) may be allowed in designated Recreational Amenities. The use of hibachis, barbeques, grills, and other open-fire cooking equipment is strictly prohibited in all areas, except any designated barbeque areas or where built-in permanent barbeques are available.
9. Anyone violating these rules may be asked by the Resident Manager or building staff to leave the area.
10. For safety, privacy and liability reasons, children under the age of fifteen (15) are not permitted to use the Fitness Center unless accompanied by an adult.

## SECTION XII. INTERACTION WITH COMMERCIAL AREAS

1. Occupants and Guests shall not park in the areas designated for commercial use (i.e., Commercial Unit, Commercial Limited Common Elements, Commercial Unit Limited Common Elements).
2. Before moving or use the loading zone, an Occupant must first make arrangements with the Resident Manager as described herein. During such moves and/or use of the loading zone, a residential specialist will inspect the loading zone and moving path for cleanliness and damages. Occupants will reimburse the Association for any damages.
3. Occupants and Guests shall not solicit patrons of the Commercial Units, the Commercial Units' individual Limited Common Elements, or the Commercial Limited Common Elements.

### SECTION XIII. EXPENSES OF ENFORCEMENT

Every Occupant, or Owner if the Occupant is not an Owner and refuses to comply with this provision, 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 enforcing any provision of the Declaration, Bylaws, or these House Rules against such Occupant or Occupant's Guest.

### SECTION XIV. MONETARY FINES FOR DECLARATION, BYLAWS, OR HOUSE RULES VIOLATIONS

1. In addition to any other remedy available to the Association by law or equity, a monetary fine, as stated below, may be charged against the responsible Owner for each violation of the Declaration, Bylaws, and/or House Rules. This fine may be deducted from the responsible Owner's maintenance fee payment. Fines duly imposed but unpaid shall constitute a lien on the Owner's Unit that may be foreclosed upon in like manner as a lien for unpaid assessments to collect the unpaid amount. The Association also has the right to pursue any action to recover a money judgment for any unpaid fines without foreclosing or waiving the lien.
2. The fine for any violation shall be as follows:
  - (A) First Step - written citation to the offending Occupant, with a copy of said citation being sent to the Owner if the offender is not the Owner.
  - (B) Second Step - written citation to the offending Occupant, with a copy being sent to the Owner if the offender is not the Owner. A fine of fifty dollars (\$50.00) (per violation) will be assessed against the Owner if the violation that prompted the first written citation is not corrected within thirty (30) calendar days, or immediately where applicable, from the delivery or mailing, whichever is first in time, of the first written citation, if there is a second violation of the same provision of the Declaration, Bylaws, or House Rules, or if there is a subsequent violation of a different provision of the Declaration, Bylaws, or House Rules.
  - (C) Third Step - written citation to the offending Occupant, with a copy being sent to the Owner if the offender is not the Owner. A fine of one hundred dollars (\$100.00) (per violation) will be assessed against the Owner if the violation that prompted the second written citation is not corrected within thirty (30) calendar days from the delivery or mailing, whichever is first in time, of the second written citation, if there is a third violation of the same provision of the Declaration, Bylaws, or House Rules, or if there is a subsequent violation of a different provision of the Declaration, Bylaws, or House Rules.
  - (D) Fourth Step – written citation (sent Certified and Regular Mail) to the offending Occupant, with a copy being sent Certified and Regular Mail to the Owner if the offender is not the Owner. A fine of five hundred dollars (\$500.00) (per violation) will be assessed against the Owner if the violation that prompted the third written citation is not corrected within thirty (30) calendar days from the delivery or mailing, whichever is first in time, of the third written citation, if there is a fourth violation of the same provision of the Declaration, Bylaws, or House Rules, or if there is a subsequent violation of a different provision of the Declaration, Bylaws, or House Rules. The Association also reserves the right to take appropriate legal action to preclude the continuance of the violation(s).
3. Any assessment not paid within fifteen (15) calendar days after the due date shall be subject to the same late fee and interest penalties as delinquent maintenance assessments, or other amount as may from time to time be established by the Board.
4. After twelve (12) months, a paid fine shall be removed from an Occupant's record and shall not be used in calculating subsequent violations.

5. The Managing Agent, the Resident Manager and their staff, as agents for the Board, are authorized to issue written citations and levy fines.
6. Appeal from Citations and Fines. Any person fined and/or cited ("**appellant**") may appeal from the fine and/or citation imposed by the Board, the Managing Agent, or the Resident Manager as follows:
  - (A) Notice of Appeal. By delivering to the Managing Agent, within twenty (20) calendar days after the date of delivery or mailing to the appellant, whichever is first in time, of written notice of such fine and/or citation, a written notice of appellant's appeal and the reason(s) therefor. The filing of a notice of appeal shall not halt the accrual of any ongoing fine imposed for the violation, which is the subject of the appeal. However, the Board may waive or rescind all or part of such fine for good cause at the time of the hearing of such appeal.
  - (B) Time for Hearing Appeal. All appeals shall be heard by the Board either by email, conference call, or at a physical meeting of the Board within ninety (90) calendar days after the notice of appeal has been delivered to the Managing Agent.
  - (C) Procedure. A statement of the facts on which the fine or citation was based shall be furnished to the appellant at least (10) business days before the hearing. Each appeal will be handled on a case-by-case basis. If a physical meeting is required or requested by the appellant, the appellant and witnesses on the appellant's behalf, if any, may present appellant's defense and supporting evidence. The Board may ask other persons to attend and present testimony, and the Board may consider all relevant testimony, evidence, and information related to the violation.
  - (D) Disposition of Appeal. The directors of the Board may not act unless a quorum is present. The Board shall vote as to whether the fine, the amount thereof, and/or citation shall be affirmed. If a majority of the directors of the Board present vote in the affirmative, the fine and/or citation shall be upheld and continue in full force and effect. If less than a majority of those directors of the Board present vote in the affirmative, then the fine and/or citation shall thereby be rescinded.

#### SECTION XV. AMENDMENT OF HOUSE RULES

Except to the extent expressly proscribed or limited by the Declaration, the Bylaws or these House Rules, the Board, through a majority vote, reserves the right to make such other rules or to amend these House Rules from time to time by action of the Board as it deems appropriate to promote the safety, care, and cleanliness of the Project and to ensure the comfort and convenience of all Occupants and Guests, so long as such rules are not inconsistent with any applicable laws, ordinances, codes, rules or regulations applicable to the Property and/or its management or operation. During the Developer Control Period, the Developer may amend these House Rules in any manner without the joinder, consent, or approval of any other party.

#### SECTION XVI. COMPLIANCE WITH PROJECT DOCUMENTS

Notwithstanding anything herein to the contrary, these House Rules shall be subject to the Declaration and the Bylaws (the "**Project Documents**"), and in the event of any conflict between these House Rules and the Project Documents, the Project Documents shall govern, and the Board shall make such changes to these House Rules as necessary from time to time to comply with the Project Documents. Any dispute may also be handled pursuant to Article XL of the Declaration and Section 514B-161 of the Act.

CERTIFICATE OF ADOPTION

Developer, acting for and on behalf of the initial Board, hereby adopts the foregoing as the House Rules for and on behalf of the Association of Unit Owners of Ulana Ward Village, this \_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_20\_\_\_\_\_.

ULANA WARD VILLAGE, LLC, a Delaware limited liability company, as Developer of the Project and for and on behalf of the Association of Unit Owners of Ulana Ward Village

By: \_\_\_\_\_  
Its: \_\_\_\_\_