

**JULY 1, 2013 - JUNE 30, 2015  
CONDOMINIUM ASSOCIATION BIENNIAL  
REGISTRATION APPLICATION**

**ALL INFORMATION PROVIDED  
IS PUBLIC INFORMATION**

**FOR OFFICE USE ONLY**  
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PVL  
REG 0547893 BRANCH 5/12/14 108.60  
593 01449995 3- 5/12/14 100.00

**BIENNIAL REGISTRATION DEADLINE: Friday, May 31, 2013  
(Bond exemption reapplication deadline: Tuesday, April 30, 2013)**

1. Project registration number: **1350**  
Name of condominium project: **PUNAHOU PALMS**  
Project street address (required): **1808 PUNAHOU ST HONOLULU HI 96822**  
Total # units: **16** Expiration of bond on file with Commission: **5/1/2014**

NOTE: If no information is printed in the "Expiration of bond on file with Commission" field, the AOUC 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 AOUC to select a fidelity bond exemption.

List the names of the officers of the association (all information provided is public information)

President (required): Loretta Sheehan  
Vice President (optional): Loretta Sheehan  
Secretary (required): Beryl Pomery  
Treasurer (required): Beryl Pomery

b. Designated officer (from section 2a) for direct contact (required):

Title: Vice President Name: Loretta Sheehan  
Mailing address (public): 1808 Punahou St #701  
City: Honolulu State: HI Zip: 96822 Day Phone: 524-7500  
Public Email (optional): \_\_\_\_\_

3. a. Person to receive AOUC correspondence & calls from Commission (required):  
This individual will receive notices to update fidelity bond coverage, as well as correspondence from the Commission.

Title: Property Manager Name: Donald Garwood  
Mailing Address: 1126 Union Mall, Suite 310  
City: Honolulu State: HI Zip: 96813 Day Phone: 524-9310  
Public Email (optional): \_\_\_\_\_

b. Pursuant to Act 158, Session Laws of Hawaii 2009, please identify the individual designated to provide reasonable access to persons authorized to serve civil process, in compliance with Hawaii Revised Statutes Chapter 634.

Name: Donald Garwood

Reg .....	593	\$50	\$50	\$100
CETF .....	906	\$7 x18	\$126	\$138.60
Service Fee .....	BCF	\$25		
Bond Exemption ..	593	\$50		
<b>TOTAL DUE</b>			<b>\$178</b>	<b>\$238.60</b>

CPR # 1350 - PUNAHOU PALMS

4. Management status (required): (check ONE only and fill in corresponding info)

Self-managed by Association of Unit Owners (see Instructions)

Public Email: \_\_\_\_\_ (Optional)

Title: \_\_\_\_\_ Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ REAL ESTATE BRANCH

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Managed by Condominium Managing Agent (see Instructions)

14 MAY -9 P 2:22

Public Email: \_\_\_\_\_ (Optional)

Management Company: Hukai Management

Mailing Address: 1126 Union Mall, Suite 310

City: Honolulu State: HI Zip: 96813 Day Phone: 524-9310

5. a. Evidence of Fidelity Bond (required) (Between sections 5a and 5b CHECK ONE ONLY; see Question #1 for preprinted expiration date of bond on file with the Commission)

- No evidence of fidelity bond is attached because bond on file in Question #1 expires AFTER June 30, 2013.
- Completed CSI form or certificate of insurance form is attached because bond on file in Question #1 expires ON OR BEFORE June 30, 2013, or evidence of current fidelity bonding is NOT on file with the Commission.

b. Bond Exemption (if applying for a bond exemption, select ONE of the following exemptions. A corresponding bond exemption form on page B-2, B-3, or B-4 must be completed as part of the application process). An additional \$50 bond exemption application fee must be added to the preprinted total due on page A-1.

- Sole Owner: Where all condominium units are owned by a sole individual, sole corporation, sole partnership, sole Limited Liability Corporation ("LLC"), or sole Limited Liability Partnership ("LLP").
- 20 or Fewer Units: Where the condominium project contains 20 or fewer units.
- 100% Commercial Use: Where all condominium units are 100% commercial use.

6. Owner occupancy: Percentage (estimate if not known) of residential use units in the project which are owner-occupied: 69%

7. Annual operating budget: Did the AOJO board of directors adopt an annual operating budget?  Yes  No  
If yes, is it distributed to each unit owner?  Yes  No

8. Maintenance fees: (see Instructions)

a. State the lowest and highest MONTHLY maintenance fees assessed for any unit in the last two years.

