

## **Re: Century Center - High Risk Component Resolution**

Aloha Century Center Owners,

At the January 1, 2018 Board of Directors Meeting, the Board approved the enclosed “High-Risk Component Resolution”.

Certain components within a resident’s units pose a particular risk of damage to other units or to the common elements if they are not properly and periodically inspected, maintained, repaired, or replaced by owners. High-risk components are electrical, air conditioning and plumbing components such as but not limited to: smoke detectors, fire alarms, drainage lines, supply lines, water shut off valves, drain pans, ducts, electrical outlets, appliances and fixtures. It is the owners responsibility to maintain these components for their apartment unit.

The Board has adopted this resolution that allows the Association to require the inspection, maintenance, repair or replacement of these components as a preventative maintenance before a problem occurs. The objective is to reduce occurrences for property damage to other affected units and the common areas. By ensuring that all these components are inspected and maintained will potentially avoid water leaks to units, avoid damage to personal property, protect owners investments, as well as work to sustain the Associations’ insurance costs from increasing.

**The inspection and maintenance for air-conditioning must be performed annually and plumbing and electrical inspection performed every two years.** For the initial year two contractors have been selected to perform the inspection in 2019, the attached list is provided. Once inspection is completed, ***simply submit the attached checklist to the Front Desk office prior to the deadline.***

Please note that the **inspections will be Due annually on August 1<sup>st</sup>**, after which time subsequent violations are issued until inspections are completed. Since there are only a limited number of contractors servicing all condominiums, appointments are booked very quickly. The final month of this period is usually overbooked for the contractors and you may not be able to schedule before the due date.

***It is important that you call and schedule your appointment date promptly after receiving this notice.*** The following deadline schedule applies for this year’s inspection.

Deadline prior to first violation: **August 1<sup>st</sup>, 2019**

Deadline prior to second violation: **September 1<sup>st</sup>, 2019**

Deadline prior to third violation: **October 1<sup>st</sup>, 2019**

Deadline prior to fourth violation: **November 1<sup>st</sup>, 2019** – Subsequent violations are issued 30 days thereafter.

Per the Resolution, any high-risk component that is deemed as an immediate repair during the inspection **must be repaired within 30 days of the inspection**. Once completed, forward the invoice copy of the repair to the Front Desk office. If by chance you have had the air-conditioning serviced or repaired within the past 6 months by a licensed HVAC contractor, you may submit the repair invoice as proof of this year's inspection.

Should you have any questions or need to make special arrangements please contact the Front Desk office at 808-941-9655. If you have any questions or comments concerning the enclosed Resolution, you may attend the next scheduled Board Meeting or you may submit them in writing to the General Manager's office or to Hawaiiana Management.

Thank you for your cooperation in trying to make Century Center a better place to live for all.

Regards,

The Century Center Board of Directors

**ASSOCIATION OF APARTMENT OWNERS OF  
CENTURY CENTER, INC.**  
**Resolution Regarding High-Risk Components**

The Board of Directors (the "Board") of the Association of Apartment Owners of Century Center, Inc. (the "Association"), as organized pursuant to that certain Second Restated Declaration of Condominium Property Regime of Century Center dated January 31, 2014, (the "Declaration"), recorded in the Office of the Assistant Registrar of the State of Hawaii as Land Court Document No. T-8838016, and the Restated By-Laws of the Association of Apartment Owners of Century Center dated January 31, 2014, recorded in the Office of the Assistant Registrar of the State of Hawaii as Land Court Document No. T-8808017 (the "By-Laws"), as amended, hereby adopts the following administrative resolution pursuant to section 514B-138 of the Hawai'i Revised Statutes:

**WHEREAS**, the Association is a condominium owners association organized as a Hawaii nonprofit corporation;

**WHEREAS**, the Board is empowered, on behalf of the Association, to regulate the use of the common elements of the project pursuant to Article IV, Section 1(a) and Article V, Section 4 of the Restated By-Laws and sections 514B-104(a)(6) and 514B-106(a) of the Hawaii Revised Statutes;

**WHEREAS**, section 514B-138 of the Hawaii Revised Statutes authorizes the Board, after notice to all unit owners and an opportunity for owner comment, to determine that certain portions of the units, or certain objects or appliances within the units pose a particular risk of damage to other units or the common elements if they are not properly inspected, maintained, repaired, or replaced by owners;

**WHEREAS**, among other things, leaking plumbing fixtures, air conditioning components and washing machines (also including, but not limited to those items listed in Exhibit "A") can cause severe water damage to the Project. Delays in taking action to: (i) eliminate water leaks and water intrusion in units; (ii) water leaks and water intrusion into walls, floors, and ceilings; and/or (iii) repair and replace any damage caused by water leaks, may lead to the growth of mold and other expensive remedial actions;

**WHEREAS**, defective electrical fixtures, smoke detectors and certain parts of kitchen, laundry appliances and air conditioning equipment (also including, but not limited to those items listed in Exhibit "A") can create a fire hazard if not properly maintained, repaired, and replaced.

