

**CENTURY CENTER**

**CONDOMINIUM**

1750 KALAKAUA AVENUE  
HONOLULU, HAWAII 96826



**HOUSE RULES**

**Revised - February 2018**

**HOUSE RULES FOR  
CENTURY CENTER CONDOMINIUM  
AND  
CENTURY CENTER CLUB**

Century Center is a unique commercial and residential condominium consisting of 293 separate, yet interconnected, dwellings. To ensure the peace, safety, tranquility, and wellbeing of this condominium, certain rules and regulations must be adopted and enforced.

The purpose of the Century Center House Rules is to protect all occupants from annoyance caused by improper conduct in a cooperative living arrangement and to provide the maximum enjoyment on the premises by all residents.

These House Rules are based on the Century Center Declaration of Horizontal Property Regime (The Declaration), the By-Laws, common sense, and consideration for others, and pride in one's dwelling. They apply especially to owner-residents and tenants living in the project as well as members of their families and guests, and will be enforced by the Board of Directors, Manager and Managing Agent.

The attitude of you and your neighbors toward the written House Rules and the less formalized rules of conduct regarding respect for the needs and rights of others living in our complex will determine the quality of life to be realized at Century Center.

*Board of Directors  
Century Center Condominium*

## DIRECTORY

### MANAGEMENT

General Manager: Ken Lanza  
Office: 808-941-9655  
Email: gm@centurycentercondo.com

Security Operations Manager: Reid Nakamura  
Office: 808-941-8785  
Email: rnakamura@centurycentercondo.com

Maintenance Operations Manager: Danny Goze  
Office: 808-941-8756  
Email: dgoze@centurycentercondo.com

### MANAGING AGENT

Hawaiiana Management Company, Ltd..... 593-9100  
Management Executive: David Thomson..... 593-6817  
Accounting / Billing ..... 593-6327

FRONT DESK & PATROL..... PH: 941-9655  
Available 24 hours ..... FX: 955-4124

MAINTENANCE..... 946-8765  
Available from 7:00 am to 4:00 pm

### EMERGENCY NUMBER

Fire, Police & Ambulance..... 911\*  
Hawaiian Electric..... 548-7961  
The Gas Company..... 526-0066  
The Board of Water Supply..... 748-5010  
Hawaiian State Civil Defense (Weather / Emergencies)..... 733-4300

In the event of an emergency, contact **911** Emergency code number, be sure to give complete address, unit number, your name and please also contact Century Center Front Desk at (808) 941-9655

# CENTURY CENTER CONDOMINIUM HOUSE RULES

## GENERAL

1. Each apartment owner or tenant shall observe and conform to these House Rules and ensure that his licenses also observe and perform the same. Apartment owners or tenants will also be responsible for their guests' observance of all House Rules as set forth herein. In the event expenses are incurred due to violation of House Rules by guests or licensees, the owner shall be responsible for the payment of same.
2. The violation of any House Rules adopted by the Association of Century Center through its Board of Directors shall give the Board of Directors or its agent the agent to:
  - A. Upon securing a court order, enter the apartment in which, or as to which, such violation or breach exists and summarily abate and remove, at the expense of the defaulting apartment owner, any structure, thing or condition that may exist therein contrary to the intent and meaning of the provision hereof and the Board of Directors or its Agent shall not thereby be deemed guilty in any manner or trespass; or.
  - B. To enjoin, abate or remedy by appropriate legal proceeding, either at law or in equity, the continuance of any such breach, and all costs thereof, including attorneys' fees, shall be borne by the defaulting apartment owners.
  - C. To levy a fine against the responsible owner.
3. These House Rules may, from time to time, in accordance with Association's Declaration and By-Laws, be amended or altered by the Board of Directors of the Association of Apartment Owners of Century Center for the safety and welfare of the occupants, cleanliness and the enhancement of property values.
4. The Managing Agent or the General Manager is empowered to interpret and enforce the House Rules. Violations will result in corrective action being taken by the Board of Directors as it is empowered under the Declaration and By-Laws of the Association, or by the Lessor under its right and powers of the apartment Lease.
5. Appeals shall be made in writing to the Board of Directors. It will be assumed that owners and tenants know the By-Laws and House Rules.
6. Complaints and suggestions shall be made in writing directly to the Board of Directors or through the Managing Agent.
7. Any Consent or approval given under these House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.

## OCCUPANCY

1. All apartment Owners, their tenants, families, servants, guests, workmen, licenses and all other persons using the property shall be bound by and comply strictly with provision of the Declaration, the By-Laws of Century Center Association of Apartment Owners and Century Center Club and these House Rules.
2. Apartments shall be used only for legal and moral purposes and will not be used in conflict with local, state or federal laws. **Any tenant, or tenant's employee or guest, who is convicted or has the court deferred acceptance of a guilty or nolo contendere plea for any offense against public health and morals as covered by CHAPTER 712, Hawaii Revised Statutes ( The Hawaii Penal Code ), including, but not limited to gambling, prostitution and promoting prostitution, promoting pornography, and the manufacture, distribution and commercial promotion of drugs on the premises shall be prohibited from renting or otherwise occupying any other apartment in the building.**
3. Signs placed on doors of units on the fifth through forty-first floors shall conform to building code regulations. These regulations for signs are enclosed. No signs, signals or lettering of units on the first through fourth floors of the building shall be inscribed or exposed on any part of the project building, nor shall anything be projected out of any window or off any lanai, nor shall any such items be placed on the project grounds without the prior approval of the Board of Directors, except for signs or lettering which may be first submitted to and approved by the Board of Directors.
4. Century Center employees are not authorized to work in apartments other than to perform common area maintenance during their scheduled work hours, except in an emergency or as otherwise directed by the Board of Directors.
5. Neither the Board of Directors, Managing Agent, General Manager nor any staff member shall be held responsible for personal property or deliveries left in the parking areas, at doors of apartments, or any other place on the premises.
6. Entrance door locks maybe altered and new locks installed without giving the General Manager a duplicate key. If however, it becomes necessary to enter the apartment in any emergency, the apartment owner will assume the cost of any damage to their apartment.
7. The General Manager shall not be obligated to give access to an apartment, except in an emergency, to anyone unknown to the General Manager without adequate written permission from the Owner or Resident of Record.
8. The Owner must notify the General Manager, in writing, of the names and length of anticipated occupancy of lessees and shall furnish **the General Manager with such other reasonable information as shall be requested to confirm the lessees' occupancy is in conformance with the governing documents including, but not limited to a signed copy of the lease or rental agreement. Owners are responsible for providing their lessees** with a copy of these House Rules and a digest of the By-Laws pertinent to the resident lessee.

