



**2018
HAWAII RESIDENTIAL
BUILDING OF THE YEAR
AWARD**



**Nomination Form
Deadline: September 28, 2018**

IREM[®] Hawaii Chapter No. 34
2018 HAWAII RESIDENTIAL BUILDING OF THE YEAR AWARD
CALL FOR ENTRIES

This competition awards excellence in the management of condominium and townhouse projects. All facets of a building's operations are evaluated, including resident relations programs, community involvement, emergency evacuation procedures, continuing education for building personnel, and overall service.

Any building of any size within the state of Hawaii can compete in the Residential Building of the Year Award as long as it meets the eligibility requirements. Categories will be divided by size and building age. The categories will consist of buildings opened prior to 1993 and buildings opened in 1994 or later.

Categories:

High Rise:

- Under 199 units
- 200 – 399 units
- 400 units and over

Low Rise or Townhouse:

- Under 199 units
- 200 – 399 units
- 400 units and over

Eligibility Requirements:

- The building must be managed by an ARM[®], ACoM, or CPM[®] Member, or AMO[®] Firm.
- Member must be good standing with IREM[®] Headquarters and the Hawaii Chapter.
- Building may not have won the award with the same manager in the past 5 years.
- Building must be at least 2 years old from the date of occupancy of the first tenant by the application submittal date.
- At least 90% of the building space must be used as residential condominiums.
- Each building may enter in only one category.
- Must score a minimum of 70 points to qualify.
- A \$100.00 entry fee must accompany each submission.

Deadlines:

- Applications must be submitted by **September, 28 2018**.
- On site inspection will take place by appointment.
- Winners will be announced on October 26, 2018 at the IREM® Hawaii Chapter Annual Awards Gala.
- Please note: the presentation will be limited to IREM® business only. Due to time constraints, we cannot allow property management companies to honor individual recipients at this meeting. Thank you for your understanding.
- Winners will automatically be invited to participate on the selection committee for the 2019 awards.

Deliver application and supporting materials by September 28, 2018:

Davie Felipe, ARM®
ARM Committee Chair
Anaha
1108 Auahi Street, Suite 220
Honolulu, HI 96814
Phone: 808.600.2272

IREM Hawaii contact:

Lauren Kagimoto
Association Executive
iremhawaii@gmail.com

COVER SHEET

Category _____

Association Name _____

Address _____

City/State/Zip _____

Phone Number _____

Management Company _____

Property Manager _____

Residential Manager _____

Name of Person
Submitting Application _____

E-mail Address _____

Phone Number _____

CONTENTS

Materials must be submitted in a standard 3-ring binder, including tabs for the following headings:

➤ General Information	
➤ Administration.....	5 POINTS
➤ Financial Management.....	10 POINTS
➤ Resident, Employee and Owner Relations.....	15 POINTS
➤ Training Information for Building & Board Personnel.....	5 POINTS
➤ On-Site Manager Primary Responsibilities.....	20 POINTS
➤ On Site Manuals.....	10 POINTS
➤ Energy Management Systems & Procedures.....	10 POINTS
➤ Maintenance & Structural Preservation.....	10 POINTS
➤ Condominium Documents.....	5 POINTS
Overall Presentation.....	10 POINTS
TOTAL POINTS.....	100 POINTS

GENERAL INFORMATION

Age of Association: _____

Type of Association: _____High Rise _____Low Rise _____Townhouse

Number of Residential Units _____

Number of Commercial Units _____

Percentage of Resident Owners _____

Management Type:

_____Self managed

_____On-Site Manager

_____Professional Management Company

_____Homeowner Controlled Association

Number of Employees

Full Time _____

Part Time _____

Administrative _____

Site Manager: _____ARM® _____CPM® _____CPM® Candidate _____ACoM

Property Manager: _____ARM® _____CPM® _____CPM® Candidate _____ACoM

ADMINISTRATION

- Association holds annual membership meetings.....Yes No
- Owners receive agenda prior to annual meeting.....Yes No
- Association holds annual election of officers.....Yes No
- Number of candidates for Board seats at last election....._____
- Number of members on Board of Directors_____
- Number of years of Board of Directors' terms....._____
- Board members terms are staggered.....Yes No
- Managers, board officers, directors and committee chairs
regularly participate in appropriate educational programs.....Yes No
- Board Member Packet is given to all new board members.....Yes No
- Board of Directors meets: _____ Monthly _____ Quarterly _____ Other
- Board has never failed to have a quorum present at a meeting.....Yes No
- Association exercises its authority to remove Board members
who fail to attend meetings.....Yes No
- Board meetings are open to all members except for
executive sessions.....Yes No
- There is opportunity for owners' input before or
during Board meetings.....Yes No
- All meetings are conducted in accordance with
governing documents.....Yes No
- Minutes are kept for all meetings.....Yes No
- New resolutions are incorporated in the minutes.....Yes No
- Owners receive copies of meeting minutes.....Yes No
- Book of Resolutions is maintained.....Yes No
- Board provides welcome packages to new owners and
Board members.....Yes No
- Volunteer involvement is solicited through committees.....Yes No
- Number of Committees....._____
- Average number of members on committees....._____

Committees report to Board in writing....._____

Association publishes a newsletter.....Yes No

Frequency of publication (please attach 3 issues)....._____

Newsletters are sent to: _____All Resident Owners
_____All Non-Resident Owners
_____All Non-Owner Residents

BUDGETS, STATEMENTS AND COST CONTROL

Association annual budget.....\$_____

Owners receive financial reports and budgets.....Yes No

Owners are informed in writing of the budget at least
30 days prior to implementation.....Yes No

Method of distribution_____

Association is in full compliance with state regulations for
disclosures, audits and reserve funding..... Yes No

Site Manager's role in budget preparation, please explain:

Association accountant conducts an audit..... Yes No

Association accountant conducts a review..... Yes No

Association contracts for periodic professional reserve study..... Yes No

Reserve study is performed every: ____ 1-2 years ____ 3-4 years ____ 5+ years

Association has funded reserves as recommended in
latest reserve study.....Yes No

Association has levied a special assessment in past three years.....Yes No

Amount and reason for assessments:

List capital improvements and replacements made within the past three years. Note scheduled
or emergency repairs; exclude routine maintenance items.

