

House Rules Reminders for all Residents, Owners and Property Managers and the New Fine Structure.

October 26, 2021

Managing a building the size of Oka Towers, with 170 units presents a number of challenges for the board, the management, the owners, and the residents. There are a great number of people, living in close quarters. For this reason, we have the by-laws and the house rules in order to keep Oka Towers a safe and pleasant place to live for all in our community.

Fines and Penalties.

We have been having some problems with residents not following the rules concerning dogs, throwing things off balconies, use of trash chutes, parking, and storage in hallways. While most residents follow the house rules, some need reminding.

The fine structure is old and inadequate to help assure compliance. Accordingly, we are modifying the fine structure and re-issuing the pertinent rules. If you see a violation, please record it, and let us know, so that we can curtail this behavior.

Please review carefully and remind all tenants to avoid infractions in order to keep from being fined. These rules are subject to change. We will be sharing them with all residents in the coming weeks.

Rules, Regulations and Fines

We have some issues regarding the following of rules by some residents. Unfortunately, they ignore the rules and do as they please and cause other people to suffer, accordingly, we have made some modifications to ensure that there are no ambiguities anymore.

Dogs and pets.

We have been having some problems with pets doing their business on balconies in the stairways, on the driveways, sidewalks and on the grass inside the fence. This is unsanitary and a health code violation that the owner will be held responsible for regardless of any circumstances. Please be a responsible pet owner.

Effective January 1st 2021, there will be a One Hundred Dollar (\$100.00) fine for the first infraction, a One Hundred Fifty Dollar (\$150.00) fine for the second infraction and a Two Hundred Dollar (\$200.00) fine for the third infraction. In addition, after the third infraction, your pet will no longer be allowed in the public area, unless they are inside a carry container or cage. Further infractions will result in increasing fines and may require the permanent removal of the pet from the premises. We may also contact the Guam Police Department, Department of Health, and any Command Authority.

We ask that all residents comply with these rules and report and record any infractions to be forwarded to management for action.

- 1) All dog "business", including urination, should be done in the designated area, to the cleared area to the left, just outside the pedestrian gate. NO PET should EVER be

walked inside the fence for any reason other than ingress or egress. Anyone observed walking their pets inside the fence, allowing them to do their business will be held responsible for any AND ALL messes left behind and fined accordingly.

- 2) Pets are NEVER permitted to do their “business” inside the gate, anywhere. We know accidents happen and make allowances for that, provided you immediately clean up the mess and properly sanitize. If this occurs while you are exiting, please let the guard know so we can avoid misunderstandings.
- 3) Regardless of where your dog does their business, You MUST clean up after your dog. We provide doggie waste bags at the gate.
- 4) No walking of dogs up and down hallways or stairways, and no letting pets wander around the halls, stairs, or grounds unattended or off the leash. We have an ongoing issue with someone occasionally letting their dog loose in the exit stairway to defecate and urinate. Any animal observed doing so may be banned from the property.
- 5) Pets are not allowed on balconies unless accompanied by their owner at all times. The Balconies are not kennels. Pets are not allowed to use the balconies to do their business under any circumstances. We have an issue with some residents leaving dogs on balconies while they are at work. They do their business, and the effluent ALWAYS flows down to the units below. Fines will be applied and reports will be made to the appropriate health authorities.

Trash Chute Rules and Etiquette

We have been having a great deal of problems with the trash chute being clogged. This is not only unsanitary, but DANGEROUS for our staff as it requires them to CLIMB INTO THE TRASH CHUTE TO CLEAR it. This may lead to both OSHA and health code violations.

Effective immediately, there will be a One Hundred Dollar (\$100.00) fine for the first infraction, a One Hundred Fifty Dollar (\$150.00) fine for the second infraction and a Two Hundred Dollar (\$200.00) fine for the third infraction.

We ask for your cooperation and adherence to the following Trash Chute Rules and Etiquette to avoid problems and fines

- 1) Please use the appropriately sized trash bag. We recommend 5 to 8-gallon size. Even if full, these sizes are less likely to clog the chute.
NOTE: 13 Gallon, Kitchen Trash Bags are too large and are prohibited for being disposed of in the chute.
- 2) ALWAYS dispose of trash inside bags. Loose trash is also more likely to get hung up and cause a bigger clog.
- 3) NEVER put ANY BOXES, wood, plaster board, ANY construction materials, furniture, mops, brooms, or ANY items sized larger than 1.5 feet in any dimension.

