

**HAWAI'I ASSOCIATION OF REALTORS®**  
**Standard Forms Committee – 2017**  
**Status Action Report (SAR)**

**Start Date    Item**  
**(In order by form #, no priority set)**

**Responsibility**

**Due Date**

**Current Status**

Start Date	Item	Responsibility	Due Date	Current Status
1/24/13 SFC Mtg	<b>RR101 – Exclusive Right to Sell Listing Contract</b>	Patti I/Liz		
8/13/15 SFC Mtg				The first draft was reviewed by the SFC. Will continue at next meeting.
9/24/15 SFC Mtg				<p>A8. A motion was adopted to approve revised verbiage to read "Seller agrees to pay Brokerage Firm _____ Percent (   %), of sales price, including [   ] GET (General Excise Tax) in U.S. Dollars or a flat fee of \$ _____ including [   ] GET (General Excise Tax) in U.S. Dollars on the occurrence of any of the following:"</p> <p>A8. An amendment to the previously adopted motion was approved to change A8 to read: "Seller agrees to pay Brokerage Firm _____ Percent (   %), of sales price, including [   ] GET (General Excise Tax), or _____ on the occurrence of any of the following:"</p> <p>The SFC ended on the first paragraph of A8.</p>
10/22/15				A motion was adopted to accept Section B and to move on to the next section.
1/21/16 SFC Mtg				<p>A motion was adopted to add (f) and (g) as revised and separated under A-8.</p> <p>(f) If Seller enters into an option agreement with a Buyer, Seller agrees to pay one-half of the option consideration. However, Seller will not pay more than what would have been Brokerage Firm's full commission. Seller will pay the balance of the commission, if any, and any agreed upon general excise tax when the option is exercised, even if it occurs after the expiration of the Listing Contract.</p> <p>(g) If any defaulting Buyer's deposits are forfeited, Brokerage Firm is entitled to one-half of such deposit, not to exceed what would have been Brokerage Firm's full</p>

				<p><b>commission.</b></p> <p><b>A motion was defeated to revise D-3 to read: “Lock Box. Seller agrees to permit and will obtain and provide agent written permission from any tenant to install a lock box or electronic key device on the Property to allow for showings and inspections. 1 in favor, 7 opposed.</b></p> <p><b>A motion was adopted to revise D-3 to read: “Lock Box. Seller agrees to permit and will obtain written permission from any tenant to install a lock box or electronic key device on the Property to allow for showings and inspections.”</b></p> <p><b>A motion was adopted to approve D-6 as revised. “Offers. Seller agrees to consider all offers presented by Brokerage Firm and to act in good faith to sell the Property. Seller shall also agree to respond in writing to any offers presented by Brokerage Firm, indicating acceptance, rejection or preparing a counter offer.”</b></p> <p><b>A motion was adopted to approve D-14 as revised. “Costs. Seller shall pay the following, including but not limited to (i) Agreed upon commission to Brokerage Firm per A-8 above: (ii) Customary closing costs: (iii) Costs of Homeowner Association and cost of all documentation as required by Section 508D of the Hawaii Revised Statutes: (iv) Costs involved with termite or survey matters or (v) Any other fees or costs that Seller is obligated to or agrees to be responsible for in the Purchase Contract: (vi) Legal fees.”</b></p> <p><b>A motion was adopted to approve Section D.</b></p> <p><b>A motion was adopted to approve Section E.</b></p> <p><b>A motion was adopted to make the signature section at the end of the form consistent by adding title and authorized representative.</b></p> <p><b>A motion was adopted to approve revisions made to the RR101 – Exclusive Right-to-Sell Listing Contract and to publish this draft for membership comments.</b></p>
<p>3/17/16 SFC Mtg</p>				<p><b>A motion was adopted to include the cooperating brokerage split in the Exclusive Right-to-Sell Listing Contract.</b></p> <p><b>6 in favor. 3 opposed.</b></p>

			<p><b>A motion was adopted to create language that makes potential differentiation between MLS brokers and non MLS brokers' compensation.</b></p> <p><b>A motion was adopted to strike out the GET reference in its entirety in A-8.</b></p> <p><b>A motion was adopted to go back to the original concept of a single long line in A-8.</b></p> <p><b>8in favor. 2 opposed</b></p> <p>NOTE: A-8 now reads: "COMPENSATION TO BROKERAGE FIRM: Seller agrees to pay Brokerage Firm, in US Dollars, _____ on the occurrence of any of the following:"</p> <p><b>A motion was adopted to put NOTE section, A-5, A-8 (d) and D-11 together in one place called "Protection Period".</b></p> <p><b>6 in favor. 3 opposed.</b></p> <p><b>An amendment to the previously adopted motion was approved to have A-8 (d) remain in place but also include A-8 (d) in the new "Protection Period" section.</b></p>
<p>5/26/16 SFC Mtg</p>			<p><b>A motion was defeated to add in A-8 (a) (1): after "_____ ( ) calendar days" a phrase, "[one hundred eighty (180) days if left blank]".</b></p> <p><b>in favor. 5 opposed.</b></p> <p><b>An amendment to the previous motion was defeated to amend the amount of days to "[ninety (90) days if left blank]".</b></p> <p><b>2 in favor. 7 opposed.</b></p> <p><b>A motion was defeated to further define the word "presented".</b></p> <p><b>in favor. 5 opposed.</b></p> <p><b>A motion was adopted to reinstate D-11 Prospects from Prior Listings paragraph as amended.</b></p> <p><b>A motion was defeated to add in a line in the Exclusive Right-to-Sell Listing Contract to identify Seller is a Foreign person, Non-Hawaii Resident, Owner/Occupant, Other.</b></p> <p><b>in favor. 6 opposed.</b></p> <p><b>A motion was adopted to approve revisions made to the RR101 – Exclusive Right-to-Sell Listing Contract</b></p>

				including adding the email addresses in the signature lines and to forward the form to the Executive Committee for approval.
7/14/16			COMPLETED	Executive Committee approved revisions to this form. Form in 11/16 release.
7/16/15 SFC Mtg	<b>RR104 – Buyer Representation Contract</b>	Kalama		First draft reviewed by the SFC. A motion was adopted to include a check box in some form that includes an election on whether or not the Buyer will make up the difference. A motion was adopted to approve the draft of the RR104 – Buyer Representation Contract and to publish it on the HAR website for membership comments.
9/24/15 SFC Mtg				# 10 b. A motion was adopted to approve revised verbiage for #10 b. to read: “Buyer shall pay any portion of the amount stated above not paid by Seller or Brokerage Firm Representing Seller. 7 in favor, 2 opposed. NOTE: This motion was to remove “[ ]” after “shall” and “shall not [ ]” A motion was adopted to approved the revised draft of the RR104 Buyer Representation Contract and send it to the Executive Committee for approval.
8/13/15 SFC Mtg	<b>RR105b Request for Documents</b>	Liz/Patti		The first draft was reviewed by the SFC. A motion was adopted to approve the draft of the RR105b – Request for Documents and to publish it on the HAR website for membership comments.
10/22/15 SFC Mtg				A motion was adopted to add to the bottom of the list (above Other): “Any Available Unapproved or Draft Minutes.” 8 in favor and 1 opposed. A motion was adopted to approve the following verbiage: “The purpose of this form is to assist with Seller’s disclosure obligations pursuant to HRS Chapter 508D.” Note: This sentence appears below the Tax Map Key line. A motion was adopted to approve the RR105b – Request for Documents and to forward it to the Executive Committee for approval.
12/9/15				Executive Committee approved revised form.

7/21/16 SFC Mtg	<b>RR105c – Project Information Form – Condominium/Co-op.....</b>	Eric Yama		A motion was adopted to approve revisions made to the RR105c – Project Information Form - Condominium Co-op/PUD and other Homeowner Organizations and to publish it on the website for membership comments
9/8/16 SFC Mtg				A motion was adopted to have the RR105c subcommittee meet with representatives from the lenders, condominium association management companies and GAC and get feedback from one another collaboratively so we can come up with verbiage for owner occupancy prior to the October 20 <sup>th</sup> SFC meeting.
9/28/16				Meeting was held @ HAR office with representatives from Mortgage Brokers Association of Hawaii – Pres. Carol Marx (MBAH), Hawaii Association of Mortgage Brokers – Pres. Cathy Lee (HAMB), Community Association Institute (CAI) – Pres. Pauli Wong, GAC – Chair Peter Davis, Kalama Kim, Frank Goodale, Eric Yama, Myoung Oh, Ethel Keyes. Pauli couldn't come into the HAR office so she called in after the meeting has been going on for about an hour. She invited our group to attend their Oct. CAI BOD meeting for a short presentation. She would then gather information from her BOD and get back to us. Oct. CAI meeting date does not work for us. Not sure if CAI will have a Nov. meeting due to many of their BOD members going on vacation. Pauli will keep Ethel posted.
7/21/16 SFC Mtg	<b>RR108 – Receipt of Project Information Form</b>	Eric Yama		A motion was adopted to approve revisions made to the RR108 – Receipt of Project Information Form and to publish it on the website for membership comments
9/8/16 SFC Mtg				A motion was adopted to approve removing references to RR105c and RR108 in the body of the RR108 Receipt of Project Information and replacing it with the names of the forms as appropriate.
1/12/12 SFC Mtg	<b>RR109 – Seller's Real Property Disclosure Statement</b> Will wait to assign this later this year.			
1/24/13 SFC Mtg		Frank/Joyce/Lori Kaizawa- Okimura	After property mgmt forms	
3/19/13				Subcommittee submitted draft to Ethel
3/20/13				Ethel made formatting changes and submitted draft back to subcommittee.

3/21/13				Frank circulated draft to SFC during lunch so members would have a chance to review and comment back to subcommittee.
4/25/13 SFC Mtg				<p>Chair Moore updated the SFC on several legislative bills. Both the Seller's Disclosure and Pet Deposit bills have moved through conference committees and it's the feeling of the GAC that both bills will go through.</p> <p>Due to new legislation that will probably be passed, we will need to make revisions to several of our forms for the November release. Nathan is tasked to create verbiage to comply with these new laws and hopefully have drafts ready for review during our next meeting.</p> <p>The Seller's Disclosure bill will require changes to the Seller's Real Property Disclosure Statement as well as the Purchase Contract. The Pet Deposit bill will require changes to the Rental Agreement.</p>
7/11/13 SFC Mtg				<p><b>A motion was made, seconded and carried to approve revisions made to the Seller's Real Property Disclosure Statement and to forward it to the Executive Committee for approval.</b></p> <p><b>Note: Revisions due to law change. SB 502.</b></p>
7/23/13			<b>COMPLETED</b>	Executive Committee approved revisions via email.
10/10/13 SFC Mtg				<p>The SFC began its review of the draft provided by the subcommittee.</p> <p>Additional documents were circulated for discussion purposes. Subcommittee Chair, Frank Goodale, said that one of the changes the subcommittee made was to combine the two separate columns of "No" and "NTMK" to one column, "No-NTMK". After some discussion the SFC wanted to go back to the four columns of "Yes" "No" "NTMK" and "NA". The draft will be revised to reflect this change.</p>
3/20/14 SFC Mtg				The SFC continued its review of the draft from the subcommittee and made further revisions. The SFC will resume its review in April.
6/26/14 SFC Mtg				<p>The SFC continued its review of the subcommittee's draft.</p> <p><b>A motion was made, seconded and carried to approve #36 and new #37 as revised.</b></p> <p><b>A motion was made, seconded and carried to approve revisions made to Section A.</b></p> <p><b>A motion was made, seconded and carried to approve revisions made to Section C.</b></p> <p>The committee ended at new number 43 (will become #44).</p>

