



# **OKA TOWERS CONDOMINIUM**

162 WESTERN BLVD. #1514 TAMUNING, GUAM 96913

**BYLAWS / HANDBOOK**

**Of pertinent provisions of the Bylaws**

## **Manager Office**

Management Office located at the lobby

**8am to 5pm Monday through Friday**

**Office closes on Saturday, Sunday and public holidays.**

**Tel: 649-6736 / Fax: 649-6737**

## **SECURITY OFFICE**

**Open 24 hours**

**649-6730**

**Email: [okatowers@guam.net](mailto:okatowers@guam.net)**

## **INTRODUCTION**

This booklet sets out some background material and the House rules that are intended to make daily living at Oka Towers Condominium more enjoyable for all its residents. The initial House Rules are relatively brief so that the association of apartment owners of Oka Towers (the Association) through its board of directors, upon its formation, may add to and amend these rules as it deems appropriate for the safety, cleanliness, comfort and convenience of all the residents.

These initial rules supplement but do not change the obligations of owners and tenants contained in the Declaration of Horizontal Property Regime (the Declaration) and the bylaws of the Association.

### **ARTICLE I**

#### ***AUTHORITY FOR RULES***

##### ***Condominium Law***

- 1.1. The Horizontal Property Act (the “Act”) consists of 1270 through 1324 of the Guam Civil Code. This is the basic law applicable to the Hatsuho Oka Towers Condominium, or more accurately, horizontal property regime. Significant in the Act is the requirement that all residents must obey the provision of the Declaration, the bylaws, the House Rules and other lawful determinations of the Association. See 1276 of the Act.

##### ***Bylaws of the Association***

- 1.2. The bylaws establish the Association, provide the usual guidance on voting, officers, meetings and powers of the board of directors, and may only be amended by the vote of not less than 75% of the owners. Section 8.05 of the bylaws provides that the board of directors may adopt House Rules which are binding on all residents.

##### ***House Rules***

- 1.3. These initial House Rules were drafted by the developer of the project, acting on behalf of the board of directors, and are set out in Article VIII.

### **ARTICLE II**

#### ***PERTINENT BYLAW PROVISIONS***

##### ***Use of Oka Towers Condominium***

2.1 In 8.04 of the bylaws, certain limitations on the use of apartments are set out which apply to all owners, residents & tenants. Section 8.04 reads as follows:

8.04 The following limitations shall apply to the use of Oka Towers:

8.04.1 *Purposes of which the building & each of the apartments may be used:* The apartments are intended for residential purposes. However, certain commercial business uses (such as hotel operation) shall be permitted subject to such limitations as may be contained herein and in the House Rules, which may be adopted from time to time governing the use of the apartments.

The commercial spaces may be used for commercial purposes, or such other uses as may be permitted by law subject to such limitations as may be contained herein or in the House Rules, which may be adopted from time to time governing the use of the project.

8.04.2 *Common elements used for designed purposes:* All common elements of project shall be used only for their respective purposes as designed.

8.04.03 *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.

8.04.04 *Apartments kept clean:* Every apartment owner and occupant shall at all times keep his apartment in a strictly clean and sanitary condition and observe and perform all laws, ordinances, rules and regulations now or hereafter made by any governmental authority or the Association for the time being applicable to the use of the project.

8.04.05 *No waste or nuisance:* No apartment owner or occupant shall make or suffer any stripping or waste or unlawful, improper or offensive use of his apartment or the condominium nor alter or remove any furniture, furnishings or equipment of the common elements.

8.04.06 *No changes without approval:* No apartment owner or occupant shall erect or place in the project any building or structure including fences and walls, nor make any additions or alterations to common elements of the project, except in accordance with plans and specifications including detailed plot plan, prepared by a licensed architect if so required by the Board and also approved by a majority of apartment owners (or such larger percentage required by law or the Declaration) including all owners or apartments thereby directly affected; however ,

that for a period of two (2) years from the date of hereof the Developer shall have the right to place or maintain signs in the project.

