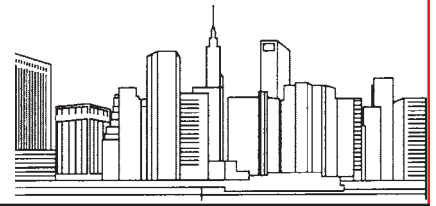
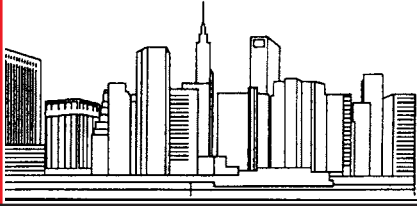


# HAWAII CONDOMINIUM BULLETIN



VOLUME 12, NO. 3

MARCH 2005

Funded through the Condominium Education Fund

## 2005 Legislative Update

Currently, the Legislature is considering several issues of interest to condominium owners. A brief summary is provided. Some of the bills may become law and some may not.

This article summarizes selected bills. The summaries are not intended to be an exhaustive list or to cover all provisions of a bill.

Interested readers may access the legislature's website: <http://www.capitol.hawaii.gov>, for listing of bills, to check the status of a bill as it goes through the process, or to read the full text of the bills.

If and when the bills become laws, a more detailed summary of the legislation will be placed on the Commission's

*See Legislative Update on pg.6*

## Condominium Developer's Public Reports Are Now Available Online

On December 13, 2004, the Developer's prepared Condominium Public Reports became available online.

Condominium Public Reports are prepared and submitted to the Commission, by the developer, for the purpose of disclosing material facts pertaining to a condominium project.

Report types include preliminary, contingent, supplemental and final public reports.

View these reports online at [http://www.hawaii.gov/dcca\\_condo/index.html](http://www.hawaii.gov/dcca_condo/index.html). Users must have the Adobe Acrobat program to view the reports.

## Advance Notice—AOAO Biennial Reregistration Deadline is May 31, 2005

**Renew Early Online**

In early April 2005, the Commission will mail out the 2005-2007 Condominium Association Biennial Registration Application. *The online registration application will be available on April 4, 2005 at [www.ehawaii.gov/condo](http://www.ehawaii.gov/condo).*

All current condominium Association of Apartment Owner (AOAO) registrations will terminate on June 30, 2005. The new application will cover the biennial registration period July 1, 2005 – June 30, 2007, and will be mailed to the contact person previously designated on the 2003-2005 AOAO registration application (unless the information has been updated with the Commission).

All renewal applications including renewals online but, excluding those requesting a bond exemption, must be post-marked or hand-delivered no later than the Commission's prescribed deadline date which is targeted as May 31, 2005.

*See Reregistration Deadline on pg. 6*

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**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.**

The Hawaii Condominium Bulletin is funded by the Condominium Education Fund, Real Estate Commission, Professional and Vocational Licensing Division, Department of Commerce and Consumer Affairs, State of Hawaii.



## Letter from the Chair . . .

Last year, we reported that the legislature passed the Condominium Recodification Law and reserved certain sections pertaining to the creation, alteration, termination, registration and administration of condominiums, and protection of condominium purchasers.

The 2005 legislative session continues to deliberate on these issues. We are hopeful that the rewrite of the condominium law will pass this legislative session with an effective date of July 1, 2006. This landmark legislation benefits all of us and your active rapport is welcomed. See "2005 Legislative Update" for other bills that may affect condominium owners and/or communities.

On another note, it is time again for the Condominium Association Biennial Registration. Mail outs will begin in early April. Online registration is also available on April 4, 2005. We encourage applications to be submitted before the deadline to avoid penalties. The final deadline is **May 31, 2005**.

On the subject of Commission issuance of effective dates for developer prepared public reports, we are happy to announce that you may now view and obtain public report information online. This is a huge step forward in the building of the Commission's information superhighway. Many thanks to the Commission's staff for their hard work to make this happen! The website address is: [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec).

In this issue's reference file, please find an overview of proxies as it pertains to the condominium law. Recurring questions regarding proxies have prompted a re-publication.