				NOTE: Numbering will change again since additional questions were inserted.
8/7/14 SFC Mtg				The SFC continued its review of the subcommittee's draft. <b>A motion was made, seconded and carried to approve Section D of the RR109 – Seller's Real Property Disclosure Statement.</b>
9/3/14 SFC Mtg				The SFC continued its review of the subcommittee's draft. <b>A motion was made, seconded and carried to approve the revised heading for Section E as: "Defects, Repairs or Replacements. Also change this in the sentence as well to read: Check items listed below if you are aware of any past or present defects, repairs or replacements."</b> <b>A motion was made, seconded and carried to approve revisions to the entire Section E.</b> <b>A motion was made, seconded and carried to approve revisions to the entire Section F.</b> <b>A motion was made, seconded and carried to revise #24 to read: "Are there any additional facts regarding the Property that may be deemed a material fact (e.g., history of homicide, felony, suicide, burglary or vandalism?"</b> <b>A motion was made, seconded and carried to approve deleting Section G.</b> <b>(Note: This changes Section H to Section G.)</b> <b>A motion was made, seconded and carried to approve all revisions made to this form as well as renumbering, then publish the draft on the website for membership to review and submit comments.</b>
1/22/15 SFC Mtg				<b>A motion was made, seconded and carried to revise question #21 to add "smoke," after "fire," 8 in favor, 1 opposed.</b> <b>A motion was made, seconded and carried to send #19 and #19a back to the subcommittee for review as it relates to flood zone and Pre FIRM and Post FIRM.</b> <b>A motion was made, seconded and defeated to remove "ONLY" from the heading "MUST BE COMPLETED BY SELLER <u>ONLY</u>" 4 in favor, 5 opposed.</b> <b>A motion was made, seconded and carried to remove Pre FIRM and Post FIRM from the box on the top of the first page.</b>

				<p><b>A motion was made, seconded and carried to approve #19a and #19b as revised.</b></p> <p><b>A motion was made, seconded and carried to approve the RR109 – Seller’s Real Property Disclosure Statement as revised and presented and to forward it to the Executive Committee for approval.</b></p>
2/19/15 SFC Mtg				<p>The Executive Committee had concerns and forwarded the this form back to the SFC to work on. The SRPDS Subcommittee will work on the Executive Committees’ suggestions and will have a draft ready for the SFC to review at its March meeting.</p>
3/18/15 SFC Mtg				<p><b>#24: A motion was made, seconded and carried to delete “or vandalism”. 8 in favor, 2 opposed.</b></p> <p><b>#25: A motion was made, seconded and carried to delete “Hawaii Revised Statutes Chapter 6E”. 7 in favor, 3 opposed.</b></p> <p><b>#51: A motion was made, seconded and carried to delete “that resulted in a professional inspection or treatment for such a condition”</b></p> <p><b>#51a: A motion was made, seconded and carried to approve revisions to read: If yes, was it treated? When and how?</b></p> <p><b>#52: A motion was made, seconded and carried to pluralize “pest” and delete “problems”. 6 in favor, 5 opposed.</b></p> <p><b>#52a: A motion was made, seconded and carried to approve revised verbiage as follows: If yes, was it treated? When and how?</b></p> <p><b>#52a: An amended motion was made, seconded and carried to the previously adopted motion to revise verbiage as follows: If yes, was there treatment? When and how?</b></p> <p><b>#51a: A motion was made, seconded and carried to duplicate language in 51a just like 52a.</b></p> <p><b>#52: A motion was made, seconded and carried to add centipedes. 8 in favor, 2 opposed.</b></p> <p><b>#53: A motion was made, seconded and carried to add bees.</b></p> <p><b>#53a: A motion was made, seconded and carried to revise verbiage as follows: “If yes, was there treatment? When and how? Has there been</b></p>



				<p>professional treatment? List who treated and date(s).”</p> <p>#53d: A motion was made, seconded and carried to revise verbiage as follows: “Are there any warranties for treatment or repairs? Who provides the warranties and dates of warranties?”</p> <p>A motion was made, seconded and carried to approve all revisions to the RR109 – Seller’s Real Property Disclosure Statement and to forward the form to the Executive Committee for approval.</p>
4/1/15			<b>COMPLETED</b>	Executive Committee approved form on 4/1/15
1/24/13 SFC Mtg	<b>RR107 – Receipt of Seller’s Real Property Disclosure Statement</b>	Frank/Joyce/Lori Kaizawa- Okimura	After property mgmt forms	
9/3/14 SFC Mtg				<p>The SFC reviewed this form and made revisions.</p> <p>A motion was made, seconded and defeated to eliminate the RR107 – Receipt of Seller’s Real Property Disclosure Statement and RR105c – Project Information Form – Condominium Co-op/PUD and other Homeowner Organizations. Three (3) in favor, eight (8) opposed.</p> <p>A motion was made, seconded and carried to approve the concept of putting the delivery date on the form. Seven (7) in favor and four (4) opposed.</p> <p>A motion was made, seconded and carried to approve all revisions made to this form then publish the draft on the website for membership to review and submit comments.</p>
1/22/15 SFC Mtg				<p>A motion was made, seconded and carried to accept all revisions made to the RR107 – Receipt of Seller’s Real Property Disclosure Statement and to forward it to the Executive Committee for approval</p>
2/12/15			<b>COMPLETED</b>	Executive Committee approved on 2/11/15
1/12/12 SFC Mtg	<b>RR110 – Short Sale Addendum to Exclusive Right to Sell Listing Contract</b>	Kalama/Frank		
7/12/12 SFC Mtg				<p>A motion was made, seconded and carried to approve adding Seller’s and Buyer’s initials and date or Broker’s and Seller’s initials and date in the footer on the first page only and Title lines on the last page of the following forms: Short Sale Addendum to Exclusive Right-to-Sell Listing Contract, Distressed Property</p>

				<b>Addendum to Purchase Contract and Distressed Property Addendum to Exclusive Right-to-Sell Listing Contract and to forward each form to the Executive Committee for approval.</b>
7/19/12			<b>COMPLETED</b>	<b>Executive Committee approved on 7/19/12 via email.</b>
1/12/12 SFC Mtg	<b>RR111 – Distressed Property Addendum to Exclusive Right to Sell Listing Contract</b>	Kalama/Frank		
7/12/12 SFC Mtg				<b>A motion was made, seconded and carried to approve adding Seller’s and Buyer’s initials and date or Broker’s and Seller’s initials and date in the footer on the first page only and Title lines on the last page of the following forms: Short Sale Addendum to Exclusive Right-to-Sell Listing Contract, Distressed Property Addendum to Purchase Contract and Distressed Property Addendum to Exclusive Right-to-Sell Listing Contract and to forward each form to the Executive Committee for approval.</b>
7/19/12			<b>COMPLETED</b>	<b>Executive Committee approved on 7/19/12 via email.</b>
1/14/10 SFC Mtg	<b>RR201 – Purchase Contract (technical change)</b>			<b>NOTE: There will be a technical change on this form. Since the RR202 will change its name to Early Occupancy Agreement, the name of the form appears in Section C. Addenda and Offer on page two of the Purchase Contract so it needs to be changed. A recommendation to the Executive Committee will be submitted for approval of this change.</b>
2/8/10		<b>Technical change completed</b>		<b>Form approved by Exec. Will be in the May 3, 2010 release. NOTE: The subcommittee continues to work on the revisions to this form.</b>
1/14/10 SFC Mtg		Liz Moore Patti Ichida Roy Sakamoto Add'l members		Liz volunteered to chair this subcommittee. Additional members will also be sought.
				Additional subcommittee members are: Patti Hokama and Charles Goodin.
3/15/10				Subcommittee met to discuss revisions.
4/8/10				Subcommittee met to discuss revisions.
5/12/10				Subcommittee met to discuss revisions.
6/9/10				Subcommittee met to discuss revisions.
7/19/10				Subcommittee met to discuss revisions.
10/21/10 SFC Mtg				Subcommittee presented draft to SFC. Currently in discussion.
1/26/11 SFC				<b>A motion was made, seconded and carried to approve the changes made in the second sentence of F-7:</b>

Mtg			<p><b>“Should Buyer make such election, Buyer shall be charged at closing an amount equal to the difference in the conveyance tax.”</b></p> <p><b>A motion was made, seconded and carried to approve the changes made to the entire F section.</b></p> <p><b>A motion was made, seconded and carried to approve the changes made to the entire G section.</b></p>
2/24/11 SFC Mtg			<p><b>A motion was made, seconded and carried to adopt the changes to section H.</b></p>
5/6/11			<p>Subcommittee met to discuss verbiage for I-2 through I-4.</p>
5/19/11 SFC Mtg			<p><b>A motion was made, seconded and carried to approve revising I-4 (a) as follows: delete “promptly” and reinstate “within _____ ( ) days...”.</b></p> <p>Revised sentence reads: “(a) Upon receipt of the Disclosure Statement or Amended Disclosure Statement, Buyer shall provide Seller with a written acknowledgement within _____ ( ) days of receipt”.</p> <p><b>A motion was made, seconded and carried to approve revising the new I-6 as follows: at the end of the paragraph add “Buyer’s right to rescind this purchase Contract under paragraphs I-4 and I-5 shall not apply after the Closing Date. Any action to rescind this Purchase Contract under Paragraphs I-4 and I-5 shall commence prior to the Closing Date.”</b></p> <p><b>A motion was made, seconded and carried to adopt changes made to I-1 through I-6.</b></p> <p><b>A motion was made, seconded and carried to approve changes made to I-7 (a) through (f).</b></p> <p><b>A motion was made, seconded and carried to delete the entire section of I-7 (j) Private Transfer Fees. 9 in favor. 3 opposed.</b></p> <p><b>A motion was made, seconded and carried to approve all revisions made to the entire section I.</b></p> <p><b>A motion was made, seconded and carried to approve deleting the following verbiage from J-1 and creating a new J-2 “It is strongly recommended that Buyer obtain a home inspection as well as inspections in specialized areas beyond the scope of the standard home inspection service.”</b>  <b>© verbiage was added to the new J-2.</b></p> <p>New paragraph reads as follows:          J-2 <b>Buyer’s Decision Regarding Home Inspection.</b> It is strongly recommended that Buyer obtain a home inspection as well as inspections in specialized areas</p>

				<p>beyond the scope of the standard home inspection service.</p> <p>Without in any way limiting Buyer's rights under Paragraph J-1, Buyer decides as follows (Choose (a) <u>OR</u> (b)):</p> <p><input type="checkbox"/> (a) Buyer elects to obtain a home inspection at Buyer's expense.</p> <p><input type="checkbox"/> (b) Buyer declines to obtain a home inspection at Buyer's expense.</p> <p><b>A motion was made, seconded and defeated to approve deleting J-2. 5 in favor. 8 opposed.</b></p> <p><b>A motion was made, seconded and carried to approve deleting J-3 Property Inspection Remedies. 8 in favor. 3 opposed.</b></p> <p><b>A motion was made, seconded and carried to approve the following changes to J-6: add "© Other _____" and delete last line, "buyer may elect to change Buyer's decision without Seller's consent." 10 in favor. 1 opposed.</b></p> <p><b>A motion was made, seconded and carried to approve changes made to the entire section J.</b></p>
<p>6/19/11 SFC Mtg</p>				<p><b>A motion was made, seconded and carried to approve changes made to section L.</b></p> <p><b>A motion was made, seconded and carried to approve changes made to section M.</b></p> <p><b>A motion was made, seconded and carried to approve changes made to section N.</b></p>
<p>7/7/11 SFC Mtg</p>				<p><b>A motion was made, seconded and carried to approve revisions made to O-1 through O-3.</b></p> <p>Some revisions made to O-1 through O-3 affected section H so the committee referred back to that section and made revisions.</p> <p><b>A motion was made, seconded and carried to approve revisions made to the entire section H.</b></p> <p><b>A motion was made, seconded and carried to approve revisions made to the entire section O.</b></p> <p><b>A motion was made, seconded and carried to approve revisions made to the entire section R.</b></p> <p><b>A motion was made, seconded and defeated to remove the entire T-3 paragraph. 5 in favor. 6 opposed.</b></p> <p><b>A motion was made, seconded and carried to leave the entire T-3 paragraph as is, but delete the last sentence.</b></p>