- 8.04.07 *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.
- 8.04.08 *No loud noises:* All occupants shall exercise extreme care not to slam doors, move furniture, and in the use of musical instruments, radios, televisions and amplifiers that may disturb other occupants.
- 8.04.09 *No garments hung from windows:* No garments, rugs or other objects shall be hung from the windows or facades of the project.
- 8.04.10 *No rugs dusted:* No rugs or other objects shall be dusted or shaken from the windows of the condominium or cleaned by beating or sweeping on any hallway or exterior part of the condominium.
- 8.04.11 *No trash except in containers:* No refuse, garbage or trash of any kind shall be thrown, placed or kept on any common elements of the condominium outside of the disposal facilities provided for such purposes.
- 8.04.12 *No animals.* No livestock, poultry, rabbits or other animals whatsoever shall be allowed or kept in any part of the Project, *except that* dogs, cats and other household pets in reasonable number and size may be kept by the apartment owners and occupants in their respective apartments but shall not be kept bred or used therein for any commercial purpose nor allowed on any common elements *except in* transit when carried or on leash; *provided,* that any such pet causing a nuisance or unreasonable disturbance to any other occupant of the Project shall be permanently removed therefrom: promptly upon notice given by the Board or managing agent.
- 8.04.13 *No wiring:* No apartment owner or occupant shall without the written approval of the Board install any wiring for electrical or telephone installations, television antenna, machines or air conditioning units, or other equipment or appurtenances whatsoever on the exterior of the condominium or protruding through the walls, windows or roof thereof.

- 8.04.14 *No antennas:* No apartment owner or occupant shall erect, place or maintain any television or other antennas on the condominium visible from any point outside the condominium.
- 8.04.15 *Overload:* Nothing shall be allowed, done or kept in any apartments or common elements of the condominium which would overload or impair the floors, walls or roofs thereof, or cause any increase in the ordinary premium rates or the cancellation or invalidation of any insurance thereon maintained by or for the Association.

## ARTICLE III

### 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 window sills of the building.

#### *Use of common areas by children*

- 3.3 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.

#### *Decorating common areas*

- 3.4 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.

#### *State of maintenance*

- 3.5 Each unit owner shall keep his apartment unit and any balconies, to which he has sole access in good state of preservation and cleanliness, and shall not

sweep or throw or permit the swept or thrown therefrom, or from the windows, doors or balcony thereof, any dirt or other substance.

*Window coverings*

- 3.6 No shades, venetian blinds, awnings, or window guards shall be used in or about any apartment unit except such as shall have been approved in writing by the board of directors or the managing agent, which approval may be granted or refused in the sole discretion of the board of directors or the managing agent.

*Sign and exterior attachments*

- 3.7 No awning or radio or television aerial shall be attached to or hung from the exterior of the building or balcony, except such as shall have been approved in writing by the board of directors or the managing agent, which approval may be granted or refused in the sole discretion of the board of directors or the managing agent: nor shall anything be projected from any window of the building without similar approval.

*Electric equipment*

- 3.8 All radio, television, or other electrical equipment of any kind or nature installed or used in each apartment unit shall fully comply with all the rules, regulations and requirements or recommendations of the local fire authorities and the insurance underwriters, and the unit owner shall be liable for any damage or injury caused by any radio, television or other electrical equipment in such unit owner's apartment unit.

*Lightweight vehicles*

- 3.9 No velocipedes, bicycles, scooters, motorcycles, or similar vehicles and no baby carriages shall be allowed to stand in the public halls, passageways, or other public area of the building.

*Noise*

- 3.10 No occupant shall make or permit any disturbing noises in the building, or do or permit anything to be done therein which will interfere with the rights, comforts, or conveniences of other occupants. No occupant shall play upon or suffer to be played upon any musical instrument, or operate or permit to be operated a phonograph or radio or television set or loudspeaker in such occupant's apartment between the hours of 10:00pm and the following 7:00am., if the same shall disturb or annoy other occupants of the building, and in no event shall practice or suffer to be practiced either vocal or instrumental music for more than two (2) hours in any day or between the hours of 6:00pm and the following 9:00am.