9. The names, phone numbers and business addresses of all apartment occupants shall be given to the General Manager prior to occupancy. The contact information of all owners and occupants names, phone numbers, unit number, and business addresses shall be provided to the Century Center Management on a registration form provided by the Front Desk. This information shall be updated by the owners and occupants annually or immediately when changes are made. Guests must be registered as guests upon arrival. Any guest staying longer than 14 days in the unit must be added to the registration as an occupant.
10. The make, model and license number of all cars parked at Century Center by occupants must be submitted to the General Manager within 24 hours of a car being parked in the Century Center parking stalls.
11. Apartment doors shall remain closed at all times when not in use. **No one** is permitted to play or loiter in the common areas, including but not limited to corridors, hallways, lobbies, elevators or any parking areas.
12. Damage to any part of the project, or injury to any person caused by an apartment Owner, his agent, or a member of his family, his guest or any lessee, lessee's agent, or guest of the lessee, shall be the responsibility of the apartment Owner and such damage or injury will be repaired or remedied at the expense of the apartment Owner in question (Century Center By-Laws, Article 5, Section 1).
13. All common areas identified as sidewalks, passages, lobbies, hallways, stairways, entry-ways, or the like must not be obstructed or used for any purpose other than ingress and egress.
14. Flammable fluids such as gasoline, kerosene, naphtha or other volatile substances deemed extra hazardous shall not be brought on or into premises.
15. Loose garbage must be securely tied in a plastic bag before depositing it into containers located in designated disposal facilities. This precaution will eliminate the possibility of offensive odors being created.
16. No soliciting of goods and services for private, religious or political activities shall be permitted inside the complex; provided, however, that this shall not prohibit the solicitation of proxies or distribution of material relating to Association matters by apartment Owners at reasonable times and in a reasonable manner, as established by the Board of Directors from time to time.
17. Large moving vans will be off-loaded in the ground floor delivery zone and the goods moved to the fourth floor via the parking lot elevator, then transferred to the appropriate tower elevator. Small vans with clearance of less than 6'5" may proceed to the fourth floor parking dock for off-loading. **Moving hours are Monday through Sunday, 9:00 am to 7:00 pm.** If possible, all occupants are requested not to monopolize the elevators during lunch hours (11:00 am to 2:00 pm). Reservations must be made at the Front Desk 24 hours prior to any move.
18. No alterations or modifications to the original design of the apartment windows will be permitted which are visible from the exterior of the building without the prior written approval and consent of the Board of Directors. The Exterior or interior surface of the apartment windows may not be tinted or painted or otherwise altered so as to influence the rate of heat absorption. It is intended that the exterior of the windows of the building shall present a uniform and harmonious appearance.
19. Occupancy of the apartments shall be in accordance with State, County and Federal Laws.

20. The repair and proper maintenance of apartment interiors is the responsibility of the individual Owners.
21. Owners / Residents are responsible for insuring that no offensive odor from their unit unreasonably interferes with the use and enjoyment of other units or the common elements by unit owners.

## APARTMENT ALTERATIONS / MODIFICATIONS & IMPROVEMENTS

No alterations, modifications and/or improvement work to any unit shall be made without prior written notification to the Board of Directors and receipt of *written* consent thereby. Any damage to common areas or other units, resulting from construction within any unit, shall be the responsibility of the Owner performing the construction. *Notwithstanding any of the foregoing, handicapped occupants shall be permitted to make reasonable modifications to their apartments and/or the common elements at their expense, as are necessary to enable them to use and enjoy their apartment and/or the common elements, as the case may be.*

### APARTMENT ALTERATION / MODIFICATION & IMPROVEMENTS PROCEDURES

1. To keep Century Center a desirable place in which to live, the Board of Directors requests your cooperation in complying with the rules regarding alterations to your apartment. Our common purpose is to ensure the constitution of the structural and mechanical integrity of the building and to ensure that the alterations will not adversely affect the other residents. Additionally, a uniform exterior appearance of the building must be maintained.
2. If an Owner plans to alter his or her apartment, the Owner must request approval from the Board of Directors and provide the Board the following:
  - A. Plans, drawings or blueprints for the proposed alteration.
  - B. Describe the changes to be made in writing and specified by room.
  - C. Include the particulars of any additional fixture, equipment or appliance to be installed.
  - D. If any structural element, plumbing piping, electrical circuitry or exterior wall of the building which are common areas, are to be fastened to, or to change in any way, it must be noted explicitly in the plans.
  - E. Submit a completed Renovation Request Form to the General Manager.
3. After receiving your Renovation Request Form and blueprints, the Board will consider your request and furnish you with an approval or disapproval. After approval, you can proceed as follows:
  - A. Obtain a building permit and other required approvals from the City and County of Honolulu and provide a copy of the building permit to the General Manager.
  - B. All work on your project must be performed by a licensed and insured contractor, as required by State Law.
  - C. Notify the General Manager when alteration work is to be initiated.
  - D. Diligent completion of your project must be achieved after work is initiated, and you must Notify the Board of Directors when work is completed.
  - E. All work must be done between the hours of **8:00 am to 5:00 pm, Monday to Saturday.**  
**All work is prohibited on Sundays and all State / Federal Holidays.**

- F. Building materials are not to be stored on grounds or parking areas by contractors. All debris, left over material, etc., must be hauled away by contractor.
  - G. No work may be done in the common elements, and you will be responsible for the cost of repairing any damage to the common elements resulting from your alterations. Any other damage or problems caused by your project will be your responsibility and not the responsibility of the Association of Apartment Owners of Century Center.
4. Upon completion of the apartment alteration, the Owner shall record in the Bureau of Conveyances of the State of Hawaii an amendment to the condominium file plan and Century Center Declaration of reflect the modification to his or her apartment.

## PARTITION CONSTRUCTION

Any Owner requesting to build partition dividers in apartments will be required to use non-combustible materials and construct the partition so that it is freestanding without being fastened to any floor, ceiling or walls.