				<p>9 in favor. 1 opposed.</p> <p>A motion was made, seconded and carried to approve revisions made to the “Reviewed by” line at the top of the form.</p> <p>A motion was made, seconded and carried to approve revisions made to the entire Purchase Contract and to publish it on the website along with the outline for membership comments.</p>
8/11/11 SFC Mtg				<p>To make it easier for the SFC to review the membership comments, Liz said she and her subcommittee will consolidate them and get the list back to the SFC one week prior to the next meeting.</p> <p>A motion was made, seconded and carried to accept all changes to numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32, 33, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 52, 56 and 57 on the itemized list.</p> <p>NOTE: The subcommittee submitted an itemized list of formatting, punctuation and consistency changes. The SFC approved the above numbers on this list. Each of these itemized numbers refers to different numbers or areas on the Purchase Contract.</p> <p>A motion was made, seconded and carried to approve removing the E-mail, Address, Fax and Phones of the Buyers and Sellers in the signature sections of page 13 on the Purchase Contract. 7 in favor, 3 opposed, 1 abstention.</p>
9/29/11 SFC Mtg				<p>Correction in minutes of 8/11/11</p> <p>A motion was made, seconded and carried to approve removing the E-mail, Address, Fax and Phones <del>numbers</del> of the Buyers and Sellers in the signature sections <del>of on</del> page 13 <del>of</del> the Purchase Contract. 9 in favor, 1 abstention.</p>
10/13/11 SFC Mtg				<p>A motion was made, seconded and carried to approve Section E as revised.</p> <p>A motion was made, seconded and carried to approve Section F as revised.</p> <p>A motion was made, seconded and defeated to remove any reference to later disclosed disclosures in any part of the Purchase Contract other than I-2. 5 in favor, 6 opposed, 1 abstention.</p> <p>Note: Legal counsel suggested for internal consistency, at least keep those already listed in I-2.</p> <p>A motion was made, seconded and carried to remove</p>

			<p>the following verbiage in G-2: <b>“WHICH DO MATERIALLY AFFECT THE VALUE OF THE PROPERTY;”</b></p> <p>A motion was made, seconded and carried to make the following change to H-3: (a) and (b) should be standard without being checked and reworded per Nathan’s suggestion.</p> <p>A motion was made, seconded and carried to accept the revisions to G-2 (a) and (b) with a check box only for (b).</p> <p>A motion was made, seconded and carried to accept revisions to Section G.</p> <p>A motion was made, seconded and carried to accept H-2 as revised. 9 in favor, 2 abstentions.</p> <p>A motion was made, seconded and carried to send H-1 &amp; H-2 back to the subcommittee and have them work with Nathan on recommended language.</p>
<p>11/10/11 SFC Mtg</p>			<p>A motion was made, seconded and carried to have Nathan draft confidentiality language with respect to any evidence for verification of cash funds. (This creates a new paragraph H-6.) Verbiage is as follows: H-6 Confidentiality. Seller and Brokerage Firms shall hold in strict confidence any information provided by Buyer as evidence for verification of cash fund and any other financial information provided under Section H.</p> <p>A motion was made, seconded and carried to approve H-1 and H-2 as amended.</p> <p>A motion was made, seconded and carried to approve all changes to the entire section H.</p> <p>A motion was made, seconded and carried to approve all changes to the entire Section I.</p> <p>A motion was made, seconded and carried to delete the following verbiage in J-6: (Choose (a) or (b) or (c)): [ <input type="checkbox"/> ] (a) Buyer elects to obtain a home warranty at Buyer’s expense. [ <input type="checkbox"/> ] (b) Buyer declines to obtain a home warranty at Buyer’s expense. [ <input type="checkbox"/> ] <input type="checkbox"/> © Other</p> <hr/> <p>10 in favor, 2 opposed.</p> <p>A motion was made, seconded and carried to remove the following verbiage in J-2:</p>

			<p>Without in any way limiting Buyer's rights under Paragraph J-1, buyer decides as follows (<i>Choose (a) OR (b)</i>):</p> <p><input type="checkbox"/> (a) Buyer elects to obtain a home inspection at Buyer's expense.</p> <p><input type="checkbox"/> (b) Buyer declines to obtain a home inspection at Buyer's expense.</p> <p>9 in favor, 3 opposed.</p> <p>A motion was made, seconded and carried to approve all changes to the entire Section J.</p>
<p>12/8/11 SFC Mtg</p>			<p>A motion was made, seconded and carried to add the following at the end of the first sentence in K-2: "including any improvements within the setback areas." 6 in favor, 3 opposed.</p> <p>A motion was made, seconded and carried to approve all changes to the entire section K. 7 in favor, 2 opposed.</p> <p>A motion was made, seconded and carried to approve all changes to the entire Section L.</p> <p>A motion was made, seconded and carried to approve changing "Lenders Check List" to "Lenders Disclosures" in M-1. 7 in favor, 2 opposed.</p> <p>A motion was made, seconded and defeated to remove any references to "if any" or "if obtainable" from all of the labels for documents and instead insert in the first sentence language that "if obtainable". 4 in favor, 5 opposed.</p> <p>A motion was made, seconded and carried to approve all changes to the entire section M.</p> <p>A motion was made, seconded and carried to approve all changes to the entire section N.</p> <p>A motion was made, seconded and carried to approve all changes to the entire section O.</p>
<p>1/12/12 SFC Mtg</p>			<p>A motion was made, seconded and carried to approve changes made to Section P.</p> <p>A motion was made, seconded and carried to remove the Buyer and Seller's Initials &amp; Date section under R-1.</p> <p>A motion was made, seconded and carried to approve all changes made to Section R.</p> <p>A motion was made, seconded and carried to approve all changes made to Section S.</p>

				<p>A motion was made, seconded and carried to approve changing the bolded sentences under Paragraphs J-1 and R-1 from all caps to upper and lower case.</p> <p>A motion was made, seconded and carried to approve having a new T-3 paragraph to handle rejection. 7 in favor, 6 opposed.</p> <p>A motion was made, seconded and carried to approve reconsidering the concept of a new T-3 Rejection paragraph and to delete the new T-3 paragraph. 9 in favor, 4 opposed.</p> <p>A motion was made, seconded and carried to approve all changes made to Section T.</p> <p>A motion was made, seconded and carried to approve reconsidering the revision to K-2 Survey and to delete “including any improvements within the setback areas”.</p> <p>A motion was made, seconded and carried to approve having range hood and microwave hood as separate items in E-3 Inclusions.</p> <p>A motion was made, seconded and carried to approve all the corrections made from Charles’ written comments.</p> <p>A motion was made, seconded and carried that based on general consistency and formatting verbiage should be changed in all sentences to: “Buyer or Seller may elect to terminate this Purchase Contract pursuant to Paragraph O-1 or O-2 or O-3” (termination provisions) throughout the Purchase Contract.</p> <p>NOTE: The above changes will be made to all addenda forms that relate to contingencies.</p> <p>A motion was made, seconded and carried to approve the draft Purchase Contract and to send it to the Executive Committee for approval.</p>
1/31/12			<b>COMPLETED</b>	<p>Form approved by Exec. Committee on 1/31/12. Also approved 10 other forms that needed to be changed in order to be consistent with the new PC.</p> <p>Forms are:</p> <p>RR203 – Agreement of Sale Addendum to Purchase Contract</p> <p>RR204 – Counter Offer</p> <p>RR205 – Purchase Money Mortgage Addendum</p> <p>RR207 – Extension of Closing Date</p>



				<p>RR210 – Residential Leasehold Property Addendum  RR212 – Action on Residential Leasehold Addendum  RR213 – As Is Condition Addendum  RR223 – Short Sale Addendum to Purchase Contract  RR303 – Option Addendum  RR202 – Early Occupancy Agreement</p>
3/8/12				<p>Executive Committee approved revision to the form. Correction in Paragraph J-1. Delete “Section I-8” in J-1 and replace with “Paragraph I-8”. Also, delete “Section I and replace with “Paragraph I-8”  <b>Approved on 3/8/12 new revision date of 3/12.</b></p>
4/25/13 SFC Mtg				<p>Chair Moore updated the SFC on several legislative bills. Both the Seller’s Disclosure and Pet Deposit bills have moved through conference committees and it’s the feeling of the GAC that both bills will go through.</p> <p>Due to new legislation that will probably be passed, we will need to make revisions to several of our forms for the November release. Nathan is tasked to create verbiage to comply with these new laws and hopefully have drafts ready for review during our next meeting.</p> <p>The Seller’s Disclosure bill will require changes to the Seller’s Real Property Disclosure Statement as well as the Purchase Contract. The Pet Deposit bill will require changes to the Rental Agreement.</p>
7/11/13				<p><b>A motion was made, seconded and carried that the delivery time period of documents be tied to the Acceptance Date.</b></p> <p><b>A motion was made, seconded and carried to approve revisions to Paragraph M-5.</b></p> <p><b>A motion was made, seconded and carried to reconsider the recommendation to approve the Paragraph M-5 as previously approved.</b></p> <p><b>A motion was made, seconded and carried to approve Paragraph M-5 as amended and reconsidered.</b></p> <p><b>A motion was made, seconded and carried to approve Sections M-1 through M-5 as amended.</b></p> <p><b>A motion was made seconded and carried to approve Section I-1 as amended.</b></p> <p><b>A motion was made, seconded and carried to recommend to the Executive Committee to approve revisions made to the Purchase Contract.</b></p>
7/23/13			<b>COMPLETED</b>	Executive Committee approved revisions via email.

8/15/13				<p><b>A motion was made, seconded and carried to accept the revised language in I-8 (g) and to forward the form(RR201 – Purchase Contract) to the Executive Committee for approval.</b></p> <p>Note: After the seconded sentence the following was added: "Buyer is advised that flood insurance premiums may increase significantly based upon FEMA flood zone designations. Buyer is further advised to consult with Buyer's insurance agent."</p> <p>Note: This revision is dues to the Biggert-Waters Flood Insurance Act of 2012.</p>
8/30/13			<b>COMPLETED</b>	<p><b>Executive Committee approved via email. Will need to ratify at its next meeting.</b></p>
4/23/15 SFC Mtg				<p>Certain changes in the TILA/RESPA law were discussed. The SFC decided to include revisions in the Purchase Contract for the November release.</p> <p><b>A motion was adopted to approve adding on the last pages of the Purchase Contract (pages 13 and 14) next to the agents' names a space for license numbers of agents.</b></p> <p><b>An amendment to the previously adopted motion was approved to include the brokerage firms' addresses for the Seller and Buyer and license numbers of the agents and brokerage firms.</b></p>
6/18/15 SFC Mtg				<p><b>A motion was adopted to approve revisions made to the Purchase Contract and to forward it to the Executive Committee for approval.</b></p>
1/12/12	<p><b>RR202 – Early Occupancy AgreementContract (technical revision)</b></p>			<p><b>Technical revision. SFC identified 10 forms that needed to be changed in order to be consistent with the revised PC. This is one of them.</b></p>
1/31/12			<b>COMPLETED</b>	<p><b>Executive Committee approved on 1/31/12.</b></p>
7/21/16 SFC Mtg		Patti Ichida/Diane Fujikami		<p><b>A motion was adopted to approve changes made to the RR202 - Early Occupancy Contract and to include revising the signature lines to mirror the format on the last page of the Purchase Contract and also deleting the initial lines on the bottom (footer) of the last page then publishing it on the website for membership comments.</b></p>
10/20/16 SFC Mtg				<p><b>A motion was adopted to refer this form back to the subcommittee and legal counsel to research and propose a solution that may be considered by making this a separate contract.</b></p> <p><b>An amendment to the previously adopted motion was approved to refer this form back to the subcommittee to</b></p>