We also report on standing committee meetings held on Maui in conjunction with the 2004 Real Estate License Renewal Workshop and Real Estate and Condominium Specialist Office of the Day. Other workshops and sessions were also held on Kauai and in Kona and Hilo in November.

The June Commission's Committee neighbor island meetings will be held in Kona. The Condominium Specialist Office of the Day will be held simultaneously. The condominium community has a standing invitation to attend this meeting, and you are encouraged to do so.

Please review the Education Calendar and Meeting Schedule. Your attendance is always welcome. The Commission looks forward to your input in these meetings.

Sincerely,

*Mitchell A. Imanaka*

Mitchell A. Imanaka, Chair  
Condominium Review Committee

## Ask the Condominium Specialist

**Q** The Board of Directors of my condominium association always seems to have secret meetings excluding owners. Is this permissible under Chapter 514A, Hawaii Revised Statutes?

**A** Section 514A-83.1, Hawaii Revised Statutes (HRS), provides that all board meetings, other than executive sessions, shall be open to all members of the association. The section further provides that non-board owner/members may participate in any board deliberation or discussion unless a majority of a quorum of the board votes otherwise. The statute authorizes boards to enter into executive session to discuss issues relating to personnel or litigation in which the association is, or may be, involved. However, the business to be considered in executive session must first be announced at the open board meeting. You should also be aware that Section 514A-82(b)(9), HRS, requires boards whenever practicable to post meeting notices in prominent locations within the project either 72 hours before the meeting or at the same time notice of the meeting is given to the directors.

**Q** What can we do if we feel the board is not following or enforcing several provisions of the declarations, bylaws, and house rules especially in the use of the common areas, such as the pool, guest parking, recreation deck area and trash chutes?

**A** Before mapping out a plan of action, make sure you have the latest version of the declaration, bylaws, house rules, and board resolutions and carefully re-read these documents. Sometimes, in haste we all misread. Consult with other owners to determine whether they desire to get involved and would like to pool resources to address this matter. Then inform the board in writing of your collective concerns. Work with the board towards a consensus solution. A consensus solution may not be 100 percent what each party wants, but a solution that each can live with. After all, all parties must continue to live in close proximity to each other in the same condominium project. A consensus solution may include among other things, amending the rule if the rule no longer serves its purpose. Where a consensus cannot be reached, involving an impartial third party through mediation or arbitration may bring closure to the situation. The Condominium Education Fund (CEF) subsidized mediation services are available through the various mediation centers:

Mediation Center of the Pacific, Inc. 521-6767  
Mediation Services of Maui, Inc. 244-5744

*See Ask the Condominium Specialist on pg. 5*

**This article was derived from the Board of Director's Guide to Proxies (June 1994). Some information has been changed to reflect the current law.**

*The Board of Director's Guides do not contain subsequent law changes; they should only be used as a general source of information and are not intended to be a substitute for a careful reading of the law and the condominium documents. If you have general questions about the law or the information in these guides, you may call the Real Estate Commission's Condominium Specialist at (808) 586-2643. If you have specific questions about a legal issue, you should consult an attorney experienced with condominium issues.*

## PROXIES

On occasion, a condominium owner finds that he or she cannot attend an association meeting. Nevertheless, the owner may still desire to participate in determining the outcome of any issues requiring the vote of owners. Thus, on these occasions, subject to certain conditions, an owner may designate any person to vote on those issues on the owner's behalf. The designation is usually made by the owner giving a "proxy" to that person. At minimum, the giving of a proxy must comply with the requirements and procedures set forth in sections 514A-82(b)(4) and 514A-83.2, Hawaii Revised Statutes (HRS). This reference file provides a condominium owner with some information for the valid execution of proxies.

### The Nature and Role of Proxies

Condominium owners elect directors to manage and govern the affairs of the association on their behalf. In Hawaii a good number of owners elect board members and vote on association issues by proxy.<sup>1</sup> "A proxy is the written authorization by an owner(s) that appoints another person to represent and vote on behalf of such owner(s)."<sup>2</sup> Not all states allow voting by proxy. Hawaii's condominium law<sup>3</sup> does.

