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		AWPP009
Adopted: 03/05/14	Version: 1.1	

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

In General:

Allure Waikiki Front Desk Ambassadors are not required to give access to the Units or Common Areas without permission¹ from a Registered Owner, Resident, Local Representative, or Agent. The Front Desk will deny access to Visitors if they do not follow the procedure. Upon request of the Allure Front Desk personnel, Visitors will be asked to leave the premises. Refusal to comply may result in trespassing charges.

Vendors and Contractors must also comply with the Vendor/Contractor Entry Procedures (AWPP010).

Access:

Allure Waikiki is a controlled access building. There are 2 ways that Visitors may gain access to the building:

- Option 1:** Visitors may gain access to the building by contacting the Resident using one of the Enterphone stations located at the ground floor entrances.
- Option 2:** A Visitor may be pre-authorized by a Registered Resident. A guest can be pre-authorized by registering them with Management as an Authorized Guest, or by notifying the Front Desk in advance. Pre-authorized guests may check in with the Front Desk via the Enterphone to gain access, by dialing “#0001” and speaking with a Front Desk Ambassador.

Guest Parking:

There is a limited number of guest parking stalls available. A Unit may only occupy up to 4 guest stalls at a time. A maximum time limit of 8 hours is enforced. There is no guarantee of guest parking; stalls are available on a first come, first served basis.

Visitors using the guest parking stalls must register with the Front Desk Ambassador. Failure to do so may result in the vehicle being towed at the vehicle owner’s expense.

¹ Written permission is required upon request of the Front Desk Ambassador through a signed letter from a Registered Resident, Local Representative, or Agent. Electronic communication will be valid if email has been previously registered/validated with Management. If permission is to be granted by telephone and the Front Desk Ambassador does not recognize your voice, he/she may request your registered security password or phrase.

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Responsibility:

Owners are responsible for any and all actions of their Visitors, including guests, lessees, contractors, employees, agents, customers, and any other person on the Common Elements of the Project by their instruction, invitation or permission.

Although we have an Ambassador on duty 24 hours a day, and a Key Fob access control system to prevent unauthorized access, every Resident of the Association must take responsibility to ensure the security and safety of the building. Residents must not compromise building security by propping doors open for any reason, or holding a door open to let someone into the building. Taking such actions lessens building security and increases risk.