

## **Congratulations on the purchase of your new home!**

The Ewa by Gentry Community Association Board of Directors would like to welcome you to our growing community and invites you to become an active member of the Association. Your involvement and participation will continue the tradition that began in 1988 when the first homeowners moved into their homes, which were then surrounded by sugarcane fields. Since then, parks, golf courses, businesses, and a second city have flourished on the Ewa Plain making this one of the most exciting places to live.

*Providing You with Immediate Answers to Some of Your Questions*

**Ewa by Gentry  
Community Association**  
91-1795 Keaunui Drive  
Ewa Beach, HI 96706  
(808) 685-0111 Tel  
(808) 685-0114 Fax  
[www.ebgca.net](http://www.ebgca.net)

# TABLE OF CONTENTS

<b>Fact Sheet</b> .....	<b>1</b>
<b>Staff Members, Managing Agent, Property Manager and Board of Directors</b> .....	<b>1</b>
<b>Association Dues</b> .....	<b>2</b>
<b>Meetings</b> .....	<b>2</b>
Annual .....	2
Board of Director Meetings .....	2
Design Committee Meetings .....	2
<b>I.D. Equipment</b> .....	<b>3</b>
<b>Community Channel 57, Digital 103 - Oceanic Cable</b> .....	<b>3</b>
<b>Ka Meahou O - Ewa by Gentry Newsletter</b> .....	<b>3</b>
<b>Recreation &amp; Activities</b> .....	<b>4</b>
Swap Meets .....	4
Pride 4 Ewa.....	4
The Halloween Event .....	4
Photo with Santa & Christmas Decorating Contest.....	4
Thomas H. Gentry Community Center .....	4
<b>Covenants Enforcement, Violations &amp; Design Rules</b> .....	<b>5</b>
The Purpose of Covenants .....	5
Violations.....	6
Fines .....	6
Priority of Payments .....	7
<b>Community Watch Team (CWT)</b> .....	<b>7</b>
<b>Lawns, Landscaping &amp; Trees</b> .....	<b>7</b>
Lawn.....	8
Landscape.....	8
Sprinklers .....	8
Trees .....	8
<b>Design Committee Application Fees</b> .....	<b>9</b>

**Forms included:**

Application for Design Committee Approval for Modifications, Additions or Improvements

# Ewa by Gentry Community Association

## **FACT SHEET as of May 2007:**

Construction of Ewa by Gentry began in 1988 and continues to this day. There are approximately 6800 homes and the number will increase to over 10,000 when built out.

Ewa by Gentry is a Master Planned Community whose function is to serve all homeowners and residents within the community. The Board appointed staff provides services and support for all of the Association's business, including common area maintenance, Design Committee support, Covenants enforcement, social events, communications and volunteer committee development.

Your deed requires that any changes you make to the exterior of your home or lot must be approved before you do the work. Single-family homeowners must complete the application and permit process required by the Design Committee. Multi-family homeowners must apply to their property manager or Board of Directors for their approvals. The Master Association will review and comment on plans for the multi-family members, but they must be submitted by the board or the property manager.

For more information about the Association, Design Committee permits, viewing of the documents that govern the community, to read the rules, to see the Board and staff or to just find out what is happening in your community, visit our website at [www.ebgca.net](http://www.ebgca.net) and you won't be disappointed.

If you have any questions about the Association's services or procedures, give us a call at 685-0111 and we'll clarify the process for you.

## **Staff Members, Managing Agent, Property Manager:**

### **Staff Members**

<b>General Manager:</b>	Suzanne Alawa
<b>Assistant General Manager:</b>	Liisa Saari
<b>Covenants Manager:</b>	Michael Branco
<b>Covenants Specialist:</b>	Rena Turman
<b>Covenants Specialist:</b>	Theresa Kuehu
<b>Systems Engineer:</b>	Billy Gomban
<b>Administrative Office Manager:</b>	Becka Simmons
<b>Community Center Director:</b>	Karen Ashby
<b>Aquatic Director:</b>	Lara Ferguson
<b>Maintenance Supervisor:</b>	Joseph Agustin
<b>Community Watch Team Director:</b>	Dennis Ling