				address the issues that were discussed at the meeting such as: the Seller's Real Property Disclosure law, alterations, insurance, possible separate contract and avoidance of Landlord Tenant Code.
12/7/16				Subcommittee met with Legal Counsel to discuss issues brought forth by the SFC. Not completed yet. Scheduled another meeting on 1/4/17 with new Legal Counsel.
1/12/12	<b>RR203 – Agreement of Sale Addendum to Purchase Contract (technical revision)</b>			Technical revision. SFC identified 10 forms that needed to be changed in order to be consistent with the revised PC. This is one of them.
1/31/12			<b>COMPLETED</b>	Executive Committee approved on 1/31/12.
6/18/15 SFC Mtg				Revisions made due to seller financing bill (SB756) A motion was adopted to approve revisions to the RR203 – Agreement of Sale Addendum and to forward it to the Executive Committee for approval subject to Nathan's review of additional language.
7/6/15			<b>COMPLETED</b>	Received email from Nancy Donahue-Jones—form approved via Executive Committee email vote
7/7/15				Form out to vendors to prepare for special 7/15 release
2011	<b>RR204 – Counter Offer</b>	Liz, Patti H., Patti I, Roy, Charles		
1/15/11				Subcommittee met to revise form.
2/15/11				Subcommittee met to revise form
8/1/11				Subcommittee met to revise form
1/12/12	<b>(Technical revision)</b>			Technical revision. SFC identified 10 forms that needed to be changed in order to be consistent with the revised PC. This is one of them.
1/31/12			<b>COMPLETED</b>	Executive Committee approved on 1/31/12.
2/2/12	Although this form was revised because of the PC, this form is due for a review/revision			Subcommittee submitted draft for 2/16/12 SFC meeting.
2/16/12 SFC Mtg				<b>A motion was made, seconded and carried to add language after the first sentence (after the TMK line) "All previous Counter Offers that have not been full executive are null and void". 10 in favor. 3 opposed.</b>  <b>A motion was made, seconded and carried to approve the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> sentences under the TMK line. 12 in favor. 1 abstention</b> Sentences are: This Counter Offer cancels and supersedes any and all prior Counter Offers. All previous Counter Offers that have not been fully executed are null and void. All terms and conditions from any prior Counter Offers that are to be retained must be restated in this Counter Offer.

				<p>A motion was made, seconded and carried to approve removing the “NUMBER _____” in the name of the form and delete the first sentence after the TMK line which is “This is a Counter Offer to the [ ] Purchase contract, or [ ] Counter Offer Number ____ for the above described Property.” 12 in favor, 1 abstention.</p> <p>A motion was made, seconded and carried to approve removing sentence #2 under ‘INSTRUCTIONS’ and the entire Rejection of Counter Offer box. 9 in favor, 4 opposed.</p> <p><b>ACTION:</b> A motion was made, seconded and carried to approve all the changes made to the Counter Offer subject to Stathie working on the sections for Signature of Party <i>Submitting</i> Counter Offer and Signature of Party <i>Accepting</i> Counter Offer as they relate to digital signatures in zipForm. After Stathie completes this, the draft will be emailed to the SFC. 12 in favor, 1 opposed.</p> <p>NOTE: Once Stathie is done, the draft will be forwarded to the SFC then posted on the HAR website for a month to solicit comments from the membership.</p>
5/17/12 SFC Mtg				<p>A motion was made, seconded and defeated to have a rejection box on the RR204 Counter Offer. 4 in favor and 7 opposed.</p> <p>A motion was made, seconded and carried to table discussion regarding the usage and operation of the Counter Offer until such time a subcommittee is formed to review and report back to the SFC. Legal counsel will be consulted as well.</p> <p>A motion was made, seconded and carried to approve the RR204 Counter Offer as revised and to forward it to the Executive Committee for approval.</p>
7/10/12			<b>COMPLETED</b>	<b>Executive Committee approved on 7/10/12.</b>
7/12/12 SFC Mtg				<p>General Counsel Nathan Aipa reaffirmed that Counter Offer Form RR204, reviewed and approved by the HAR Executive Committee on July 10, 2012, and which is scheduled for release in November 2012, was satisfactory and legally appropriate for distribution to membership. Counsel Aipa emphasized that proper training in the use of the Counter Offer Form was important to ensure that all terms and conditions of the final agreement between seller and buyer were covered in the Purchase Contract as modified by a final fully-executed Counter Offer.</p>

				It was the general consensus of the SFC to keep the Counter Offer on the regular review schedule and save the subcommittee's work for that review.
8/16/12 SFC Mtg				<b>A motion was made, seconded and carried to amend the July 17, 2012 minutes to reflect Charles Goodin's decent on Section #3 Counter Offer.</b>
1/12/12	<b>RR205 – Purchase Money Mortgage Addendum (technical revision)</b>			<b>Technical revision. SFC identified 10 forms that needed to be changed in order to be consistent with the revised PC. This is one of them.</b>
1/31/12			<b>COMPLETED</b>	<b>Executive Committee approved on 1/31/12.</b>
6/18/15 SFC Mtg				<p>Revisions made due to seller financing bill (SB756)</p> <p>A motion was adopted to go with the revised Purchase Money Mortgage Addendum which Nathan has prepared with all required information referenced in the law, subject to review by the Standard Forms Committee. 4 in favor. 2 opposed.</p> <p>A motion was adopted to look at the Purchase Money Mortgage Addendum line by line and see what parts we need to keep and revise.</p> <p>A motion was adopted to accept the current #1 as revised by Nathan.</p> <p>A motion was adopted to add “[ ] monthly payment if interest only loan” (under Payment 3D) and rename D as “Monthly Payment Terms”.</p> <p>A motion was adopted to move G, H, I, J.</p> <p>An amendment to the previously adopted motion was approved to change G, H, I, J to a new A, B, C, D. Also, add item #4 Seller Statutory Requirements: as heading; added new sentence under this heading: “Seller shall provide Buyer within _____( ) days after acceptance the following items:”; add “If Seller does not provide the information required in this Paragraph 3 to Buyer within the specified time period, Buyer may elect to terminate the Purchase Contract pursuant to Paragraph O-3. If Buyer is not satisfied with the information provided, Buyer may elect, within _____( ) days of receipt of the documents, to terminate the Purchase Contract pursuant to Paragraph O-2.</p> <p>A motion was adopted to approve the #4 section. (NOTE: #4 became #3 after renumbering)</p>

				<p><b>A motion was adopted to move #2 Credit Check and Information to item #5.</b>  <i>(Note: #5 became #4 after renumbering)</i></p> <p><b>A motion was adopted to approve revisions to the RR205 – Purchase Money Mortgage Addendum and to forward it to the Executive Committee for approval.</b></p>
7/6/15			<b>COMPLETED</b>	<p>Received email from Nancy Donahue-Jones—form approved via Executive Committee email vote</p>
7/7/15				<p><b>Form out to vendors to prepare for special 7/15 release</b></p>
10/9/14 SFC Mtg	<b>RR206 – Plain Language Addendum</b>	<b>Lori Kaizawa-Okimura</b>		<p>The SFC began its review of the proposed draft from the subcommittee.</p> <p>The committee ended at #17 Conveyance Document.</p>
2/19/15 SFC Mtg				<p><b>A motion was made, seconded and carried to change the end of #14 to “subscribe to its Code of Ethics”.</b></p> <p>Revised sentence reads: 14. <b>CODE OF ETHICS:</b> Written standard of ethical conduct. Only members of the National Association of REALTORS® are required to subscribe to its Code of Ethics.</p> <p><b>A motion was made, seconded and carried to add back “interest” after “ownership” in sentence #17.</b></p> <p>Revised sentence reads: 17. <b>CONVEYANCE DOCUMENT(S):</b> Document(s) that transfer title or ownership interest in real property.</p> <p><b>A motion was made, seconded and carried to reword sentence #19 to: “DECLARATION: A governing document which creates and defines a condominium project or other type of homeowner’s association”.</b></p> <p><b>A motion was made, seconded and carried to eliminate the wording for the heading and substitute it with “SELLER’S REAL PROPERTY DISCLOSURE STATEMENT” and reorder this in alphabetical order.</b></p> <p><b>A motion was made, seconded and carried to revise the definition in sentence #21 to: SELLER’S REAL PROPERTY DISCLOSURE STATEMENT: A report containing important information regarding the property usually prepared by Seller and provided to Buyer”.</b></p> <p><b>A motion was made, seconded and carried (for sentence #22) to work on something more</b></p>

				<p>plain language but not what the current form states.</p> <p>#22. A motion was made, seconded and carried to revise the first sentence to: “EASEMENT: A limited right or interest that one person has to use the property of another person”.</p> <p>#23. A motion was made, seconded and carried to revise the definition to: “ENCROACHMENT: When an improvement of a property extends over the property line onto some else’s property.</p> <p>#24. A motion was made, seconded and carried to revise the definition to: “ESCROW: A neutral company that holds money and/or documents until the terms of the Purchase Contract are completed, or the transaction is cancelled.</p> <p>#26. A motion was made, seconded and carried to delete “and which does not end by the passage of time”</p> <p>Revised #26 reads: “<b>FEE SIMPLE:</b> An interest in land which gives a full right of ownership. This interest can be freely transferred”.</p> <p>#29. A motion was made, seconded and carried to revise the definition as follows: “<b>IMPROVEMENTS:</b> Any item or structure that is permanently attached to the land”.</p>
3/19/15 SFC Mtg				The SFC continued its review of the subcommittee’s draft.
4/23/15 SFC Mtg				A motion was adopted to approve the draft of the RR206 - Plain Language Addendum and to publish it on the HAR website to solicit membership comments.
6/18/15 SFC Mtg				<p>A motion was adopted to become consistent and allow adding titles under the signature lines to forms that have not yet gone before the Executive Committee for approval with the exception of the commercial forms.</p> <p>A motion was adopted to approve the Plain Language Addendum as amended and to forward it to the Executive Committee for approval.</p>
1/12/12	RR207 – Extension of Closing Date (technical revision)			Technical revision. SFC identified 10 forms that needed to be changed in order to be consistent with the revised PC. This is one of them.