List capital improvements or replacements anticipated in the next three years. Note whether funds are provided for in budget or reserve account.

Association solicits competitive bids for products and services.....Yes No

Association attorney reviews all contracts prior to execution.....Yes No

Association attorney reviews contracts that exceed.....\$_____

Certificates of insurance required from contractors prior to contract award.....Yes No

Number of signatures required on association checks....._____

Minimum amount requiring two signatures, if applicable.....\$_____

Required signatures on association checks: _____Management Company Agent

_____Executive Board Member

_____Board Member

Cost control methods currently in place:

RISK MANAGEMENT

Association maintains its own fidelity bond insurance for persons handling association funds, including managers and principals of any professional management company used.....Yes No

Amount \$ _____

Association maintains directors and officers' (D&O) liability insurance to protect volunteer leaders against personal risk.....Yes No

Amount \$ _____

Association has property, personal injury and contractual liability insurance.....Yes No

Explain other active risk management procedures:

RESIDENT, EMPLOYEE AND OWNER RELATIONS

Association has written architectural guidelines.....Yes No
Please attach a copy

A resident handbook is provided to all owners and tenants.....Yes No
Please attach a copy

Explain how residents and homeowners receive written notice of all changes affecting their lifestyle and ownership responsibilities:

Association has written procedures or guidelines for handling rule enforcement procedures.....Yes No
Please attach a copy

Owners in alleged violation have opportunity to address board.....Yes No

How does your association most often resolve disputes? Do you use alternative dispute resolution?

Indicate the number of unresolved disputes regarding rule violations_____

Indicate the number of violations requiring ADR/court action:

Past year _____

Past 3 years _____

Does the Association have written procedures or guidelines for handling delinquent owners?.....Yes No
Please attach a copy

Percentage of owners more than sixty (60) days overdue in assessment charges.....%

Describe procedures for notifying delinquent owners

Charging late fees

Instituting legal proceedings

Collecting assessments more than 90 days in arrears

What method is used when communicating with attorneys, accountants, labor relations professionals and your association management company?

RESIDENT AND EMPLOYEE ACTIVITIES

Please answer these questions on a separate sheet of paper.

1. Describe social events, charitable activities and community spirit-enhancing programs you have sponsored in the past 12 months. Include all proactive efforts on the part of management working with tenants as well as a summary of tenant/employee amenities (health facilities, child care, special events, dances, fundraising drives, block parties, children's activities, etc.)
2. Explain how employees participate in these functions. A maximum of three photos per event are allowed.
3. Describe any special services your association provides (transportation, rental management, unit repairs, accommodations for aging or disabled residents, etc.)
4. Describe your association's environmental programs (recycling programs, Earth Day observances, landscaping/neighborhood beautification projects, etc.)

TRAINING FOR BUILDING AND BOARD PERSONNEL

~~Please answer these questions on a separate sheet of paper.~~

1. List of qualifications for building staff.
2. Describe on-going training programs for staff (seminars, continuing education, professional organizations and designations).
3. Provide a building organization chart.
4. What programs and training are provided for Board Members and Committee Members?
5. What has been done or is being done to provide the Association with the latest in technology and how is the technology being used?
6. Describe educational, public service and public affairs events sponsored in the past 12 months (voter registration drives, participation in the political or regulatory process, zoning issues, etc.).

PRIMARY RESPONSIBILITIES OF THE ON-SITE MANAGER

On a separate sheet of paper, please explain the primary responsibilities of the on-site manager.

EMERGENCY EVACUATION PROCEDURES

1. Summarize the procedures and programs for fire and life safety for occupants.
You may include a manual in addition to the summary.
2. Discuss how your association addresses safety and security issues.
(Neighborhood Watch programs, gates, patrols, etc.)
3. Discuss your disaster plan for fire, flood, earthquake and hurricane.

BUILDING ACCESSIBILITY

1. Describe required or voluntary efforts to afford accessibility for disabled persons.

MANUALS MAINTAINED ON SITE

Employee Policy Manual maintained.....	Yes	No	Please attach a copy
Employee job descriptions maintained for all positions.....	Yes	No	Please attach a copy
Property Manual maintained.....	Yes	No	Please attach a copy
Standard Operating Procedure Manual maintained.....	Yes	No	Please attach a copy

ENERGY MANAGEMENT SYSTEMS AND PROCEDURES

1. Describe programs and measures taken to conserve energy throughout the life of the building.

MAINTENANCE AND STRUCTURAL PRESERVATION

1. What written procedures are in place for each of the following types of maintenance?
- a) Preventative
 - b) Corrective
 - c) Routine
 - d) Deferred
 - e) Emergency
 - f) Cosmetic

CONDOMINIUM DOCUMENTS

The following documents are maintained on site:

Declaration.....	Yes	No
By-Laws.....	Yes	No
House Rules.....	Yes	No
Condo Guide.....	Yes	No
The Directors Guide to Hawaii Condominium Law.....	Yes	No
Landlord Tenant Code.....	Yes	No