**WHEREAS**, section 514B-137(a) of the Hawaii Revised Statutes requires each unit owner to afford to the Association and its employees, independent contractors, and agents access during reasonable hours to the owner's unit that is reasonably necessary for the operation of the property;

**WHEREAS**, section 514B-137(b) of the Hawaii Revised Statutes grants the Association the irrevocable right, to be exercised by the Board, to have access to each unit at any time as may be necessary for making emergency repairs to prevent damage to the common elements or to another unit or units;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Directors of the Association of Apartment Owners of Century Center, Inc., on behalf of the members of the Association, hereby adopts the following resolution to designate high-risk components, and establish requirements for care of high-risk components:

**A. Designation of High-Risk Components.** The components listed in Exhibit "A" attached to this resolution are designated as high-risk components subject to inspection, repair or replacement as set forth herein.

**B. Replacement at Specific Intervals.** The components listed in Exhibit "B" attached hereto must be replaced or maintained at the intervals specified in Exhibit "B", regardless of the condition of the component. Upon the making of a request by the Board, owners shall provide the Association a copy of the contractor's invoice showing that the component has been replaced as required by the Board.

**C. Inspections.** Owners shall arrange at their own expense for inspection not less than annually of their unit's plumbing fixtures, air conditioning and laundry equipment (i. e. washing machines) and/or other appliances or machines and all other items listed in Exhibit "A". The Board shall keep a list of active Hawaii licensed contractors who may conduct the inspections. Upon notice from the Board, each owner shall arrange for the inspection(s) to be performed by for a Hawaii licensed contractor (whose license shall be active and in good standing). Upon completion of such inspection(s) the Hawaii licensed contractor shall complete and sign an inspection certification document or report as promulgated by the Board. Failure to provide the completed inspection certification document or report by the deadline imposed by the Board may result in the imposition of fines, which may be assessed against both owners and tenants. During the inspection certain high-risk components may be identified as faulty or prone to failure. For purposes of this resolution, a high-risk component is faulty if: (a) the component has failed; (2) the component is near failure in the judgment of the inspector; and (3) the component's age is such that the inspector believes that it should be repaired or replaced even if not otherwise faulty. The Association is under no obligation to repair or replace any faulty high-risk component, but if the Association does repair or replace any faulty high-risk component, the owner will be responsible for all costs and expenses incurred by the Association for such repair or replacement. Nothing herein shall limit the Association's authority to conduct emergency repairs and replacements of any unit or components thereof.

**D. Repair or Replacement.** If a high-risk component is identified as faulty during an inspection conducted pursuant to this resolution, the high-risk component shall be repaired or replaced by the time stated in the inspection certification document or report or the cover letter promulgated by the Board, unless the Association has repaired or replaced the faulty high-risk component pursuant to paragraph C, above. In the event that the Association has repaired or replaced a faulty high-risk component pursuant to above paragraph C, the Association shall notify the owner in writing and assess the owner the cost of the repair or replacement which if unpaid shall constitute a lien on the unit as provided by section 514B-146, Hawaii Revised Statutes. Within ten (10) business days of completion of the repair or replacement of the faulty high-risk component, the owner shall provide a copy of the contractor's invoice or written certification evidencing that the repair or replacement has been completed. If the faulty high-risk component services the owners unit, the unit owner shall be responsible for the cost of repairing or replacing the high-risk component. If the faulty high-risk component is located in or as part of a common element, but has been damaged by the owner or the unit's appurtenant components, the Association may repair or replace the

components, but the owner will be charged the cost. Notwithstanding anything to the contrary stated in this resolution, to the extent permitted by the governing documents and/or Hawaii law, the Board in its sole discretion may elect to have the cost of repairing or replacing faulty high-risk component(s) paid for as a common expense.