1/31/12			<b>COMPLETED</b>	<b>Executive Committee approved on 1/31/12.</b>
9/19/13 SFC Mtg				Subcommittee submitted draft for committee to review. <b>A motion was made, seconded and carried to accept the changes made to the RR207 – Extension of Closing Date and post it on the website for membership comments.</b>
1/23/14 SFC Mtg				<b>A motion was made, seconded and carried to accept the concept of three options under the check box for Paragraph F-2 with further revision to the verbiage later.</b> <b>A motion was made, seconded and carried to accept changes made to the entire form and submit it to the Executive Committee for approval.</b> If approved by the Executive Committee, it will be in the May 2014 release.
2/20/14 SFC Mtg				Executive Committee met and referred form back to SFC for further review and revisions. SFC will request that the Executive Committee submit to the SFC its comments/suggestions on the RR207 – Extension of Scheduled Closing Date by the first week in March.
3/20/14 SFC Mtg				Although the SFC did not receive comments back from the Executive Committee, the SFC worked on clarifying the “Extension of Scheduled Closing Date under F-2” section of the form. <b>A motion was made, seconded and carried to approve the revised second check box under “Extension of Scheduled Closing Date under F-2” section to read: “the extension as stated in F-3(a) shall no longer apply, and time shall be of the essence” and to forward the form to the Executive Committee for approval.</b>
4/24/14 SFC Mtg				Chair Moore informed the SFC that the Executive Committee is currently reviewing the draft that was submitted. The Executive Committee will submit its comments by the May 22 meeting. President Trudy Nishihara will also be present to explain the Executive Committee’s comments.
5/22/14 SFC Mtg				Arabel Cambor reported that there were differences in opinions among several Executive Committee members regarding the draft. She met with Dale Bordner and Mary Begier via teleconference to discuss their issues with the draft. Although they did not have any suggested verbiage to provide to the SFC, they felt that since the SFC did make additional revisions to the form since it was first published for review, it should be republished once again. President Trudy Nishihara also agreed that it would be a good idea. She also mentioned that when the SFC amends forms, the



				simpler the better. She thanked the SFC for all their hard work. <b>A motion was made, seconded and carried to republish the RR207 Extension of Scheduled Closing Date on the HAR website for membership comments again.</b>
6/26/14 SFC Mtg				<b>A motion was made, seconded and carried to approve the revisions made to the RR207 Extension of Scheduled Closing Date and to forward it to the Executive Committee for approval.</b>
7/10/14	<b>Name changed to Extension of <u>Scheduled Closing Date</u></b>		<b>COMPLETED</b>	<b>Executive Committee approved form. It will be in the November 2014 release.</b>
2011	<b>RR210 – Residential Leasehold Property Addendum</b>	Liz/Charles		
1/12/12	<b>(technical revision)</b>			<b>Technical revision. SFC identified 10 forms that needed to be changed in order to be consistent with the revised PC. This is one of them.</b>
1/31/12			<b>COMPLETED</b>	<b>Executive Committee approved on 1/31/12.</b>
10/20/16 SFC Mtg		Liz/Diane		<b>A motion was adopted to publish this form on the website for membership comments.</b>
1/19/17 SFC Mtg				
2011	<b>RR211 – Receipt for Residential Leasehold Property Disclosure</b>	Liz/Charles		
10/20/16 SFC Mtg		Liz/Diane		<b>A motion was adopted to recommend to the Executive Committee to eliminate the RR211 – Receipt for Residential Leasehold Property Disclosure and RR212 – Action on Residential Leasehold Property Disclosure from the HAR standard forms library. 9 in favor. 1 opposed.</b>
12/15/16				<b>Executive Committee approved the above motion.</b>
1/19/17 SFC Mtg				<b>A motion was adopted that the two forms RR211 – Receipt for Residential Leasehold Property Disclosure and RR212 – Action on Residential Leasehold Property Disclosure be added back to the forms library. Rationale: There was new information on the frequency of use of these forms as well as changes made on the RR210 – Residential Leasehold Property Addendum</b>
2011	<b>RR212 – Action on Residential Leasehold Property Disclosure</b>	Liz/Charles		
1/12/12	<b>(technical revision)</b>			<b>Technical revision. SFC identified 10 forms that needed to be changed in order to be consistent with the revised PC. This is one of them.</b>
1/12/12	Although this form was revised because of	Liz/Charles		

SFC Mtg	the PC, this form is due for a review/revision.			
1/31/12			<b>COMPLETED</b>	<b>Executive Committee approved on 1/31/12.</b>
10/20/16		Liz/Diane		<b>A motion was adopted to recommend to the Executive Committee to eliminate the RR211 – Receipt for Residential Leasehold Property Disclosure and RR212 – Action on Residential Leasehold Property Disclosure from the HAR standard forms library. 9 in favor. 1 opposed.</b>
12/15/16				<b>Executive Committee approved above motion.</b>
1/19/17				<b>A motion was adopted that the two forms RR211 – Receipt for Residential Leasehold Property Disclosure and RR212 – Action on Residential Leasehold Property Disclosure be added back to the forms library. Rationale: There was new information on the frequency of use of these forms as well as changes made on the RR210 – Residential Leasehold Property Addendum</b>
1/12/12 SFC Mtg	<b>RR213 – As is Condition Addendum (technical revision)</b>			<b>Technical revision. SFC identified 10 forms that needed to be changed in order to be consistent with the revised PC. This is one of them.</b>
1/31/12			<b>COMPLETED</b>	<b>Executive Committee approved on 1/31/12.</b>
10/22/15 SFC Mtg	<b>RR214 – Cooperating Brokerage Firm's Separate Contract</b>	Patti/Joyce		<b>A motion was adopted to remove the sentence stating: "In the event Seller retains any of Buyer's deposits as liquidated damages or obtains other monetary damages against Buyer, and pays to Listing Brokerage Firm any portion thereof, Listing Brokerage Firm agrees to share with Cooperating Brokerage Firm _____% of the amount so received."</b>  <b>A motion was adopted to publish this draft for membership comments.</b>
1/21/16 SFC Mtg				<b>A motion was adopted to add: "[ ] Cooperating Brokerage Firm is a corporation and is not subject to backup withholding tax; therefore, the W-9 will not be provided."</b> NOTE: This appears after the first check box under #6.  <b>A motion was adopted to recommend to the Executive Committee that the RR214 – Cooperating Brokerage Firm's Separate Contract be approved.</b> NOTE: If approved, this form will be in the May 2016 release.
2011	<b>RR220 – <del>Standard</del> Oceanfront Property Addendum</b>	Beth, Patti I., Joan		
1/24/13		Patti I/Beth	After SRPDS	

SFC Mtg			and Receipt	
9/19/13 SFC Mtg				<p>Subcommittee submitted draft for committee to review. The SFC requested that the subcommittee review/revise paragraphs A-4, D, E and G (as it reads in the current form) and submit another draft for the SFC to review at its next meeting.</p>
10/10/13 SFC Mtg		Patti I/Beth/Diane		<p>Subcommittee submitted draft for committee to review.</p> <p><b>A motion was made, seconded and carried to approve Section A as revised.</b></p> <p><b>A motion was made, seconded and carried to approve Sections B and C as revised.</b></p> <p><b>A motion was made, seconded and carried to approve Section D as revised.</b></p> <p>The committee discussed additional changes to Section A. <b>A motion was made, seconded and carried to approve revisions made to A-2, A-3 and A-4.</b></p> <p><b>A motion was made, seconded and carried to approve Section E as revised.</b></p> <p><b>A motion was made, seconded and carried to approve revised verbiage in Section F to read “Existing and future improvements may now be or may become encroachments on State of Hawaii property”. 7 in favor and 1 opposed.</b></p> <p><b>A motion was made, seconded and carried to approve Section F as revised.</b></p> <p><b>A motion was made, seconded and carried to approve Sections G and H as revised.</b></p> <p><b>A motion was made, seconded and carried to approve Section I as revised.</b></p> <p><b>A motion was made, seconded and carried to approve the entire RR220 Oceanfront/Waterfront Property Addendum as revised and to publish it on the HAR website for membership comments.</b></p>
1/23/14 SFC Mtg				<p><b>A motion was made, seconded and carried to go back to rename the form Oceanfront Property Addendum and make it address only oceanfront issues.</b></p> <p><b>A motion was made, seconded and carried to approve all revisions made today on the RR220 – Oceanfront Property Addendum.</b></p>
2/20/14 SFC Mtg				<p><b>A motion was made, seconded and carried to approve paragraphs C, D, E, F and G of the RR220- Oceanfront Property Addendum.</b></p>

3/20/14 SFC Mtg				<p>Since substantive changes were made after reviewing and discussing comments from membership and the subcommittee, it is necessary to publish the draft again for membership to review and comment.</p> <p><b>A motion was made, seconded and carried to approve revisions made on the RR220 – Oceanfront Property Addendum and to forward it to the membership for comments.</b></p> <p>Note: Form is currently out for membership to review. Deadline for comments is April 25.</p>
4/24/14 SFC Mtg				<p><b>A motion was made, seconded and carried to approve changes made to sections A-3, C, D, F, G, H and the last sentence of the last paragraph on the RR220 – Oceanfront Property Addendum.</b></p>
5/22/14 SFC Mtg				<p><b>A motion was made, seconded and carried to approve changes made to section H of the RR207 – Oceanfront Property Addendum.</b></p> <p><b>A motion was made, seconded and carried to approve changes made to the entire RR207 – Oceanfront Property Addendum and to submit it to the Executive Committee for approval.</b></p>
6/19/14			<b>COMPLETED</b>	<b>Executive Committee approved. In November release.</b>
5/26/16	<b>RR221 – Dual Agency Consent Addendum</b>			<b>A motion was adopted to approve publishing the draft Dual Agency Consent Addendum to solicit membership comments.</b>
7/21/16 SFC Mtg				<p><b>A motion was adopted to recommend the Dual Agency Consent Addendum form remain as a single form for dual agency consent and recommend to the Executive Committee to approve the creation of a separate new addendum to the Exclusive Right To-Sell Listing Contract and/or Buyer’s Representation Contract to address possible agency conflicts prior to entering into a transaction.</b></p> <p><b>A motion was adopted to approve the revisions made to the RR221 – Dual Agency Consent Addendum and to forward it to the Executive Committee for approval.</b></p>
1/12/12 SFC Mtg	<b>RR222 – Distressed Property Addendum to Purchase Contract</b>	Kalama/Frank		
7/12/12 SFC Mtg				<b>A motion was made, seconded and carried to approve adding Seller’s and Buyer’s initials and date or Broker’s and Seller’s initials and date in the footer on the first page only and Title lines on the last page of the following forms: Short Sale Addendum to Exclusive</b>

				Right-to-Sell Listing Contract, Distressed Property Addendum to Purchase Contract and Distressed Property Addendum to Exclusive Right-to-Sell Listing Contract and to forward each form to the Executive Committee for approval.
7/19/12			COMPLETED	Executive Committee approved on 7/19/12 via email.
1/12/12	RR223 – Short Sale Addendum to Purchase Contract (technical revision)			Technical revision. SFC identified 10 forms that needed to be changed in order to be consistent with the revised PC. This is one of them.
1/12/12 SFC Mtg	Although this form was revised because of the PC, this form is due for a review/revision.	Kalama/Frank		
1/31/12			COMPLETED	Executive Committee approved on 1/31/12.
4/19/12 SFC Mtg				A motion was made, seconded and carried to accept paragraph #1 as amended. This includes adding “written” notification as well as [ ] P-1 HARPTA and [ ] P-2 FIRPTA.
5/17/12 SFC Mtg				A motion was made, seconded and carried to post the draft Short Sale Addendum on the website for membership comments and the SFC will review these comments at the next meeting
7/12/12 SFC Mtg				<p>A motion was made, seconded and carried to remove B-1 Earnest Money from the column under #1 Time Frames.</p> <p>A motion was made, seconded, and carried to add the Seller’s and Buyer’s initials and date in the footer on the first page only and Title lines on the last page of the Short Sale Addendum to Purchase Contract.</p> <p>A motion was made, seconded and carried to revise the Lien Holder Approval paragraph to read as follows:          “Lien Holder Approval: This sale is contingent on Seller’s receipt of written approval of a short sale from all lien holders on the Property and Seller’s acceptance of the terms of such approval and any modifications by _____ (date). Should Seller not receive written approval within this time frame, or if Seller shall not accept the terms of such approval and any modifications, Buyer or Seller may elect to terminate this Purchase Contract pursuant to Paragraph O-3.”</p> <p>A motion was made, seconded and carried to reinstate the original Additional Offers paragraph with changes. The revised paragraph reads as follows: “Additional Offers: Seller retains the right to continue marketing the</p>