## HARD SURFACE FLOOR APPROVAL

### GENERAL

1. The Owner of any Apartment wishing to install a hard surface floor must submit to the Board of Directors plans, specifications and the noise mitigation measures regarding the flooring. The Impact Isolation Class (**IIC**) of the requested flooring, underlayment and method of construction selected must have a **minimum rating of IIC-65** listed in its specifications. Submitting a request for approval is for the purpose of documenting the location and design of any hard surface flooring within Century Center in order to ensure that such flooring is designed and installed in a manner that mitigates the transmission of noise and is installed in a professional manner and with reference to appropriate standard.
2. Installing a hard surface floor without first gaining the approval shall constitute a violation of these House Rules, and subject the violating Owner to all remedies legally available to the Association unless and until such violation is removed from the apartment. Approval of the Board is not an assurance or guarantee that noise will not be transmitted to other Apartments. If, following installation of any such hard surface floor, the Owner of the Apartment located beneath such installment lodges a reasonable and verifiable complaint with the Board concerning the sound impact of such flooring shall, upon notice from the Board, given the Board's sole discretion, either remove the flooring, or cover at least (80%) of the hard surface flooring within such Owner's Apartment with carpeting in order to mitigate the impact to the complaining owner. The failure of the owner notified by the Board to comply with the Board's requirement within Sixty (60) days after receipt of that notice shall constitute a violation of these house Rules and subject the violating Owner to all Remedies provided by Century Center's governing documents or applicable law.



## NOISE MITIGATION

### 1. REQUIRED SUBMITTALS:

The Owner of any Apartment wishing to install a hard surface floor must submit to the Board the following items:

- A. A construction drawing clearly indicating the type of floor to be installed and the underlayment to be provided to mitigate against impact noises such as footfalls. The drawing must identify all materials, their composition and thickness.
- B. A plan view drawing of the hard surface flooring area indicating the location of all adjacent partitions, cabinets, etc. with referenced details indicating the method of isolating the hard surface flooring along the entire perimeter.
- C. Specifications from an acoustical testing laboratory or manufacturer showing that the Impact Isolation Class of the construction selected has a minimum rating of ***IIC-65***.
- D. A copy of the spec sheet and installation instructions from the resilient floor underlayment manufacturer.
- E. The name, qualifications and experience of the contractor who will install the hard surface flooring and resilient underlayment with a listing of such contractor's experience in the installation of floors utilizing impact insulation materials.
- F. The proposed individual(s) who will oversee the installation in order to verify that the installation is in accordance with the manufacturer's requirements.

### 2. APPROVAL:

Once all required documents are received by the Board, approval shall be unreasonably withheld and the approval shall be in writing within sixty (60) days from the date of the request or from the date which all required information was satisfactorily received, whichever is latest.

## ACCOMODATION OF HANDICAPPED PERSONS

### 1. Notwithstanding anything to the contrary contained in the House Rules, handicapped occupants shall:

- A. Be permitted to make reasonable modifications to their apartment and/or the common elements at their expense, if such modifications are necessary to enable them to use and enjoy their apartments and/or the common elements and
- B. Be allowed reasonable exemptions from the declaration, By-Laws, and the House Rules, When necessary, to enable them to use and enjoy their apartments and/or the common elements. Any handicapped, occupant desiring to make such modifications or design such an exemption shall so request, in writing to the Board of Directors. That request shall set forth, in detail, the nature of the request and the reason that the requesting party needs to make such modification or to be granted such an exemption. The Board shall not unreasonably withhold or delay its consent to such request.

## SIGNAGE GUIDELINES

### SIGNAGE:

In a building of its caliber, Century Center has a compelling interest to maintain strict control over all signs on its premises. To maintain the uniform external appearance of the building and apartments, sign placement, wording, aesthetics and size must comply with the following guidelines and have prior approval of the General Manager. Failure to obtain such an approval will result in the owner being notified of the violation of these guidelines and be subject to fines until the signage is corrected and/or removed.

### SIGNAGE APPROVAL:

All signs at Century Center must have prior approval from the General Manager and must strictly conform to these sign guidelines. It is required to submit the following documents prior to the installation of any signage.

### INFORMATION REQUIRED TO BE SUBMITTED FOR APPROVAL:

- The overall dimensions of the sign: Length, Width, Height and Thickness.
  - The type and size of lettering to be used.
  - Schematic drawing of the sign showing it in relationship to unit front.
  - Full listing of materials, colors and finishes.
- For more information on signage, please call: **808-946-8818**.

### SIGN GUIDELINES, COMMERCIAL UNITS:

#### **GROUND FLOOR UNITS:**

- Signs visible to the street must require owner to obtain a City & County sign Permit and General Manager Approval prior to installation.
- One Standard Century Center Glass Door Frame Sign:
  - **STYLE:** Microgramma Upper Case Lettering
  - **FINISH:** Matte Silver
  - **SIZE:** 4"
- A maximum of one sign with the business name is allowed per building side.
- The maximum sign area per establishment for each building side on which signs are permitted shall not exceed one and one-half square feet for each lineal foot of building frontage.
- Window Signs: Signs either by art or decal not to exceed 18 ½" x 36" or 36"x 18 ½" dimensions. Placement must be adhered on the interior of the glass surface of the window. Maximum of one sign within each window frame.
- Window Displays: Window product displays should be set back a minimum of 8" from a display window.
- Signs Above 8' Window Frontage: 3" setback of window, not to exceed 4' height x 7' width.
- Lighted Signage: A maximum of one lighted sign fixture within a vertical window frame column, from floor to ceiling. Maximum size parameters not to exceed 4.5 square feet per sign. Not permitted on doors.
- Menu Signs: A maximum of one business menu sign can be mounted on a window interior, not to exceed 8.5" x 11" dimensions. Sign must be mounted and not taped up.
- Trade and Informational Decals: Decals such as credit cards, push, pull, security alarms, trade decals are permitted one decal of its type per unit. No decals should be placed on wood doors, window frames or door frames. Decals not to exceed 10" x 6" or 6" x 10" dimensions.

- Windows Coverings: Window coverings should be a solid neutral color and in an orderly, operable condition. Cardboard or paper as a window covering is prohibited.
- Wallboards: Wallboards facing a window exterior should be painted a solid neutral color and cover the entire window frame. Acceptable colors are white, off-white, tan or black.
- Redundant Signage: Informational signage, with the exception of the legal business name, is prohibited to be repeated on the same side of the building.

