



2025
HAWAII RESIDENTIAL
PROPERTY OF THE YEAR AWARD



Deadline: September 5, 2025 at 11:59p

HAWAII RESIDENTIAL PROPERTY OF THE YEAR AWARD

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

Any property of any size within the state of Hawaii can compete in the Residential Property of the Year Award as long as it meets the eligibility requirements. Categories will be divided by size and property 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

Community Association:

- Under 749 units
- 750-1499 units
- 1500 units and over

Eligibility Requirements:

- The property must be managed by an ARM®, ACoM®, or CPM® Member, or AMO® Firm
 - *if the property is managed by an AMO® Firm, the Manager/Property Manager must hold an active IREM Certification and be in good standing
- Member must be in good standing and must be current with IREM® (Institute of Real Estate Management) National and Chapter dues.
- Property may not have won the award with the same manager in the past 5 years.
- Property 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 property space must be used as residential property, common element operations, commercial operations or common amenity spaces.
- Each property may enter in only one category.
- Must score a minimum of 70 points to qualify.
- A \$150.00 entry fee must accompany each submission.
 - [Pay Application Fee Online Here](#)

Deadlines & Submission Instructions:

- Applications must be submitted by **September 5, 2025 (by 11:59pm)**
- Must submit either in person (hardcopy) or emailed in a 1 document PDF
- All submissions are subject to an on site inspection and interview
- Entry fee must be received with or before submission
- Winners will be announced at the IREM® Hawaii Chapter Annual Awards & Installations Gala

In Person Submittal:

- Application and supporting documents should be printed and submitted in a folder or binder with applicant's name and category clearly printed on the cover
- Your submission will be returned after the Awards Gala. Please make a note how you'll be submitting payment for the application fee.

Drop Off Info :

Davie Felipe, ARM®
ARM Committee Chair
Davie@vpwardvillage.org

Victoria Place
1100 Ala Moana Blvd.
Honolulu, HI 96814
Phone: 808-582-1100

Submit Via Email:

- All files must be combined into 1 PDF file.
- Subject Line: "Commercial Property of the Year Submission – [Property Name]"

Email to:

Lauren Kagimoto
Executive Director
iremhawaii@gmail.com
(808) 940-9565

Application Fee:**Check:**

Made out to: "IREM Hawaii Chapter"

Mail to:
IREM Hawaii Chapter
Attn: Michelle Wong
975 Kapiolani Blvd, 2nd Floor
Honolulu, HI 96814

Credit Card:

3% Service Fee Added

[Submit Payment Via Link Here](#)

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 Property & 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

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..... Yes No

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, childcare, 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 PROPERTY AND BOARD PERSONNEL

Please answer these questions on a separate sheet of paper.

1. List of qualifications for property staff.
2. Describe on-going training programs for staff (seminars, continuing education, professional organizations and designations).
3. Provide a property 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.

PROPERTY 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 property.

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