

# KAHANA RIDGE

*Kahana Ridge Association, Inc.*  
*c/o Associa Hawaii*  
375 Huku Lii Place, Suite 207  
Kihei, HI 96753 -8996  
Telephone (808) 629-7172 FAX (808) 244-7878  
Association Manager - [kathleens@associahawaii.com](mailto:kathleens@associahawaii.com)

## **HOUSE RULES COVENANT ENFORCEMENT**

and

## **ADMINISTRATIVE RULES MANUAL**

**KAHANA RIDGE ASSOCIATION, INC.**

**Dated December 8, 2017**

**REVISED AND ADOPTED**

**at the**

**Board of Directors Meeting**

**of**

**December 8, 2017**

**Supersedes July 1, 2017 Version**

# **TABLE OF CONTENTS**

<b>Title</b>	<b>Page</b>
<b>Title Page</b>	Page 1.
<b>Table of Contents</b>	Page 2 – 3.
<b><u>Section 5.05 RULES AND REGULATIONS “Declaration of Covenants</u></b>	Page 4.
<b><u>Section 8 ADMINISTRATIVE PROVISIONS</u></b>	Page 4.
<b><u>Personnel Responsibilities – Site Manager</u></b>	Page 5.
<b><u>Personnel Responsibilities - Management Company - Account Manager</u></b>	Page 5.
<b><u>Section 3 Covenants</u></b>	<b>Page 6.</b>
Section 3.01 Permitted Uses and Buildings	Page 6.
Section 3.02 No Commercial Use	Page 7.
Section 3.03 Vehicles and Parking	Page 8.
Section 3.04 Animals and Pets	Page 8.
Section 3.05 Nuisances	Page 9.
Section 3.06 Maintenance of Structures, Property and Landscaping	Page 9.
Section 3.07 Hazardous Materials	Page 10.
Section 3.08 Antennas, 3.09 Refuse	Page 11.
Sections 3.10, 3.11, 3.12, 3.13 Clotheslines, Lighting, S. Pools, Grading	Page 12.
Sections 3.14 Construction, 3.15 Landscaping Drainage	Page 13.
Sections 3.16, 3.17, Signs, Access Restrictions	Page 14.
Sections 3.18 Single Family Residence	Page 15.
<b><u>Section 4 - Architectural Controls Enforcement</u></b>	<b>Page 16.</b>
<b><u>4.01</u></b> Purpose of Architectural Controls	
<b><u>4.02</u></b> Restrictions and Scope of Architectural Controls	Page 16.
<b><u>4.03</u></b> Composition of Architectural Design Committee	
<b><u>4.04</u></b> Standards and Procedures of the Architectural Design Committee	
<b><u>4.05.</u></b> Responsibility of members of Architectural Design Committee	
<b><u>4.06.</u></b> Variances granted by the Architectural Design Committee	Page 17.
<b><u>4.07</u></b> No Protection of Views	
<b><u>4.08</u></b> Design Standards – Adopted as <u>Exhibit C</u>	
<b>Exhibit C – Section C. <u>ARCHITECTURAL AND BUILDING STANDARDS</u></b>	<b>Page 18.</b>
<b>Exhibit C – Section D. <u>REQUIREMENT AND PROCEDURES FOR SUBMITTAL AND APPROVAL OF PLANS</u></b>	<b>Page 19 - 20.</b>

# Administrative Rules and Policies

## TABLE OF CONTENTS

<b>Title</b>	<b>Page</b>
1 - Conflict of Interest	Page 21.
2 - Violation Appeal Process	Page 21.
3 - Collection of Delinquent Fines and/or Monthly Assessments	Page 21.
3A – Delinquency Collection Flow Chart	Page 22.
4 - Priority Payment of Assessments	Page 23.
5 - Reimbursement – Mileage	Page 23.
6 - Reimbursement - Materials and/or Supplies	Page 23.
7 - Construction Deposits	Page 24.
8 - Refunds and Deposits	Page 24.
9 - Quotations for Work or Supplies to Be Provided to The Association	Page 24.
10 - Quotation Evaluation and Approval	Page 24.
11 - Emergency Work Requests	Page 24.
12 – Construction Work Hours and Holidays	Page 25.
13 – Traffic Rules	Page 25.
14 – Rules for Off-Island Owner Rentals	Page 25.
15 – Rules Regarding Distribution of Homeowners Names & Addresses	Page 25 - 26.
16 - Rules on Reproduction of Structural Plans	Page 26.
17 – Parking Rules Implementation Manual	Page 26.
KR Parking Enforcement Implementation Manual	Page 27 - 31
<b><u>SIGNATURE PAGE</u></b> - HOUSE RULES – COVENANT ENFORCEMENT	Page 32.

## **BASIS OF COVENANT ENFORCEMENT**

**SECTION 5.05, RULES AND REGULATIONS** of the Kahana Ridge “Declaration of Covenants, Conditions and Restrictions” (CC & R’s) dated January 12, 1998.

### ***Section 5.05 Rules and Regulations.***

*The Association acting through its Board of Directors (and in the Board of Directors' discretion) shall have the power to adopt, amend and enforce reasonable rules and regulations for*

- (a) the reasonable and orderly use of roads, the archaeological preservation area, subdivision entrance facilities, public parks, the landscaping easement areas, and other common areas and facilities,*
- (b) the clarification, implementation and enforcement of the covenants and restrictions contained in Sections 3.01 through 3.18, including (by way of example) the establishment and collection of fines for violations) and*
- (c) the clarification, implementation and enforcement of any other provisions of these covenants, conditions and restrictions.*

## **SECTION 8 ADMINISTRATIVE PROVISIONS**

### ***Section 8.01 Right to Abate Violations***

*If any person or entity shall violate or attempt to violate any of the covenants herein contained, any rules or regulations of the Association or any ruling of the Architectural Design Committee, the Association (acting through its Board of Directors) or any Owner of any Property may commence legal action at law or in equity against such person or entity, either to prevent or abate such violation or to recover damages caused by such violation, or both. Said damages may expressly include a judgment for all the plaintiffs' costs of suit, including reasonable attorney's fees, and any fines for noncompliance as may be adopted by the Board of Directors of the Association as part of its rules and regulations.*

*The Board of Directors in any individual case may in its absolute discretion elect*

- (a) not to take action with respect to any violation or alleged violation,*
- (b) to discontinue any such action once commenced,*
- (c) to settle any dispute with respect thereto, or*
- (d) to take any other action as the Board deems appropriate including but not limited to the establishment and enforcement of a system of fines and penalties.*

## **PERSONNEL RESPONSIBILITIES**

### **Site Manager Responsibilities:**

- A. The Site Manager conducts periodic inspections of the Kahana Ridge sub-division, noting obvious CC&R violations.
- B. The Site Manager may draft violation letters, which are forwarded to the Property Management Company for review, signature and delivery.
- C. The Site Manager maintains a "tickler file" for follow up on violations where a time limit is imposed when needed.
- D. The Site Manager re-inspects violators' property for compliance at due date and may draft a follow up (fine) letter for the Management Company Association Manager to send should the violation continue un-addressed.
- E. Additional information on the Site Manager's responsibilities maybe reviewed within the Site Manager Job Description and the Site Manager Independent Contractor Agreement.
- E. The Site Managers' telephone and email address will be added onto the various suppliers of emergency services for emergency response notifications.

### **Property Management Company Association Manager Responsibilities:**

- A. The Property Management Association Manager will proof read any Site Manager draft letters to ensure all information regarding the letter is correct, i.e., address of violation and lot number coincide, violation listed matches CC&R section cited.
- B. The Property Management Association Manager signs letters on behalf of Kahana Ridge Association, Inc. and sends original to lot owner with a pdf copy to the Site Manager and The Board of Directors.
- C. The Property Management Association Manager saves the letter to file, using a Lot Number, Owner, and Date i.e. "Lot133 Partridge 090105" format.
- D. Violations requiring construction or modification (paint, re-roof, A/C enclosure etc.) shall be addressed by requiring the lot owner to submit a plan of action or correction within 14 days. This plan should include, but not be limited to, a timeline for correction and name of contractor(s) to be utilized (if applicable).

