



INITIAL MOVE-IN RULES & REGULATIONS
FOR CONTRACTORS, MOVERS, DELIVERY AND SERVICE PERSONNEL

(Anticipated January 2015 through March 2015)

1. No roaming or soliciting is permitted throughout the residential common areas. All contractors, movers, delivery and service personnel must proceed only to the area where work/business is being conducted.
2. Appropriate attire (shoes, shorts/pants, shirt) are required when traveling through the residential common areas.
3. The priority of the Loading Dock, Freight Elevator, and staff will be devoted to assisting our owners with their move-ins. During the initial move-in months of January and February, only limited contractor work will be permitted, such as window treatments and closet system upgrades. Major remodeling, such as kitchen and bathroom renovations will not be allowed.
4. Loud noises such as hammering and drilling will not be permitted until after 8:00 am.
5. The Freight Elevator will be available for contractors to use between 7:00 am and 8:00 am, Monday through Saturday (excludes Sundays and holidays).
6. Freight Elevator usage can be scheduled by contacting our Executive Assistant, Margaret Rabasa, at 808-380-3111, or by email at exec@waihonua.com.
7. Due to the limited space in our Loading Dock, moving storage pods / containers will not be permitted for a period longer than the owner's scheduled move in time of 2 hours. All pods must be removed within 2 hours so that other owners may have their moving vehicles use the Loading Dock.
8. Contractors, moving personnel etc. must clean up all areas where work and business has been conducted. All trash and excess construction materials must be taken off premise and disposed of by construction and moving personnel.
9. Any clean-up charges and/or damage to the common area will be billed to the appropriate homeowner. Please do not discard packing materials, crates, boxes etc. in the Trash Chute.
10. Management reserves the right to request that a supervisor from the contractor's company or from the moving company be present during the project or move.
11. Management reserves the right to deny access or to remove moving personnel or contractors off site for any of the above infractions, or any behaviors deemed unacceptable by Waihonua.
12. THERE ARE NO PUBLIC RESTROOMS IN THE BUILDING. However, authorized contractors may use the restroom on the ground level next to the security office.

13. Management may require additional rules and regulations, and amend this list as deemed necessary.
14. Owners shall be held responsible for the conduct of their tenants, contractors, and guests.
15. Lock boxes are not permitted.
16. Owners are responsible to provide access to their units for any movers or contractors.
17. Damage to the residence that are caused by the move-in process are not covered under the General Contractor's Limited Warranty Program. Exclusions to the warranty program also include cosmetic surface damage, floor scratches caused by moving personal items, furniture, and the like, and normal wear and tear. These items are considered a homeowner's responsibility.

Apartment Interior Modifications: No alterations, modifications or changes to an apartment shall be made or permitted by an occupant except as permitted by, and in accordance with, the provisions of the Declaration and Bylaws.

Company's Name	Contractor's Name	Contact Number
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Homeowner's Name	Residence #	Contact Number
Homeowner's Signature	Date	

Form must be completed, signed, and received by Waihonua Management in order to schedule owner move in.