



OUTSIDE REAL ESTATE AGENT PROCEDURE

The objective of the following procedure is to assist property owners and their real estate agent representative in the marketing and sale of homes or lots within the private community of Hōkūliʻa. It is our intent to make their sales experience as pleasant and expeditious as possible.

Required Forms

Prior to a first visit to the Project as the representative of a property owner, Real Estate Agent shall:

1. Complete the Hōkūliʻa Real Estate Agent Identification Form.
2. Obtain a copy of a letter from the property owner appointing him/her as its representative and
3. Present the completed Form and Representation Letter to the Hōkūliʻa Community Association Manager.

If a Real Estate Agent represents multiple property owners, a completed Form and Representation Letter shall be required for each property owner.

Access for Showings

Following the presentation of the completed Form and Representation Letter, the Real Estate Agent will be allowed to access Hōkūliʻa with a prospective purchaser(s) to show the property owner's home or lot in accordance with the provisions of this Procedure. Any access by prospective purchaser to view the property owner's home or lot requires the accompaniment of the listing Real Estate Agent.

All visits to Hōkūliʻa by the Listing Real Estate Agent with prospective purchaser(s) of the property owner's home or lot must be arranged by contacting the Hōkūliʻa Security Division at 808-930-4121 or security@hokuliclub.com, with advance notice. A representative of Hōkūliʻa security will confirm the arrival time upon receipt of the request. Real Estate Agents will not be able to enter Hōkūliʻa without advance notification and confirmation from Hōkūliʻa Security. Property visits shall be scheduled between the hours of 8:00 am to 5:00 pm. Please contact Security, to schedule showings after 5:00 pm.

Onsite Tours

During a visit to Hōkūliʻa, the Real Estate Agent and a prospective purchaser shall respect the residents of the Community by refraining from entering the Club amenities without advance arrangements, obeying the speed limit, no animals allowed and otherwise complying with the

Rules and Regulations of the Hōkūliʻa Community Association. Failure to comply with all the terms of this Procedure may result in either being escorted by Security from the Community and/or termination of visitation privileges.

Signs & Lot Marker Pins

As set forth in the Rules and Regulations for the Hōkūliʻa Community Association, the erecting or placing of real estate signs is prohibited. Signs indicating the Hōkūliʻa Lot number are permitted. Surveyor pins or Lot Markers that are 42" Brown PVC with a yellow cap. Placement of pins is the lot owner/real estate agents' responsibility.

Photography & Contractors

Please contact Hōkūliʻa Security to provide access to photographers and/or other service contractors that require access to the listing between the contractor hours of 7:00 am to 5:30 pm Monday through Saturday.

Open Houses

Open Houses to the public are not allowed. Private open houses are allowed with the following conditions:

1. A list of attendees must be provided to Security; please include start and end time for guest access.
2. A realtor must be always present at the home
3. If attendees are driving unaccompanied, they must have directions to the designated property
4. Attendees may not tour the development; the entry is to the listed property
5. The Realtor is responsible for all individuals that attend the showing.

The Club at Hōkūliʻa Amenity Tours

If a Real Estate Agent and their prospective purchaser(s) would like to schedule a tour of the Club Amenities, they must contact the Club or Hawaii Life - Hōkūliʻa Sales Gallery at 808-731-4354 for an appointment. It is preferred that all appointments are scheduled in advance. A representative from the Club or Hawaii Life - Hōkūliʻa Sales will escort the Real Estate Agent and their prospective purchaser(s) during a tour of the Hōkūliʻa Club Amenities at all times. Everyone must respect dress code guidelines prior to entering any facilities of The Club at Hōkūliʻa. If a Real Estate Agent and their prospective purchaser(s) are not escorted and found in the Club Amenity areas, they may be escorted off the premises. Any photography of the Club will need to be approved by the Club Board, in advance.

Cultural and Preservation Sites

Hōkūliʻa has many cultural or preservation sites throughout the property. We request that all cultural sites are respected and that guests do not enter these protected areas. All questions regarding cultural sites or archeological monitoring reports should be directed to Hōkūliʻa staff. Contact Morgan Butler, PCSA Association Manager at mbutler@hokuliclub.com or 808-930-4150. Please do not contact Alan Haun.

Shoreline Park

If you would like to visit the shoreline park, please request a pass from Security.

Liability Regarding Community Access

By submitting a Form, the Real Estate Agent accepts responsibility for himself/ herself and any accompanying prospective purchaser(s) and their representing agents at all times during their visit of the Project. The Real Estate Agent, for himself/herself, his/ her employees, agents, customers or prospective customers, and clients or prospective clients, releases Hōkūliʻa Community Association, The Club at Hōkūliʻa and their respective officers, directors, shareholders, members, agents, employees, representatives, successors and assigns, and agrees to hold harmless, defend and indemnify same, from and against any liability claim asserted by or through Real Estate Agent or his/her employees and agents, asserted on the Real Estate Agents behalf, or asserted by any person that the Real Estate Agent shall bring into the Project.

Mahalo

Morgan Butler, CMCA, AMS
Hōkūliʻa Community Association
Hōkūliʻa Park and Cultural Sites Association
Association Manager
808-930-4150
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