

NAPILI VILLAS HOA, Inc.
c/o Quam Properties Hawaii Inc.
5095 Napilihau St. Suite 202
Lahaina HI 96761
Office 808 665-1315

NAPILI ACCESSIBILITY FUND

APPLICATION PROCESS

A notice was sent to owners on March 15, 2024, regarding the application for reimbursement to the “Napili Accessibility Fund”. This is a limited fund of \$200,000 of which \$170,000 is available to owners for reimbursements up to a maximum of \$4,500 until funds exhausted. This fund is separate from the exterior retrofits and interior retrofits of covered ground floor units that are paid entirely by the defendants because of the “Consent Order”.

Owners will have eighteen (18) months or until September 20, 2025, to request reimbursement from the Fund for costs related to or arising out of accessibility-related improvements within their Unit.

To request reimbursement from the Napili Accessibility Fund, then owners will need to complete the following steps:

Step 1 - Submit the following documents to Quam Properties Hawaii, Inc:

- Request for Funds from the Napili Accessibility Fund (signed)
- Napili Villas HOA, Inc. ARC Accessibility Fund ARC Application (signed)

Step 2 - Once the application is deemed complete, then owners request will be sent by Quam Properties to the Department of Justice (DOJ) to gain DOJ consent for the accessibility related improvement submitted.

Step 3 - Once DOJ consents to project, then the board will send a written conditional approval to the owner for the accessibility-related improvement to their unit.

Step 4 – Provide proof of payment showing that the accessibility-related improvement work has been completed. related improvements, along with receipts, invoices, or other documentation indicating the accessibility-related work that was performed.

Step 5 – Acknowledgement by mail letter from the Board to owner that all steps for reimbursement have been completed and the amount of reimbursement.

Step 6 – Payment of reimbursement from Napili Accessibility Fund mailed to owner within 30 days of proof of payment funds permitting.

The Association must process requests for reimbursement in the order they are received. Therefore, the order of reimbursement will begin when all steps 1 through 5 have been completed.

Napili Villas HOA, Inc. shall send to the United States within thirty (30) days of its receipt, copies of any requests for reimbursement for accessibility.

Napili Villas HOA, Inc., shall use any remaining funds for improvements, services, or other expenditures that provide, expand, or enhance the use and enjoyment of Napili Villas HOA, for persons with disabilities.

REQUEST FOR FUNDS FROM THE NAPILI ACCESSIBILITY FUND

My name is _____ and I am the owner of Unit _____.

My address is _____. I am seeking \$_____ (amount not to exceed \$XXXX.XX) to install the following feature(s) in my unit (explain proposed accessibility-related retrofits):

I understand, acknowledge and agree that I am responsible for hiring and coordinating all contractors or other professionals to complete the proposed work. I agree to use Hawaii-licensed contractors or professionals. I further understand and agree that I will be responsible for all costs associated with the proposed work over and above the amount sought for reimbursement. I understand and agree that I will not receive reimbursement for any amount from the Fund until I have submitted documentation evidencing the completion of the proposed work.

Signature

Phone Number

Email

NAPILI VILLAS HOA, INC.
NAPILI ACCESIBILITY FUND
ARC DETAILED APPLICATION FORM

Owner (Applicant): _____ Phone

Property Address: _____ E mail Address

CONTRACTOR INFORMATION:

Contractor Name: _____ License # _____

Attach Insurance Info

Contractor Phone: _____ Contractor
Email _____

Project Start Date: ____ / ____ / ____ Project End Date: ____ / ____ / ____

MODIFICATION OR ADDITION REQUESTING:

Detailed Description of Request:

Please make sure you have attached the following relevant information:

- () A completed "Request for Funds From The Napili Accessibility Fund" Form (Ref. Pg. # 2)
- () This completed Napili Villas HOA, Inc. Napili Accessibility Fund ARC Detailed Application Form. (Pg. #3)
- () A description of the project, incl. height, width and depth, roofing materials, colors, etc.
- () A completed materials list of the project, including paint sample and / or stain color.
- () A picture or drawing of the intended / existing project (sketches, clippings, catalog, illustrations and other data).

Please send your request to:

Quam Properties Hawaii Inc. Attention: Clifton Handy

5095 Napilihau Street Suite # 202, Lahaina, HI 96761

Fax: 808-665-1319 Email: Clifton@quamproperties.com

REVIEW PROCESS – Your association will make every reasonable effort to expedite the review process. Applications will be reviewed for completeness and then submitted to the DOJ for consent. We may request additional information to help clarify your proposal.

APPLICATION – The application must be accompanied by necessary documents, photos, drawings, brochures, and information necessary to present to the Board. Property owners must sign the application. Contractors' signatures for property owners will not be accepted.

Modifications are not permitted to commence until the owner has received preliminary approval from the Board.

NOTIFICATION – All owners will be notified in by e-mail once the request has been approved or denied.

APPEALS – If the association allows for appeals of the Board's decision, then requests must be based on the association documents and timeframes stated by the documents.

OWNERS ACKNOWLEDGEMENT:

I understand:

That no work on this request shall commence until I have received approval of the Board of Directors. Any construction or alteration to the subject property prior to the approval of the Board is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE.

If I refuse to do so and the AOA/HOA incurs any legal fees related to my construction and/ or application, I will reimburse the AOA/HOA for all such legal expenses incurred.

That any approval is contingent upon construction or alterations being completed in a neat and orderly manner. There are architectural requirements covered by the Covenants and the board review process established by the Board of Directors.

All proposed accessibility improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge. That any variation from the original application must be resubmitted for approval. If approved, said alteration must be maintained per the Declaration of Covenants, Conditions, and Restrictions for the AOA/HOA.

This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense for correcting any drainage problems to such areas that may occur as a result of this work or alteration.

The Builder / Applicant acknowledges and agrees that the Association assumes no liability resulting from the approval or disapproval of any plans submitted. The Association assumes no liability and makes no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Board review, comments, and /or approvals do not relieve the Builder / Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder / Applicant agrees to grant the Association access to property at any reasonable hour to inspect for compliance issues.

It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. The Association and any employee or member thereof shall not be liable for damages or otherwise because of the approval or non-approval of any improvement.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Control Committee. The Design Review Committee has permission to enter the property to make inspections, as they deem necessary.

Owner / Applicant Signature: _____ **Date:** _____

Co-Owner / Applicant Signature: _____ **Date:** _____