**Managing Agent:** Hawaiiana Management Co. since January 1998

**Property Manager:** Ed Robinson

# Ewa by Gentry Community Association

## Board of Directors:

<b>President:</b>	Susan York
<b>Vice President:</b>	Victor Torres
<b>Treasurer:</b>	Quentin Machida
<b>Secretary:</b>	Debra Luning
<b>Directors:</b>	Bob Kayser Erik Jensen John "Kimo" Shaw Nicole Hankins Robert King

## Association Dues:

<b>Paid:</b>	Quarterly \$100
<b>Due:</b>	Jan. 1, Apr. 1, July 1, Oct. 1.
<b>Late Fees:</b>	A late fee of \$15.00 per quarter will be assessed if payment is not received by the 20 <sup>th</sup> of the month.

*Automatic payment through the SUREPAY system is encouraged.*

Dues pay for Covenants management for single-family homes, common area landscaping, recreational events, Community Watch program, office & staff, insurance, daily office and operation expenses, and property management fees.

## Meetings:

**Annual Meeting:** The fourth Wednesday in February, once a year. Homeowners are mailed notices and proxies and are encouraged to attend. The Annual Meeting replaces the regular board meeting for February.

**Board of Director Meetings:** Fourth Wednesday of each Month at Thomas H Gentry Community Center – check newsletter or website ([www.ebgca.net](http://www.ebgca.net)) for time. All homeowners are welcome. "Homeowners Forum" provided to voice your questions or concerns directly to the Board.

**Design Committee Meetings:** The Design Committee meets for the purpose of reviewing applications for improvements to single-family EbGCA homes. They also perform courtesy reviews of multi-family applications, if submitted by the sub-association's representatives. These closed-door meetings are held twice monthly, on alternating Mondays. The schedule is set by the committee members and is

## **Ewa by Gentry Community Association**

subject to quorum (*a majority of members must be present for the meeting to take place*). The deadline to submit applications is the prior business day (*Friday, unless a holiday*), at noon sharp. Please contact the EbGCA office at 685-0111 or visit [www.ebgca.net](http://www.ebgca.net) for the schedule of deadlines and meetings.

### **Neighborhood Watch:                      Temporarily discontinued due to lack of homeowner attendance**

As our neighborhood grows, we hope to expand our programs and provide excellent service to you and your neighbors. Please feel free to phone the Association office if you have any questions, suggestions, comments, or just to volunteer to be an active coordinator or participant in our frequent community events.

### **I.D. Equipment:**

The Association office owns an engraver that homeowners may borrow to engrave personal belongings with identification or names. If your home is burglarized, your belongings will be marked for easier identification if recorded.

### **Community Channel 57, Digital 103 - Oceanic Cable:**

In November of 1998, Oceanic Cable and Ewa by Gentry formed a partnership to provide the Association with its own community cable channel from Tuesday through Friday weekly starting 7a.m. This is only available to Oceanic Cable customers, but we hope to expand the availability in the future.

The Association broadcasts useful information on slide for part of the broadcast, and also shows videos of community events such as the Annual Meeting, Pride 4 Ewa and other events. As the community grows, we hope to take better advantage of this communications tool. If you have ideas on how to improve the quality or content, please call the office at 685-0111 and volunteer for our Communications Committee.

Multi-family or sub-associations are welcome to post their meeting schedules and events as well. This station is unique to Ewa by Gentry and the Board will continue to develop its usefulness for the entire community.

### **Ka Meahou O - Ewa by Gentry Newsletter:**

*(The News of Ewa by Gentry Newsletter)*

Ewa by Gentry publishes a bi-monthly newsletter with R.E.D. Media, Inc. for homeowners and residents. The publisher contacts advertisers whose payments fund the newsletter. The association only pays for the postage, which is a fraction of the cost of publishing a similar product in-house.

Advertisers need to contact Pam Davis at 593-1191 for a price quote.

The newsletter reaches approximately 6800 households within the community.

# Ewa by Gentry Community Association

## Recreation & Activities:

Ewa by Gentry sponsors and hosts several activities in the community.