Proxies are commonly used in corporate elections, where a corporate shareholder appoints someone to act as their agent (on their behalf) in voting their shares of stocks. When applied to condominium associations, the apartment owner's granting of a proxy may be said to create an agency whereby a person on the board votes an owner's percentage of an undivided interest in the management and governance of the common elements.

Hawaii's condominium law, Chapter 514A, HRS, requires that a proxy be valid only for the meeting for which it is given and to any adjournments of that meeting.

### Types of Proxies

**General and Directed Proxies.** There are two common types of proxies, "general" and "directed." A general proxy authorizes the holder, at an annual or special meeting, to vote on all issues on the agenda and on any other business matters coming before the board. See Appendix 12 of the *Board of Directors' Guides to Proxies* (June 1994) for sample forms. In contrast, a directed proxy directs and authorizes the proxy holder to vote in a certain manner and in accordance with the express terms of the proxy. See Appendix 13 of the *Board of Directors' Guide to Proxies* (June 1994) for sample forms. The giving of general proxy requires an owner to have trust in the holder's decision making abilities. Thus, in giving a general proxy, a condominium owner should take steps to ensure that the proxy holder's positions on the various agenda items are consistent with the owner's intentions and desires.

Sometimes a condominium board requests that an owner appoint the board as the owner's proxy which allows the board to vote on all matters coming before the meeting. A condominium owner may honor the request or the owner may elect to limit the proxy to certain items. In so limiting the proxy, the owner has directed the proxy. See Appendix 8a of the *Board of Directors' Guide to Proxies* (June 1994).

### Minimum Requirements for a Valid Proxy

Whether a condominium owner is executing a general or a directed proxy, there are minimum requirements an owner must follow for its valid execution. Part V of the Hawaii condominium law lists these minimum requirements. Section 514A-83.2 of the Hawaii condominium law, in particular, details the requirements. This section describes the conditions for giving a valid proxy; the duration of a proxy; the permitted scope of the proxy; who may be proxy holders; when the board of directors may be the proxy holder and the procedure an owner may use to indicate how the proxy vote should be used by board members; prohibitions against the use of association funds for distributing proxies by a board of director's officer and the revocation of proxies.

In general, in order to be valid, a proxy must:

## Proxies from pg. 3

- Be delivered either to the secretary of the association or the managing agent no later than 4:30 p.m. on the second business day prior to the date of the meeting to which it pertains;<sup>4</sup> and contain at least the:
  - » Name of the association of apartment owners
  - » Date of the meeting of the association of apartment owners
  - » Printed name and signature of the person or persons giving the proxy
  - » The apartment or apartments for which the proxy is given
  - » The date that the proxy is given, and
  - » Contain boxes where the owner has indicated that the proxy is given:
    - 1) For quorum purposes only;
    - 2) To the individual whose name is printed on a line next to this box;
    - 3) To the board of directors as a whole and that the vote be made on the basis of the preference of the majority of the board; or
    - 4) To those directors present at the meeting and the vote to be shared with each board member receiving an equal percentage.

In addition to these general requirements *for the valid execution of a proxy*, a condominium owner must meet other *additional requirements*. These additional requirements vary depending who the owner designates as the proxy holder, the purpose of the proxy, whether the proxy was solicited, and by whom. See *Board of Directors' Guide to Proxies (June 1994)* for further explanation of these additional requirements. Except as reprinted here.

## ADDITIONAL REQUIREMENTS AND PROXY HOLDERS

Subject to certain conditions, the law allows giving a proxy to any person. Owners may designate other condominium owners, resident managers, managing agents, board members, board of directors, officers of the board, and any other individual or entity as proxy holders. These designations, however, must comply with the general requirements and procedures set forth in sections 514A-82(b)(4) and 514A-83.2, HRS. See Appendix B of the *Board of Directors' Guide to Proxies (June 1994)*.

