

# Condominium Association Biennial Registration

## Department of Commerce & Consumer Affairs



All information provided is public information  
(Online application created on April 21, 2023)

### 1. Project Registration Information

Project Registration Number:  
494

Name of Condominium Project:  
GARDENIA MANOR

Project Street Address:  
333 AOLOA ST

Total # Units:  
96

Expiration of bond on file with Commission:  
04/15/2023

NOTE: If no information is printed in the "Expiration of bond on file with Commission" field, the AOOU has previously applied for a fidelity bond exemption (all fidelity bond exemptions expire at the conclusion of the biennial registration period). Question #5 of this application allows the AOOU to select a fidelity bond exemption.

### Association Information

#### 2. Officers & direct contact

##### 2a. AOOU Officers: (public information)

President:  
CARTER, KATHLEEN

V. President:  
ALLEN, JESSE

Secretary:  
WILLSON, JOHN

Treasurer:  
PRICE, SCOTT

**2b. Designated Officer From Section 2a for Direct Contact:**

Title:  
PRESIDENT

Last Name:  
CARTER

First Name:  
KATHLEEN

Officer's Mailing Address(public):  
322 AOLOA ST 314  
KAILUA,HI96734

Day Phone:  
808-778-6655

**Public** Email:  
KATHY9693@GMAIL.COM

**3. Notices & Authorization**

**3a. Person to receive correspondence from Commission:**

This Individual will receive notices to update fidelity bond coverage, as well as correspondence from the Commission.

Title:  
PROPERTY MANAGER

Last Name:  
HEINICKE

First Name:  
GORDON

Mailing Address(public):  
680 IWILEI RD STE 777  
HONOLULU,HI96817

**Public** Email:  
GORDON@TOUCHSTONEPROPERTIES-HAWAII.COM

**3b. Individual responsible for implementing access policy for service of process.**

Name Primary:  
JAMES M MERRELL

Title:  
PRESIDENT

Telephone:  
808-566-4100

Name Alternate:  
KEVEN WHALEN

Title:

## VICE PRESIDENT

Telephone:

808-566-4100

Pursuant to HRS § 514B-106.5, please identify the individual designated to provide reasonable access to persons authorized to serve civil process, in compliance with Hawaii Revised Statutes Chapter 634.

### 4. AOUO Management Status

#### **Managed by Condominium Managing Agent**

Management Company:

TOUCHSTONE PROPERTIES LTD

Officer's Mailing Address(public):

680 IWILEI ROAD STE 777

HONOLULU, HI 96817

Day Phone:

808-566-4100

**Public** Email:

INFO@TOUCHSTONEPROPERTIES-HAWAII.COM

### 5. Bond Information

**Fidelity Bond Exemption:** An AOUO that is unable to obtain a fidelity bond may seek approval for a bond exemption from the Commission (HRS §514B-103(a)(1)). Select which type of exemption the AOUO is requesting. The AOUO may submit only ONE type of bond exemption if the AOUO meets all the conditions and terms stated on the application. An additional \$50 nonrefundable bond exemption application fee will be added to the total amount due. If the bond exemption is denied, then the AOUO must submit evidence of current fidelity bonding no later than the May 31, 2023 biennial registration deadline. All fidelity bond exemptions expire at the conclusion of the biennial registration period, shall be reapplied for each biennial registration period, and shall be submitted at least 30 days prior to the biennial registration deadline.

No Exemption Requested

### Fee & Assessment

### 6. Owner occupancy:

Percentage of residential use units in the project which are owner-occupied

57.9%

### 7. Annual operating budget:

Did the AOUO board of directors adopt an annual operating budget?

Yes

## 8. Reserves:

(see [Instructions \(instructions.html\)](#))

8. Is the AOOU funding a minimum of fifty percent of the estimated replacement reserves OR funding one hundred percent of the estimated replacement reserves when using a cash flow plan?

Yes

If yes, what is the percent funded?

100.0%

Other information

## 9. AOOU Educational Materials

Does your AOOU maintain and make available for owner-review during reasonable hours a reference binder containing the Board of Directors Guides, Real Estate Commission brochures, HRS Chapter 514B, HAR Chapter 107, copies of the declaration, bylaws, house rules, and any amendments?

Yes

If yes, where are the materials kept?

RESIDENT MANAGER'S OFFICE, ON SITE

## 10. Mediation/Arbitration

Has the AOOU utilized mediation or arbitration to resolve condominium disputes within the past two years?

No

CERTIFICATION OF CONDOMINIUM ASSOCIATION OFFICER, DEVELOPER, 100% SOLE OWNER or  
MANAGING AGENT WITH DELEGATION OF DUTY TO REGISTER

For the Period of July 1, 2023 - June 30, 2025

1. I have read and understand the Instructions.
2. I certify that this application is complete as required, and is accompanied by the required documents and fees.
3. I certify that I am authorized to sign this certification on behalf of this condominium association, that the information provided is true and correct, and that there are no material omissions. *(It is unlawful for any AOOU, its officers, board, or agents to file with the Commission any information that is false or contains a material misstatement of fact (HRS §514A-134 and 514B-99.3). Any violation is a misdemeanor.)*
4. I certify that any changes to the required information provided in questions one (1) through five (5) of the registration application information, as required by HRS §514B-103(a)(1), shall be reported to the Real Estate Commission, in writing, within 10 days of the date of change. I further certify that the condominium association shall continue to update all other information during the biennial registration period as required by statute and provide updated information as requested by the Real Estate Commission. Also, written notification shall be provided to the Real Estate Commission at least 30 days prior to cancellation, termination, or a material change to the information provided in the evidence of fidelity bond coverage.
5. I certify that this condominium association does maintain continuous fidelity bond coverage in compliance with HRS §514B-143(a)(3), and that evidence of fidelity bonding or bond exemption shall be filed with the Real Estate Commission throughout this entire registration period. This condominium association acknowledges that

its registration shall be automatically terminated for failure to provide the Real Estate Commission with evidence of continuous fidelity bond coverage (if applicable) through June 30, 2023.

6. This condominium association has received sufficient notice that if it fails to submit a completed registration application and fails to maintain continuous fidelity bond coverage or an approved fidelity bond exemption, it shall not have standing to maintain any action or proceeding in the courts of this State until it properly registers (HRS §514B-103(b)).

**Name of Association Officer, Developer, 100% Sole Owner, or  
Managing Agent with Delegation of Duty to Register Completing this Application:**

**STEPHANIE GERMAN**

- **Managing Agent with Delegation of Duty to Register (/static/pdf/aoou\_delegation\_of\_duty.pdf)**

Name of Condominium Project: **GARDENIA MANOR**

Reg.....593.....\$64.00

CETF.....906.....\$7.00 x 96 = \$672.00

CEM.....CEM.....\$3.00 x 96 = \$288.00

CRF.....583.....\$100.00

**Total Amount Due for Registration = \$1124.00**

Payment Method: ECHECK

Received On: May 9, 2023

Contact Email: MARYJANE@TOUCHSTONEPROPERTIES-HAWAII.COM

## Condominium Association Biennial Registration

Real Estate Branch, Association Registration, DCCA

335 Merchant Street, Room 333 • Honolulu, HI 96813

Phone: 808-586-2643 • Email: hirec@dcca.hawaii.gov (mailto:hirec@dcca.hawaii.gov)

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