				<p>Property and to present all written offers to lien holders.”</p> <p>A motion was made, seconded and carried to approve the revised Buyer’s Rights paragraph. The revised paragraph reads as follows: “Buyer’s Rights: Buyer may search for another property and elect to terminate this Purchase Contract pursuant to Paragraph O-2 at any time prior to Seller’s written notification to Buyer of approval of the short sale by all lien holders.”</p> <p>A motion was made, seconded and carried to approve deleting the entire Closing Costs and Fees paragraph.</p> <p>A motion was made, seconded and carried to approve modifying verbiage for Closing Costs and Fees and insert verbiage into the Modifications paragraph. Also approved the revised Modifications paragraph. The revised paragraph reads as follows: “Modifications: Buyer and Seller understand that lien holders often propose alternate terms to the Purchase Contract that may require additional modifications. Should Seller’s lien holders disallow any contracted services or fees chargeable to Seller under the Purchase Contract, for example, termite report, survey, utility services for inspections and walk through, commissions, etc., Buyer may at Buyer’s sole expense, choose to pay for these items. Mutually acceptable terms must be agreed to by all parties in writing prior to the deadline specified in Paragraph 3.”</p> <p>A motion was made, seconded and carried to approve adding the Seller’s and Buyer’s initials and date in the footer on the first page only and Title lines on the last page.</p> <p>A motion was made, seconded and carried to approve all revisions made to the Short Sale Addendum to Purchase Contract and to forward it to the Executive Committee for approval.</p>
7/19/12			<b>COMPLETED</b>	Executive Committee approved on 7/19/12 via email.
1/14/10 SFC Mtg	<b>RR301 – Rental Agreement</b>	Helen Price NARPM Add’l members	Draft due to Ethel by 4/15/10	Helen Price resigned. Form deferred until we can find another member to work on this form
	Carried over to 2011	New subcomm members: Kalama Kim, Drudi Johnston,Lurlin		

		e Johnson, Cathy Matthews, Primrose Leong- Nakamoto, Jim Mazzola		
1/5/11				Will meet within several weeks
1/17/11				Subcommittee completed draft. Will forward to Ethel for formatting.
2/17/11				Subcommittee forwarded revisions to Ethel.
2/25/11				Ethel completed revisions and forwarded back to subcommittee.
3/29/11				Subcommittee forwarded revisions to Ethel. Ethel forwarded Civil Relief Act to Nathan for review and recommendation for verbiage.
3/30/11				Ethel completed revision and forwarded back to subcommittee. Still pending on recommendation from Nathan on Civil Relief Act.
4/1/11				Subcommittee forwarded revisions to Ethel.
4/12/11				Ethel completed revisions and forwarded back to subcommittee.
4/28/11				Ethel received comments from Nathan on Civil Relief Act. Forwarded his comments to subcommittee.
11/11		Drudi Johnston resigned		
1/12		Beginning Jan. 2012 Jeremy Hunter became new subcommittee chair. Other members are: Lurline Johnston, Primrose Leong- Nakamoto, Cathy Mathews		
6/12/12				Subcommittee forwarded revisions to Ethel
6/15/12				Ethel completed revisions and forwarded back to subcommittee.
8/16/12 SFC Mtg				SFC began its review of draft. <b>A motion was made, seconded and carried to have the language (paragraph that begins with “ BY SIGNING THIS RENTAL AGREEMENT....”) in one place only</b>

			<p>before the signature line.</p> <p><b>A motion was made, seconded and carried that the language (paragraph that begins with “ BY SIGNING THIS RENTAL AGREEMENT....”) has a letter before it and a title.</b></p> <p><b>A motion was made, seconded and carried to accept the new number J.</b></p> <p>NOTE: New paragraph J reads: “J. <b>TENANTS JOINTLY AND SEVERALLY RESPONSIBLE: BY SIGNING THIS RENTAL AGREEMENT EACH TENANT SHALL BE JOINTLY AND SEVERALLY (COLLECTIVELY AND INDIVIDUALLY) RESPONSIBLE FOR COMPLIANCE WITH ALL ITS TERMS AND CONDITIONS, INCLUDING THE PAYMENT OF RENT IN FULL. EACH TENANT IS RESPONSIBLE FOR OTHER OCCUPANTS AND GUESTS AND SHALL ENSURE THEY COMPLY WITH THE TERMS AND CONDITIONS OF THIS RENTAL AGREEMENT.”</b></p>
<p>9/13/12 SFC Mtg</p>			<p>The SFC continued its review of the Rental Agreement.</p> <p><b>A motion was made, seconded and carried to accept the changes to #6 Rental Extension.</b></p> <p>Note: Revised paragraph reads: [ ] Rental Extension: This Fixed Rental Agreement will automatically convert to a Month-to-Month Rental Agreement, unless TENANT or LANDLORD receives written notice from the other party at least thirty (30) days prior to the end of the fixed term that this Rental Agreement will not automatically convert to a month-to-month term.</p> <p><b>A motion was made, seconded and carried to delete the paragraph above #7.</b></p> <p>Note: Deleted paragraph was: TENANT’S Rental Agreement may be ended earlier if TENANT does not pay the rent and/or comply with this Rental Agreement. If, after this Rental Agreement is terminated, TENANT stays in the Unit without LANDLORD’S written consent, TENANT may be a HOLDOVER TENANT, liable for double rent and other penalties.</p> <p><b>A motion was made, seconded and carried to approve changes made to #7.</b></p> <p>Note: Paragraph reads: 7. <b>UTILITIES AND SERVICES:</b> If</p>





			<p>STATUS, ANCESTRY, DISABILITY, AGE, OR HUMAN IMMUNODEFICIENCY VIRUS INFECTION. LANDLORD means the Owner or Owner’s Agent/Brokerage Firm, one of which must reside on the island where the Unit is located. UNIT means the premises (as defined in the Landlord Tenant Code)TENANT is renting from LANDLORD. As used in this Rental Agreement, the term “day” shall mean a calendar day and the phrase “business day” shall mean Monday through Friday, not including a holiday as designated in Section 8-1 of the Hawaii Revised Statutes.”</p> <p><b>A motion was made, seconded and carried to approve Sections A and B-1 – 11 as revised</b></p> <p><b>A motion was made, seconded and carried to amend paragraph #7 as follows: “7. UTILITIES AND SERVICES: If they are checked, TENANT must be responsible for the arrangement and payment of the following items from the date TENANT’S Rental Agreement begins until it ends.”</b></p> <p><b>A motion was made, seconded and carried to approve Section C (WHAT THE LANDLORD CAN DO IF TENANT DOES NOT KEEP TO THIS RENTAL AGREEMENT) as revised.</b></p> <p><b>A motion was made, seconded and carried to approve Section D (INVENTORY &amp; CONDITION) as revised.</b></p> <p><b>A motion was made, seconded and carried to approve Section E (LANDLORD’S RESPONSIBILITIES) as revised.</b></p> <p><b>A motion was made, seconded and carried to approve Section H (MILITARY TENANTS) as revised.</b></p> <p><b>A motion was made, seconded and carried to approve all revisions made to the Rental Agreement and to publish the draft on the HAR website for members’ comments.</b></p>
<p>1/24/13 SFC Mtg</p>			<p><b>A motion was made, seconded and carried to add a second blank line to the “Property Reference or Address.</b></p> <p><b>A motion was made, seconded and carried to swap the numbering order between SECURITY DEPOSIT and</b></p>

			<p><b>LATE FEES AND OTHER CHARGES.</b>          Note: New order is as follows: 4. LATE FEES AND OTHER CHARGES. 5. SECURITY DEPOSIT.</p> <p><b>A motion was made, seconded and carried to approve revisions made to second sentence in paragraph 3. RENT, as well as first sentence in paragraph 4. LATE FEES AND OTHER CHARGES.</b></p> <p>Note: Revised paragraphs reads as follows:</p> <p>“3. RENT: The rent is          \$_____ (U.S. Funds)          per [ ] Month or [ ] Week or [ ] Day,          PAYABLE IN ADVANCE, without notice, demand, or deduction. Payment is due by _____ [ ] am [ ] pm on the _____ day of each [ ] Month or [ ] Week, BEGINNING ON _____ (date). TENANT must pay to LANDLORD,</p> <p>_____</p> <p>at this          address: _____</p> <p>_____. LANDLORD will give TENANT a receipt for rents paid in cash and, upon request, for rents paid by checks.</p> <p>4. <b>LATE FEES AND OTHER CHARGES:</b> TENANT must pay a late fee of _____ for each rental payment LANDLORD does not receive by [ ] date payment is due OR [ ] a grace period of _____ day(s) after payment is due.</p> <p>In addition, interest at _____ % per year will be charged on all rent and other sums TENANT does not pay to LANDLORD on time.”</p> <p><b>A motion was made, seconded and carried to approve revisions to sentence #5 in paragraph 5. SECURITY DEPOSIT.</b></p> <p>Note: Revised sentence reads as follows: “Any interest earned on the security deposit shall accrue to the benefit of the LANDLORD.”</p> <p><b>A motion was made, seconded and carried to approve revisions made to sentence #1 in paragraph 14. B 9. Pets and to delete Paragraph !4. B 10.</b></p> <p>Note: Revised sentence #1 (paragraph 14.B 9) reads as follows: “Except as otherwise provided by law in connection with service animals and assistance animals, pets are not</p>
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				<p>allowed to occupy or to visit the Unit unless LANDLORD gives TENANT prior written approval.”</p> <p><b>A motion was made, seconded and carried to approve moving the “Pet Addendum” up next to the “Lead-Based Paint Addendum” then adding another “Other” line in #11. ADDENDA.</b>          Note: Revised #11 reads as follows:</p> <p><b>A motion was made, seconded and carried to approve revisions made to 14. A. Delete “Property Manager” in sentence one and two and replace with “Agent”.</b></p> <p><b>A motion was made, seconded and carried to remove one LANDLORD signature line from the last page.</b></p> <p><b>A motion was made, seconded and carried to add a new #J. “Electronic (Digital or Fax) Signatures. Electronically executed copies of this Rental Agreement and any related documents shall be fully binding and effective for all purposes.”</b></p> <p>The committee ended with discussion on the final section of the form after the LANDLORD signature lines and decided to have subcommittee Chair, Jeremy Hunter, come up with proposed verbiage for this section. Once Jeremy submits the proposed verbiage, the committee will vote via email on the proposed verbiage as well as revisions made to the entire document. The goal is to be able to forward this document to the Executive Committee for approval during its February 8 meeting.</p>
1/24/13				Ethel emailed committee members draft they worked on during today’s meeting.
1/29/13				Ethel sent out final draft including revisions Jeremy made for the landlord(s) signature and information section. Requested committee to vote on the motion: “To approve the final draft of the Rental Agreement as revised and to forward it to the Executive Committee for approval”.
1/29/13				Nathan wants to take a closer look at the military and pet clauses before finalizing the form. Ethel emailed committee to hold off voting until he submits comments.
1/29 – 1/30/13				Ethel incorporated Diane Fujikami’s, Joyce Murphy’s and Frank Goodale’s revisions.
2/12/13				<p>Email vote taken</p> <p>A. To approve 14. B. paragraph 9. Pets as revised.          B. To approve section H. Military Tenants as revised.</p>

				C. To approve the final draft of the Rental Agreement as revised and to forward it to the Executive Committee for approval
2/14/13 SFC Mtg				<p><b>A motion was made, seconded and carried to ratify the three (3) email votes taken on February 12, 2013. The motions were as follows:</b></p> <p>A. To approve 14. B. paragraph 9. Pets as revised.          B. To approve section H. Military Tenants as revised.          C. To approve the final draft of the Rental Agreement as revised and to forward it to the Executive Committee for approval.</p>
2/26/13			<b>COMPLETED</b>	<b>Executive Committee approved form via email. Will be in May 2013 release</b>
4/25/13 SFC Mtg				<p>Chair Moore updated the SFC on several legislative bills. Both the Seller's Disclosure and Pet Deposit bills have moved through conference committees and it's the feeling of the GAC that both bills will go through.</p> <p>Due to new legislation that will probably be passed, we will need to make revisions to several of our forms for the November release. Nathan is tasked to create verbiage to comply with these new laws and hopefully have drafts ready for review during our next meeting.</p> <p>The Seller's Disclosure bill will require changes to the Seller's Real Property Disclosure Statement as well as the Purchase Contract. The Pet Deposit bill will require changes to the Rental Agreement.</p>
5/23/13 SFC Mtg				<p><b>Regarding SB 19 Renewable Energy Public Utility</b>  <b>A motion was made, seconded and carried that the SFC accept what Nathan has provided but allow him to make additional changes before finalizing and submitting to the Executive Committee for approval and releasing a renewable energy notice to the membership that will satisfy the new Act and will be distributed upon the Governor's signature or the enactment.</b></p> <p><b>A motion was made, seconded and carried to request approval from the Executive Committee to develop an addendum for the Renewable Energy Act to be available to add to the Rental Agreement.</b></p> <p>Note: The intent is to provide this Addendum in the November 1 release.</p>
7/11/13 SFC Mtg				<b>A motion was made, seconded and carried to approve revisions made to the Rental Agreement in #5 Security Deposit and adding Renewable Energy System Act Addendum in #11 Addenda and to forward revisions to</b>