### Swap Meets:

Swap meets are held at Keaunui Community Park in March, June, September and December. The fee for a 15x15 booth space is \$20. Goodwill Industries provides a bin for anyone wanting to discard items, and an agent who writes receipts for the goods. Great idea for cleaning out your garage! Look for the announcements in the newsletter, banners posted in the community or check with our website [www.ebgca.net](http://www.ebgca.net) for details.

### Pride 4 Ewa:

Held the Saturday before Mother's Day annually, this is our largest event, intended to bring resources to kids at risk in our community. We offer great food selections, fabulous rides, a wide variety of vendors, top entertainment and some really great prizes. Mark your calendar for the same day every year.

### The Halloween Event:

The costume contest is worth attending, with categories from infants to adults, you are sure to enjoy the spooktacular sights. Our sponsors provide cash prizes for three categories, cutest, scariest and most original. This is a safe and fun alternative to having the kids roam the streets for trick-or-treat.

### Photo with Santa & Christmas House Decorating Contest:

Bring your kids over for a free photo with Santa! This is an informal event where you can come and join with your neighbors and welcome in the holiday season. Singing, crafts and refreshments for the keiki are provided. You should have your home all decorated before this event, as this is the night the judges will choose the winners for cash prizes. We offer first, second and third places for single-family homes and multi-family homes. The winners are showcased in the newsletter.

### Thomas H. Gentry Community Center

Join your neighbors for fun activities at the Community Center; i.e. swimming, dance, fitness, special events and more. Check your website and newsletter for current and upcoming programs and activities at the Thomas H. Gentry Community Center. The website [www.ebgca.net](http://www.ebgca.net) will keep you posted. Rent one of our pavilions for your special occasion. Please check the website for additional information.

Individual homeowners or families residing within any Ewa by Gentry subdivision (i.e. Breakers, Carriages, Trovare, Alii Court, Huelani, etc.) are eligible to join the Thomas H. Gentry Community Center. To qualify, your lot must currently be "in good standing" (no unresolved covenants violations or delinquent Ewa by Gentry Community Association dues,) and remain so at all times for uninterrupted access to the facility.

**For those of you renting your home** - In addition to a registration request form, you need to also submit a completed "**Assignment of Ownership**" form along with a copy of your current lease agreement. In signing this form, the homeowner is transferring his/her privileges to you, the tenant, and is giving up his/her rights of use. Only one registration application per lot is accepted. **Important Note:** The Association's relationship is only with homeowners, not tenants. This is why we must receive written notice to transfer privileges to anyone who is not the legal owner of an EbGCA lot or

## Ewa by Gentry Community Association

unit. **Homeowners, you are the party accountable to the association both legally and financially with regard to family members, guests and tenants.**

**If you purchased your home within the last six months, please call us at 685-0111 and we will verify receipt of your closing documents.**

The Thomas H. Gentry Community Center is a private EbGCA facility that was gifted to the association by the developer, Gentry Homes. The consensus of the community (by multiple surveys) was to operate this facility “pay-as-you-go” and in whole, fund operations with generated revenue. This is the reason the privilege of use is only extended to residents who are registered dues-paying members of the THGCC. **A personal Pool & Security Pass is required for all persons seven (7) years of age and older.** Children six (6) and under may come with a registered adult (18 years of age and older) for free. **Guests are only permitted at the facility during pavilion rentals.**

**UNREGISTERED GUESTS ARE NOT ALLOWED AT ANY TIME.** *Unauthorized entry is subject to suspension or loss of privileges up to and including a \$25 fine.*

If you have a houseguest visiting and residing in your residence for a week or more, you may purchase a Houseguest pass for them (see the website for more information.) The fee is \$15 for the photo ID and up to one month of access. Up to three (3) additional months may be purchased in a year at a cost of \$5 per month.

**Don't own a home within Ewa by Gentry? Then the CLASS PASS is for you!** This pass is available to community members outside of Ewa by Gentry on a limited and space available basis for select programs and classes.