#### **SECOND AND FOURTH FLOOR UNITS:**

- Standard Century Center Door Sign Frame:
  - STYLE: Helvetica Lettering
  - FINISH: Mirrored / Antique white lettering
  - FRAME: Bronze
  - SIZE: 8 ¼" height x 11 ¼" width
- A maximum of one sign with the business name is allowed per building side.
- Window signs: Signs either by art or decal not to exceed 18 ½" x 36" or 36"x 18 ½" dimensions. Placement must be adhered on the interior of the glass surface of the window. Maximum of one sign within each window frame.
- Window Displays: Window product displays should be set back a minimum of 8" from a display window.
- Menu Signs: A maximum of one business menu sign can be mounted on a window interior, not to exceed 8.5" x 11" dimensions. Sign must be mounted and not taped up.
- Trade and Informational Decals: Decals such as credit cards, push, pull, security alarms, trade decals are permitted one decal of its type per unit. No decals should be placed on wood doors, window frames or door frames. Decals not to exceed 10" x 6" or 6" x 10" dimensions.
- Windows Coverings: Window coverings should be a solid neutral color and in an orderly, operable condition. Cardboard or paper as a window covering is prohibited.
- Wallboards: Wallboards facing a window exterior should be painted a solid neutral color and cover the entire window frame. Acceptable colors are white, off-white, tan or black.
- Redundant Signage: Informational signage, with the exception of the legal business name, is prohibited to be repeated on the same side of the building.
- Lighted signage is prohibited.

#### **FIFTH THROUGH FORTY-FIRST FLOOR UNITS:**

- Standard Century Center Door Sign Frame:
  - STYLE: Helvetica Lettering
  - FINISH: Mirrored / Antique white lettering
  - FRAME: Bronze
  - SIZE: 8 ¼" height x 11 ¼" width
- One Open / Close commercial apartment door signage is allowed the specification below:
  - STYLE: Helvetica lettering
  - FINISH: Mirrored / Antique white lettering
  - FRAME: Dark Bronze aluminum frame
  - SIZE: 2" height x 11" width
- Any other type of signage or decorations are prohibited on door exteriors.
- Holiday decorations are only allowed the calendar month of the holiday.
- All signage is prohibited to be displayed on windows inside the unit.
- ❖ NOTE: All other wording subject to Board of Directors approval.

## SIGN GUIDELINES, RESIDENTIAL UNITS

### **FIFTH THROUGH FORTY-FIRST FLOOR UNITS:**

- Standard Century Center Door Unit Number Frame:
  - STYLE: Helvetica lettering
  - FINISH: Mirrored / Black lettering
  - FRAME: Bronze
  - SIZE: 2" height x 4" width

### PROHIBITED SIGNAGE, ALL UNITS:

Off-site signage fronting the property or adjacent to the property is not permitted. The following signs will not be permitted to be displayed or attached to windows, doors, framing, or in the common and limited common areas of Century Center:

Flags, flashing light signs, garden signs, ground signs, door hanging signs, hanging signs, projecting signs, moving signs, rotating signs, wind signs, portable signs, A-frame signs, billboard signs, electronic digital signs, taped up signs, block lettering/numbering decals, hand-written signs, and advertising posters for other businesses or events.

## SECURITY

### 1. VISITOR REGISTRATION

The following requirements will be in effect every day from the hours of **10:00 pm to 7:00 am**:

- All visitors must register with the front desk, whether or not accompanied by an Owner or registered tenant.
- All visitors must present a **VALID GOVERNMENT PICTURE IDENTIFICATION** to the front desk. The identification is to be left at the front desk and to be returned to the visitor when the visitor departs from the building.
- All visitors will be required to register on the visitor's log with the front desk and clearly print out his or full name and vehicle license number.
- All visitors must be picked up in the lobby by an Owner or registered tenant. If an Owner or registered tenant does not come to the lobby to escort to visitor to his or her apartment, the visitor will be denied access to the building.
- If any visitor is unable to provide a **VALID GOVERNMENT PICTURE IDENTIFICATION**, the visitor will be denied access to the building, regardless of whether an Owner or registered tenant authorizes the visitor's entry.

### 2. TRESPASSING POLICY

The following will be subject to being issued a trespass warning violation:

- Any person, who knowingly enters, loiters or remains unlawfully in or upon premises.
- All unwanted guest, client and any individual who is unlawfully on premises.
- Any person who has been given reasonable warning or written request to stay out of the Century Center property.
- All violations of the above policy will be referred to the Police for prosecution.

## **PARKING**

1. Century Center automobile identification decals shall be permanently affixed and displayed in the lower corner on the driver's side of the front windshield. Decals that are not permanently attached are not valid.
2. Only vehicles displaying Century Center decals are authorized to park in the specific assigned stalls. Any exception to this must have prior authorization and approval by the Board of Directors.
3. No motor vehicle shall be left unattended at the main lobby entrance or in the entry driveway for period of over 10 minutes.
4. Automobiles shall be centered in parking spaces to prevent crowding of adjacent spaces and/or blocking passages.
5. Parking stalls are assigned to specific apartments for their exclusive use. The assignee of the stall is responsible for its cleanliness. The Association reserves the right to charge \$35.00 for stall cleaning, if, after notification, the assignee fails to properly maintain a parking stall.
6. Guests will park only in stalls designated for them.
7. Damage to cars and other objects or common areas shall be the responsibility of the person causing the damage.
8. The speed limit on the premises is five (5) miles per hour. Drivers are expected to observe traffic courtesy and traffic signs for the safety of all. No undue racing of engines is allowed. Headlights shall be used at all times in the garage.
9. No vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance or exit from the building by another vehicle.
10. Violators of parking regulations may have their cars towed away at their expense. If the violator is a lessee, or guest of an owner, the owner shall be held liable.
11. No repair or washing of vehicle is allowed.
12. Exceptionally large or cumbersome vehicles are prohibited from being regularly parked or stored on the premises, especially:
  - A. Any which overhang a parking stall length or width.
  - B. Any deemed a hazard or being used for parts.
  - C. Campers, boats or boat trailers.
13. No repairs of a boat, surfboard or any other equipment are permitted on the premises.
14. Damage caused in moving, surfboards or bicycles, within the building will be charged to the responsible apartment Owner.

15. Guest parking stalls, *including the designated handicapped parking stalls*, are for the exclusive use of guests only. The Century Center Declaration prohibits the use of guest parking by Owners or tenants of the building.
16. When vacating the building, parking stickers are to be removed and returned to the Front Desk.
17. All vehicles shall have valid license plates, registration and safety inspection stickers. Violators will be given a 30 day notice before any citation is issued. Fines for this violation will not exceed **\$50.00** for each violation.
18. Loading Zone hours are from **8:00 am to 7:00 pm**. The loading zone will be restricted to loading and unloading only by vehicles that exceed the 6'4" parking facility height limitation.
19. Conducting business operations or recreation activities within a parking stall(s) or common area is prohibited.
20. A Temporary Parking Pass is only valid in the designated reserved parking stall and may not be used in guest parking stalls.