Effective July 1,2017  
Supersedes Board Approval of April 30, 2014

# HOUSE RULES COVENANT ENFORCEMENT

## **Section 3 - COVENANTS - Enforcement**

Refer – Declaration of Covenants, Conditions and Restrictions, <http://kahana ridge.org/docs/CCR.pdf>

### **Section 3.01 Permitted Uses and Buildings – Enforcement**

3.01. Permitted Uses and Buildings. Kahana Ridge is intended to be a high quality, single-family residential community. Each Property shall be used exclusively for single-family residential purposes and such uses and structures customarily appurtenant to a single-family residence. The term "single-family residence" means a residence designed to accommodate no more than one family and its guests. No building shall be erected or permitted to remain on any property other than (a) one detached, single-family dwelling, together with an attached and enclosed private automobile garage for no more than three, nor less than two, automobiles; and (b) structures which are customarily appurtenant to a single-family residence such as (by way of examples only) a fence, dog house or pool. All buildings and structures will comply with all applicable County of Maui codes and regulations and this Declaration. (See 3.18 for clarification)

#### **First Violation Notice Section 3.01**

A letter will be sent to the owner of record describing the violation and requiring either compliance or a written response within seven (7) days or a fine will be imposed.

#### **Second Violation Notice Section 3.01**

A \$250.00 fine will be assessed if no compliance after seven (7) days receipt of the first written notice.

#### **Third Violation Notice Section 3.01**

A Subsequent violation (occurring more than 14 days after the first written notice) of the same infraction shall be assessed a \$1000.00

#### **Subsequent violations Section 3.01**

Each subsequent 14-day period with no compliance of the same infraction will result in an additional \$2000.00 fine.

Section 3.01 Board Approval March 21, 2014 – Effective April 30, 2014  
Supersedes Violation Fines System Dated Revised May 12, 2006

## **Section 3.02 No Commercial Use - Enforcement**

3.02 No Commercial Use. No Property shall be used for any commercial, professional or business use, except the following:

(a) Reasonable sales activities on any Property for the purpose of selling such Property, including but not limited to reasonable placement of signs and advertising of the Property for sale subject to any reasonable restrictions for the protection of the subdivision as the Board of Directors or the Association may adopt from time to time; and.

(b) Declarant's activities in connection with the sale of any Properties in the Neighborhood, including but not limited to the construction and operation of a model home or sales office.

### **First Violation Notice Section 3.02**

A letter will be sent to the owner of record describing the violation and requiring either compliance or a written response within seven (7) days or a fine will be imposed.

### **Second Violation Notice Section 3.02**

A \$100.00 fine will be assessed if no compliance after seven (7) days receipt of the first written notice.

### **Third Violation Notice Section 3.02**

A Subsequent violation (occurring more than 14 days after the first written notice) of the same infraction shall be assessed a \$750.00 fine.

### **Subsequent violations Section 3.02**

A subsequent 14-day period with no compliance of the same infraction will result in a \$750.00 fine.

Section 3.02 – Board Approval March 21, 2014 – Effective April 30, 2014  
Supersedes Violation Fines System November 11, 2005

## **3.03. Vehicles and Parking - Enforcement**

3.03. Vehicles and Parking. Vehicles shall be parked only in the driveway or garage on a Property, and there shall be no parking on any street in the Neighborhood except for temporary parking of vehicles of guests and visitors, subject to such rules and regulations as the Association, through its Board of Directors, may adopt from time to time. For purposes of this section, golf carts, motorcycles, motorbikes, mopeds and other similar machines shall be deemed to be "vehicles" (as well as automobiles and other motor vehicles). No trailers, campers (with or without wheels), mobile homes, recreational vehicles, commercial vehicles, vehicles with commercial writing on their exteriors, trucks with a capacity of greater than one ton, tractors, unregistered vehicles, stored vehicles, inoperable vehicles, boats or boat trailers may be parked or stored on any Property, except in a garage (with doors shut), and except in unusual or special circumstances involving a single, temporary and nonrecurring occasion. Vehicles that become inoperable while on a Property and outside of an enclosed garage must be removed from the property or placed within an enclosed garage within seventy-two hours thereof. For purposes of this Section, a vehicle shall be considered "stored" if it is put up on blocks or covered with a tarpaulin and remains on blocks or so covered for fourteen consecutive days without the prior approval of the Board of Directors of the Association.

### **3.03. Vehicles and Parking - Enforcement**

No repair work may be performed on any vehicle on the Property except within the garage and such work must be completed within 24 hours after it is begun.

The foregoing is not, however, intended to prohibit temporary parking of commercial vehicles entering to provide goods or services to the occupants of any Property.

#### **First Violation Notice Section 3.03**

The first citation is a warning with issuance of the 1<sup>st</sup> citation- No fine is assessed

#### **Second Violation Notice Section 3.03**

The second citation is an additional warning with issuance of the 2<sup>nd</sup> citation.

#### **Third Violation Notice Section 3.03**

The third violation within a one year period is the towing of the vehicle at the vehicle owners expense and/or a \$150.00 fine.

Should towing service be unavailable, the property owner will be assessed a \$150.00 fine.

Should the vehicle be removed prior to towing service arrival, the owner will be assessed a towing service call out charge and/or a \$150.00 fine, whichever is the greater.

#### **Each subsequent violation of Section 3.03 within 12 Months**

The vehicle will be towed on each occurrence and the property owner assessed a fine of \$300 per occurrence.

Section 3.03 Board Approval March 21, 2014 – Effective April 30, 2014  
Supersedes Violation Fines of – July 14, 2006

### **3.04. Animals and Pets. - Enforcement**

3.04. Animals and Pets. No more than two common domesticated household pets weighing not more than 65 pounds each shall be permitted on any Property. No other animals shall be permitted in Kahana Ridge, including horses, cows, pigs, chickens or other livestock not normally considered as household pets in residential (non-agricultural) subdivisions. All animals will be confined to the borders of their Owner's Property at all times when out of doors (except when on a leash and accompanied by a person) and shall be controlled so as not to create noise, odors or other nuisance which would disturb any other occupant of the Neighborhood.

#### **First Violation Notice Section 3.04**

A letter will be sent to the owner of record describing the violation and a request for future compliance with Section 3.04.

#### **Second Violation Notice Section 3.04**

A \$100.00 fine will be assessed for a second violation. Any response by the Hawaii Humane Society regarding an animal complaint will be considered a Second Violation of Section 3.04.

#### **Third and Subsequent Violation Notice Section 3.04**

The third, and any subsequent violations, by the same animal owner, of Section 3.04 shall result in the lot owner of record being assessed a \$500 fine. Any response by the Hawaii Humane Society regarding an animal complaint after the Second Violation will be considered a Third Violation of Section 3.04. Any response(s) by the Hawaii Humane Society regarding an animal complaint after the Third Violation will be considered an Additional Violation of Section 3.04.



### **Additional Informational on Animal Control**

Observed violations may be reported to the Maui Humane Society, as an animal control complaint by calling the Maui Humane Society. An animal control officer will investigate per the Maui County Code Title 6.04.040 Animal Regulations, as amended from time to time, and a written report filed.

Board Approval of Section 3.04 - Date - October 10, 2008  
Supersedes Violation Fines System Established November 11, 2005

### **3.05. Nuisances. - Enforcement**

3.05. Nuisances. No noxious or offensive activity shall be carried on upon any Property, nor shall anything be done on any Property which may be or may become an annoyance or nuisance to any occupants of the Neighborhood, including but not limited to activities which cause unreasonable noise, dust, or odors or unreasonably violate privacy or violate any applicable laws, rules or regulations.

#### **First Violation Notice Section 3.05**

A letter will be sent to the owner of record describing the violation and requiring either compliance or a written response within seven (7) days or a fine will be imposed.