## PROXY HOLDERS FOR THE ELECTION OF BOARD DIRECTORS

1. *Board members*. When a board member uses association funds to distribute or request that an

owner give a proxy to the board member and the proxy to the board member and the proxy is for the election or re-election of board of directors, the requirements set forth in section 514A-82(b)(4), HRS, must be satisfied. A board member who intends to use association funds to distribute proxies including the standard proxy form authorized by the association if any shall first post notice of its intent to distribute proxies in prominent locations within the project at least 30 days prior to proxy distribution.

2. *Owners as Proxy Holders*. Owners may request proxies from other owners. Section 514A-82(b)(4), HRS, also set forth procedures to be followed when the board intends to distribute proxies for the election of board directors. The section requires the board to post notice in prominent locations throughout the project that the board intends to solicit proxies for the election or re-election of board of directors. Within seven (7) days of the board's posting the notice of intent to distribute proxies, an owner may make a request to participate in the distribution and solicitation of proxies. The board must then mail to all owners, either:

- A proxy form containing the names of all owners who have requested the use of association funds for soliciting proxies, accompanied by statements submitted by the owners, not to exceed 100 words, indicating the owners' qualifications to serve on the board and reasons for wanting to receive proxies; or
- A proxy form, containing no names but, accompanied by a list of names of all owners who have requested the use of association funds for soliciting proxies and their statements<sup>5</sup>

3. *Resident managers and managing agents*. Among other provisions, Section 514A-82(b)(4), HRS, specifically prohibits resident managers and managing agents from soliciting any proxies from condominium owners in associations which employ or hire them. Should the managers or managing agents receive any proxies, they may not vote the proxies for any purpose except to establish a quorum. Thus, for example, a manager or managing agent cannot cast a proxy vote for the election or re-election of board members.

4. *Officers of the board*. Section 514A-83.2(c), HRS, also provides limitations and conditions on the use of proxies by officers of the board. Officers of the board may be proxy holders, but cannot use association funds to solicit proxies except for the procedures to the distribution of proxies as set forth in Section 514A-82, HRS.

## Proxies from pg. 4

However, the Hawaii condominium law<sup>6</sup> does not prevent a board officer from participating as an owner in the association's solicitation.

**Successor Proxy Holders.** Sometimes, for whatever reason, a designated proxy holder is unable to attend the meeting for which the holder is given a proxy. The Hawaii condominium law appears to make no specific provision for this situation. Condominium owners should review their association's bylaws for a procedure to follow in this situation. The bylaws may include but are not limited to: giving the board authority to declare the proxy invalid, designating the use for quorum purposes only; or having the proxy automatically vest in the board of directors as the successor proxy holder with the proxy voted with the preference of the majority. See Appendix 11 of the *Board of Director's Guide to Proxies (June 1994)*.

**Proxy Reproduction.** A copy, facsimile telecommunication, or other reliable reproduction of a proxy may be used in place of an original proxy for all purposes an original proxy is used. However, the reproduction must be a complete reproduction of the entire original proxy.

## A CONDOMINIUM OWNER MAY USE ASSOCIATION FUNDS TO SOLICIT PROXIES FOR ELECTION TO THE BOARD OF DIRECTORS

Sometimes there is a campaign to amass the required number of votes to control the outcome of an election. The costs associated with such a campaign can be expensive and often cannot be borne easily by an owner. The Hawaii condominium law provides owners with equal opportunity to participate in the association's distribution/solicitation. These access provisions have been specified on page 4 of this article.

## FOR MORE INFORMATION ON PROXIES

For additional information about proxies and sample forms see the *Board of Directors' Guide to Proxies (June 1994)*. This publication is also available on line at [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec). You may also refer to the *Robert's Rules of Order (the latest edition)*.

### (Footnotes)

- 1 Report to the Legislature Relating to Condominium Property Regime, 1990, 43.
- 2 Nagle, P. Michael, CAI-GAP Report 21 *Guide to An-*

*nual Meetings, Special Meetings, and Elections.* Alexandria, Virginia: Community Associations Institute, 1992, 13. This publication, a part of the Condominium Reference Library, is one among the many reference publications available for use at your local Hawaii State Library. Please call your library branch to confirm availability.