## **ENTRY GATE VEHICLE ACCESS CARD POLICY**

1. A Vehicle Access Card will only be issued to the legal Owner/ Resident of an apartment with recorded escrow or lease document on file.
2. Vehicle Access Card requires a **\$25.00** check or cash non-refundable fee.
3. Owner / Resident vehicles must be registered with the Front Desk prior to receiving Vehicle Access Card.
4. An Identification Decal will be affixed on all vehicles registered and assigned a Vehicle Access Card.
5. A Vehicle Access Card will be assigned to a specific vehicle for its exclusive use.
6. Vehicle Access Cards may be transferred to new tenants or employees with written authorization from Owner / Agent of the apartment.
7. There will be a \$25.00 non-refundable fee for any replacement, lost, stolen or damaged Vehicle Access card.
8. Violation of the above regulation regarding Vehicle Access Cards will result in suspension of the card after one warning has been issued.
9. Century Center Management reserves the right to confiscate or revoke a Vehicle Access Card for violation of these regulations.
10. Owners and residents take full responsibility for their Vehicle Access Card, recreation equipment usage and their guest(s) action while in the complex.

## SECURITY ACCESS KEY FOB POLICY

1. Security Access Key FOB's will be issued to registered Owners, Tenants and authorized employees of the complex who have valid escrow or lease documents on file with Century Center Condominium for their unit(s).
2. Owners, tenants and/or authorized employees are limited to being issued one (1) Security Access Key Fob for their exclusive use.
3. An application must be fully filled out accompanied by a **\$25.00** check or cash non-refundable fee.
4. A valid government picture I.D. shall be presented upon request.
5. The security access key FOB may be transferred to new registered tenants and employees with authorization from the Owner or agent.
6. There will be a \$25.00 non-refundable charge for all replacement, lost, stolen or damaged Security Access Key Fobs.
7. Century Center Condominium reserves the right to void or confiscate the security access key FOB if it is deemed necessary for safety and security of the complex.
7. Owners and tenants take full responsibility for their security access key FOB, recreation equipment, facility usage and their guest(s) actions while in the complex.

## LOCKBOXES

1. **Attaching any lockbox or similar device to an apartment unit door or any part of the building or common elements is prohibited** unless written permission is granted by the Board of Directors and/or General Manager. Permission is hereby granted only to those owners of an apartment in Century Center and/or their agents who register their lockbox with the Front Desk and placed in the designated area behind the Front Desk operations.
2. Any person wishing to receive the lockbox would have to present a valid government issued ID. Their information would be logged in a log book for identification purposes. No employee shall have access or keep information of the lockbox codes or keys.
3. Lockbox registration requires the completion and authorized signature of the lockbox registration form provided by the Front Desk. Residents, tenants and guests are prohibited from attaching any lockbox or similar device to a unit door or any part of the building or common elements. If any lockbox is not properly registered and placed on a unit door, the lockbox may be immediately removed and/or destroyed by Century Center Management by use of bolt cutting tools.
4. If a lockbox is removed and/or destroyed by the Association pursuant to this policy, the owner(s) and agent(s) of that lockbox hereby indemnify and hold harmless the Managing Agent, the General Manager, the Board of Directors, The Association of Apartment Owners of Century Center and their respective employees, agents, and contractors from any and all claims, cause of action, and damages made by or through said owner(s) and/or agent(s).

## HANDICAPPED PARKING

1. The designated handicapped parking stalls are for use by guests with disabilities and a valid government issued disabled parking placard.
2. Violations of these rules governing use of the designated handicapped parking stalls will result in the vehicle being towed at the owner's expense.
3. Notwithstanding these rules, disabled owner or tenants residing in the building who have assigned parking but who desire reasonable accommodations in the use of a designated handicapped parking stall, must make a written request to the Board of Directors. Given the limited number of designated handicapped parking stalls in the building, the Board may impose conditions such as requiring the requestor to relinquish use of his assigned parking stall for the duration of his use of a handicapped parking stall.

## PETS

The Board at its February 17, 2005 meeting approved a new pet policy. The policy sets limits on the size and number of pets in the project and individual apartments. Owner who already had properly registered pets in the project before the Board adopted these rules will be allowed to retain those existing pets. After April 1, 2005 all residents, whether owners or tenants, will have to comply with the new rules, including limits on the number of pets.

1. Pets which are not household pets, including but not limited to livestock, poultry, geese, reptiles, turtles etc. will not be permitted at the project. No pets may be bred at the project or kept in apartment for any commercial / money making purpose.
2. Each pet Owner must register their pet with the General Manager and ***show evidence of having homeowner's or renter's liability insurance or separate pet insurance with limits of at least \$300,000.00 covering their pet and also naming the Association as an additional insured. This rule shall not apply to properly documented service animals although owners of service animals are encouraged to voluntarily comply for their own financial wellbeing and protection.***
3. No more than Two (2) household pets, such as a cat or a small dog, will be allowed in each apartment unit, not to exceed 30 pounds in weight for each pet. Pet owners will need to comply with the new policy if a pet dies, is lost or is no longer in the apartment.
4. Aquariums in excess of 20 gallons are prohibited.
5. Visiting pets are prohibited in apartments and common areas in the complex.
6. Pets are not allowed on any common elements in the project, except the area designed as "dog park" or when in transit and physically carried or on a leash.
7. Pet Owners are responsible for picking up after their pets in all areas of the project. All pet refuse should be securely bagged before placed in common area trash receptacles.