*Water outlets*

- 3.11 Water closets and other water apparatus in the building shall not be used for any purpose other than those for which they were designed, nor shall any sweepings, rubbish, rags or any other article be thrown into the same. Any damage resulting from misuse of any water closets or other apparatus in the apartment unit shall be repaired and paid for by the owner of such unit.

*Use of condominium employees*

- 3.12 No occupant of the building shall send any employee of the board of directors or the managing agent out of the building for any private business.

*Pest inspection*

- 3.13 The agents of the board of directors or the managing agent and any contractor or workman authorized by the board of directors or the managing agent may enter any room or apartment unit in the building at any reasonable hour of the day for the purpose of inspecting such apartment unit for the presence of vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate such vermin, insects or other pests.

*Cooking on balconies*

- 3.14 No cooking over an open flame with charcoal grills or hibachis shall be permitted in any apartment unit. Cooking with an electric or gas barbecue is permitted on the balconies only. Additionally, Tiki lamps or any patio and balcony enhancements which are produced by open flame of any kind shall not be permitted. Front doors shall be kept closed at all times except when in actual use of ingress and egress to and from public corridors.

*Passkeys*

- 3.15 The board of directors or the managing agent must retain a passkey/s for apartment units, and may retain to mail boxes. 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. The management office or the managing agent will charge \$30.00 for making available new mail box key, and in the event of a lock out during after office hours, should the tenant require the spare key for the front door, the management office or the managing agent will charge \$30.00.

### *Parking*

- 3.16 No vehicle belonging to an occupant or to a member of the family or guest, tenant, or employee of an occupant shall be parked in such a manner as to impede or prevent ready access to any entrance to or exit from the building by another vehicle.

### *Complaints*

- 3.17 Complaints regarding the service of the building shall be made in writing to the board of directors or to the managing agent.

### *Use of roof*

- 3.18 Unit owners, their families, guests, servants, employees, agents, visitors or licensees shall not at any time or for any reason whatsoever enter upon or attempt to enter upon the roof of the building.

### *Decorating balconies*

- 3.19 No balcony shall be enclosed, decorated, landscaped, or covered by any awning or other device without the consent in writing of the board of directors or the managing agent.

### *Amendments*

- 3.20 Any consent or approval given under these House Rules may be added to, amended, or replaced at any time by resolution of the Board of Directors **pursuant to 8.05 of the Bylaws and in accordance with the notification requirement of 3.07 of the Bylaws.**

### *Unightly displays*

- 3.21 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 and area 24" x 36

### *Inflammables*

- 3.22 No unit owner or any of his agents, servants, employees, licenses, or visitors shall at any time bring into or keep in his apartment unit any flammable,

combustible or explosive fluid, material, chemical or substance, except for normal household use.

*Entrusting keys and other personal property*

- 3.23 No personal property shall be handed over or entrusted by any individual or business to any Oka Towers staff or management for purposes of delivery or handing over to a third party; whether a resident of Oka Towers or otherwise.

*Tenant to have House Rules*

- 3.24 Any unit owner (or his agent) who rents directly, or permits the unit to be occupied, must convey a copy of the House Rules to that occupant. A provision in the rental agreement that the tenant will abide by the house Rules is required. The unit owner (or his agent) shall provide a full copy of the rental agreement as well as informing Oka Towers managing agent of the names of the occupants and having them registered with Oka Towers management. Additionally, pertinent information of vehicles or pets is to be provided. As for new homeowners, a copy of the recorded Deed is to be provided to the management office.

*No waterbeds*

- 3.25 No waterbeds will be permitted within an apartment unit. Additionally, no unusually large aquariums, fountains or water tanks used in large capacity storage whether installed in the unit or limited common area of patio's and balconies that could result from a leak therefrom causing possible extensive damage to adjacent units and below.

*Care with strangers*

- 3.26 Occupants shall use extreme care in admitting strangers into the building. In the event authorized occupants wish to restrict certain individuals to the property **(with the exception of the Police, FBI, Marshall, or other affiliate government agency)** a written statement shall be executed and any order to rescind must be additionally executed in writing and submitted to management.

*Vehicles rules*

- 3.27 The following are rules applicable to the use of motor vehicles in the complex.

