

Waialae Iki 5 Community Association

1959 Laukahi Street Honolulu, Hawaii 96821 (808) 377-1905

May 12, 2021

NOTICE TO RESIDENTS

New Temporary Pass Policy

Dear Residents,

In order to strengthen our security measures and prevent unauthorized use of temporary passes, the Board of Directors approved a new policy that will take effect on June 7th, 2021. All original temporary passes will no longer be accepted after this date and must be returned to Waialae Iki 5 by **June 6th, 2021**. You may return the original temporary passes by the following methods:

- 1.) Dropping it off to the Security Guard.
- 2.) Depositing it into the security drop box at the exit or
- 3.) Mailing it to:

Waialae Iki 5
1959 Laukahi Street
Honolulu HI 96821
ATTN: General Manager

Please see the attached policy and request form for your review and use. The forms can also be downloaded from our website: www.waialaeiki5.com. Please let us know if you have any questions or concerns.

Mahalo for your kokua!

Sincerely,

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Amara Milner-Kanemoto
General Manager
Waialae Iki V Community Association
808-377-1905 Office
waialaeiki5@gmail.com

Waialae Iki 5 Community Association

1959 Laukahi Street Honolulu, Hawaii 96821 (808) 377-1905 Fax:(808)373-9013

TEMPORARY PASS POLICY

Effective June 7th, 2021

The Temporary Pass is for a guest, who is authorized by a resident or owner, to have vehicular access to the community. The purpose of this policy is to prevent unauthorized use and abuse of Temporary Passes especially in the event that it is lost or stolen. The following policy has been adopted by the Board of Directors as of April 29th 2021:

1. **Only a WI5 resident or owner is authorized to request a temporary pass.** A “Temporary Pass Request Form” is available on the waialaeiki5.com website. This form must be completed and submitted to the drop box at the exitway of the guard station and/or emailed to the General Manager at waialaeiki5@gmail.com.
2. **Expiration date:** The end date will be considered the expiration date. Once a pass is expired it cannot be used again. Passes are disposable and should be thrown away after use.
3. **Limitations:** A pass cannot be issued for more than fourteen (14) consecutive days. A WI5 resident or owner will need to request an additional pass if needed after the expiration date. Only one pass is allowed per vehicle. The pass cannot be shared or used with any other vehicle.
4. **Placement:** The resident or owner is responsible for instructing their guest that the pass must be placed on top of the dash board on the driver side. It must be visible at all times when entering the property. If it is not displayed properly, or not visible, your guest will be subject to the security check in process.
5. **Check in Exemption:** Guests with a pass will be exempt from the check in process with security since they were previously authorized by the resident or owner. However, security has the authority to stop a vehicle momentarily, or signal to slow down, in order to see the pass credentials through the windshield to ensure the vehicle information matches and that it is still valid.
6. **Lost or stolen:** If the pass is lost or stolen, please report this to security 377-5579 and/or the General Manager 377-1905 as soon as possible.
7. **Misuse or Abuse:** Resident’s and Owners are responsible for their guests. If it is discovered that a temporary pass is being abused it will be brought to the attention of the General Manager and/or the Board of Directors. The General Manager is authorized to deny a Temporary Pass if there is good cause which includes but, is not limited to: Reusing the pass more than once past the expiration date, manipulating the date or information after the pass is issued, sharing the pass with another guest or vehicle.
8. **Resident Vehicle Use:** A resident is allowed to use a Temporary Pass only if they are driving a rental car or temporary vehicle. Resident’s should have a permanent WIV decal for all of their vehicles.
9. **Discontinuation of original Temporary Passes.** The original Temporary Pass consisted of a Resident decal that was laminated. After June 6th 2021 any original Temporary Passes will no longer be circulated or acceptable, they must be returned to Waialae Iki 5. Any guest attempting to enter with an original pass will be stopped to surrender the pass and go through the check in process with security.
10. **Exceptions:** Requests for exception will be considered on a case by case basis and must be approved by the Board. Owners and residents must submit the request in writing.

**WAIALAE IKI 5
TEMPORARY PASS REQUEST & AUTHORIZATION**

Lot #: _____ **Lot Address:** _____

Owners' Name: _____ **Cell Phone:** _____

Mailing Address: _____ **Home Phone:** _____

Number of Days Requested: _____ **From:** _____ **To:** _____
(Cannot be more than 14 consecutive days)

Type of Entry: Renters House sitters Extended Houseguests Other _____

Name(s): _____

Day Phone: _____

Evening Phone: _____

Description of Vehicle:

Year	Make	Model	Color	License No.

Note: only one vehicle per form. If there are multiple vehicles, each will need their own form.

This application is not valid unless signed by the property owner(s) or their legal agent.

Owner's Signature: _____ **Date:** _____