**E. Failure to Comply with Resolution.** If an owner fails to comply with the requirements of this resolution within any reasonable deadline established in writing by the Association, the Association is authorized to impose fines against the owner and tenant who failed to comply in accordance with the Board's schedule of fines. Unpaid fines shall become a lien on the unit as provided in Section 514B-146, Hawaii Revised Statutes. The Association reserves the right to enter the unit to undertake inspections, repairs, replacement and/or maintenance of high risk components at the sole cost and expense of the unit owner, which costs and expenses shall be a lien on the unit as provided in section 514B-146, Hawaii Revised Statutes.


**BE IT FURTHER RESOLVED THAT** nothing in this resolution shall be deemed to limit any other legal and/or equitable remedies available to the Association, including an action for damages and/or injunctive relief.

CERTIFICATE

I, William Bye Secretary of the Board of Directors of the Association of Apartment Owners of Century Center, Inc., do hereby certify that the above is a true copy of the resolution duly adopted at a meeting of the Board of Directors, duly held on August 30, 2018, 2018 and duly entered in the book of minutes of the Association, and that this resolution is in full force and effect.

DATED: Honolulu, Hawaii, August 30, 2018.

ASSOCIATION OF APARTMENT OWNERS  
OF CENTURY CENTER, INC.

By:   
Print Name: William Bye  
Its Secretary

**EXHIBIT "A"**

**HIGH-RISK COMPONENTS THAT ARE REQUIRED TO BE INSPECTED  
NOT LESS THAN ANNUALLY**

**Electrical**

1. Smoke Detectors
2. Fire Alarm
3. Electric Meters
4. Electrical Panel/Circuit Breakers

**Air Conditioning**

1. Thermostat/Switches
2. Shutoff Valves
3. Valve Motor Assembly/Actuators
4. Drain Pans
5. Drainage Lines
6. Condenser Coils
7. Supply Lines
8. Fan Blowers
9. Enclosure/Insulation
10. Ducting
11. Air Filters

**Laundry**

1. Shutoff Valves
2. Water Hose Valves
3. Water Hose Lines
4. Drainage Hose
5. Drainage Line
6. Dryer Vent
7. Exhaust Duct
8. Lint Trap
9. Electrical Outlets

**Bathroom(s)**

1. Toilet Supply Lines
2. Toilet Valves
3. Toilet Bowl Flapper
4. Toilet Bowl Fill Valve
5. Toilet Bowl Gaskets
6. Toilet Wax Seals
7. Toilet Drainage Line
8. Shower Valves
9. Shower Diverter
10. Shower Downspout
11. Shower Hoses
12. Shower Overflow Drain
13. Shower Drainage/P-Trap
14. Shower Drainage Line
15. Tub Condition
16. Tub Caulking
17. Tub Surround/Tile Seals
18. Tub Drainage Line
19. Lavatory Condition
20. Lavatory Valves
21. Lavatory Supply Lines
22. Lavatory Drainage/P-Trap
23. Lavatory Drainage Line
24. Lavatory Fixtures
25. Caulking/Seals
26. Additional Appliances
27. Electrical Outlets/GFCI

**Kitchen**

1. Shutoff Valves
2. Supply Lines
3. Drainage/P-Trap
4. Drainage Lines
5. Fixtures
6. Sink Disposal
7. Dishwasher Supply Lines
8. Refrigerator Supply Lines
9. Caulking/Seals
10. Additional Appliances
11. Electrical Outlets/GFCI

**EXHIBIT "B"**

**HIGH-RISK COMPONENTS THAT ARE REQUIRED TO BE REPLACED  
AND MAINTAINED AT SPECIFIED INTERVALS**

<b>Name of Component</b>	<b>Must be replaced every</b>
1. Washing machine water hoses 2. Kitchen sink faucet hoses 3. Dishwasher discharge hose 4. Refrigerator ice maker water hose 5. Bathroom sink faucet hoses 6. Bathroom toilet water hoses 7. Bathroom toilet fill valve 8. Bathroom toilet wax seal 9. A/C drip line drain	5 years 5 years 5 years 5 years 5 years 5 years 5 years 5 years 5 years
<b>Name of Component</b>	<b>Must be Cleaned and Maintained</b>
10. A/C drain pan	Annually

**Maintenance / Air Conditioning Inspection Worksheet**

Unit: \_\_\_\_\_ Resident(s) Name: \_\_\_\_\_ Resident(s) Phone: \_\_\_\_\_  
 Inspector Name(s): \_\_\_\_\_ Inspector Signature: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Contractors License #: \_\_\_\_\_ Date Of Inspection: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**IMMEDIATE REPAIRS REQUIRE PROOF OF CORRECTION WITHIN 30 DAYS**