- 3 Sections 514A-82(b)(4), -83.2 Hawaii Revised Statutes.
- 4 **Practical Issue:** Counting of days. Throughout Part V, "Condominium Management," Chapter 514A, HRS, references are made to required number of days for performing an act. Thus within the usual context, "delivery of the proxy no later than 4:30 p.m. of the second business day prior to the date of the meeting" means that the secretary or managing agent will have less than 48 hours if the meeting is held in the morning or afternoon and more than 48 hours if held in the evening.
- 5 Section 514A-82(b)(4), HRS
- 6 Section 514A-83.2(d), HRS

## Ask the Condominium Specialist

### from pg. 2

West Hawaii Mediation Center	885-5525 (Kamuela)
	326-2666 (Kona)
Ku'ikahi Mediation Center	935-7844
Kauai Economic Opportunity, Inc.	245-4077

The CEF is used to defray a good portion of the cost of mediating qualified cases. Condominium apartment owners and developers contribute to the CEF.

Arbitration services are available through:

American Arbitration Association	(808) 590-2102
Dispute Prevention & Resolution	523-1294
ADR Hawaii	531-6789

Arbitration involves some costs. The amount is arguably less than filing a court proceeding. However, without an agreement that the arbitration be binding, arbitration is subject to a "trial de novo" (being presented again in a court of law necessitating additional costs.)

## ***Reregistration Deadline from pg. 1***

For those associations requesting a bond exemption, the registration deadline is Monday, May 2, 2005. The reason for the earlier bond exemption application deadline is to allow the AOA enough time to obtain and submit evidence of the fidelity bonding no later than May 31, 2005, if the bond exemption application is denied.

Completed registration applications (including fees and all required documents) must be postmarked no later than midnight May 31, 2005 and mailed to: Real Estate Branch, Association Registration, 335 Merchant St., Room 333; Honolulu, HI 96813. Registration applications may also be hand-delivered to the same address no later than 4:30 p.m. on May 31, 2005.

The Commission strongly encourages registering early to avoid penalty fees for late payment or late registration after May 31, 2005.

In order to successfully register, an AOA must timely

submit a completed registration application form, a CSI form (if fidelity bond coverage terminates prior to June 30, 2005) or a bond exemption application (if applicable), and all required fees.

Fees for the 2005-2007 biennial registration include a \$50.00 nonrefundable registration fee, the \$4 per apartment Condominium Education Fund (CEF) fee, plus (if applicable) a non-refundable \$50.00 fidelity bond exemption application fee if requesting a bond exemption application.

Condominium projects that fail to successfully register by May 31, 2005 must file as a new applicant and pay a penalty of \$50.00, plus a penalty of an additional 10% of the total CEF fee. They also lack standing to maintain any action or proceeding in the courts of this State until the AOA properly registers, and are subject to action by the Regulated Industries Complaints Office (RICO).

Persons needing registration assistance may call 586-2643 to speak to a condominium registration clerk.

## ***Legislative Update from pg. 1***

website at: [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec)

The following are selected bills that have "crossed over" to the other legislative body for their consideration and decisions to enactment as laws:

**HB 973** – Prohibits co-employment of a condominium association of apartment owners' employee by the managing agent of the condominium.

**HB 1017** – Allows for the installation of solar energy devices on any privately owned single-family residential dwelling or townhouse with limited restrictions. Requires private entities to adopt rules regarding the placement of solar energy devices.

**SB 953** – Requires sellers of residential property to include in the disclosure statement provided to buyers the existence of agricultural lands within 1000 lineal feet of the sale property.

**SB 1132** – Recodifies condominium laws, relating to creation, alteration and termination; registration and administration; and protection of purchasers. Delays the effective date of the new condominium law until 7/1/06. Appropriates funds for educational purposes.