#### **Second Violation Notice Section 3.05**

A \$100.00 fine will be assessed if no compliance after seven (7) days receipt of the first written notice.

#### **Third Violation Notice Section 3.05**

A Subsequent violation (occurring more than 14 days after the first written notice) of the same infraction shall be assessed a \$750.00 fine.

#### **Subsequent violations Section 3.05**

Each subsequent 14-day period with no compliance of the same infraction will result in an additional \$1000.00 fine.

#### **Any Violation Where Police Are Summoned For a "Nuisance" Problem**

At the discretion of the Board, a letter may be sent to the owner of record outlining the violation, and all applicable fines may be doubled.

Section 3.05 Board Approval March 21, 2014, Effective - April 30, 2014  
Supersedes Violation Fines System -- November 11, 2005

### **3.06. Maintenance of Structures. Properties and Landscaping - Enforcement**

3.06. Maintenance of Structures, Properties and Landscaping. All structures located on each Property shall be kept in attractive condition, in good order and repair, and free from visible deterioration. All grass and vegetation on each Property (whether vacant or improved with a dwelling) will be kept neatly trimmed and hedges and other vegetation pruned. Where any drainage easement or swale traverses a Property, the Owner of said Property will refrain from dumping grass clippings or debris therein and shall keep said easement or swale free of obstructions which would reduce or interfere with its operation as a drainage facility.

### **3.06. Maintenance of Structures. Properties and Landscaping – Enforcement (continued)**

Also, the Owner of each Property will maintain the landscaped or planted areas fronting said Property, including the areas between the Property boundary and roadway itself and including the irrigation system and spaces abutting the sidewalk.

#### **Landscape Rule 1**

Landscaping of areas adjacent to the Kahana Ridge contractor maintained area. (Hoohui Road)  
Owners shall not plant trees or shrubs not being compatible with the existing landscaping. Any bordering plants, planted by the owner, at the edge of the Kahana Ridge contractor maintained area, shall be properly maintained by the lot owner.

#### **Landscape Rule 2**

##### **Vacant Lot Ground Cover Requirements**

Owners of those lots exhibiting water runoff, or exceeding 4% slope and draining towards neighbors lots shall be required to plant a groundcover and to install diversions to prevent soil erosion onto neighboring properties. All ground covers shall be maintained and not allowed to grow more than 8 inches in average height.

#### **First Violation Notice Section 3.06**

A letter will be sent to the owner of record describing the violation and requiring either compliance or a written response within seven (7) days or a fine will be imposed.

#### **Second Violation Notice Section 3.06**

A \$100.00 fine will be assessed if no compliance after seven (7) days of receipt of the first written notice.

#### **Third Violation Notice Section 3.06**

A Subsequent violation (occurring more than 14 days after the first written notice) of the same infraction shall be assessed a \$500.00 fine.

#### **Subsequent violations Section 3.06**

Each subsequent 14-day period with no compliance of the same infraction will result in an additional \$500.00 fine.

Board Approval of Section 3.06 - Date – November 11, 2005  
Supersedes Violation Fines System Established May 14, 1999

### **3.07. Hazardous Materials - Enforcement**

3.07. Hazardous Materials. No Owner shall use, generate, store or dump any hazardous materials on any Property or in any other portion of the Neighborhood. "Hazardous materials" means those materials and substances that are identified as hazardous, toxic or otherwise regulated under applicable federal, state or local environmental laws, rules or regulations.

#### **Rule 1 - Hazardous Materials.**

It will be a violation of this covenant to store any chemical listed within the U.S. CFR Title 40 Section 355 Extremely Hazardous Substances (EHS) that has a Reportable Quantity (RQ), when released into the environment, of one (1) pound or less.

### **3.07. Hazardous Materials – Enforcement (continued)**

#### **First Violation Notice Section 3.07**

A letter will be sent to the owner of record describing the violation and requiring either compliance or a written response within seven (7) days or a fine will be imposed.

### **3.07. Hazardous Materials – Enforcement (continued)**

#### **Second Violation Notice Section 3.07**

A \$100.00 fine will be assessed if no compliance after seven (7) days of receipt of the first written notice.

#### **Subsequent Violation Notice Section 3.07**

A Subsequent violation (occurring more than 14 days after the first written notice) of the same infraction shall be assessed a \$500 fine. Failure to completely remove and clean up such materials, per applicable state and/or federal regulations, within 14 days will result in legal action at the owners' expense.

Board Approval of Section 3.07 - Date – November 11, 2005  
Supersedes Violation Fines System Established May 14, 1999

### **3.08. Antennas- Enforcement**

3.08. Antennas. Satellite dish antennas measuring one (1) meter or less in diameter are permitted provided they are installed professionally, according to the Federal Code of Regulations. (47 CFR – Chapter I – Part 1, Section 1.4000)

Satellite dish antennas measuring more than one (1) meter in diameter require written permission by the Kahana Ridge Architectural Design Committee prior to installation by a qualified professional.

#### **Violation Notice Section 3.08 - Enforcement**

A letter will be sent to the owner of record describing the violation requiring either compliance or a written response within seven (7) days or a \$500.00 fine will be imposed.

Board Approval of Section 3.08 - November 11, 2005  
Supersedes Violation Fines System Established May 14, 1999

### **3.09. Refuse and Building Materials - Enforcement**

3.09. Refuse and Building Materials. All trash, garbage and other waste shall not be kept on any Property except in sanitary containers, stored inside the dwelling or the garage and not visible from any street or other Property. No new or used building materials shall be stored on any Property except during active construction and all construction waste will be removed promptly after construction is complete. No Property shall be used or maintained as a dumping ground for rubbish, trash, garbage or other waste.

### **3.10. Clotheslines and Tanks - Enforcement**

3.10. Clotheslines and Tanks. There shall be no exterior clotheslines or fuel storage tanks of any kind (whether above ground or underground) on any Property (except for standard propane tanks which are part of an outdoor barbeque grill).

**SECTION 2. Chapter 196, Hawaii Revised Statutes**, was amended in 2009 by adding a new section allowing clotheslines to be appropriately designated and installed on any single-family residential dwelling or townhouse that the person owns. Any provision in any lease, instrument, or contract contrary to the intent of this section shall be void and unenforceable.

**House Rule 3.10** will allow clotheslines on Kahana Ridge properties that are appropriately designed and not visible from the front or side streets adjacent to the house.

### **3.11. Exterior Lighting - Enforcement**

3.11. Exterior Lighting. All exterior lights shall be appropriately screened so as not to cause any unreasonable glare visible from adjoining Properties or streets.

#### **First Violation Notice Sections 3.09, 3.10, and 3.11**

A letter will be sent to the owner of record describing the violation and requiring either compliance or a written response within seven (7) days or a fine will be imposed.

#### **Second Violation Notice Sections 3.09, 3.10, and 3.11**

A \$100.00 fine will be assessed if no compliance after seven (7) days receipt of the first written notice.

#### **Third Violation Notice Sections 3.09, 3.10, and 3.11**

A Subsequent violation (occurring more than 14 days after the first written notice) of the same infraction shall be assessed a \$500.00 fine.

#### **Subsequent violations Sections 3.09, 3.10, and 3.11**

Each subsequent 14-day period with no compliance of the same infraction will result in an additional \$500.00 fine.

Board Approval of Sections 3.09, and 3.11 - Date – November 11, 2005

Board Approval of Sections 3.10 - Date – June 11, 2010

Supersedes Violation Fines System Established May 14, 1999

**3.12. Swimming Pools.** There shall be no free standing or above-ground swimming pool on any Property, and each swimming pool will be installed with appropriate fencing and landscaping as approved by the Architectural Design Committee under Article 4 below.

### **3.13. Grading - Enforcement**

3.13. Grading. No Owner of any Property will alter the grade or topography of any Property in a manner which would materially increase or change the location or direction of the flow of drainage from the Property to any adjoining Property or to any road.