8. Apartment Owners are responsible for any personal injury caused by a pet and any damage to the building, grounds, flooring, walls, trim, finish, tile, carpeting, stairs, or other portions of the project, whether the pet belongs to the Owner, a tenant, or guest. In addition any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of the apartment owner, who shall be responsible for payment of the full cost of restitution or removal and/or replacement of items damaged by the pet. **(Article V, Section 2 of the By Laws)**
9. Pets are prohibited in the men / women gyms, recreation room, sauna room, jacuzzi, furo and recreation deck provided, however that this shall not apply to certified seeing-eyed dogs or other pets as required due to a disability.
10. Any pet causing a nuisance or unreasonable disturbance to any other occupant of the project shall be immediately and permanently removed from the premises upon notice given by the Board of Directors or Managing Agent in name of the Board of Directors. **(Article V, Section 3(1) of the By Laws)**
11. Notwithstanding anything to the contrary herein, handicapped persons can keep in their apartments and enter common elements with certified seeing-eyed dogs, certified signal dogs or other pets as required due to handicap. If such animal causes or unreasonable disturbance, the owner thereof will be given reasonable opportunity to rectify the problem by measures which fall short of the ejection of the animal from the project. Ejection of such animal will be required only if the Board of Directors reasonably determines that less drastic alternatives have been unsuccessful. If such animal is ejected, it will nonetheless be allowed to remain at the project for a reasonable time while the Owner thereof attempts to find a suitable replacement animal, provided that the problem is controlled to a sufficient degree that the continued presence of the animal during that time does not constitute an unreasonable imposition upon other occupants.
12. No resident shall be allowed to keep any pet which, in the sole discretion of the Board, is considered to be a danger to other residents and employees of Century Center or is otherwise considered to be a considered a Dangerous Breed. For Purpose of this rule, the following breeds, or any dog being a mixed breed thereof, shall be considered to constitute a Dangerous Breed:
  - Doberman Pinscher    - Great Danes                    - Mastiff
  - Rottweiler                - Akita                                - Bullmastiff
  - Chow Chow                - German Shepard                - Pit bulls
  - Presa Canario            - Huskies                            - Saint Bernard
  - Malamutes
  - And any dog regardless of breed that has been involved in a biting incident.

## **ADDITIONAL CONSIDERATIONS**

1. **NOISE:** All noises from whatever source shall be controlled so they do not disturb or annoy other residents of the condominium. All residents and their guests shall maintain quiet between the hours of **10:00 pm and 7:00 am**. Cleaning or maintenance activities likely to cause noise such as carpet water extraction, shampooing and the like can only be done during alterations / modifications and improvements hours unless there is an emergency.

2. COMMON ELEMENTS: Bicycles and motorbikes must be stored in designated areas. All bicycles Owners are required to use the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor bike rack facilities, register with the Front Desk and display a parking decal on the bicycle or moped. Between the hours of **7:00 am through 7:00 pm**, bicycles entering and exiting the tower elevators shall use the 4<sup>th</sup> floor steel door entry / exit.
3. Skateboarding and roller skating are prohibited in any area of the condominium complex.
4. All persons entering and using the ground floor lobby and elevators must wear bathing attire cover-ups, including shirts for men, and appropriate footwear.
5. Taxi cabs and vehicles must pick up and drop off Residents at the Ground Floor level, and not block the entrance to the driveway.
6. **Smoking is prohibited in all areas of the Century Center premises except within the apartments. There are no “designated smoking areas” on the premises.**
7. Cameras, door chimes, intercoms, antennas, air conditioning units and the like are prohibited on the outside of apartment doors throughout the complex. ***(By-Laws section 3. (m) Use of Project)***
8. Alterations to an apartment that increase demand on Century Center’s plumbing or electrical infrastructure are prohibited. For example, a 100V outlet cannot be replaced by a 200V outlet, and washing machines cannot be added in units that were not originally designed for them. ***(By-Laws section 3. (f) Use of Project)***
9. Pest control canister “aerosol bombs” are prohibited from being dispersed in apartments.
10. It is prohibited to remove or disconnect the emergency audio speaker located in apartments. This will place the fire alarm system into a trouble mode and interrupts service to other apartments. Technical support charges will be billed back to the apartment owner.
11. Bulky items disposal is the responsibility of the Owner or Resident of an apartment and is prohibited in any common area on the complex.
12. Eating, drinking and /or loitering in the ground floor lobby is prohibited.
13. Any Owner, tenant or guest who is disorderly or creates an unreasonable disturbance and continues after a verbal warning will be fined a minimum of **\$50.00**. Such conduct could also be reported to the authorities when warranted. The following fines will be enforced for these type of offenses:
  - First Offense after warning: **\$50.00 fine**
  - Second Offense: **\$100.00 fine**
  - Third Offense and Thereafter: **\$200.00 fine**

Disorderly Conduct or Unreasonable Disturbance includes but is not limited to the following:

- Fighting, threatening and/or displaying a violent belligerent behavior.
- Makes unreasonable amounts of noise, which includes yelling and the use of loud voice tones.
- Subjects another person to offensively coarse behavior, remarks or abusive language, which will likely provoke a violent response.
- Creates a hazardous, hostile or physically offensive condition.
- Impedes or obstructs for the purpose of begging or soliciting alms in any place open to the public.

## HOUSE RULES FOR CENTURY CENTER CLUB

### 1. CONTROL

The use of the club facilities shall at all times be under of the Century Club Committee. The Committee will impose such restrictions and guidelines as may be reasonably necessary in order to promote the safe and orderly use of the recreational spaces by all residents.

### 2. HOURS

Operating hours are from **8:00 am to 10:00 pm** daily, with the exception of the gym which opens daily at **6:00 am**.

### 3. USE

- Use of the club facilities shall be limited to resident apartment Owners, lessees and members of the family and guests of the Owners or lessee. Guests must be accompanied by their sponsor. The sponsor is responsible for the conduct of their guests.
- Pets are not allowed in the Club area; provided, however that this shall not apply to certified seeing-eye dogs or other assistant animal as required due to a physical disability.
- Food and beverages are allowed in all club areas except sauna, furo, jacuzzi, exercise room and locker area.
- Smoking is prohibited by law in all Club facilities
- Owners / Residents / Guests are expected to be appropriately attired when sunbathing.
- Club members will forfeit their **\$100.00** deposit for any Furo/Jacuzzi water overflows and will be responsible for any additional charges incurred.
- Use of any facility by reservation requires a **\$100.00** deposit prior to the function.
- All recreation facilities and equipment is used at your own risk.

## FACILITIES

Exercise Rooms: Radios, recorders, etc., are to be played at a low volume so as not to disturb other people. Equipment is to be properly secured and put back into its original location when not in use.

The use of the executive sauna, the fourth floor Jacuzzi and the Furo are by reservation only. Please register at the Front Desk. None of these facilities or the exercise rooms is to be used by anyone under the influence of intoxicants or stimulants.

Conference Room: This room may be reserved for commercial meetings and presentations. The rental charge is **\$10.00** per hour plus tax.

Recreation Room: This room may be reserved for commercial meetings and presentations. The rental charge is **\$20.00** per hour plus tax.

It is prohibited to rent the Conference or Recreation Rooms for active or commercial usage such as massage, dancing, yoga, pilates or similar activity and/or on a regular basis as an extension of a Owners / Residents business.

Pool Table: Use of the pool table is by reservation only. Please register at Front Desk.