3.27.01 *Vehicle registration:* An occupant shall register his vehicle with the managing agent giving his name, telephone number, make(s) of vehicle, and license numbers prior to taking occupancy of his apartment unit.

- 3.27.2 *Vehicles washing:* Occupants may wash automobiles or motorcycles only in the areas specifically designated for such use.
- 3.27.3 *Stall maintenance:* Occupants shall keep clean their parking stalls, and remove any grease build-up. No personal items, such as lumber, furniture or creates shall be stored in the parking stalls.
- 3.27.4 *Movement of vehicles:* Drivers shall observe traffic signs. No vehicles weighing more than 6,000 pounds are allowed to enter the parking areas.
- 3.27.5 *Parking assignment:* Parking stalls have been assigned to specific apartments for their exclusive use. There are a total of two hundred forty seven (247) parking stalls for vehicles, (reduced from two hundred fifty four (254) after installation of lower parking lot water tank/pump house) and 2 (two) stalls for motorcycles. With the exception of four (4) bedroom units which are entitled to two (2) stalls, all three (3), two (2) and one (1) bedroom units are entitled to one (1) stall. Excluding the assigned parking spaces of which there are One Hundred Eighty Nine (189), there as sixty (60) stalls which are reserved for guest parking, but these can also be used by tenants for their additional vehicle, and by management staff and employees of the commercial spaces. Of the sixty (60) guest parking stalls, twenty three (23) are located in the Lower parking and thirty seven (37) stalls are located in the Upper parking. Of the Upper parking stalls, six (6) are handicapped stalls and six (6) are designated as 15 minute parking stalls, and two (2) stalls designated for active multiple motorcycle parking. The six (6) loading/unloading 1 hour stalls (subject to fine if exceeding 1 hour min.) are available from 8:00 am to 10:00 pm each day. Additionally they shall not be used for a period to exceed 1 hour as overflow handicap parking in the event handicap spaces are not available. However, from 10:00 pm to 8:00 am the 1 hour stalls are available to tenants and guests on a first come first serve basis for overnight parking but moved by 8:00 am or subject to a \$30.00 fine. Vehicles parked in unauthorized spaces or spaces with signage and assignment shall be towed away at their owner's expense without notification. Guest vehicles should park only in the stalls designated for guest parking or where there is no stall signage. The use of visitor parking stalls by occupants having regularly assigned stalls is permitted subject to the following conditions and only with the consent of the managing agent. No overnight parking is allowed in the guest parking spaces, except for the following conditions and by special arrangement and registration with the managing agent Under no circumstances, (in addition to their assigned stall(s), should the tenant park more than one additional vehicle in unreserved or overnight guest parking, except by special arrangement and

registration with the managing agent or management office. Any parking infractions which result in a fine shall be assessed at \$30.00.

- 3.27.6 *Nuisance:* The making of major repairs to automobiles, motorcycles in the premises is prohibited. No racing of motors is permitted, and all automobiles and motorcycles must be equipped with adequate mufflers. All vehicles parked in the parking areas must be in operating condition with current vehicle licenses and safety stickers required by law. Any vehicle not in compliance with local law as required to be road worthy and/or considered abandon and documented by one attempt of notification to be removed from the property or deemed to be in storage and/or nonuse is subject to be towed at owners expense. Non-motorized vehicles (e.g., bikes and skateboards) shall not be stored in the parking area. Parking stalls cannot be used for non-motorized trailers or motorized pleasure craft such as boats, Jet Ski's or anything otherwise not classified for transportation of occupants classified as passenger/s in a vehicle rated for such.
- 3.27.7 *Parking in Red Zone:* Guam Fire Department has notified Oka Towers that vehicles are not allowed to park unattended in any red zone(s). Additionally both sides of our driveway must remain red due to the placement of fire hydrants. Vehicles are allowed to load/unload and remain temporarily in the red zone as long as someone capable for moving the car remains in or next to the vehicle. Any vehicle found unattended in the red zone by management is subject to a fine of \$30.00 by the Oka HOA and immediate towing at owner's expense without notification. Any charges relating to towing services will be billed to the vehicle's owner.
- 3.27.8 **Visitor (Upper level) Parking:** The visitor (Upper level) parking 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. Additionally, each unit is not to exceed one vehicle at any given time that your unit is responsible for. Any vehicle that remains in the SAME STALL for more than 24 hours is subject to a \$30.00 fine by the Oka HOA and immediate towing at owners expense without notification. **Example: Inventory is done on a daily basis approximately between 5 pm and 7 pm. If you park in stall #1 and its inventoried today then tomorrow you come and go conducting business and shopping and park in stall #2 for tomorrows inventory then the day after you park in stall #14 and so forth YOU ARE NOT IN VIOLATION.** The tenant and/or transient guest who is exiting the Upper level parking area should not (concurrently) exchange their outgoing vehicle with another vehicle i.e. owned by friends/family coming from outside the gate or another