### **3.14. Construction – Enforcement**

**3.14. Construction.** Once the construction of any building or structure on a Property has commenced, said building or structure shall be pursued in good faith and with due diligence to completion within the shortest reasonable time and in all events said building or structure and all surrounding grass, planted areas and other landscaping shall be completed not later than one (1) year from the date of commencement.

### **3.14. Construction – Enforcement (Continued)**

Final completion date is based on a check of Maui County records showing the following permits “completed”. In addition, the records for the following permits must also show “done” under the “Status Line”. Those permits are: 1 – Building Permit, 2 – Plumbing Permit, 3 – Electrical Permit

The inspection page for the above three permits must each also show “pass” on them.

Landscaping, to be completed, shall be completely planted, including an irrigation system, and all plants and grass growing.

### **First Violation Notice of Sections 3.12, 3.13, and 3.14**

A letter will be sent to the owner of record describing the violation and requiring either compliance or a written response within seven (7) days or a fine will be imposed.

### **Second Violation Notice of Sections 3.12, 3.13, and 3.14**

A \$100.00 fine will be assessed if no compliance after seven (7) days receipt of the first written notice.

### **Third Violation Notice of Sections 3.12, 3.13, and 3.14**

A Subsequent violation (occurring more than 14 days after the first written notice) of the same infraction shall be assessed a \$500.00 fine.

### **Subsequent violations of Sections 3.12, 3.13, and 3.14**

Each subsequent 14-day period with no compliance of the same infraction will result in an additional \$500.00 fine.

Board Approval of Sections 3.12, 3.13 – Date - November 11, 2005  
Board Approval of Revised Section 3.14 - Date – October 10, 2008  
Supersedes Violation Fines System Established May 11, 2005

### **3.15. Landscaping Drainage and Setback Areas - Enforcement**

**3.15. Landscaping. Drainage and Setback Areas.** No buildings or other structures shall be built within (a) any easement area defined in Section 2.03 for use as landscaped area, (b) in any area used for drainage or (c) in any setback area required by law or the 20 foot setback areas required by the County of Maui along the Hoohui Road frontages of Lots 65,67,68,69,72,73,74,77,78,79 and 82 through 103.

### **First Violation Notice Section 3.15**

A letter will be sent to the owner of record describing the violation and requiring either compliance or a written response within seven (7) days or a fine will be imposed.

### **Second Violation Notice Section 3.15**

A \$100.00 fine will be assessed if no compliance after seven (7) days receipt of the first written notice.

### **Third and Subsequent violations Section 3.15**

Each subsequent violation occurring every 14 days thereafter beginning 14 days after the date of the second violation with no compliance of the same infraction will result in a \$500.00 fine.

### **3.16. Signs**

3.16. Signs. Signs shall be prohibited except (a) Declarant's signs in connection with the construction, promotion and sale of Kahana Ridge, (b) not more than one standard broker's-type "for sale" sign on a Property in connection with resale of said Property and (c) subdivision and road identification signs installed by the Declarant or the Board of Directors of the Association.

### **First Violation Notice Section 3.16**

A letter will be sent to the owner of record describing the violation and requiring either compliance or a written response within seven (7) days or a fine will be imposed.

### **Second Violation Notice Section 3.16**

A \$100.00 fine will be assessed if no compliance after seven (7) days receipt of the first written notice.

### **Third and Subsequent violations Section 3.16**

Each subsequent violation occurring every 14 days thereafter beginning 14 days after the date of the second violation with no compliance of the same infraction will result in a \$500.00 fine.

Board Approval of Sections 3.15, 3.16 – Date – September 15, 2006  
Supersedes Violation Fines System Established November 11, 2005

### **3.17. Access Restrictions – Enforcement Not Applicable**

3.17. Access Restrictions. After full development, all lots within the subdivision have at least one access point. **This covenant is no longer applicable and does not require enforcement.**

Board Approval of Sections 3.17 - Date– November 11, 2005  
Supersedes Violation Fines System Established May 14, 1999

### **3.18 Clarification of "Single Family Residence" Restriction - Enforcement**

3.18 Clarification of "Single Family Residence" Restriction. While the renting of a dwelling on a Property shall be permitted, the permitted renting shall consist only of the renting of a dwelling in its entirety, and no separate room or rooms within said dwelling may be separately rented. It is the intent of Section 3.01 and this Section that the renting of a dwelling shall be for a period of not less than six months (as required by existing zoning regulations), and shall be rented to a conventional family or consensual family unit which shall occupy the dwelling together in the manner of a

### **3.18 Clarification of "Single Family Residence" Restriction – Enforcement (continued)**

conventional family, using central living and kitchen facilities, and not to or unrelated persons who rent individual rooms or who occupy the dwelling in the manner of a rooming house. The purpose, of this restriction is to protect the quality and feeling of the neighborhood as a place for families and their guests and to reduce congestion, excessive numbers of vehicles and frequency of ingress and egress which tend to be found where transient, rooming house, or room-by-room rental activities are conducted.

#### **First Violation Notice Section 3.18**

A letter will be sent to the owner of record describing the violation and requiring either compliance or a written response within seven (7) days or a fine will be imposed.

#### **Second Violation Notice Section 3.18**

A \$250.00 fine will be assessed if no compliance after seven (7) days receipt of the first written notice.

#### **Third Violation Notice Section 3.18**

A Subsequent violation (occurring more than 14 days after the first written notice) of the same infraction shall be assessed a \$1000.00 fine.

#### **Subsequent violations Section 3.18**

Each subsequent 14-day period with no compliance of the same infraction will result in an additional \$2000.00 fine.

Section 3.18, Board approval March 21, 2014, Effective April 30, 2014  
Supersedes Approval of – May 12, 2006

# HOUSE RULES COVENANT ENFORCEMENT

## **Section 4. ARCHITECTURAL CONTROLS ENFORCEMENT**

Refer – Declaration of Covenants, Conditions and Restrictions, <http://kahanaridge.org/docs/CCR.pdf>

- 4.01. **Purpose** of Architectural Controls. (Refer CC&R)
- 4.02. **Restrictions and Scope** of Architectural Controls (Refer CC&R)
- 4.03. **Composition of Architectural Design Committee** (Defined)

### **Rule 1 – Section 4.03 Outside Consultation**

The Board of Directors may delegate its function as the Architectural Design Committee to an outside architectural consultant knowledgeable in the field and knowledgeable about the Kahana Ridge Architectural Controls, under the direct supervision of the Board. Such consultant will be paid the prevailing rate for such services. All such fees will be passed on to any Person who has submitted Plans requiring an architect, engineer or design consultant.

Board Approval Date– November 11, 2005

### 4.04. **Standards and Procedures of the Architectural Design Committee**

#### **Rule 1 – Section 4.04 – ADC Written Reporting**

The ADC shall maintain written records of all designs reviewed, and a monthly report shall be submitted to the Board of Directors.

Board Approval Date– November 11, 2005

#### **Rule 2 – Section 4.04 - Paragraph 3 – The Architectural Design Committee**

“The Architectural Design Committee may in its discretion adopt reasonable rules and regulations to govern its procedures and requirements as it may deem appropriate from time to time.”

Board Approval Date– November 11, 2005

#### **Rule 3 – Section 4.04 Paragraph 3 – ADC Site Manager delegation**

The Association, through its Site Manager, and Section 4.04 paragraph 3, hereby adopts the following enforcement procedures to enforce contractor/owner violations of variances, approved by Kahana Ridge Architectural Design Committee parameters, and covenants during construction within the Kahana Ridge Subdivision.

Rule 3 Board Approval March 21, 2014, Effective – April 30, 2014  
Supersedes – November 11, 2005

#### **First Violation Notice Rule 3 – 4.04 paragraph 3**

A verbal/written “Stop Work Order” will be given by the Site Manager to the contractor or owner



requiring the contractor/owner to stop all work on the project until the declared violation is corrected. No construction work on the specified Kahana Ridge lot will be allowed until the violation has been corrected and approved by the Site Manager.

Board Approval Date– November 11, 2005

**Second Violation Notice Rule 3 – 4.04 paragraph 3**

Should work continue in violation of the “Stop Work Order” the owner will be subject to a \$1000.00 per day fine until all work, except that of correcting the violation has been completed.

