

**Association of Apartment Owners of Pono Kai
Interior & Exterior Renovation Rules**

All exterior alterations and renovation must be pre-approved by the on-site Maintenance Manager and/or the AOA board of directors prior to the commencement of work.

Prior to commencement of work, the following items must be submitted to the on-site Maintenance Manager:

1. Scope of work with plans
 2. All material specifications (prior to purchase)
 3. Project schedule/time line
 4. List of contractors and contact telephone numbers
 5. Owners' contact telephone numbers
 6. Signed copy of resort Renovation Rules for file (signed by owner)
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Contractors Rules

1. On-site working hours:
Monday-Saturday = 9:00 AM – 4:30 PM
Sunday = No work permitted
2. Check in with front desk daily and obtain a parking pass
3. No driving on grounds
4. All construction debris must be removed and transported to local transfer station. Use of resort dumpsters is not permitted.
5. All contractors and/or workmen must behave in a respectful, professional manner.
6. Requests for water shut down must be received by on-site maintenance manager 72 hours in advance.
7. All exterior hallways and corridors must be kept clear at all times.
8. Materials and equipment must be stored in the interior of subject unit unless prior written consent of on-site management has been received.

As owner of unit _____, I hereby acknowledge receipt of the above rules and will convey these rules to all individuals working on my unit on my behalf.

Acknowledged by:

Owner

Date