				<p>the Executive Committee for approval.</p> <p><b>Note: Revisions due to law change. SB 328 and SB 19.</b></p>
7/23/13			<b>COMPLETED</b>	Executive Committee approved revisions via email.
7/16/15 SFC Mtg				<p>Request from Hawaii CCIM Chapter to sell Commercial Lease/addenda to the public and request from Association Executives to sell residential property management forms to the public.</p> <p>Discussion was held on the two requests. Questions arose about distribution (how and what format) and sale, liability, cost, etc.</p> <p><b>A motion was defeated to provide rental forms to the public excluding the Property Management Agreement.</b></p> <p><b>A motion was adopted to leave things the way they are and continue to provide the Rental Agreement to the public not other property management forms.</b></p> <p><b>A motion was adopted to recommend that HAR explore income generating potential of all forms and the liability and copyright issues for the benefit of HAR members.</b></p>
1/14/10 SFC Mtg	<b>RR302 – Property Condition Form</b>	Helen Price NARPM Add'l members	Draft due to Ethel by 4/15/10	Helen Price resigned. Form deferred until we can find another member to work on this form
	Carried over to 2011	New subcomm members: Kalama Kim, Drudi Johnston, Lurline Johnson, Cathy Matthews, Primrose Leong- Nakamoto, Jim Mazzola		
1/5/11				Will meet within several weeks.
11/11		Drudi Johnston resigned.		
1/12		Beginning Jan. 2012 Jeremy Hunter became new subcommittee		

		chair. Other members are: Lurline Johnston, Primrose Leong- Nakamoto, Cathy Mathews		
3/21/13 SFC Mtg				A motion was made, seconded and carried to approve the draft Property Condition Form and to post it on the website for membership to review and submit comments.
4/25/13 SFC Mtg				A motion was made, seconded and carried to defer discussion on RR403 – Security Deposit Statement and RR302 – Property Condition Form until the committee can get Jeremy’s input at the next meeting.
7/11/13 SFC Mtg				A motion was made seconded and carried that in lieu of the Tenant’s signature lines it be replaced by “Inspected by Landlord (Print Name).” Joyce Murphy would like the record to reflect that she opposed the motion.  A motion was made, seconded and carried to approve the Property Condition Form as revised.  A motion was made, seconded and carried to approve publishing the RR302 – Property Condition Form on the HAR website for membership review and comments.
8/15/13 SFC Mtg				A motion was made, seconded and carried to delete “Basement” and adding additional space under “Other”.  A motion was made, seconded and carried to change “Safety Detection Devices” to Safety Devices”.  A motion was made, seconded and carried to approve revisions made to this form (RR302 – Property Condition Form) and to forward it to the Executive Committee for approval.
8/30/13			<b>COMPLETED</b>	<b>Executive Committee approved via email. Will need to ratify at its next meeting.</b>
7/16/15 SFC Mtg				Request from Hawaii CCIM Chapter to sell Commercial Lease/addenda to the public and request from Association Executives to sell residential property management forms to the public.  Discussion was held on the two requests. Questions arose about distribution (how and what format) and sale, liability, cost, etc.  <b>A motion was defeated to provide rental forms to the public excluding the Property Management Agreement.</b>

				<p>A motion was adopted to leave things the way they are and continue to provide the Rental Agreement to the public not other property management forms.</p> <p>A motion was adopted to recommend that HAR explore income generating potential of all forms and the liability and copyright issues for the benefit of HAR members.</p>
1/12/12	<b>RR303- Option Addendum (technical revision)</b>			<p>Technical revision. SFC identified 10 forms that needed to be changed in order to be consistent with the revised PC. This is one of them.</p>
1/31/12			<b>COMPLETED</b>	<p>Executive Committee approved on 1/31/12.</p>
1/24/13 SFC Mtg		Frank/Lori Kaizawa		
10/20/16				<p>A motion was adopted to go back to the original language: "Should either party fail to execute Option Agreement by the specified date, the Purchase Contract shall not become effective."</p> <p>A motion was adopted to refer this form back to the subcommittee to address all issues that came up at the meeting.</p>
11/6/16				<p>Subcommittee met with Legal Counsel to discuss issues brought forth by the SFC. Revisions were made to form and will be on the agenda for the 1/19/17 SFC mtg</p>
1/19/17 SFC Mtg				<p>A motion was adopted that the draft RR303 be approved and distributed on the HAR website for membership comments.</p>
1/14/10 SFC Mtg	<b>RR304 – Suggested Checklist for Vacating Tenants</b>	Helen Price NARPM Add'l members	Draft due to Ethel by 4/15/10	<p>Helen Price resigned. Form deferred until we can find another member to work on this form</p>
	Carried over to 2011	New subcomm members: Kalama Kim, Drudi Johnston, Lurline Johnson, Cathy Matthews, Primrose Leong- Nakamoto, Jim Mazzola		
1/5/11				<p>Will meet within several weeks</p>
11/11		Drudi Johnston		



		resigned		
1/12		Beginning Jan. 2012 Jeremy Hunter became new subcommittee chair. Other members are: Lurline Johnston, Primrose Leong-Nakamoto, Cathy Mathews		
1/8/13				Subcommittee submitted revisions to Ethel.
4/25/13 SFC Mtg				<b>A motion was made, seconded and carried to defer discussion on the RR304 – Suggested Checklist for Vacating Tenants until the next meeting.</b>
7/11/13 SFC Mtg				In order to expedite the review process the SFC decided to forward the draft created by the subcommittee to membership for review and comments.  <b>A motion was made, seconded and approved to publish the RR304 – Checklist for Vacating Tenants (currently called Suggested Checklist for Vacating Tenants) on the HAR website for membership review and comments.</b>
8/15/13				<b>A motion was made, seconded and carried to send this form (RR304 – Checklist for Vacating Tenants) back to the Property Management Subcommittee to address the issue as to the nature of the use of the form, whether it is an addendum or checklist. Also to review the comments from membership so far and potentially include these comments into this form.</b>
9/3/14 SFC Mtg				The SFC reviewed the subcommittee’s draft and approved the draft as submitted. The draft will be posted on HAR’s website.  <b>A motion was made, seconded and carried to approve the subcommittee’s draft and to publish it on the website for membership to review and submit comments.</b>
1/22/15 SFC Mtg				<b>A motion was made, seconded and carried to accept all revisions made to the RR304 – Checklist for Vacating Tenants and to forward it to the Executive Committee for approval.</b>  NOTE: Per an email vote it was the consensus of the SFC to recall the draft of the RR304 Checklist for Vacating

				Tenants for further discussion and review
2/19/15 SFC Mtg				<p><b>A motion was made, seconded and carried to rename the form to Vacating Instructions.</b></p> <p><b>A motion was made, seconded and carried to send this form back to the subcommittee to rework.</b></p>
3/19/15 SFC Mtg				<p><b>A motion was made, seconded and carried to copy the same verbiage from the second check box under #6 Carpets, second sentence, and add to second checkbox under MINIMUM CLEANING STANDARDS after the first sentence.</b></p> <p><b>A motion was made, seconded and carried to approve revisions made to the RR304 – Vacating Instructions and to forward it to the Executive Committee for approval.</b></p>
4/1/15	Name changed to <del>Suggested Checklist for Vacating Tenants</del> <b>Vacating Instructions</b>		<b>COMPLETED</b>	Executive Committee approved form on 4/1/15.
7/16/15 SFC Mtg				<p>Request from Hawaii CCIM Chapter to sell Commercial Lease/addenda to the public and request from Association Executives to sell residential property management forms to the public.</p> <p>Discussion was held on the two requests. Questions arose about distribution (how and what format) and sale, liability, cost, etc.</p> <p><b>A motion was defeated to provide rental forms to the public excluding the Property Management Agreement.</b></p> <p><b>A motion was adopted to leave things the way they are and continue to provide the Rental Agreement to the public not other property management forms.</b></p> <p><b>A motion was adopted to recommend that HAR explore income generating potential of all forms and the liability and copyright issues for the benefit of HAR members.</b></p>
7/21/16	<b>RR401 – Independent Contractor Agreement</b>	Roy Sakamoto		<p><b>A motion was adopted to delete the initial lines in the footer on page 3.</b></p> <p><b>A motion was adopted to approve changes made to the RR401- Independent Contractor Agreement and to publish it on the website for membership comments.</b></p>
10/20/16				<b>A motion was adopted to approve the revisions made to the RR401 – Independent Contractor Agreement for Real Estate Agents and to forward it to the Executive Committee for approval.</b>

1/14/10 SFC Mtg	<b>RR403 – Move Out Closing Statement</b>	Helen Price NARPM Add'l members	Draft due to Ethel by 4/15/10	Helen Price resigned. Form deferred until we can find another member to work on this form
	Carried over to 2011	New subcomm members: Kalama Kim, Drudi Johnston, Lurline Johnson, Cathy Mathews, Primrose Leong- Nakamoto, Jim Mazzola		
1/5/11				Will meet within several weeks
11/11		Drudi Johnston resigned		
1/12		Beginning Jan. 2012 Jeremy Hunter became new subcommittee chair. Other members are: Lurline Johnston, Primrose Leong- Nakamoto, Cathy Mathews		
1/8/13				Subcommittee submitted revisions to Ethel.
3/21/13 SFC Mtg				<b>A motion was made, seconded and carried to approve changes made to the draft Security Deposit Statement (currently called Move Out Closing Statement) and to post it on the website for membership to review and submit comments.</b>
4/25/13 SFC Mtg				<b>A motion was made, seconded and carried to defer discussion on RR403 – Security Deposit Statement and RR302 – Property Condition Form until the committee can get Jeremy's input at the next meeting.</b>
5/23/13 SFC Mtg				<b>A motion was made, seconded and carried to approve revisions made to the RR403 Security Deposit Statement and to forward it to the Executive Committee for approval.</b>
7/10/13			<b>COMPLETED</b>	Executive Committee approved revisions
7/16/15				Request from Hawaii CCIM Chapter to sell Commercial

SFC Mtg				<p>Lease/addenda to the public and request from Association Executives to sell residential property management forms to the public.</p> <p>Discussion was held on the two requests. Questions arose about distribution (how and what format) and sale, liability, cost, etc.</p> <p><b>A motion was defeated to provide rental forms to the public excluding the Property Management Agreement.</b></p> <p><b>A motion was adopted to leave things the way they are and continue to provide the Rental Agreement to the public not other property management forms.</b></p> <p><b>A motion was adopted to recommend that HAR explore income generating potential of all forms and the liability and copyright issues for the benefit of HAR members.</b></p>
1/24/13 SFC Mtg	<b>RR404 – Referral Fee Agreement</b>	<del>Beth</del> <u>Bridget</u>		
7/16/15 SFC Mtg				<p>The first draft was reviewed by the SFC. Revisions were made.</p> <p><b>A motion was adopted to approve the draft of the RR404 Referral Fee Contract (currently called Referral Fee Agreement) and to publish it on the HAR website for membership comments.</b></p>
9/24/15 SFC Mtg				<p>The SFC reviewed comments from membership and made further revisions.</p> <p>NOTE: The check box section under #2 was deleted by the subcommittee (based on membership comment) prior to the SFC meeting. The SFC decided to reinstate this section and have further discussion on this area at its next meeting in October.</p>
10/22/15 SFC Mtg				<p><b>A motion was adopted to wait until Kalama arrives this afternoon before finalizing the form.</b></p> <p><b>A motion was adopted to use “[ ] Referring Brokerage Firm represents that Referred person has knowledge of such referral.” 7 in favor, 3 opposed.</b></p> <p>Note: This appears after paragraph #2.</p> <p><b>A motion was adopted to approve the RR404 - Referral Fee Contract and to forward it to the Executive Committee for approval.</b></p>
12/9/15				<b>Executive Committee approved revised form.</b>