Swimming Pool, Jacuzzi, Furo: Please observe all posted signs. **There is no lifeguard on duty, persons use the swimming pools at their own risk.**

Tennis & Basketball Court: These courts are available by reservations only. Please register at the Front Desk.

When utilizing any facility on the fifth floor recreation deck, always wear appropriate footwear for the activity. **DO NOT** wear any footwear which might damage or puncture the decking.

## **SPECIAL FUNCTION RECREATION ROOM POLICY**

1. Residents requesting the recreation room must obtain and complete a request form seven (7) days prior to the event. All special functions require approval of the General Manager.
2. A **\$100.00 security deposit** is to be paid prior to access to the room for all functions.
3. The sponsor is responsible for the general cleanup after function. If the cleanliness is unsatisfactory, the security deposit will be reduced or forfeited.
4. The sponsor is responsible for the conduct of his or her guests and for any damage caused by the guests.
5. All functions must cease and room be cleared by **10:00 pm**.
6. The Board reserves the right to require the sponsor to furnish a security guard at any gathering in excess of 25 people.
7. Reservations cannot be scheduled more than 30 days in advance.
8. Reservations are limited to a maximum of four (4) hours per apartment.
9. Reservations are subject to commercial rental charges.
10. Reservations for special functions are limited to one facility. Exception: Recreation Deck.

## HOUSE RULES AND BY-LAWS VIOLATION FINES

1. A violation of the Declaration, By-Laws or these House Rules by an Owner or anyone using the property under an Owner will give the Association the right, in addition to any other rights or remedies, to levy a fine against the responsible Owner. Fines duly imposed by the Board or its agent but unpaid will constitute a lien on the apartment that may be foreclosed upon in like manner as a lien for unpaid common expenses.

2. The fine for any violation will be as follows:

**Warning Notice** – Issued prior to first citation which Owner / Resident has 48 hours to comply.

**First Offense** – Written Citation with a copy of said citation being sent to the apartment Owner if the offender is not the apartment Owner. Owner / Resident has 7 days to comply.

**Second Offense** – Written Citation and fine up to **\$100.00**, which will be assessed against the apartment Owner.

**Third Offense** – Written Citation and fine up to **\$200.00**, which will be assessed against the apartment Owner.

**Fourth and Subsequent Offenses** – Written Citation and fine up to **\$300.00** for each occurrence, which will be assessed against the apartment Owner.

3. A fine will be imposed for any second and subsequent violation, even if that violation involves a different House Rules or By-Laws provision than did the first violation.

4. Failure to comply or correct a violation will result in a fine being issued every 7 days from the previous citation date for fine.

5. After twelve (12) months, a citation will be removed from an owner's record and will not be used in calculation of subsequent violations.

6. The Managing Agent and his/her staff, or any duly authorized agent of the Managing Agent, such as the manager, as the agent for the Board of Director, is authorized to issue written citation and levy fines.

## APPEAL OF CITATION AND FINES

1. The Board shall appoint a three-member Appeals Committee. At least one member of the Appeals Committee shall be a member of the Board. An alternative shall also be named to act if one of the committee members is unavailable for a hearing. The Appeals Committee shall act on all appeals of First, Second and Third offenses. Fourth and subsequent offenses shall be heard by the full Board of Directors.
2. An apartment Owner shall have the right to appeal any citation or fine to the Board of Directors within 14 days of the date of said citation or fine is issued. The appeal shall be in writing and may be hand-delivered to the Manager or mailed to the Board of Directors in care of the Managing Agent of the Association, postage pre-paid, certified mail, return receipt requested. Such letter shall constitute a Notice of Appeal. The date of mailing as certified by the post office or the date of hand-delivery to the Manager shall constitute the date of the appeal.
3. In the Notice of Appeal, the apartment Owner shall indicate whether he/she wants a hearing before the Appeals Committee/Board or, alternatively, wants the Appeals Committee/Board to decide the matter without a hearing. Failure to request a hearing in the Notice of Appeal shall be deemed a request for the Appeals Committee/Board to decide the matter without a hearing. Any hearing shall be held within 30 days of the receipt of the Notice of Appeal. If the Owner does not request a hearing, he/she should enclosed with the Notice of Appeal a statement of acts, affidavits of witnesses, and other written materials the Owner wants the Appeal Committee/Board to consider in deciding the appeal.
4. The Board shall mail or deliver a written decision to the apartment owner within 30 days of the hearing, or, if there is no hearing, within 45 days of receipt of the Notice of Appeal.

**CENTURY CENTER CONDOMINIUM  
HOUSE RULES & BW-LAWS VIOLATION CITATION**

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_

TIME: \_\_\_\_\_

APARTMENT: \_\_\_\_\_

PARKING STALLS: \_\_\_\_\_

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> SIGNS        | <input type="checkbox"/> OCCUPANCY               |
| <input type="checkbox"/> REGISTRATION | <input type="checkbox"/> ALTERATIONS             |
| <input type="checkbox"/> DOORS        | <input type="checkbox"/> FLAMMABLES              |
| <input type="checkbox"/> WINDOWS      | <input type="checkbox"/> CLUB USAGE              |
| <input type="checkbox"/> COMMON AREAS | <input type="checkbox"/> JACUZZI / FURO OVERFLOW |
| <input type="checkbox"/> GARBAGE      | <input type="checkbox"/> PARKING                 |
| <input type="checkbox"/> PETS         | <input type="checkbox"/> NOISE / DISTURBANCES    |
| <input type="checkbox"/> OTHER: _____ |  |

- |  |  |
|--|--|
| <input type="checkbox"/> Warning – No Fine                       | <input type="checkbox"/> Third Citation – Up to <b>\$200.00</b>      |
| <input type="checkbox"/> First Citation - \$0                    | <input type="checkbox"/> Fourth Citation – Up to <b>\$300.00</b>     |
| <input type="checkbox"/> Second Citation – Up to <b>\$100.00</b> | <input type="checkbox"/> Subsequent Citation – Up to <b>\$300.00</b> |

House Rules or By-Laws provision violation and explanation:

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Violation must be corrected immediately by: \_\_\_\_\_

Manager / Agent: \_\_\_\_\_

YOU have been assessed a fine in the amount of \$\_\_\_\_\_ for the infraction of the above cited House Rules and/or By-Laws, due and payable to : AOA CENTURY CENTER, c/o Hawaiiiana Management Company, 711 Kapiolani Boulevard, Suite 700, Honolulu Hawaii 96813.