vehicle from the lower parking area for which they have responsibility or ownership. This is referred to as "switching".

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, then the tenant must park their vehicle(s) in the assigned parking stall or the guest parking in the Lower parking area. The Upper parking stalls are not to be occupied by vendors, contractors, and employees of Oka Towers.

- 3.27.9 ***Guest and Tenant Parking (Lower level)***. If desired, and in accordance with the Title Deed, and at the expense of the unit owner, signage shall be placed establishing reserved stalls or parking. All remaining stalls unassigned and with no signage are available to any qualified tenant on a first come first serve basis, provided the number of vehicles owned by the same tenant does not exceed two(2).

#### *Balcony rules*

- 3.28 The following are rules applicable to the balconies:
- 3.28.1 *No Draperies*: No draperies or curtains are permitted on the balconies. Awnings which are approved by the board of directors and which may comply with prescribed requirements are authorized.
- 3.28.2 *No nuisance*: The sweeping, mopping and cleaning of balconies shall be done in such a manner so as not to create a nuisance to persons residing in lower or adjacent apartments or to persons on the premises. No hosing shall be done on balconies nor any excessive water used at any time, as the drains are not designed to allow for the discharge of large amount of water. Lanai or balconies are considered limited common area, the overall appearance of tenant/building balconies cannot be used for storage and/or overflow of items from tenants unit. (i.e coolers, bicycles, furniture other than furniture designated for patio use, and items not consider for patio use that creates and appearance other than use for leisure)
- 3.28.3 *No protrusions*: No items shall be hung or placed on the balcony walls which would protrude beyond the exterior walls or detract from the general appearance of the building. No colored lights may be used on the balconies except at Christmas to be removed within a reasonable time frame after the holiday has expired.
- 3.28.4 *Nothing dropped*: No object of any size may be thrown or dropped from the balconies.
- 3.28.5 *No decoration*: Owners and residents shall not paint or otherwise decorate their balconies without approval of the board of directors.

3.28.6 *All replacement air conditioning units shall follow the color coordination of the building in a neutral color being off white or light beige.*

- 3.29 *Movers:* Tenants and moving company workers may work Monday through Friday, 8:00 am – 6:00 pm only. Tenants and moving company workers and trucks are not allowed inside Oka Towers for the purposes of moving and/or packing and unpacking on Saturday and Sundays and Federal holidays. These hours of work will be strictly enforced. If work cannot be accomplished by 6:00 pm, work shall cease and resume the following recognized work day for completion. Owner and/or tenant shall reserve at the managing office 48 hours but not less than 24 hours in advance the details of the move in or out. DIY (do it yourself) is permitted on Saturday & Sunday in a reasonable small amount using your/friends personal small vehicle, no large trucks. GTA & MCA shall be permitted to work Saturday and Sunday provided no access to the office is needed 8:00 am – 6:00 pm only. In all cases elevator 1 is to be used.
- 3.30 *Swimming Pool:* The swimming pool is open daily from 6:00 am to 10:00 pm. Hot Spa (Jacuzzi) is available for use between 4:30pm to 10pm. No food or drinks or smoking allowed in the pool/spa area. Proper attire is strictly required for use of the swimming pool and spa. No shirt or T-shirt other than those especially made for swimming are allowed. Children 14 years and younger shall be constantly monitored by a qualified competent adult over 18 at the pool area. Only children over the age of two (2) years old are allowed in the Jacuzzi, when accompanied by an adult over 18 years of age. **THERE IS NO LIFE GUARD ON DUTY - OKA TOWERS HOA, BOARD OF DIRECTORS OR MANAGEMENT OR ITS EMPLOYEES ASSUMES NO RISK OR LIABILITY FROM THE USE OF THE POOL BY RESIDENTS AND THEIR GUESTS.**
- 3.31 *Playground:* Adult supervision of children playing in the playground and/or swimming pool area is required from all residents / guests.
- 3.32 *Pavilion / BBQ area:* Use of the BBQ Pavilion for party or events is by reservation only. Only current residents may make reservations for BBQ pavilion area for use Monday through Saturday only from 8:00 am to 10:00 pm. Reservation for use shall be made at the management office preferably 24 hours in advance. Specific guidelines outlining the rules are provided to tenants upon booking, which will require signed acknowledgment. In the event a request for reservation of two or more days is made in the same week, it will be subject to availability.
- 3.33 *Tennis Court:* Use of tennis courts is by reservation only open from 8am-10pm. Reservation can be made with the Guard office, by the main gate. For evening use, instructions should be given to the Guard office to turn on / off the lights.

