



Dear New Homeowner,

On behalf of the Emmalani Court Board of Directors, I would like to welcome you to our community and we look forward to meeting you! To better understand how Emmalani operates, please review the following information.

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### **Who Do I Contact?**

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**1. On-Site Resident Manager:** Our Resident Manager Sean O'Malley is responsible for overseeing the maintenance, safety, and security of the overall property at Emmalani Court. Sean should be your **first point of contact** regarding any issues relating to the community. He can also assist or provide information on your unit or address rules and guidelines.

**Office Hours:** Tuesday thru Saturday - 7:00am - 3:00pm

**Office:** (808) 826-2576 **Cell:** (808) 212-8609

**Email:** emmalani.court@gmail.com

**2. Managing Agent:** Hawaiiiana Management handles the administrative and financial affairs of the Association, including your homeowner dues and assessments. If assistance is needed, you may contact Whitney Van Blargen at [whitneyvb@hmcmtg.com](mailto:whitneyvb@hmcmtg.com).

**3. Board of Directors:** The Board is responsible for providing oversight on daily functions and financial responsibilities of the Association, and for maintaining members' compliance with the established rules and guidelines. The Board consists of 5 volunteer owners elected by the Community to serve. Meetings are announced and all owners are welcome to attend.

Current Board of Directors are: Tess Rae, President - Fred Schroeder, Vice-President - Bryan Baker, Treasurer, Jeffrey Boone, Secretary - Jim Smith, At-Large.

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### **Bylaws and House Rules**

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The HOA Declaration and Bylaws are crucial to your understanding of how Emmalani functions. You should have received copies upon the purchase of your unit. Copies can also be found on our website.

The House Rules serve as a guide to ensure everyone's safety and to promote the enjoyment and proper maintenance of the community. Owners need to understand their role and responsibilities in regards to their units and common use areas. Consideration of others in a friendly, pleasant, and congenial atmosphere is essential for the betterment of our community. Please review the House Rules, your cooperation is greatly appreciated!

## House Rule - Key Points

- **Owner Information:** All Owners must provide contact information to the Resident Manager and ensure records on file are current and up-to-date. Owners are encouraged to please register to the owner-website for resources and latest updates. <https://emmalanicourt.hmcmgt.com>.
- **Household Pets:** Pets are allowed at Emmalani; however, it is crucial to understand how many and what types are allowed. Not, all dogs must always be on a leash when outside and owners must immediately clean up after their dog accordingly.
- **Long Term/Short Term Rentals:** If you plan to rent your unit, you must follow Hawaii State and Kauai County permitting processes and regulations. If you live off-island, you are required to have an **on-island agent** available 24/7, in case of emergency or to handle any issues with your rental. You are also required to register your rental with the Princeville at Hanalei Community Association. Lockout rentals are strictly prohibited.
- **Parking and Vehicles:** Safety First! Please remember to drive slow at all times. Owners are allowed 2 vehicles on the premises and must park their vehicle adjacent to or directly across from their respective unit.
- **Remodeling:** The Association has guidelines to help maintain the quality of our community. Any remodeling within a unit must comply with the standards and undergo a review before any work begins. The purpose of this review is to ensure the standards are being met and to maintain the value of the Property. If any work is performed without prior approval, the homeowner may be required to alter or remove the changes.
- **Trash and Recycling:** Please read the rules to understand the types of garbage allowed in the dumpsters. Recycling is also available and clearly defined. Please remember, all cardboard must be flattened before being placed in the cardboard container.

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## Amenities and Facilities

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Amenities at Emmalani include a mailroom, the pool and spa, restrooms, BBQs, community meeting room, storage, and courtyards spaces.

- Contact the Resident Manager for appropriate access keys and information
- The pool area and BBQs are available - 8:30 am - 9:00 pm daily
- Please see Pool Rules. Adherence to these rules is enforced.
- The Community Room may be booked by owners for private use

If you have any questions, please free to reach out! We know you'll find this neighborhood in Princeville to be one-of-a-kind place and a very special place to live.

Again, Aloha and Welcome to Emmalani Court!

Emmalani Court  
Board of Directors