## Covenants Enforcement, Violations & Design Rules

### The Purpose of Covenants:

Buyers who purchase a home in a Master Planned Community like Ewa by Gentry and sign a deed, automatically agree to adhere to and uphold the Declaration of Covenants, Conditions and Restrictions, and the Design Committee Rules. These documents are available for your viewing on our website at [www.ebgca.net](http://www.ebgca.net). Your deed may state other conditions specific to your chosen neighborhood that are not mentioned in the other governing documents. Be sure to review them so you know what is expected of you and what you can expect of your Association.

The reason for covenants and rules is primarily to protect, preserve and enhance property values, including yours. Your Association will not allow any other owner or tenant to have a negative effect on your investment. Covenants enforcement is the process we use to assure that everyone abides by the rules with due process or fair play.

We sometimes here “It's my house, I can do what I want.” That is wholly true for the inside of your home, but not necessarily true for the outside of the home or lot. The Design Committee has set the standard for improvements and as long as your proposals are in keeping with the architectural design of

## Ewa by Gentry Community Association

the home, or maintain clean contemporary lines, you should have no difficulty, provided you adhere to all required building codes.

Always get your permits first because the Design Committee is not bound to approve any modification that is already built. Quite to the contrary, they will review the improvement as if it does not exist and if it must be altered or removed, the owner has to pay for it. If you already built something without a permit and you tell the office about it, we won't treat it as a violation, but we will require that you apply for it after the fact. Call the office at 685-0111 with any questions.

### Violations:

If you receive a notice or letter of violation, realize that it is not personal. The Covenants staff is geared to work with you and simplify the process to bring it into compliance. Once we have your contact numbers, we can do much of the contact by phone, if you prefer. Typical violations are:

- Not maintaining your yard and/or planter strip
- Illegal tarps or swap meet type tents
- Inoperative or un-registered visible (junk) vehicles (not in the garage)
- Improvements or modifications not approved in advance
- Visible storage items in the front or side yards visible from the street
- Basketball hoops on the sidewalk or planter strip
- And a variety of other issues

### Fines:

The Board approved a process whereby a homeowner may be fined if there is no contact or move toward compliance upon the third notice of violation. Should that happen, up to three fines of \$100 each may be assessed. After the third fine, the case may be sent to the Association's attorney for further action. Fines are the result of a homeowner's failure to respond to a notice of violation.

If you get fined, call immediately and make arrangements to correct the problem, or apply for an improvement right away. Often, we can retract the fine if a homeowner is willing to do what is necessary to resolve the violation. Fines are not about money. They are an incentive to respond and take action, and they are the most effective way to remind homeowners that they have already promised not to do what they have done. Again, call the office with any questions regarding the violations or fining process.

Homeowners must remedy violations. If a homeowner fails to correct a violation, fines may be assessed and legal action may be taken against the owner.

Each homeowner will be notified in writing or by phone for corrective action of any violations observed on their property. If after the final letter the violation is still evident, a fine may be issued. The fine system set forth by the Board of Directors is:

1st Fine:	= \$100
2nd Fine	= \$100
3rd Fine	= \$100

# Ewa by Gentry Community Association

*Note: Further negligence may lead to LEGAL ACTION*

## **Priority of Payments:**

When a homeowner owes more than one amount or balance on their Hawaiiana account, dues payments are allocated in the following order:

- Attorney's Fees
- Fines
- Late Fees
- Returned Check Fees
- Special Assessments
- Association Dues

All fees & fines are paid first, and then the remaining payment balance if any is credited to Association Dues.

## **Community Watch Team (CWT):**

The Ewa by Gentry COMMUNITY WATCH TEAM (CWT) performs regular patrols through the community, including multi-family properties. Their function is to watch for unwanted activities and to notify the proper authorities to take action. **They are not security guards. They are a watch team.** Homeowners can reach them 24/7 by dialing 216-0302, 216-0305 or 478-3417.

They will verify barking complaints, loud noise complaints, vehicle repair complaints, etc., and report them to HPD or the Covenants Department, whichever applies. They also patrol for illegal parking, i.e. in cul-de-sacs, blocking sidewalks (*public right of way*), blocking fire hydrants, blocking driveways, parking on the lawn or areas not designated as parking, etc. The Covenants Department issues the letters of notice to cease parking illegally based on the notices and photos submitted by CWT.