Board Approval Date– November 11, 2005

**4.05. Responsibility** of members of Architectural Design Committee (Refer CC&R)

**4.06. Variances** The Architectural Design Committee in its sole discretion may grant variances from the strict requirements of the Design Standards in individual cases if said Committee determines in good faith that (a) strict compliance would result in an undue hardship or would serve no reasonable purpose, and (b) the structure, alteration or addition, or its location, as proposed, complies with the general spirit and intent of the Design Standards and this Declaration. The Architectural Design Committee will give all Owners within the Neighborhood (as listed on the records of the Association) notice of the proposed variance and a reasonable opportunity to be heard (but any failure of said Committee to notify any Owner shall not invalidate any action taken by said Committee).

The preparation, addressing, mailing and distribution of said notice shall be at the expense of the applicant. The Architectural Design Committee's discretion to grant or withhold a variance in any particular case shall be solely within the Committee's discretion, shall be binding on all parties and shall not be appealable, and shall not bind said Committee as precedent in any other case.

**Rule 1 – Section 4.06 – Board has final approval of any variance**

The Architectural Design Committee shall submit all requests for variances to the Board of Directors for final approval.

Board Approval Date– November 11, 2005

**4.07. No Protection of Views** – No property shall have any vested rights to views (Summary)

**4.08. Design Standards** – Adopted as **Exhibit C** below, applies to all Properties (Summary)

# EXHIBIT C

## DESIGN STANDARDS

### Declaration of Covenants, Conditions, and Restrictions

Section 4.08 Design Standards The Design Standards hereto attached as Exhibit C are hereby adopted by the Declarant as the Design Standards for Kahana Ridge.

#### Enforcements Enacted

### EXHIBIT C. - ARCHITECTURAL AND BUILDING STANDARDS

Refer – Declaration of Covenants, Conditions and Restrictions, <http://kahanaridge.org/docs/CCR.pdf>

CC& R Item	Enforcement
1. <u>Dwelling Minimum Size Requirements</u> –	No specific enforcement
2. <u>Building Height.</u> -	No specific enforcement
3. <u>Plans.</u> -	No specific enforcement
4. <u>Labor and Materials.</u> -	No specific enforcement
5. <u>Fences and Walls.</u> – See below	See Item 5 below
6. <u>Exterior Walls of Structures</u> -	No specific enforcement

#### **5. Fences and Walls.**

5. Fences and Walls. Privacy fences and walls shall not exceed six (6) feet in height and retaining walls shall not exceed six (6) feet in height measured from finished grade; provided that any fence or wall within six (6) feet of each street frontage property line may not exceed four (4) feet six (6) inches in height from finished grade.

All walls and fences shall be constructed of (a) concrete or hollow tile, each stucco finished; (b) blue rock or gray rock; or (c) finished wood. The use of wrought iron, steel, or anodized steel shall be in a black finish only, and is only permitted when used in conjunction with other approved fence material. The use of lava rock is discouraged. No wall or fence shall be constructed of unfinished hollow tile, chicken wire, chain link or unfinished wood; provided, however, that Developer shall have the right to erect chain link fencing along certain boundaries of Kahana Ridge.

#### **Fence Policy Effective March 9, 2007**

The Board approves of the grandfathering in, as currently approved, all unfinished wood and white vinyl fences within Kahana Ridge as of March 9, 2007. The Board adopts **Rule 1 - Fence Maintenance Policy** to bring all fences into compliance over time.

#### **Rule 1 - Fence Maintenance Policy adopted March 9, 2007**

At such time that those grandfathered-in fences, not meeting the CC & R's design criteria, require maintenance, or rebuilding, such maintenance or rebuilding shall include bringing those fences into compliance with the CC & R design standards. Fence maintenance shall include, cleaning of vinyl fences, painting or re-staining finished and unfinished wood, or rebuilding the fence and applying an approved paint or stain color. Vinyl fences must be kept clean and replacement will not be required unless deterioration indicates a need. After maintenance and/or rebuilding, all unfinished wood fences and new fences must meet the CC & R requirements under Exhibit C Design Standards, ARCHITECTURAL AND BUILDING STANDARDS, Section 5, Fences and Walls.

## **5. Fences and Walls - Enforcement**

First Violation and Subsequent Violations of Section 5, Fences and Walls.

A written letter will be sent to the owner of record describing the violation or non-compliance requiring a written response or action within seven (7) days or a fine will be imposed. Failure to respond, or non-compliance, will result in subsequent fine violations of \$100.00 being assessed, every 14 days after the date of the first written notice and every 14 days after each subsequent notice until compliance is achieved.

Board Approval Date - March 9, 2007

## **D. REQUIREMENT AND PROCEDURES FOR SUBMITTAL AND APPROVAL OF PLANS**

Refer – Declaration of Covenants, Conditions and Restrictions, <http://kahanaridge.org/docs/CCR.pdf>

### **SECTION D - ENFORCEMENT**

- |                                    |                         |
|------------------------------------|-------------------------|
| 1. <u>Requirements for Plans</u> - | No specific enforcement |
| 2. <u>Review of Plans</u> –        | No specific enforcement |
| 3. <u>Standards of Review</u> –    | No specific enforcement |

**4. Fees.** The Architectural Design Committee shall have the right to require payment of a reasonable fee for review of proposed Plans. Until adjusted by the Architectural Design Committee by resolution, such review fee shall be \$200.00 for an initial application and \$50.00 for each additional application by an applicant and submitted with the design review application.

#### **Rule 1 - 4. Fees – Design Review**

The **APPLICATION REQUEST FOR A DESIGN REVIEW**, and the **DESIGN REVIEW CHECKLIST** form, Pages 5 and 6 of the **DESIGN REVIEW PROCEDURES** shall be completed and submitted with the \$200.00 design review fee, and a construction deposit of \$3000.00 prior to construction.

Board Approval - Date– November 11, 2005

#### **Rule 2 - 4. Fees - Modifications**

The **OWNER MODIFICATION REQUEST FORMS**, Pages 3 or 4 of the **DESIGN REVIEW PROCEDURES** for construction modifications, OTHER THAN “Solar Voltaic Panels” for, paint color, building modifications, fences, lanai’s, etc. approval, shall be completed and submitted to the ADC with a **\$50.00 design review fee**. Photo Voltaic Panels may be approved by the Site Manager, without a fee, and submitted to the Board for their information and filing..

Board Approval of fee – November 11, 2005

Board approval – March 21, 2014, Effective April 30, 2014

**5. Professional Advice.** The Architectural Design Committee may employ the services of an attorney, architect, or civil or structural engineer licensed to practice in the State of Hawaii or any other consultant to render professional advice, and may pay a reasonable compensation for such services, which compensation may be charged to any Person who has submitted Plans requiring review by such attorney, architect, engineer or other consultant. If owner shall specifically so request in advance, the amount of the professional fees will be estimated and agreed to in advance, before the Architectural Design Committee shall incur them at owner's expense.

**D. REQUIREMENT AND PROCEDURES FOR SUBMITTAL AND THE  
APPROVAL OF PLANS - Continued**

**Refer to**

**DESIGN REVIEW PROCEDURES  
FOR  
CONSTRUCTION  
AT  
KAHANA RIDGE SUBDIVISION**

**SEE**

**EXHIBIT C**

**Under Separate Cover for Specific Procedures**

**FOR KAHANA RIDGE ASSOCIATION, INC.**

**Updated – August 11, 2017  
Supersedes - March 21, 2014**

# **ADMINISTRATIVE RULES** **AND POLICIES**

## **1 - Conflict of Interest**

A conflict of interest is generally defined as an activity or relationship with another organization or individual, that in others judgement, may result in questionable business ethics or compromise a board or staff member's loyalty to the Kahana Ridge Home Owners Association.

A board and/or any staff member should avoid activities that directly conflict with the interests of the Kahana Ridge Home Owners Association.