An apartment owner shall have the right to appeal a citation or fine by submitting a letter (“Notice of appeal”) to the Board of Directors. The Notice of Appeal shall be hand-delivered to the Manager or mailed to the above address, postage pre-paid, certified mail, return receipt requested within fourteen (14) days of the date shown on this citation. In the Notice of Appeal, the owner should indicate whether he/she wants a hearing before the Board/Appeals Committee, or shall hold a hearing within 30 days of receipt of the Notice of Appeal. If no request for a hearing is made, the owner should enclose all materials he/she wished the Board/Appeals Committee to consider with the Notice of Appeal, and the Board/Appeals Committee will mail a written decision to the Owner within 45 days after it receives the owner’s Notice of Appeals. See House Rules for details and complete procedures.

## FIRE PREVENTION / EVACUATION PLAN

First and foremost important: Know the location of fire pull and fire hall boxes. These are located on each floor. The fire pull box is located **next to the ELEVATORS**.

The fire hose box is located **next to FIRE PULL BOX**. Smoke detectors are located on each floor.

The smoke detectors and fire pull boxes are connected to the general fire alarm system; when either is activated **ALL** bells on all floors will ring.

When evacuating, proceed down the stairs after entering a fire exit. **THERE IS NO ROOFTOP EXIT**.

### WHAT TO DO

#### IF YOU HEAR A FIRE ALARM:

1. The fire is likely somewhere else, you probably are not in immediate danger and someone has started the actions necessary to extinguish it. As a result, you will have enough time to do the things to protect yourself and your property without substantial danger. Listen to audio messages if not in immediate danger.
2. Urge everyone in the apartment to leave immediately. We suggest that you keep a flashlight on hand, in good working order, and take it with you when you leave.
  - A. Close the solid apartment door completely after everyone has left.
  - B. If there is smoke in the hall, turn on the flashlight, drop to your hands and knees (Smoke rises, thus the air is better close to the floor) and crawl to the nearest fire door.
  - C. If little or no smoke, immediately walk to the fire door.
    - **DO NOT ATTEMPT TO USE ELEVATORS: SERVICE WILL HAVE BEEN STOPPED FOR THE EXCLUSIVE USE OF THE FIRE DEPARTMENT**
3. Once you reach the fire stairs, **walk** carefully down the steps until you reach the bottom level exit. Exit immediately to the street.
4. If you use the Kalakaua stairways you will arrive at the 1<sup>st</sup> floor lobby. Remain clear of the fire fighting equipment and open areas where falling glass may land. If you use the canal side stairways, you will exit directly out of the building on the ground floor – move away from the building and toward Kapiolani Blvd.. Remain clear of the firefighting equipment.
5. If you are in any of the parking areas, go to the nearest stairway or the ramp and walk down to the street.
6. If you are on the street, stay there.



## **IF YOU SEE FLAMES OR SMOKE COMING FROM AN APARTMENT:**

1. In brief, Let **everyone** know about it.
  - A. Phone fire department, dial 911; tell them
    - Where you are
    - What you see
    - Where the flames or smoke is located.
  - B. Phone the Front Desk at 941-9655, tell whomever answers: Who you are, what you saw and what you have done. If the phone is not answered immediately, proceed by evacuating. If phone line is busy, you may try alternative number: 946-8818 or 946-8765.
    - **PLEASE ONLY ATTEMPT TO REACH US BY PHONE AFTER YOU HAVE EVACUATED IF YOU HAVE INFORMATION REGARDING THE FIRE OR POSSIBLE FIRE.**
  - C. Activate the nearest fire alarm by pulling the handle DOWN. This will cause the fire alarm bell to ring. It will continue to ring until shut off by the General Manager, Security Guard, or Fire Department personnel.
2. At that point you are in the same situation as everyone else that hears the fire alarm; follow the above procedure.

## **IF YOU SEE A VEHICLE ON FIRE IN THE PARKING AREAS:**

1. Phone the Fire Department and the Front Desk office as above.
2. The General Manager or Security Guard will contact the resident of the apartment associated with the stall, where the burning vehicles was found, as well as other resident whose vehicles may be damaged.

## **IF THERE IS A FIRE IN YOUR APARTMENT:**

1. This is the most dangerous situation, usually because of the resident's fright and panic. All apartment fires start fairly small so the size and extent of any fire in your apartment will depend on what you do and how quickly it is done. A few preparations now will greatly reduce the possibility of injury and damage in the future.
2. Decide whether you could handle the fire. This is an individual decision that, once made, should be acted upon calmly and quickly. Your decision should be based upon:
  - Your judgment of your own capacity at handling a genuine emergency.
  - The immediate availability of necessary firefighting tools and material;
  - And the possible size of the fire and the probable extent of damage if you take or do not take action to put it out.

3. Decide in advance how you would extinguish the various kinds of fires that might occur and whether it is advisable to have appropriate firefighting tools and material on hand. As for any job, you must use the correct tool to do it effectively.
  - Combustible fires (i.e., anything made of wood, cloth or paper) can be put out with generous quantities of water or an **ABC FIRE EXTINGUISHER** located in the common area on each floor.
  - Oil, grease and plastic fires can be extinguished by smothering or using an **ABC FIRE EXTINGUISHER** located in common area on each floor.
  - Electrical fires are best handled by turning off the electricity circuit breaker and using an **ABC EXTINGUISHER** on the fire itself.
  
4. Once you have made the decisions suggested above, it will be possible to quickly determine what action you will take if and when any kind of fire occurs. Also, you will be able to determine the amount of risk and fight the fire; or if not, call for help.
  - To fight a fire. Fires cannot exist without oxygen and fuel; thus your effort must be aimed at reducing or eliminating them.
  - Always point the **ABC FIRE DISTINGUISHER** to the base of the flames.
  - To smother flames, always use a flat metal object. (e.g., pots cover or service tray; close the oven door). Be sure stove, oven or microwave is turned off and door closed.

**IF YOU HAVE FURTHER QUESTIONS REGARDING EMERGENCY PROCEDURES  
PLEASE CONTACT THE FRONT DESK AT 808-841-9655.**

**SIGNATURE ACKNOWLEDGEMENT PAGE**

I hereby acknowledge that I have received the Century Center Condominium Association House Rules and Century Center Club House Rules.

Print Name: \_\_\_\_\_  
(Print Full Legal Name)

As the Owner / Tenant / Agent (Circle One) of Apartment Unit #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> Resident Name: \_\_\_\_\_  
(Print Full Legal Name)

As the Owner / Tenant / Agent (Circle One) of Apartment Unit #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_