**SB 1137** – Allows condominium associations to invest in financial products through a Hawaii based securities broker.

**SB 1336** – Provides that that the co-owner or co-lessor of lands that is not party to any offer to sell a leased fee interest has the right of first refusal to purchase a leased fee interest.

**SB 1345** – Repeals limitation on issues that may be considered in administrative hearing of condominium disputes

and allows any issue considered in preceding mediation to be adjudicated.

**SB 1348** – Requires association of apartment owners to maintain records apartment owners are entitled to review kept on the property if the association or a resident manager maintains an office on the property.

**SB 1349** – Requires condominium board of directors to maintain certain financial records for current and prior 4 years available for review by apartment owners.

**SB 1793** – Exempts from taxation 100% of income received by lessors from sale of leased fee interest in multi-family leasehold residential properties and residential leasehold house lots to lessees.

**SB 1798** – Exempts condominium associations from requirements governing cumulative voting for nonprofit corporations.

## **RESOLUTIONS**

**HCR 204, SCR 167** – Requesting a sunrise analysis of the regulation of condominium association managers. Passed unamended.

**SCR 79, HCR 235** – Requesting the convening of a task force to facilitate the establishment of viable naturally occurring retirement communities. Passed with amendments.

Concurrent bills have until April 15, 2005, to pass to the non-originating body.

Please refer to the website instructions should you wish to provide testimony on any bills now being considered by either the House or Senate.

## Mediation Case Summaries

**MCP** = Mediation Center of the Pacific, Inc.  
**MSM** = Mediation Services of Maui, Inc.  
**WHMC** = West Hawaii Mediation Center  
**BOD** = Board of Directors

**KMC** = Ku'ikahi Mediation Center  
**RICO** = Regulated Industries Complaints Office  
**KEO** = Kauai Economic Opportunity, Inc.  
**CMA** = Condominium Managing Agent

### CASES HANDLED BY MCP 7/1/04 – 2/28/05

Between July 1, 2004 and February 28, 2005, there were a total of ten (10) cases involving condominium disputes. Two (2) case were mediated, seven (7) were closed without mediating, and one (1) withdrawal.

Parties	Complaint	Disposition
BOD vs. owner	Dispute - payment of damage due to foreclosure	Closed
Owner vs. BOD	Dispute – repair and inspection of gutters	Mediated
Owner vs. BOD	Dispute – installation of awning	Mediated
Owner vs. BOD	Dispute – repair of damage to common element	BOD declined
Owner vs. BOD	Mitigation of mold caused by water leak and association issues	No agreement
Owner vs. BOD	Dispute – degree of BOD oversight of approved remodeling work to owner’s unit	BOD declined
Owner vs. BOD	Dispute – retraction of incorrect citations	BOD declined
BOD vs. owner	Dispute – apartment owner landscaping in common area	No agreement
Owner vs. BOD	Dispute – validity of noise citation and fine	BOD declined
Owner vs. BOD	Dispute – enforcement of parking rules	Owner withdrew

### CASES HANDLED BY MSM 7/1/04 – 2/28/05

Between July 1, 2004 and February 28, 2005, there was one (1) case involving condominium disputes. It was closed without mediating.

Owner vs. BOD	Dispute – maintenance fees, late fees, attorney’s fees	Property Manager declined
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### CASES HANDLED BY KEO 7/1/04 – 2/28/05

Between July 1, 2004 and February 28, 2005, there was one (1) case involving a condominium dispute. It was closed.

AOAO vs. BOD	Dispute – BOD’s compliance with rules to allow owners to participate	BOD declined
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**(NO CASES REPORTED BY WHMC, KMC and RICO)**

# Real Estate Commission Meeting Schedule

Laws & Rules Review Committee  
 Education Review Committee  
 Condominium Review Committee  
 (These committees meet one after another,  
 beginning at 9 a.m.)

Real Estate Commission, 9 a.m.

