

2026 ANNUAL RECOGNITION

Hawai'i Residential Property of the Year Award

CPM[®]

CERTIFIED
PROPERTY
MANAGER[®]

ARM[®]

ACCREDITED
RESIDENTIAL
MANAGER[®]

ACoM[®]

ACCREDITED
COMMERCIAL
MANAGER

AMO[®]

ACCREDITED
MANAGEMENT
ORGANIZATION[®]

APPLICATION DEADLINE

September 17, 2026 · 11:59 PM HST

Winners will be announced live at the IREM Hawai'i Chapter Annual Awards & Installations Gala.

Call for Entries

Deadline for entries: September 17, 2026 by 11:59 PM HST

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

Any residential property within the State of Hawai'i may compete for the Residential Property of the Year Award, provided it meets the eligibility requirements below. Properties are grouped into categories by unit count and by the year the building opened.

Award Categories

Properties compete within one of eight categories, based on property type and, for residential properties, the year the building opened and its total unit count:

Built 2004 & Prior

Under 199 Units

Residential Property

200–399 Units

Residential Property

400+ Units

Residential Property

Built 2005 to Present

Under 199 Units

Residential Property

200–399 Units

Residential Property

400+ Units

Residential Property

Community Association

Under 749 Units

Community Association

750+ Units

Community Association

Eligibility Requirements

- Property must be managed by an ARM®, ACoM®, or CPM® Member, or an AMO® Firm. If 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 current with IREM® (Institute of Real Estate Management) National and Chapter dues.
- Property may not have won the award with the same manager within 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.

Eligibility Requirements (continued)

- Must score a minimum of 70 points to qualify.
- A \$150 entry fee must accompany each submission; the entry fee must be received with or before submission.
- All submissions are subject to an on-site inspection and interview.
- Winners will be announced at the IREM® Hawai'i Chapter Annual Awards & Installations Gala.

How to Submit

Submit by Email

Combine all files into a single PDF and email to iremhawaii@gmail.com. Use the subject line "Residential Property of the Year Submission – [Property Name]."

Lauren Kagimoto, Executive Director · (808) 940-9565

Submit In Person

In-person drop-offs are by appointment only. Contact Lauren Kagimoto to schedule a drop-off time; submissions are delivered to the same address checks are mailed to (below). Print and submit the application and supporting documents in a folder or binder with the applicant's name and category clearly printed on the cover. Submissions are returned after the Awards Gala.

Payment

CHECKS PAYABLE TO

IREM Hawai'i Chapter

Attn: Michelle Wong
975 Kapiolani Blvd, 2nd Floor
Honolulu, HI 96814

PAY BY CREDIT CARD

A payment link will be provided by the Chapter office upon submission.

A 3% service fee is added to all credit card payments.



Cover Sheet

CATEGORY (select one)

ASSOCIATION NAME

ADDRESS

CITY / STATE / ZIP

PHONE NUMBER

MANAGEMENT COMPANY

PROPERTY MANAGER

RESIDENTIAL MANAGER

Submitted By

NAME OF PERSON SUBMITTING APPLICATION

EMAIL ADDRESS

PHONE NUMBER

Contents & Scoring

Combine all materials into a single PDF for email submission. If submitting in person, organize materials in a standard 3-ring binder with tabs for each of 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	100 POINTS
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A minimum score of 70 points is required to qualify for the award.



General Information

AGE OF ASSOCIATION (YEARS)

YEAR BUILT

TYPE OF ASSOCIATION

☐ High Rise ☐ Low Rise ☐ Townhouse ☐ Community Association

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 CERTIFICATION

☐ ARM® ☐ CPM® ☐ CPM® Candidate ☐ ACoM®

PROPERTY MANAGER CERTIFICATION

☐ ARM® ☐ CPM® ☐ CPM® Candidate ☐ ACoM®

Administration

5 POINTS

Association holds annual membership meetings.

☐ Yes

☐ No

Owners receive agenda prior to annual meeting.

☐ Yes

☐ No

Association holds annual election of officers.

☐ Yes

☐ No

CANDIDATES FOR BOARD SEATS AT LAST ELECTION

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 MEMBERS PER COMMITTEE

Committees report to Board in writing.

☐ Yes

☐ No



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Administration (continued)

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



Financial Management

10 POINTS

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 a 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 the latest reserve study.

☐ Yes

☐ No

Association has levied a special assessment in the past three years.

☐ Yes

☐ No

Amount and reason for assessments:

Financial Management (continued)

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 the 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 are required from contractors prior to contract award.

☐ Yes

☐ No

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:

Financial Management (continued)

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

FIDELITY BOND INSURANCE AMOUNT

\$

Association maintains directors and officers' (D&O) liability insurance to protect volunteer leaders against personal risk.

☐ Yes

☐ No

DIRECTORS AND OFFICERS (D&O) LIABILITY INSURANCE AMOUNT

\$

Association has property, personal injury and contractual liability insurance.

☐ Yes

☐ No

Explain other active risk management procedures:

Resident, Employee and Owner Relations

15 POINTS

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 the opportunity to address the board.

☐ Yes

☐ No

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

NUMBER OF UNRESOLVED DISPUTES REGARDING RULE VIOLATIONS

VIOLATIONS REQUIRING ADR/COURT ACTION — PAST YEAR

VIOLATIONS REQUIRING ADR/COURT ACTION — 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

%

Resident, Employee and Owner Relations (continued)

Describe procedures for notifying delinquent owners, charging late fees, instituting legal proceedings, and 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

These questions are scored as part of the Resident, Employee and Owner Relations category.

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.). A maximum of three photos per event are allowed.

2. Explain how employees participate in these functions.



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Resident and Employee Activities (continued)

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 Information for Property & Board Personnel

5 POINTS

1. List 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?



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Training Information for Property & Board Personnel (continued)

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.).



On-Site Manager Primary Responsibilities

20 POINTS

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.

On-Site Manager Primary Responsibilities (continued)

| Property Accessibility

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

On-Site Manuals

10 POINTS

Employee Policy Manual is maintained.

Please attach a copy

☐ Yes

☐ No

Employee job descriptions are maintained for all positions.

Please attach a copy

☐ Yes

☐ No

Property Manual is maintained.

Please attach a copy

☐ Yes

☐ No

Standard Operating Procedure Manual is maintained.

Please attach a copy

☐ Yes

☐ No



Energy Management Systems & Procedures

10 POINTS

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

Maintenance & Structural Preservation

10 POINTS

What written procedures are in place for each of the following types of maintenance?

a. Preventative

b. Corrective

c. Routine

d. Deferred

Maintenance & Structural Preservation (continued)

e. Emergency

f. Cosmetic

Condominium Documents

5 POINTS

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 Hawai'i Condominium Law

☐ Yes

☐ No

Landlord Tenant Code

☐ Yes

☐ No



Overall Presentation

10 POINTS

Judges will evaluate the overall organization, clarity, neatness, and presentation quality of your submission, including how effectively it communicates the property's achievements.

Suggested Exhibits

- Photographs highlighting the property's special activities and accomplishments
- Copies of newsletters, bulletins, etc.
- Policies and manuals prepared for the property
- Commendation letters from the Board of Directors or residents

Certification

By signing below, I certify that the information provided in this application is accurate to the best of my knowledge.

PRINT NAME

DATE

SIGNATURE