Board Approval Date– November 11, 2005

## **2 - Violation Appeal Process**

House rule violation notices and/or fines may be appealed by the owner, in writing, to the Kahana Ridge Board of Directors, c/property Management Company, within fourteen (14) days of receiving (USPS Return Receipt Date) the violation notice. Written appeals shall be taken up at the next Board of Directors meeting following the date of receiving the written appeal.

The Board's decision on appeals is final, and the owner will be notified in writing of the Board's decision. Appeals must be sent to:

*Kahana Ridge Association, Inc.*  
*c/o Associa Hawaii*  
*375 Huku Lii Place, Suite 207*  
*Kihei, HI 96753 -8996*  
Telephone (808) 629-7172 FAX (808) 244-7878  
Association Manager - [kathleens@associahawaii.com](mailto:kathleens@associahawaii.com)

Board Approval Date– August 11, 2017

## **3 – Collection of Delinquent Fines and/or Monthly Assessments**

Monthly assessments are defined as those assessments derived from and including maintenance fees, special assessments, reserve funds and services, such as lot mowing or other services.

All monthly assessment payments are due on the 1st of month upon receipt of invoice. A \$40 late charge will be assessed on the 16<sup>th</sup> day after receipt of the billing. Per Article XI .3 of the By-Laws. Failure to make timely payment of assessments may result in interest penalties on all delinquent assessments at the rate of 1-1/2% per month from the assessment due date.

All assessments shall be deemed late if not received by the 15th of the month or the first business day thereafter. All accounts for which a payment has not been received and/or who are in arrears an amount equal to or in excess of one month's assessment amount shall have the \$40 late charge added to their balance due.

Failure to pay all amounts due will result in the following collection protocol being taken by the Association with an end result of possibly being a lien on the property and foreclosure.

Kahana Ridge Association, Inc.  
**Policy on Collection of Delinquent Accounts**

Update Effective September 20, 2013

**Collection Flow Chart For Non-Payment**

**Step 1 - No Payment Received**

**16 Days after the First-of-the-Month payment is due (15 Days Overdue)**  
A statement is mailed by DMI with the \$40 late fee assessed.



**Step 2 - No Payment Received**

**46 Days from The First-of-the-Month Due Date (46 Days Overdue)**  
A second statement is mailed by DMI with another \$40 late fee assessed.  
Delinquency form Letter to be included with statement



**Step 3 - No Payment Received**

**76 Days from Original First-of-the-Month Due Date (76 Days Overdue)**  
THE BOARD WILL DECIDE ON ONE OF THE FOLLOWING ACTIONS

A- A "Demand Letter" will be sent by attorney outlining legal action to be taken in Court for non-payment within 30 days of the "Demand Letter"

**OR**

B- The outstanding debt will be turned over to a collection agency



**Step 4A - No Payment Received**

**30 Days from Date of Demand Letter Attorney Begins Court Action**  
Attorney Proceeds to file in District Court  
**Court Judgement in Favor of Kahana Ridge**  
Attorney Prepares Forms and Records Judgement/Lien with Bureau of Conveyances  
**Kahana Ridge Reviews Lien and Options**  
Kahana Ridge Board of Directors decides if Foreclosure is an option

**OR**

**Step 4B - No Payment Received**

**Kahana Ridge Board turns debt over to Collection Agency**  
Board monitors Collection Agency results at regular Board Meetings

Board Approval Date – September 20, 2013  
Supersedes: Version of February 12, 2010

#### **4 - PRIORITY Payment of Assessments**

The Board of Directors of the Association is empowered under Chapter 421-J, *Planned Community Association*, of the Hawaii Revised Statutes, to collect from the monthly assessments, fines, late fees, attorney's fees and other expenses incurred in connection with the collection of delinquent assessments.

The distribution of the monies received when payment is made for less than the full amount owing to the Association, will be applied in the following order:

1. Attorney's fees;
2. Fines;
3. Late Fees;
4. Expenses;
5. Common area assessments (i.e. maintenance fees, replacement reserve assessments and special assessments).

Any Owner "directed payments" made by an Owner under the above conditions, shall be ignored for purposes of this policy.

"Directed payments" are instructions, whether verbal or written, from the Owner directing that the partial payment shall be applied to only a certain part (e.g. maintenance fees) of the outstanding balance owed to the Association.

Such acceptance and application of payments shall not be construed as a waiver of any rights the Association shall have against such Owner for any and all outstanding amounts due and owed to the Association. At its sole discretion, the Association may refuse acceptance of any payment which may be insufficient to satisfy all amounts due and owing to the Association.

Board Adopted and Approval Date – June 8, 2007

#### **5 - Reimbursements - Mileage**

Board members or other authorized persons using their private vehicle in the service of the Association for a specific job or project may be eligible for mileage reimbursement. Mileage shall be approved on the "Mileage Reimbursement Form", by at least two of the following; Board President, the Vice President, or Treasurer prior to being paid.

Reimbursement shall be at the current U.S. government allowed tax rate for each business mile traveled on behalf of the Kahana Ridge Association.

Board Approval Date– March 21, 2014, Effective April 30, 2014  
Supersedes November 11, 2005

#### **6 - Reimbursements – Materials and/or supplies**

Materials or supplies, in amounts less than \$500.00, purchased for and to be used by Kahana Ridge Home Owners Association work may be reimbursed from the Association funds when a receipt is provided within 60 days of the expenditure, and approved by at least two of the following, President, Vice-President, or Treasurer. There will be no reimbursement of any expenses after 60 days of the expenditure without full Board approval.

Board Approval Date– March 21, 2014, Effective April 30, 2014  
Supersedes – November 11, 2005

## **7 - Construction Deposits**

Construction deposits are for the purpose of offsetting any damage to common elements, and/or fines for failure to adhere to the Kahana Ridge Covenants and/or Architectural Design standards during construction.

Board Approval Date– November 11, 2005

## **8 - Refunds of Deposits**

All refunded deposits, including construction deposits, or architectural review deposits, in total, or portions thereof, shall be made after the initial recommendation of a Board member or by the Site Manager, and submitted to the Board of Directors for final approval.

Board Approval Date– November 11, 2005

## **9 - Quotations For Work Or Supplies To Be Provided To The Association**

A Kahana Ridge Board Member, Kahana Ridge Site Manager, or the specific Kahana Ridge Committee Chairperson seeking a quotation should make every attempt to obtain three (3) contractor quotations for all Kahana Ridge projects. Failure to obtain three (3) quotations must be noted on the project and the names of all those contractors sought after listed.

### **Contractor Provided Qualifications**

Name of Contractor

State of Hawaii Contractor License Number and Type

State License expiration date

Contractors Insurance Company and policy number

Amount of Liability Insurance carried

Certificate of Insurance indicating Workers Compensation Insurance

Board Approval Date– November 11, 2005

## **10 - Quotation Evaluation and Approval**

Quotations for all projects will be entertained in hope of receiving a minimum of three quotations. All quotations of over \$2000 in value will be evaluated by an appointed committee, or the Board, who will recommend the successful bidder to the full board.

Board Approval Date – March 21, 2014, Effective April 30, 2014

Supersedes– November 11, 2005

## **11 - Emergency Work Requests**

Three quotations will be sought, where possible, even in emergencies, unless “time-is-of-the-essence” due to the safety or health of the community or individual owners.

A written record of all quotations must be kept on file at Property Management Company. The person accepting the quotation for the emergency work must write up the verbal quotations. The following information must be submitted in writing to the Board for the record: The emergency problem (brief description), Date and Time of occurrence, Contractor(s) quoting, Contractor Selected and justification, The Hourly Rate or Job Amount estimated, The actual billed amount

Board Approval Date– November 11, 2005



## **12 – Construction Work Hours and Holidays**

Days and hours of contractor construction operations shall be limited to between 7:00 a.m. to 6:00 p.m., Monday through Saturday. There shall be No Construction on Sundays and the following listed holidays.