Wednesday, April 13, 2005  
 Wednesday, May 11, 2005  
 Wednesday, June 8, 2005

Friday, April 29, 2005  
 Friday, May 27, 2005  
 Friday, June 24, 2005

All meetings will be held in the Queen Liliuokalani Conference Room of the King Kalakaua Building, 335 Merchant Street, First Floor. Meeting dates, locations, and times are subject to change without notice. Please visit the Commission's website at [www.hawaii.gov/hirec](http://www.hawaii.gov/hirec) or call the Real Estate Commission office at 586-2643 to confirm the dates, times, and locations of the meetings.

## Condominium Education Calendar 2005

This calendar lists upcoming educational events of interest to the condominium community. The publishers express **no opinion** about the quality or content of any event they do not sponsor. This listing should not be construed as an endorsement or sponsorship of any event, unless expressly indicated. Events may be subject to change; please check directly with the provider to confirm each event.

Date	Time	Event Title	Location	Provider
04/23/05	8:30-12:00	*30 Year Building	Japanese Cultural Ctr	CAI-H
05/01/05		Insurance Seminar		CCM
05/19-21/05		CAI's 54 <sup>th</sup> Nat'l Conference & Exposition	Westin La Paloma Tucson, AZ	CAI
06/02/05	12:00-1:30	*Dealing with Disaster	Hale Koa Hotel	CAI-H
07/09/05	9:00-12:00	*Legislative Update	Japanese Cultural Ctr	CAI-H
08/01/05		Landscaping Seminar		CCM
08/11/05	12:00-1:30	*Developing Issues	Hale Koa Hotel	CAI-H
09/01/05		Budgets & Reserves Seminar		CCM
09/10/05	9:00-12:00	*FDA & ADA	Japanese Cultural Ctr	CAI-H
10/22/05	9:00-12:00	*Information Management	Japanese Cultural Ctr	CAI-H

*\*The seminar is partly funded by funds from the Condominium Education Fund, Real Estate Commission, Professional and Vocational Licensing Division, Department of Commerce and Consumer Affairs, State of Hawaii for condominium apartment owners whose AOAO is currently registered with the Real Estate Commission.*

*Information is subject to change. For full information on the above-listed courses, please call the provider.*

	Provider	Phone	Address
CAI	Community Associations Institute (National) <a href="http://www.caionline.org">www.caionline.org</a>	(703) 548-8600	225 Reinekers Ln #300 Alexandria, VA 22314
CAI-H	Community Associations Institute - Hawaii Chapter <a href="http://www.caihawaii.org">www.caihawaii.org</a>	488-1133	P.O. Box 976 Honolulu, HI 96808
CCM	Condominium Council of Maui <a href="http://www.mauicondorcouncil.com">www.mauicondorcouncil.com</a>	573-4231	PO Box 1362 Kihei, HI 96753
HAR	Hawaii Association of Realtors <a href="http://www.hawaiiirealtors.com">www.hawaiiirealtors.com</a>	733-7060	1136 12 <sup>th</sup> Ave., Ste. 220 Honolulu, HI 96816
HCAAO	Hawaii Council of Associations of Apartment Owners	533-2528	677 Ala Moana Blvd, #401 Honolulu, HI 96813
HSAP	Hawaii State Association of Parliamentarians	839-4437	1457 Ala Aolani Street Honolulu, HI 96819
HSBA-CLE	Hawaii State Bar Association - Continuing Legal Educ. <a href="http://www.hsba.org">www.hsba.org</a>	537-1868	1132 Bishop Street, Ste 906 Honolulu, HI 96813
IREM	Institute of Real Estate Management Hawaii Chapter No. 34	733-7060	1136 12 <sup>th</sup> Ave, Ste 220 Honolulu, HI 96816
ARM	Accredited Residential Manager	733-7060 x119	1136 12 <sup>th</sup> Ave., Ste. 220 Honolulu, HI 96816
UH-OC	Noncredit Programs, Outreach College, University of Hawaii	956-8244	2530 Dole Street Honolulu, HI 96822

Real Estate Branch and Real Estate Commission's web page at: <http://www.hawaii.gov/hirec>  
 Address: 335 Merchant Street, Rm. 333; Honolulu, HI 96813; Phone: (808) 586-2643

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