Lowest per month: \$ 686.00 (please do NOT attach maintenance fees for every unit)  
Highest per month: \$ 1,315.00

b. Has there been an increase in maintenance fees in the last two years?  Yes  No

c. What is the AOJO's total amount of current DELINQUENT maintenance fees over 90 days? \$ 0

9. Special assessments:

a. Were special assessments levied against the owners within the last two years?  Yes  No

If yes, how much per unit? \$ \_\_\_\_\_

If yes, for what purpose? \_\_\_\_\_

b. Is there any plan to collect a special assessment in the near future?  Yes  No

If yes, when? \_\_\_\_\_

If yes, how much per unit? \$ \_\_\_\_\_

If yes, for what purpose? \_\_\_\_\_

10. Reserve studies and replacement reserves: (see Instructions)

- a. Has the AOOU reserve study been annually updated?  Yes  No
- b. Has the AOOU adopted an annual operating budget for replacement reserves?  Yes  No
- c. For the current fiscal year, is the AOOU collecting 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  No
- d. Has the AOOU funded replacement reserves through special assessments?  Yes  No
- e. Has the AOOU exceeded its annual operating budget during anytime in the last two fiscal years?  Yes  No  
 If yes, where did the Association find the monies for the extra expenses?  
 From Reserves       From Special Assessments       From a Combination of Reserves/Assessments  
 Loan       Increased Maintenance Fees
- f. Where are the reserves deposited/invested? Select all that apply.  
 Deposited in a financial institution, including a federal or community credit union, located in the State and whose deposits are insured by an agency of the United States government;  
 Held by a corporation authorized to do business under HRS Chapter 412, Article 8;  
 Held by the United States Treasury;  
 Purchased in the name of and held for the benefit of the association through a securities broker that is registered with the Securities and Exchange Commission, that has an office in the State, and the accounts of which are held by member firms of the New York Stock Exchange or National Association of Securities Dealers and insured by the Securities Insurance Protection Corporation;  
 Demand deposits, investment certificates, savings accounts, and certificates of deposit;  
 Obligations of the United States government, the State of Hawaii, or their respective agencies;  
 Mutual funds comprised solely of investments in the obligations of the United States government, the State of Hawaii, or their respective agencies;  
 Out of state institution.

- 11. Does the AOOU conduct an annual financial audit of AOOU funds by a public accountant?  Yes  No
- 12. Does the AOOU prohibit pets?  Yes  No  
 If yes, are pet prohibitions stated in the recorded bylaws?  Yes  No
- 13. 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 Chapters 514A and 514B, HAR Chapter 107, copies of the declaration, bylaws, house rules and any amendments?  Yes  No
- 14. a. Has the AOOU made any changes to the common elements within the last two years?  Yes  No  
 b. Have all declaration and bylaw changes been recorded with the Bureau of Conveyance or the Land Court?  Yes  No
- 15. Has the AOOU amended the declaration, bylaws, condominium map or other constituent documents to adopt the provisions of HRS Chapter 514B?  Yes  No
- 16. a. Has the AOOU utilized mediation or arbitration to resolve condominium disputes within the last two years?  Yes  No  
 If yes, how many times? Mediation: \_\_\_\_\_ Arbitration: \_\_\_\_\_  
 b. Have any lawsuits been filed against the association in the last two years?  Yes  No  
 c. Are there any civil or criminal judgments entered against the association in the last two years?  Yes  No
- 17. a. Does the AOOU have a separate email account?  Yes  No  
 What is the association's public email address? (optional) \_\_\_\_\_  
 b. Does the AOOU maintain an internet website?  Yes  No  
 What is the public website address? (optional) \_\_\_\_\_
- 18. How does the AOOU disseminate new information to homeowners regarding changes to bylaws, house rules, HRS Chapters 514A and 514B, and HAR Chapter 107? Select all that apply.  
 Newsletter       Mailings       Bulletin Board       Email       Website       Other

RECEIVED  
 REAL ESTATE BRANCH  
 14 APR -4 PM 12:23  
 DEPT OF CONSUMER AFFAIRS  
 STATE OF HAWAII

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

**For the period July 1, 2013 – June 30, 2015**

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, 2015.
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)).

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DEPT OF COMMERCE  
& CONSUMER AFFAIRS  
STATE OF HAWAII



Signature of Association Officer, Developer, 100% Sole Owner, or Managing Agent  
(Original signature or stamp preferred, however facsimile or photocopied signatures are accepted)

Donald Garwood

Print Name

4/2/14

Date

Punahou Palms (Hua Kai Management)

Print Name of Condominium Association (Managing Agent include CMA Name)

- CHECK ONE ONLY:**  President  Vice-President  Secretary  Treasurer  
 Developer or Developer's Agent registering for unorganized association  
 100% Sole Owner of Condominium Project  
 Managing Agent with Delegation of Duty to Register

Mail or deliver all fees & documents to: Real Estate Branch, AOOU Registration, 335 Merchant St., Rm. 333, Honolulu, HI 96813

If you need assistance: call (808) 586-2643 to speak to a condominium registration clerk.

This material can be made available for individuals with special needs. Please call the Senior Condominium Specialist at (808) 586-2643 to submit your request.