New Year's Day  
Memorial Day  
Independence Day (4<sup>th</sup> of July)  
Labor Day  
Thanksgiving Day  
Christmas Day

Board Adoption Date - August 11, 2017

## **13 – Traffic Rules**

“It shall be a violation of Administrative Rules to exceed any posted speed limit, as well as to violate any of the traffic laws of the County of Maui or State of Hawaii within the Kahana Ridge Subdivision.”

A first violation will be a written letter to the Kahana Ridge property owner where the vehicle is known to park. Additional violations by the same vehicle are \$100 per violation to the owner.

Board Adoption Date– July 14, 2006

## **14 - Rules for Off-Island Owner Rentals**

The Association finds it necessary for the safety and health of neighboring residents and for the purpose of emergency notifications to have on file, in the Property Management Company office, the name, address and telephone number of the owner's local on-island (Maui) rental agent.

Name of Maui Resident Property Manager  
Address of the Property Manager  
Telephone Number(s) of the Property Manager

**Failure to provide this information** within fourteen days of notification from the Property Management Company shall be grounds for a fine of \$100.00 and another \$100.00 fine for every fourteen day period thereafter that this information is not provided to the Association's Property Management Company.

Board Adoption Date– November 17, 2006

## **House Rule 15 - Rules Regarding Distribution of Homeowners Names & Addresses**

Kahana Ridge Association Policy per HRS §421J the Hawaii Planned Community law, under section §HRS 421J-8, Membership List states *“The association shall use good faith efforts to keep an accurate and current list of the names and addresses of association members. If the list is not provided directly to members, the association shall develop **a reasonable procedure** by which owners may solicit votes or proxies or provide information to other owners with respect to association matters. The board may require members to furnish the association with an affidavit stating that the use of the list is requested in good faith for the protection of the association, its members, or both.”*

## **House Rule 15 - Request Procedure**

The Association's procedure will be to provide the owners wishing to solicit votes, proxies, or to provide information to other owners with respect to association matters with a free mailing, when included with one of the **Annual Meeting Notification** announcements sent either 50 days or 30 days prior to the Annual Meeting. The Management Company must have sufficient notice to provide this service.

### **Requests For Owners Address List**

Requests for the homeowners address list must be in writing on the **Owner Address Request Form**, with verifiable identification as noted on the form.

At least two (2) Board members must sign the **Owner Address Request Form** prior to the distribution of the owner address list.

The requested owner address list is not to be used for the solicitation of money, used for any commercial purpose, be sold or furnished to others for any of the above purposes, or be published in whole or part to the general public.

**Violation of the above House Rule shall result in a fine of no less than \$2000.00**

Board Approval Date– October 8, 2010  
Supersedes Board Adoption Date– June 11, 2010

### **16 - Rules on Reproduction of Structural Plans**

Owners requesting copies of their specific building structural plans will be furnished those plans, if available, from the Kahana Ridge files and on a CD, not paper copies. It will be the requesting owner's responsibility to reproduce the plans from the CD. A charge for creating this CD, and the making of a duplicate CD copy for the Kahana Ridge files will be \$75.00, including tax, payable in advance. The Kahana Ridge Site Manager will coordinate the request.

Board Adoption Date– June 13, 2008

### **17 – KR Parking Enforcement IMPLEMENTATION MANUAL**

Below is the parking audit practices and procedures for the house rules and administrative rules manual in **Section 3.03. Vehicles and Parking, ADOPTED**

Board Adoption Date April 30, 2014

# **KR Parking Enforcement Implementation**

# **PARKING AUDIT** **PRACTICES and PROCEDURES**

## HOUSE RULES and ADMINISTRATIVE RULES MANUAL 3.03. Vehicles and Parking

ADOPTED – March 21, 2014  
Effective - April 30, 2014

### **Purpose Of Audit**

To establish a procedure for individuals and/or security firms hired to audit the Kahana Ridge common areas, monitor illegal parking, issue citations and/or call for towing of vehicles within the Kahana Ridge subdivision.

### **Overnight Parking Enforcement**

Each overnight parking of a vehicle in violation of Section 3.03 of the CC &R's shall constitute a separate violation subject to a citation. Vehicles having more than two (2) citations within a 12-month period shall be towed on the third citation at the expense of the owner. Citations over twelve months old shall be removed from the record.

### **Parking Limitations for Guests**

Requested guest parking on streets, by owners may be temporarily granted by the Board or Site Manager, but must not obstruct emergency vehicle traffic or normal traffic flow, for no more than 5 consecutive days.

### **Contractor Parking Variances**

Contractors and sub-contractors may be issued a daytime parking permit during the construction/remodeling work being provided by them and their employees. Contractors and their employees shall be immediately available to move their vehicles, should an emergency arise. Failure to respond in an emergency may result in the daytime parking permit being revoked.

### **Parking Violations - Fines**

See House Rules Section 3.03. Vehicles and Parking - Enforcement

### **Parking Violations - Other**

Illegally parked vehicles with two or more wheels on sidewalks, in common areas and vacant lots, cannot be towed, however, citations will be given and photos taken when possible. Should the vehicle owners residence become known, then the property owner will be fined.

### **Towing of Vehicles**

A vehicle with two (2) prior citations will be towed off the premises when a third citation or subsequent citation is given. A Towing Service company approved by the KR Board, will be requested by the Parking Auditor upon issuance of the third citation.

Should a Towing Service not be available, the third citation will be left on the vehicle and the KR Security Board member will notify the Site Manager and/or the Board to issue a fine to the property owner.

Should the vehicle owner appear before the tow truck, and drive away or up onto the driveway, a fine shall be applied to the property owner plus any applicable towing call out service charges.

Should the vehicle owner appear and request the vehicle be dropped, the tow service may assess the vehicle owner a drop fee.

The Parking Auditor is responsible for securing the KR approved towing service named by the Association for towing vehicles in violation of KR parking rules and signing of any Tow Service documents

Towing is allowed from all Kahana Ridge owned property or common areas, parks, and streets.

Towing is not allowed from private property, i.e. driveways, vacant lots, yards, sidewalk parking with two or more wheels on the sidewalk, or driveway parked vehicles.

Tow Service telephone numbers, for vehicle recovery, are available on the citation form.

Towing costs are to be paid by the vehicle owner or the owner's agent. Each towing is a separate incident. Vehicle storage fees are the responsibility of the vehicle owner.

A fine may still be applied to the property owner from which the vehicle was parked.

The Association is not responsible for damages to vehicles towed by a towing service provider.

An attempt should be made to photograph the towing with a date stamped photo.

Towing and/or violation charges in excess of that received by the towing service will be passed on to the vehicle or property owner when applicable.

The Association is not responsible for damages to vehicles by towing.

## **PARKING AUDIT GUIDELINES**

### **Time of Auditing**

All audits or monitoring will be done between the hours of 12:01 A.M and 5:00 A.M. with no specific set scheduled hour or day.

### **Frequency of Audits**

Audits may be conducted five times per week or more per the service contract and shall be taken on a random basis, so as not to initiate a set pattern/scheduled time or day. Successive audit days are permitted. Holiday auditing is at the Boards discretion.

### **Audit Inspection Area**

Audit of Association streets within the Kahana Ridge subdivision, including Hoohui Road and the lower Haul Cane Road plus owner properties, and shall include any changes from the norm or damages, and include open garage doors, fences, streets signs, streetlights, landscaping, Pump House facilities, solar panels, parks, and empty vacant lot parking, and violations cited and/or reported.

Auditing during the daytime hours by the Site Manager or early evening is permitted, depending on circumstances, or at the discretion of the Board of Directors.

**Citation Form Instructions**

The **KAHANA RIDGE VEHICLE PARKING VIOLATION NOTICE** citation form will be used. See form shown on the next page.

The following shall be completed on the three (3) page form. Parking auditor must insure that all 3 copies are legible. The citation must have the applicable boxes checked as shown below for the proper violation.

