

Dear Homeowner:

We are pleased that you have chosen to upgrade your unit. We ask that you provide the Board with a simple sketch of your unit, diagramming all remodeling/renovation plans, as well as a detailed letter explaining your intent, and the name of the Contractor that will be overseeing your project. Upon acceptance of your plans, the Board will email a written response of approval allowing you to begin your renovation.

We ask that you and your Contractor comply with all rules listed below. We have enclosed a duplicate copy of this letter for you to present to your Contractor. It will be your responsibility to see that your Contractor strictly adheres to all rules. The rules were put in place to protect our property and ensure that disturbance to your neighbors is kept to a minimum during the construction/remodeling phase.

1. No driving over the walkways, sidewalks, or on "greenbelts," etc. This is strictly prohibited as it breaks sprinkler heads and damages the lawn. A vehicle pass may be obtained from the Property Manager (or an approved staff member) for unique circumstances. This pass must be signed by the Property Manager and placed in clear view inside the windshield and will be permitted for no more than one day.
2. Any work that causes noise (drills, hammering, etc.) is to be conducted between 9am and 5pm ONLY.
3. No noise AT ALL on Saturday's, Sunday's and Holiday's.
4. Radios must be kept at a low volume and only operated within the interior of the unit, so as not to disturb any other owners or guests. If there is a complaint, the use of the radio must be discontinued.
5. Temporary storage of construction materials on the lanais may not exceed 30 days.
6. Thorough clean up is required at the end of each day.
7. Crush ALL cardboard before placing in the dumpster. This is to be only small boxes that have been broken down. ALL other constructional refuse is to be driven to the landfill near town (Kaunakakai). See Contractor's Construction Letter.
8. Under no circumstances is an Owner or Contractor to solicit the services of our working crew/staff during posted working hours.
9. The Board has approved the following sanctions:

1 st offense	\$ 250
2 nd offense	\$ 500
10. Should you hire a contractor who has violated the house by-laws, we will disclose the history of his infractions, if known, when we send you the Board's stamp of approval to begin your renovation. You may then hire him/her with an educated risk. Subsequent violations made by this same Contractor will result in a fine of \$250 for the 1st offense while on your job with subsequent fines imposed as deemed necessary. It is the responsibility of the Homeowner to inform their Contractor of these rules and provide him/her with a copy of the Contractor's Letter from this site. Any violations made by the Contractor will be the financial burden of the Homeowner.

Should an Owner fail to comply with the Renovation Policy as described above, a Fine will be immediately imposed. Please see the Owner's website @ www.kepuhi.com under "Policies" for additional information.

Thank you in advance for your compliance,
Your AOA Board