



Association of Apartment Owners
CONTRACTOR'S RULES FOR A SUCCESSFUL CONSTRUCTION PROJECT

Section 14c of the Hanalei Bay Resort Rules and Regulations (revised August 19, 1980) states that no alteration or addition to an apartment which is visible from the exterior of the apartment nor any alteration or addition to the common elements may be made without the prior approval of the Board. Therefore, no construction upgrades may begin without the formal approval of the AOA Board of Directors. Approval may take up to three months, depending on AOA Board schedule. Common element (exterior) upgrade requests require Board of Directors approval. Note: under no circumstances should any work begin without authorization.

Management would like to request the following information before recommending the Board consider your request to be placed on the meeting Agenda. Please provide:

- Current copy of general contractor's license.
- Shall return signed copies of this document.
- Contractor's proof of liability insurance, which should, of course, cover all subcontractors.
- Outline of scope of work and provide copies of all necessary permits.
- Emergency contact person's name and phone number.
- Contractor's vehicle make, model, color and license plate numbers.

General Rules:

Once the project is approved by the Board the following general rules should be followed:

- Working hours are from 9am until 5pm. Set up time allowed from 8am to 900am and tear down time allowed from 5pm to 6pm. Outside of the general working hours there will be no excavating, no use of power tools or generators, nor application of paint or noxious materials.
- Any request for interruption of utility service must be arranged at least 48 hours in advance and will be at the discretion of the chief engineer as to appropriateness. Any costs to the managing agent or neighboring owners associated with owner improper notification (i.e. guest dissatisfaction) shall be the responsibility of the owner.
- Parking is restricted to the parking lot for two (2) standard sized vehicles. Carpooling is encouraged. Standard sized vehicles will be allowed access to the unit for pick up and delivery only and access must be requested and approved in advance. Oversized vehicles, trailers, or containers are not allowed beyond the parking lot and parking approval in the lot must be obtained from the chief engineer 48 hrs. in advance. Delivered containers must be emptied and removed within 48 hours.

- Receipt of all shipments including materials and furniture is the responsibility of the owner and/or contractor. Hanalei Bay Resort staff will not accept any shipment unless:
 1. The Engineering/Maintenance dept. receives at least 48 hour notice.
 2. The contractor is also present to ensure delivery to the unit at contractor's expense.

Note: Under no circumstances will Hanalei Bay Resort staff accept an unauthorized shipment. Shipment deliveries and/or storage and/or security of said shipments left on property by delivery companies is not the responsibility of the Hanalei Bay Resort Association of Apartment Owners or Quintus Vacation Management, LLC.

- The speed limit on property is 5 miles per hour.

- All rubbish disposal is the responsibility of the contractor/owner. The Hanalei refuse station is located within two miles.

- Furthermore, all appliances, paint, or toxic materials must be disposed of off property in accordance with applicable federal, state and county rules and regulations.

- All work is to be conducted under appropriate OSHA regulations and procedures as well as Hawaii DIOSH rules. For example, "lock out tag out" electrical procedures must be in place

- It shall be the responsibility of the contractor to safeguard all tools. Storage of tools in units after working hours shall be at the risk of the contractor. Such storage is discouraged. The Hanalei Bay Resort AOAO is not responsible for any tools or materials belonging to the contractor.

- Access/entry to the unit shall be the responsibility of the owner. Management recommends that owners provide a current list of authorized individuals for entry into their unit.

- Daily clean-up and maintenance of work area is required. Particular attention must be paid to entry decks, which should remain clean and free of obstructions at all times. Any material or paint spills must be cleaned up immediately and no disposal of excess paint or materials is permitted on the grounds.

- We expect all persons on the job to maintain a professional work appearance and demeanor.

- No one is permitted to use the laundry facilities or the pool facilities on property.

- The sawing of wood or other materials, including tile, needs to be performed inside the unit with the doors closed.

Owner or Contractor: _____

Signed: _____

Address: _____

Date: _____

To be completed by the Engineering Department.

Date/Time Rec': _____ Signed _____

Chief Engineer _____ Date _____

(Updated: 01/12/09)