Community Watch Team also patrols for abandoned vehicles, burned out street lights and missing street signs. They notify the Maintenance Department when they see graffiti or other criminal property damage in the community. As a service to the homeowners, they perform daily house checks at the homeowner's request while the homeowner is traveling and/or absent. The team will talk directly with homeowners when asked, but they will not confront any hostile situation or become involved in any heated discussion or argument. They WILL notify the police to step in when necessary. They are a constant presence in the community to serve the community, but remember, they are not a security patrol.

## **Lawns, Landscaping & Trees:**

All new homeowners have three months to plant their entire yard and planter strip. If you are having difficulty making that deadline, call us. We may be able to help with resources and ideas that will help you achieve that deadline.

## Ewa by Gentry Community Association

### Lawn:

One of the most important parts of your lawn is the drainage swale. This is the shallow gully that you see around the back and side yards. It assures that any runoff of rainwater will not enter another owner's yard and cause flooding or other damage. No matter what you build (*i.e. concrete patio or paver deck, pool, waterfall, garden, etc.*) the swale must be either protected or re-created using slotted pipe to guarantee against flooding anyone's property. As you plan your improvements, always be sure to restore the drainage pattern as required.

Your yard and planter strip must be planted with **living** material. No more than 50% of any yard (*front, sides or back*) can consist of inert (*non-living*) material like gravel, rock, concrete, pavers or brick.

Remember that bare dirt in any portion of your yard is not permitted. Any damage to surrounding homes caused by your bare dirt must be repaired by you. You must have grass, not weeds. It must be kept in a neat and weed free condition at all times.

### Landscape:

If you plan a very simple landscape like lawn and shrubs, you won't need a Design Committee permit. However, if you plan something more elaborate like a waterfall, Japanese garden, rock garden or if you plan to use ornamental features like pagoda's or other such decorations, you must first apply and receive a permit to do so.

### Sprinklers:

It is always a good idea to control the cost of water. Be very sure that sprinklers are aimed away from your neighbor's house and yours too. Use low angle spray heads to prevent over spray from causing water damage to your house or someone else's. Any damage caused by your sprinklers must be repaired by you. Water plants either in the evening or before dawn, as the sun will evaporate most of any watering you do during daylight hours.

*NOTE: Check with the Board of Water Supply when you install your sprinkler system. With proof of installation, they are offering a 20% discount to your sewer bill to any sprinkler system. Take advantage of the savings!*

### Trees:

First of all, be aware that no trees may be planted within ten (10) feet of any property line without Design Committee approval. Some trees have very aggressive root systems and can crack slabs and cause termite infestation to a neighboring home without you knowing it. If your tree causes such damage, you pay for it. Avoid planting any variety of Banyan or Ficus, Black Pine (*Cyprus, Italian Cyprus*), Mango, Wiliwili, Shower, Monkeypod, Rubber, Eucalyptus or Marunggay trees. If you insist on planting them, you must first apply and provide either root barrier or bio-barrier to prevent the encroachment of roots into neighboring yards. The Design Committee may require both, if the variety of tree is excessively aggressive.

The tree in your planter strip is required by the City. **BEWARE:** Should you remove or destroy it this could be a class B felony depending on the size of the tree.

## Ewa by Gentry Community Association

Call us at (808) 685-0111 for available resources to help you plan your yard and trees. We'll be glad to assist you with beautifying your home.

### Design Committee Application Fees:

(Effective: June 1, 2000)

As outlined in the Design Committee Information Packet, there are improvements that require approval. Depending on the complexity of the improvements, a fee may or may not be charged. The **Application for Design Committee Approval for Modifications, Additions or Improvements** is available on our website [www.ebgca.net](http://www.ebgca.net).