		Normal Operating Condition	Repair Needed (1-3Mo.)	Requires Immediate Repair	Comments for Replacement / Maintenance
<b>Air Conditioning</b>	<b>Description of Condition / All Leaks / Visible Damage</b>				
	One Worksheet Per Fan Coil Unit				
	Drain Pan Condition				
	<b>Test Drainage Line</b>				
	Shutoff Valves Operatio				
	Valve Motor Assembly				
	Supply Lines				
	Condenser Coils				
	Enclosure Condition				
	Insulation Condition				
	Thermostat Operation				
	Air Blower/Motor				
	Vents				
	Air Filter				

**Additional Inspector Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* All leaks must be documented for inspection report to be valid. Any and all water leaks, no matter what the source requires immediate repair. \*\***

Proof of repairs by licensed contractors can be sent via e-mail to: gm.admin@centurycentercondo.com or mail to: Century Center, 1750 Kalakaua Ave., Honolulu HI 96826

Please include cover letter stating your name, unit number, telephone, this inspection checklist, and receipt of repairs performed.



**Maintenance / Plumbing Inspection Worksheet**

Unit: \_\_\_\_\_ Resident(s) Name: \_\_\_\_\_ Resident(s) Phone: \_\_\_\_\_

Inspector Name: \_\_\_\_\_ Contractors License #: \_\_\_\_\_ Date Of Inspection: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**IMMEDIATE REPAIRS REQUIRE PROOF OF CORRECTION WITHIN 30 DAYS**

	Description of Condition / All Leaks / Visible Damage	Normal Operating Condition	Repair Needed (1-3Mo.)	Requires Immediate Repair	Comments for Replacement / Maintenance
<b>Kitchen</b>					
Sink Supply Lines					
Sink Shutoff Valves					
Sink Drainage Pipes					
Sink Fixtures					
Sink Mixing Valves					
Sink Caulking/Seals					
Sink Disposal					
Dishwasher Supply Lines					
Dishwasher Drainage Line					
Refrigerator Supply Line					
Countertop Caulking/Seals					
Electrical Outlet Exposure					

<b>Bathroom – Main</b>					
Toilet Supply Lines					
Toilet Shutoff Valves					
Toilet Bowl Flapper					
Toilet Bowl Fill Valve					
Toilet Bowl Gaskets					
Toilet Floor/Wall Seals					
Toilet Basin / Wax Seal					

Shower Valves					
Shower Mixing Valves					
Shower Diverter					

Century Center Condominium

Shower Downspout / Seal					
Shower Pop up					
Shower Overflow Drain					
Shower Main Drain					
Tub Condition/Caulking					
Tub Condition/Rust					
Tub Surround/Tile Seals					

Lavatory Supply Lines					
Lavatory Shutoff Valves					
Lavatory Drainage Pipes					
Lavatory Fixtures					
Lavatory Mixing Valves					
Lavatory Caulking/Seals					
Countertop Caulking/Seals					
Electrical Outlets Exposure					

<b>Laundry</b>					
Shutoff Valves (Under Sink)					
Hose Valves					
Water Supply Hoses					
Drainage Pipe					
Drainage Hose					
Laundry Duct					
Lint Trap					
Electrical Outlet Exposure					

<b>Bathroom - 2<sup>nd</sup></b>					
Toilet Supply Lines					
Toilet Shutoff Valves					
Toilet Bowl Flapper					

Century Center Condominium

Toilet Bowl Fill Valve					
Toilet Bowl Gaskets					
Toilet Floor/Wall Seals					
Toilet Basin / Wax Seal					

Shower Valves					
Shower Mixing Valves					
Shower Diverter					
Shower Downspout / Seal					
Shower Pop up					
Shower Overflow Drain					
Shower Main Drain					
Tub Condition/Caulking					
Tub Condition/Rust					
Tub Surround/Tile Seals					

Lavatory Supply Lines					
Lavatory Shutoff Valves					
Lavatory Drainage Pipes					
Lavatory Fixtures					
Lavatory Mixing Valves					
Lavatory Caulking/Seals					
Countertop Caulking/Seals					
Electrical Outlets Exposure					

**Additional Inspector Comments:**

**\*\* All leaks must be documented for inspection report to be valid. All water leaks, no matter what the source *requires immediate repair.* \*\***

Proof of repairs by active licensed contractors can be sent via email to: gm.admin@centurycentercondo.com or by mail to: Century Center, 1750 Kalakaua Ave., Honolulu, HI 96826

Please include cover letter stating your name, unit number, telephone, inspection worksheet and invoice of repairs performed.