- 3.34 *Acceptance of delivery of USPS mail or private expeditor:* Due to policies made by the delivery source of certain **accountable mail** Oka Towers Management and staff MUST have your prior written consent on file to sign on your behalf or any occupant of your unit regardless of being a temporary transient visitor or permanent roommate. For the United States Postal Service defined accountable mail would be Express – Insured – Certified – Registered. For private expeditors such as DHL, FedEx, UPS you must come to the office to give prior written consent each time for delivery of the item to the office and to be held in trust on behalf of the any recipient. Failure to provide consent constitutes that Oka Towers management or its employees does not have authority to sign on your behalf and the item is subject to be refused and returned to sender.
- 3.35 *Delivery of flowers and occasional gifts:* Due to the fragile nature of items delivered by a private company, Oka Towers cannot accept responsibility to hold in trust for onward delivery these items. The delivery representative must make direct contact with recipient to both accept and sign for the item in the lobby or at the security gate.
- 3.36 *Pursuant to section 8.04.1 (Purposes for which the building and each of the apartments may be used):* For all purposes the term “apartments” refers to 170 residential units.

The apartments are primarily intended for residential purposes. The 170 residential units are not permitted to be used for commercial office purposes. The two (2) non-residential units on the third floor are for joint use of all residents of Oka Towers for such purposes as recreation, entertainment, and physical exercise. Any variance from the foregoing is subject to approval of the Oka Towers Board of Directors.

- 3.37 *Pursuant to section 8.04.6 of the Oka Towers Bylaws (No changes without approval):* Homeowners of course have a prerogative to renovate their unit. However, in the event of major renovation which alters the structure of the unit or building, renovation plans must be submitted to and approved by the Board of Directors before the actual work starts. Renovation work must be in accordance with the by-laws. Owners\Tenants and contractors may work Monday through Friday 8:00 am to 6:00 pm only. No contractors are allowed inside Oka Towers on Saturdays, Sundays or Federal Holidays. It's the obligation of the homeowner to notify the Management office at least 48 hours in advance of any renovation. Minor renovation approval is at the discretion of management and should be performed in the same period as required of contractors unless deemed by management as DIY (do it yourself). However, where Board approval is required, then, the management has the right to stop work. For work deemed to be extensive a refundable deposit of \$200.00 may be required from the owner or contractor to be used to repair any minor damages in the common area. In the event of extensive damage this deposit is not a waiver

of obligation to repair said damage to its original state at the cost of the owner and/or contractor.

3.38 *Pursuant to section 8.04.11 of the Oka Towers Bylaws (No trash except in containers):* **Disposal of waste in chutes on each floor shall be in accordance with posted signs and strictly adhered to.** Trash chute is for disposing of household trash in small size garbage bag. Please do not dispose cardboard, wrapping paper and/or cloth material (rug/carpet) to the trash chute as they may clog the chute. Additionally, no corrugated cardboard boxes, or debris other than household waste can be placed in the outside container by the lower parking staircase. Cardboard boxes are to be placed in the identified container inside the central trash room. Construction or other debris shall be disposed by tenant or contractor off-site.