The following are a few examples of the tiered fee system:

- No charge:**
  - Paint exterior of home with pre-approved colors
  - Garage door changes/replacements
  - Gutters/down spouts (*must match the trim of your house*)
  - Screen doors and/or window screens
  - Window tinting
  - TV antennas & satellites
  - Basketball backboards/hoops
  - Accessories (*e.g. shutters, hurricane shutters*)
  - Air conditioning systems (*window and/or split*)
  - Solar units
  - Fence/gate relocation using same material
  
- \$25.00:**
  - Trellis
  - New fence/gate installation
  - Window changes – security grilles & golf balls protector
  - Cement - Concrete slabs and/or sidewalk
  - Walls
  - Landscaping with non-vegetative materials (*no more than 50% gravel, rock, etc.*)
  - Sheds (*store bought, plastic, pre-made*)
  - Dog kennels
  
- \$50.00:**
  - Pool, spas, hot tubs, fish ponds
  - Extension/renovations (Covered Patio)
  - Structural changes
  - Sheds (custom)
  - Electrical/plumbing work
  - Drainage pattern adjustment

## Ewa by Gentry Community Association

**\*Double fee for after-the fact improvements.  
\$25.00 for no charge items except TV Antennas.**

**Note:** See Section IV of the Design Committee Rules for details.



# Ewa by Gentry

## APPLICATION FOR DESIGN COMMITTEE APPROVAL FOR MODIFICATIONS, ADDITIONS OR IMPROVEMENTS

Property Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Lot#: \_\_\_\_\_

Name

Home Phone

Alternate Phone

Contact Person: \_\_\_\_\_

Legal Owner: \_\_\_\_\_

Mailing Address (If different): \_\_\_\_\_

### Category of modification/addition/improvement:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Air Conditioner     | <input type="checkbox"/> Extension/Enclosure           | <input type="checkbox"/> Moss Rock Wall    |
| <input type="checkbox"/> CMU/Split Face Wall | <input type="checkbox"/> Fence                         | <input type="checkbox"/> Satellite TV-Dish |
| <input type="checkbox"/> Concrete Sidewalk   | <input type="checkbox"/> Garage Door Replacement       | <input type="checkbox"/> Solar Unit        |
| <input type="checkbox"/> Concrete Slab       | <input type="checkbox"/> Landscaping or Inert Material | <input type="checkbox"/> Other: _____      |

General Contractor (If applicable): \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

Attach **two (2)** DRAWINGS, BLUEPRINTS or SKETCHES showing the plot plan, including: property boundaries, location of existing structures, and the modifications, additions and/or alterations with measurements, such as height, width, and length of the changes and clearances from the property line. Show any setbacks, easements, and materials to be used. Include product information (samples/literature/photos). All exterior surfaces must be painted to match the existing color scheme.

**IMPORTANT:** The property owner has the sole obligation to submit plans to EbGCA for approval. EbGCA may reject plans, materials, and/or products submitted by parties other than the property owners. Approval of this application by the Design Committee is required before any construction is permitted, under the Ewa by Gentry Covenants Codes and Regulations. Failure to obtain prior approval for construction violates the covenants and can result in removal of non-conforming construction or improvements at the expense of the Owner(s). **The Owner is responsible for obtaining a required City and County Building Permit in addition to Ewa by Gentry Design Committee approval.** Approval of this application is for aesthetic purposes only and does not, in any way, indicate any opinion nor ratification of structural quality or soundness of the plan by Ewa by Gentry, its Board of Directors, Employees, agents, assignees, or the Ewa by Gentry Design Committee.

### **Permit Processing Fee Must Accompany Completed Application Form.**

*Please make checks payable to: Ewa by Gentry*

*Send all documents to Ewa by Gentry Community Association at: 91-1795 Keaunui Drive, Ewa Beach, Hawaii 96706*

By signing below, I agree that I have read through the current Design Committee Rules & Regulations, and DCC&R's, and I understand and agree to abide by these rules and requirements. I understand that any approvals and/or disapprovals will be made in writing, and that no other notifications will be issued as to permit or disallow any work on this property.

Legal Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only**

Date: \_\_\_\_\_ Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Received By: \_\_\_\_\_

- ATF       COV       MGS       MNGS       Re-submittal       Roll-Up       Sample