**KAHANA RIDGE**  
— VEHICLE PARKING VIOLATION NOTICE —

PARKING VIOLATION - 1st  2nd  3rd  Towed

Sidewalk  Common Area  Landscape   
Open Garage Door Notification

OTHER \_\_\_\_\_

DATE _____	TIME _____	AM <input type="checkbox"/>	PM <input type="checkbox"/>
Vehicle License No./Win No. _____			
Vehicle Make _____		Color _____	
Address _____		Lot No. _____	

A 3<sup>rd</sup> or subsequent vehicle violation within a 12- month consecutive period will result in the vehicle being towed or a fine assessed.

See Kahana Ridge House Rules Section **3.03. Vehicles and Parking - Enforcement**

**TOWED VEHICLES** may be recovered at **ADP TOWING, LAHAINA** by calling **808-495-0095 OR 808-661-4412** between 8:00 AM and 5:00 PM.  
**OR CALL**

Failure to pay towing fees in a timely matter may result in additional storage charges being assessed the vehicle owner by the towing company.

**NOTE:** Kahana Ridge property owners may be subject to paying additional fines per incident as stated in the Kahana Ridge By-laws Article XI.

Citation Issued by - \_\_\_\_\_  
Name of Security Service Co. Agent

White copy - Owner      Yellow Copy - Vehicle Citation File      Pink Copy - Managing Agent

**“VEHICLE PARKING VIOLATION NOTICE” FORM**

The “**VEHICLE PARKING VIOLATION NOTICE**” citation form will be used for all vehicle violations, including the **first, second and third** violations, **open garage doors**, and other violations needing recordation.

**The First Citation** is a warning only, to inform the vehicle owner that such parking is in violation of the Kahana Ridge CC & R's. Note: The number of **times the vehicle has been cited** is given on the form.

**The Second citation** within the 12 month period from the first citation is also a warning. This gives notice that the **third citation** within the previous 12 month period will be cause for the **vehicle to be towed** and the vehicle owner will be responsible for any towing and/or storage charges.

**THE 2<sup>nd</sup> VIOLATION CITATION FORM SHALL HAVE THE PARAGRAPH SHOWN BELOW CIRCLED BY PEN AND INK ON THE FORM**

A 3<sup>rd</sup> or subsequent violation within a 12 month period will result in the vehicle being towed. All towing/storage costs must be paid by vehicle owner before vehicle is released or returned.

**The Third citation** is given when the vehicle has been towed or the towing service summoned was unavailable. **If towed**, the 3<sup>rd</sup> citation will be taped to the mailbox and the **Tow Service Name** and **Telephone Number** circled on the form.

If not towed the citation will be left on the vehicle, under the one of the front wiper blades or taped onto the vehicle

**REPORTING - Citation Form**

**Distribution of Citation Form** - **White Copy Placement After Completion**

The **top (White) copy** of the citation is to be placed on the violating vehicle front window under the wiper blade **OR** if towed, taped to the mailbox or mailbox post.

For an **open garage door** notifications the white copy is to be taped to the outside of the mailbox or mailbox post also.

The remaining copies (the pink and yellow) of the written Citation shall be submitted to the designated KR Board member at his//her residence on the morning of the day the citation was given.

**REPORTING - Security Service Company Report**

The Security Service providing the Parking Auditor shall submit a Security Service Report by email, to the same Board member collecting/receiving the citation copies, within 12 hours of the Parking Audit completion.

The **Security Service Report** shall contain the following information:

**Arrival time** of parking auditor on Kahana Ridge Premises

**Departure time** of parking auditor leaving Kahana Ridge Premises

**Name** of Parking Auditor

**Address or Lot No.** of any vehicle violations

**Vehicle(s) Description - make, color, license  
Streetlight or other observed malfunctions**

**Citation Recording Procedure**

All citations and garage open doors will be recorded on the MS Excel spreadsheet titled “**VEHICLE CITATIONS Date to Date YEAR**” worksheet after each audit and updated with the new posting dates.

Each time the spread sheet is updated the “**VEHICLE CITATIONS (Date to Date) YEAR**” worksheet will eliminate all citations issued 12 months prior from the worksheet.

Copies of all updated worksheets are to be emailed to those firms or persons designated by the Board. All **VEHICLE CITATIONS** worksheets are available, upon request, to all Board members.

Each time the spread sheet is updated, the over 12<sup>th</sup> month data is to be deleted and remaining data is to be adjusted accordingly. **Bolded entries** with less than two citations must be “de-bolded” And “**TOW**” REMOVED from sheet.

**UPDATING OF THESE RULES/PROCEDURES**

These “Parking Violation Procedures” will be updated, and dated, as needed, with Board approval Changes will be announced in the Newsletter. The Kahana Ridge Website will also be updated as well and changes announced in the KR Newsletter.

**Kahana Ridge Association, Inc. - Declaration of Covenants, Conditions, and Restrictions**

**Section 3.03 Vehicles and Parking** *Vehicles shall be parked only in the driveway or garage on a Property, and there shall be no parking on any street in the Neighborhood except for temporary parking of vehicles of guests and visitors, subject to such rules and regulations as the Association, through its Board of Directors, may adopt from time to time. For purposes of this section, golf carts, motorcycles, motorbikes, mopeds and other similar machines shall be deemed to be "vehicles" (as well as automobiles and other motor vehicles). No trailers, campers (with or without wheels), mobile homes, recreational vehicles, commercial vehicles, vehicles with commercial writing on their exteriors, trucks with a capacity of greater than one ton, tractors, unregistered vehicles, stored vehicles, inoperable vehicles, boats or boat trailers may be parked or stored on any Property, except in a garage (with doors shut), and except in unusual or special circumstances involving a single, temporary and nonrecurring occasion. Vehicles that become inoperable while on a Property and outside of an enclosed garage must be removed from the property or placed within an enclosed garage within seventy-two hours thereof. For purposes of this Section, a vehicle shall be considered "stored" if it is put up on blocks or covered with a tarpaulin and remains on blocks or so covered for fourteen consecutive days without the prior approval of the Board of Directors of the Association. No repair work may be performed on any vehicle on the Property except within the garage and such work must be completed within 24 hours after it is begun.*

*The foregoing is not, however, intended to prohibit temporary parking of commercial vehicles entering to provide goods or services to the occupants of any Property.*

The KAHANA RIDGE PARKING ENFORCEMENT IMPLEMENTATION MANUAL

Reapproved - Board Meeting of March 21, 2014, Effective April 30, 2014

**For Enforcement - See Section 3.03. Vehicles and Parking - Enforcement**

**SIGNATURE PAGE  
FOR  
DECEMBER 8, 2017 REVISIONS OF THE**

**“HOUSE RULES - COVENANT ENFORCEMENT and ADMINISTRATIVE RULES”**

The following Board members of the Kahana Ridge Association, Inc. Board of Directors, in attendance at the Friday, December 8, 2017 11:00 AM Board meeting, have approved, by signing the signature page 32, of the above **HOUSE RULES COVENANT ENFORCEMENT and ADMINISTRATIVE RULES MANUAL** dated December 8, 2017.

This new **December 8, 2017** version of the **HOUSE RULES COVENANT ENFORCEMENT and ADMINISTRATIVE RULES MANUAL** replaces the July 1, 2017 version

Don R. Gerbig, President  Signed - December 8, 2017

Richard Jarman, Vice President  Signed - December 8, 2017

Louise Ross, Treasurer  Signed - December 8, 2017

Richard Manthei, Secretary  Signed - December 8, 2017

Jeff Blayer, Member  Signed - December 8, 2017

Tex Driver, Member \_\_\_\_\_ Absent \_\_\_\_\_ Signed Absent

Stanley Zajac, Member  Signed- December 8, 2017

**The above document was approved – December 8, 2017**  
- **HOUSE RULES COVENANT ENFORCEMENT and ADMINISTRATIVE RULES MANUAL**  
- *Design Review Procedures for Construction at Kahana Ridge Subdivision*  
- *Exhibit C – Design Standards*  
By the above named Board Members  
and recorded in the minutes of **December 8, 2017**

Supersedes Policy Manual dated **July 1, 2014**