3.39 *Pursuant to section 8.04.12 of the Oka Towers Bylaws (No Animals):* The question as to whether a particular dog is small or another pet is of reasonable size or number shall be decided by the managing agent, in its sole discretion. Waste-dropping (feces) from cat and dog has to be picked up and cleaned from the common area. Violation of the rules is subject to a fine of \$30.00 by Oka Towers HOA.

The question as to whether a particular dog is small or another pet is of reasonable size or number shall be decided by the managing agent, in its sole discretion. Waste-dropping (feces) from cat and dog has to be picked up and cleaned from the common area. Violation of the rules is subject to a fine of \$30.00 by Oka Towers HOA.

**Revised 12/30/14**

#### **POINTS OF AWARENESS**

#### **TYPHOON PROCEDURES**

In the event that a typhoon or tropical storm is predicted to hit Guam, Oka Towers staff will post notices and warning advisories to keep you advised of the storm conditions. Each apartment is equipped with accordion typhoon shutters on the balconies of the apartment. Please learn how to secure the shutters for your apartment before a storm condition is called. If you need assistance, please notify the office.

During storm warnings it is the responsibility of the resident of the unit to close the shutters and secure the unit for high winds and rains. Our staff can assist with the shutters if you are physically unable to install them, or if there is a problem with the shutters. If you are going to be off-island or unable to return home prior to the storm our staff can assist with installing shutters for your apartment. Please contact the office for further information and advice. Oka Tower staff will need to direct all of its personnel and efforts to securing the common areas of the building before we are able to provide residents with personal

assistance. If you are going to be off island for an extended period of time, you can close and lock your shutters prior to leaving, or notify the office that you will be off-island and in the event storm, Our staff can secure your shutters.

### **EMERGENCY GENERATOR & POWER OUTAGES**

During power outages our emergency generator will power certain emergency lights in the hallways, lobby, and stairwells, and the Elevators and each condominium refrigerator outlet with one ceiling light in the living room. Turn off the main breaker in your apartment to avoid damage to any of your personal equipment once the power is restored. The refrigerator is on a separate electrical circuit and the breaker is NOT located in your apartment. Please notify the office or guard if the refrigerator in your apartment does not work during normal conditions or during power outages. **DO NOT PLUG ANY OTHER EQUIPMENT OR APPLIANCE INTO THE EMERGENCY GENERATOR CIRCUIT LOCATED BEHIND THE REFRIGERATOR AS THIS WILL CAUSE THE CIRCUIT TO OVERLOAD AND TRIP WHICH WILL SHUT DOWN ALL THE CONDOMINIUMS IN YOUR STACK.**

### **DISPOSAL OF CERTAIN WASTE**

DO NOT place beds, box springs, furniture or appliances in the trash area. All large items must be disposed of by the resident at the proper community dump area locations. Contact the Mayor's office at 646-5211 or 646-8646 for information on proper disposal sites. No construction waste (tile, wallboard, wood, metal, concrete, etc.) is allowed in the trash.

### **ELEVATOR**

Only elevator No # 1 is allowed to be used for contractors and moving of household goods, appliances, or bulky items and disposal of construction material.

### **EMERGENCY EVACUTION PROCEDURES**

When the fire alarm is sounded you should leave your unit via the nearest stairwell exit (exit locations are marked) immediately. **DO NOT use elevators!!** If the fire is electrical in nature the elevators could stop functioning and you would be trapped. Exit to the lower outer parking lot beyond the tennis court. DO NOT evacuate to the rear of the building (i.e. BBQ or Pool area). For the North Tower when passing directly via the front entrance in the roadway where emergency vehicles will need to access, do so without obstruction or impeding emergency vehicles Be aware of the closest exit to your apartment. Second floor north tower use north perimeter stairway. Second floor south tower and units 001-002-003 use South perimeter stairway. **SECOND AND THIRD FLOOR DO NOT USE STAIRWAYS IN THE CENTER OF THE BUILDING.** . Stay out of the building until notified that it is safe to enter.