- 4) ANY and ALL Items larger than 1.5 feet in any dimension as well as ALL BOXES, wood, plaster board, ANY construction materials, furniture, mops, brooms must be hand carried down to the dumpster room and disposed of in the appropriate bins.
- 5) Nothing is ever to be left on the floor in the trash chute rooms, or in the halls, stairways, or any public area.
- 6) In addition to the fine, Occupants will ALSO be responsible to pay for the labor of all staff for the time it takes to clear the clog.

Balcony Rules

Please ensure that any contractors or cleaners are informed of these rules and that fines may still apply.

Plants

- If you have plants on your balconies, please make sure that each plant pot is placed in a secondary tray or dish with no holes, so that any over watering is captured and held by the tray instead of flowing over the balcony.
- Please do not overwater, thus overflowing these trays.
- Under no circumstances should there be a sprinkler system in use. It is impossible to control the water.

Balcony Cleaning

- Never throw buckets of water on your balcony for any reason, but especially to clean them. The water goes down the scupper drains and can disturb your downstairs neighbors by being blown onto their balconies below.
- To avoid sending water over the edge when cleaning, please use a mop and bucket and wring the mop often to avoid wetting the floor too much. You may also consider blocking the scuppers (drains) with towels, so no water or dirt flows down to your neighbors.

Air Conditioning Cleaning and Maintenance

- Please check on the AC units located on your balcony. If you have pooling water, then the drain line is no longer connected to the main drainpipe provided on your balcony for that purpose. Please contact a repairman to come and attach a new line.
- Several times a year, we must all clean our AC units, always a messy proposition. When cleaning AC units, all the drains (Scuppers) MUST be blocked with towels to avoid any runoff.
- Upon completion of cleaning the units, and before the drains are reopened, the floor of the balcony needs to be thoroughly mopped and allowed to dry.

Violations of these balcony rules will result in a fine of \$50 for the first offense, \$100 for the second offense and \$150 for each additional offense.

Parking

We continue to have some parking infractions and need to remind everyone of the rules.

Parking and parking lot fines are being increased to \$50.00 from \$30.00 and will be levied as required.

- 1) Every unit has assigned parking spots which are the sole property of the unit owners. Parking in a space not assigned to you is grounds for immediate towing, at the vehicle owners' expense, without notice. Each individual unit is responsible for their parking spot. Please do not use for storage and please do not dispose of your trash or cigarette butts in your spot or on the driveway.
- 2) The driveway to the main entry and upper parking is One-Way traffic to the right and is marked with a one-way arrow and do not enter sign. As such, violators will be fined \$50.
- 3) Parking in the red zone. We allow BRIEF stops in the driveway for active loading and unloading. You may not leave your vehicle in the driveway unattended while you go upstairs. This is both the main entry and a fire lane and is not short-term parking. Any vehicle parked in the driveway, and the driver cannot immediately be found in the lobby area is subject to a \$50 dollar fine.
- 4) The visitor (Upper level) parking: These rules are in place to be fair to all residents and to prevent some from taking unfair advantage due to their circumstances. Everyone would like to have a spot in front for convenience, but it must be fair to all residents and everyone should have an equal opportunity.

Parking in the upper level lot:

- a) Shall not be used by tenants or transient guests visiting Oka towers for a period exceeding 24 hours and is based on a first come first serve basis.
- b) Each unit is not to exceed one vehicle that you are responsible for, including your visitors, at any given time.
- c) Any vehicle that remains in the **SAME UNASSIGNED STALL** for more than 24 hours is subject to a \$50.00 fine by the Oka HOA and immediate towing at owners' expense without notification. We do make attempts to contact violators, but sometimes they fail to respond.
- d) After parking in the upper lot, you must leave the property for not less than 15 minutes before you can park in the upper lot again. Going out the gate and making a U-turn is not allowed, nor is blocking the space with another vehicle or having a spouse stand in the space to reserve it, as we have seen done several times.
- e) You may not "switch" vehicles in the upper lot, you may not have your spouse waiting to take your spot when you pull out. This denies equal opportunity to your neighbors.
- f) No vehicles are to remain in upper parking if you are planning to be off-island or not use the vehicle for more than 24 hours. Please park in your assigned spot. Leaving your vehicle in the upper lot when off island will result in the vehicle being towed and stowed at the owner's expense.

BBQ Area Usage.

Due to vandalism, abuse and people leaving a mess behind in the BBQ area, rather than picking up and disposing of their trash and leaving food messes on tables, the floor and the grill, rather than properly cleaning up, we are re-instituting a previous policy.

- 1) Use of the BBQ area must be reserved in advance. If you have not reserved it, you cannot use it without approval. However, you can apply to the guardhouse, and if it is not reserved, fill out the reservation form and provide the security deposit and use the facility.
- 2) When applying to use the BBQ area, a \$100.00 damage and cleaning deposit must be made, and the user must read and acknowledge the rules.
- 3) No One may use the BBQ area without applying to either the office during the week, or to the guard house on the weekends. Any un-authorized use of the BBQ area will result in a \$100 fine PLUS a \$100 cleaning fee being assessed to your account statement.
- 4) If you fail to properly, thoroughly, and completely clean up after your party, your deposit will be immediately forfeit. There will be no warnings or reminders about this. Please use responsibly.
- 5) If any damage is done to any part of the BBQ area, the building, utilities, the furniture, the equipment or the landscaping, your deposit will be forfeit AND you will be assessed for 100% of the cost of all repair and replacement.

Public Area Rules

We have received a couple of complaints about the hallways and stairways.

The By-Laws and House Rules prohibit the use of all hallways, unit entrances, aircon compressor balconies and stairwells for any type of storage or decoration.

The rules state that the only things allowed in the hall are a door mat, one chair or stool, several plants in an area of 24" x 36" and a couple pairs of shoes.

I think that some folks have taken things a bit too far in stretching the rules, and we are asking everyone to put all excess items inside their units, so we can avoid having to take any further actions, such as issuing fines, which are hereby increased to \$50 A DAY for infraction.

The balconies in the hallways where the AC compressors are located are not to be used for storage of any personal items. It is also a safety issue; you endanger yourself if you fall while retrieving something. No portion of any hall or entryway is private space and cannot be decorated in any way. This includes doors, walls, and railings. No storage containers, chests, shoe racks, toolboxes, toys, watersports equipment should be left in halls or in public view.

The exit stairways are not to be used for storage of anything, nor are they an alternative to the trash chute. Any personal items left there will be considered abandoned and will be disposed of immediately.

See the following excerpts from the house rules.

Obstructions

- 3.1 *The sidewalks, entrances, passages, courts, public halls, elevators, vestibules, corridors and stairways of the building shall not be obstructed or used for any other purpose than ingress to and egress from the apartment units in the building.*

Hanging displays

- 3.2 *No article shall be placed in any of the halls, front doors, or on any of the staircase or tower landings, nor shall any fire exit be obstructed in any manner. Nothing shall be hung or shaken from the doors, windows or terraces or placed upon the windowsills of the building.*

Use of common areas by children

- 3.1 *Children shall not play in the halls, corridors, vestibules, stairways or in any of the exterior landscaped areas, other than the designated children's playground.*
- 3.3 *No garbage cans, ice chests, milk bottles, mats, surfboards or other articles shall be placed or caused to be placed in the halls or on the staircase landings, nor shall anything be hung from the windows or balconies, or placed upon the window sills, to cause distasteful general appearance of the building. Nor shall any linens, cloths, clothing, curtains, rugs, or mops be shaken or hung from or on any of the windows, doors, or balconies. Space allocation for plants in hallways not to exceed an area 24" x 36"*

Decorating common areas

- 3.2 *No public hall or corridor of the building shall be decorated or furnished by any occupant in any manner including door hangings of any nature except those contributing to recognized holidays and should be removed within seven (7) days of the holiday.*
- 8.4.2 *No blocking common elements: No apartment owner or occupant shall place, store or maintain in the halls, stairways, walkways, corridors, grounds or other common elements of similar nature any furniture, packages or objects of any kind or otherwise obstruct transit through such common elements.*
- 8.4.3 *No decoration to entrance without approval: No apartment owner shall decorate or landscape any entrance of his apartment or any other portion of the condominium except in accordance with standards therefor established by the Board or specific plans approved in writing by the Board.*

Keys

House Rules

Passkeys

As per section 8.09 of the governing by-laws and section 3.1 of the house rules, the board of directors or the managing agent must retain a passkey/s for ALL apartment units, and mailboxes. The owner shall not alter any lock or install a new lock on any door leading to his apartment unit without the written consent of the board of directors or the managing agent. If such consent is given, the board of directors or the managing agent shall be provided with a key.

This is a safety issue that is also for you own protection and to prevent excessive damage to someone else's unit as well as your own. This has occurred a couple of times during significant flooding. In the future, if warranted due to an ongoing emergency, the locks may be drilled out and replaced at the owner's expense.