2011	<b>RR501 – Commercial Purchase and Sale Agreement (PSA)</b>	To be forwarded to Hawaii CCIM Chapter		
10/11/12 SFC Mtg				The Commercial Subcommittee, comprised of several Hawaii CCIM Chapter members, is working on revising the four commercial forms and hopes to complete them by the end of this year then forward them to the SFC.
1/24/13 SFC Mtg				The Commercial Subcommittee hopes to complete the draft by March. Once completed, Molly Mosher-Cates will present the draft to the SFC.
3/21/13 SFC Mtg				<b>A motion was made, seconded and carried to approve revisions to the three (3) draft commercial forms and to publish them on the website for membership to review and submit comments.</b> Forms are: <ul style="list-style-type: none"> <li>• RR501 – Commercial Real Property Purchase and Sale Agreement (PSA)</li> <li>• RR503 – Commercial Counter Offer</li> <li>• RR504 – Commercial “As Is” Condition Addendum</li> </ul>
4/25/13 SFC Mtg				<b>A motion was made, seconded and carried to approve changes made to the Commercial Real Property Counter Offer (formerly Commercial Counter Offer) and Commercial “As Is” Condition Addendum as well as refer the Commercial Real Property Purchase and Sale Agreement (PSA) back to the Commercial Subcommittee to finalize and bring back to the SFC to revisit and take a vote at the next meeting.</b>  Note: The SFC decided to wait until the draft of the Commercial Real Property Purchase and Sale Agreement (PSA) is finalized before forwarding the other two commercial forms to the Executive Committee for approval.
5/23/13 SFc Mtg				<b>A motion was made, seconded and carried to approve revisions made to the Commercial Real Property Purchase and Sale Agreement (PSA) and to forward it to the Executive Committee for approval.</b>
7/10/13			<b>COMPLETED</b>	Executive Committee approved revisions.
1/23/14 SFC Mtg				The Hawaii CCIM Chapter requested that an administrative correction be made on this form in order to be consistent with the Purchase Contract. The request was to delete the Buyer’s Acknowledgement of Seller’s Acceptance signature lines on the last page. <b>A motion was made, seconded and carried to approve deleting the following verbiage from the RR501 – Commercial Real Property Purchase and Sale</b>

				<p><b>Agreement (PSA) and submitting the revised form to Executive Committee for approval:</b></p> <p><b>“BUYER’S ACKNOWLEDGMENT OF SELLER’S ACCEPTANCE:</b> The undersigned acknowledges receipt of a copy of the acceptance of this PSA.</p> <p><b>Signature:</b> _____ <b>Date</b> _____ <b>AM/PM</b></p> <p><b>Signature:</b> _____ <b>Date</b> _____ <b>AM/PM”</b></p> <p><b>If approved, the form will be in the May 2014 release.</b></p> <p>The SFC noted two additional administrative corrections on the RR501 – Commercial Purchase and Sale Agreement (PSA).</p> <p><b>A motion was made, seconded and carried to approve deleting “The” before “Purchase Price” in the D-2 heading and deleting “20” in the date area in F-2 (a) and replacing with additional blank spaces. These corrections will be incorporated into the revised document and forwarded to the Executive Committee for approval.</b></p> <p>Since these changes are administrative corrections, the form will not be posted on the website for membership to review.</p>
2/14				Executive Committee approved the draft during its February meeting. The revised form will be in the May release.
2011	<b>RR502 – Commercial Cooperating Brokerage Firm’s Separate Agreement</b>	To be forwarded to Hawaii CCIM Chapter		
10/11/12 SFC Mtg				The Commercial Subcommittee, comprised of several Hawaii CCIM Chapter members, is working on revising the four commercial forms and hopes to complete them by the end of this year then forward them to the SFC.
3/21/13 SFC Mtg				Molly Mosher-Cates said the subcommittee is not requesting any changes to the RR502 – Commercial Cooperating Brokerage Firm Separate Agreement.
2011	<b>RR503 – Commercial <u>Real Property</u> Counter Offer</b>	To be forwarded to Hawaii CCIM Chapter		
10/11/12 SFC				The Commercial Subcommittee, comprised of several Hawaii CCIM Chapter members, is working on revising the

Mtg				four commercial forms and hopes to complete them by the end of this year then forward them to the SFC.
3/21/13 SFC Mtg				<p><b>A motion was made, seconded and carried to approve revisions to the three (3) draft commercial forms and to publish them on the website for membership to review and submit comments.</b></p> <p>Forms are:</p> <ul style="list-style-type: none"> <li>• RR501 – Commercial Real Property Purchase and Sale Agreement (PSA)</li> <li>• RR503 – Commercial Counter Offer</li> <li>• RR504 – Commercial “As Is” Condition Addendum</li> </ul>
4/25/13 SFC Mtg				<p><b>A motion was made, seconded and carried to approve changes made to the Commercial Real Property Counter Offer (formerly Commercial Counter Offer) and Commercial “As Is” Condition Addendum as well as refer the Commercial Real Property Purchase and Sale Agreement (PSA) back to the Commercial Subcommittee to finalize and bring back to the SFC to revisit and take a vote at the next meeting.</b></p> <p>Note: The SFC decided to wait until the draft of the Commercial Real Property Purchase and Sale Agreement (PSA) is finalized before forwarding the other two commercials forms to the Executive Committee for approval.</p>
5/23/13 SFC Mtg				<p>This form was approved by the SFC at the April meeting however; additional revisions were made to be consistent with the residential Counter Offer.</p> <p><b>A motion was made, seconded and carried to recommend to the Commercial Subcommittee that the Commercial Real Property Counter Offer be amended by using the same wording from the residential Counter Offer under “Instructions” as well as the bolded sentence on the second page after the blank lines (“THIS COUNTER OFFER CANCELS AND SUPERSEDES...”) and upon approval by the Commercial Subcommittee, the form will be forwarded to the Executive Committee for approval.</b></p> <p><b>A motion was made, seconded and carried that should the Commercial Subcommittee propose modifications to the Commercial Real Property Counter Offer that it be submitted to the SFC via email to be considered and voted on by the SFC via email and subsequently forwarded to the Executive Committee for approval. It will be ratified by the SFC at its next meeting.</b></p>
7/10/13			<b>COMPLETED</b>	Executive Committee approved revisions.

1/14/10 SFC Mtg	<b>RR504 – Commercial Existing “As Is” Condition Addendum</b>	Hawaii CCIM Chapter	Draft due to Ethel by 4/15/10	
	Carried over to 2011			On hold. Not sure if Hawaii CCIM Chapter will revise form.
10/11/12				The Commercial Subcommittee, comprised of several Hawaii CCIM Chapter members, is working on revising the four commercial forms and hopes to complete them by the end of this year then forward them to the SFC.
3/21/13 SFC Mtg				<p><b>A motion was made, seconded and carried to approve revisions to the three (3) draft commercial forms and to publish them on the website for membership to review and submit comments.</b></p> <p>Forms are:</p> <ul style="list-style-type: none"> <li>• RR501 – Commercial Real Property Purchase and Sale Agreement (PSA)</li> <li>• RR503 – Commercial Counter Offer</li> <li>• RR504 – Commercial “As Is” Condition Addendum</li> </ul>
4/25/13 SFC Mtg				<p><b>A motion was made, seconded and carried to approve changes made to the Commercial Real Property Counter Offer (formerly Commercial Counter Offer) and Commercial “As Is” Condition Addendum as well as refer the Commercial Real Property Purchase and Sale Agreement (PSA) back to the Commercial Subcommittee to finalize and bring back to the SFC to revisit and take a vote at the next meeting.</b></p> <p>Note: The SFC decided to wait until the draft of the Commercial Real Property Purchase and Sale Agreement (PSA) is finalized before forwarding the other two commercial forms to the Executive Committee for approval.</p>
7/10/13			<b>COMPLETED</b>	<b>Executive Committee approved revisions.</b>
10/11/12 SFC Mtg	<b>Possible Commercial Lease Agreement</b>			<p>The Hawaii CCIM Chapter is requesting to create a Commercial Lease Agreement. The attorney who assists the Chapter on commercial forms has agreed to work on the form at no charge.</p> <p>The SFC wanted more clarification from the Hawaii CCIM Chapter as to what kind of Commercial Lease Agreement they would like to create before moving further.</p> <p><b>A motion was made, seconded and carried to have Nathan Aipa discuss with the commercial group (Molly Mosher-Cates) the development of the Commercial Lease Agreement and report back to the Standard</b></p>



				<b>Forms Committee via Ethel Keyes.</b>
11/26/12				<p>Nathan spoke to Molly and emailed the SFC with an update. The Hawaii CCIM Chapter is in the early stages of creating a commercial lease agreement form for the “general commercial leasing transaction,” which may include addenda that covers some of the unique provisions that may apply to the various office, retail, industrial, etc., types of lease.</p> <p>Molly did not have a timetable on the commercial lease forms and various addenda. Even the number of pages for the “standard” commercial lease form is under discussion with the current thinking of keeping the form to around 20 pages.</p>
2/14/13 SFC Mtg				<p>Chair Liz Moore reported that she spoke to Molly Mosher Cates regarding the Commercial PSA. The Commercial subcommittee will have the draft ready next month and Molly will present it to the SFC during its March meeting.</p> <p><b>A motion was made, seconded and carried to discuss the creation of a Commercial Lease Agreement.</b></p> <p>The SFC’s concern was that perhaps it would be better to ask the Hawaii CCIM Chapter to work on a Letter of Intent instead of a Commercial Lease Agreement. The SFC will discuss this with Molly when she comes to the March meeting.</p>
3/21/13 SFC Mtg				<p><b>A motion was made, seconded and carried to recommend to the Executive Committee to allow the Standard Forms Committee to create a Commercial Lease Agreement. The creation will be done in conjunction with the Hawaii CCIM Chapter.</b></p> <p>Note: The Hawaii CCIM Chapter will pay for half the cost of creating the fillable form in the zipForm program.</p>
3/20/14 SFC Mtg	<b>RR505 - Commercial Lease (Multi-Tenant Lease)</b>			<p>Molly Molly Mosher- Cates joined the SFC to present the Commercial Lease (Multi-Tenant Lease) along with the five (5) Exhibits. She said the after taking a poll from their membership the Commercial Lease was high on the list to be created. Lori Amano and Gino Gabrio from Cades Schutte volunteered to work on this at no charge. The Commercial Lease form is 24 pages in addition to the Exhibits. HAR only budgeted \$2,000.00 @ \$100 a page for a new form so the Hawaii CCIM Chapter will cover an additional \$2000.00</p> <p>Note: draft form is currently published for membership to review. Deadline for comments is April 25.</p>
5/22/14				<b>A motion was made, seconded and carried to add back</b>

SFC Mtg				<p>the “reviewed by line” at the beginning of page 4 of the Commercial Lease.</p> <p>A motion was made, seconded and carried to approve all revisions made to the Commercial Lease, Exhibit C – Rules and Regulations, Exhibit D – Work Letter, Exhibit F – Option(s) to Extend, Exhibit G – Guaranty of Lease and Exhibit H – Percentage Rent and to submit them to the Executive Committee for approval as new commercial forms.</p>
6/19/14			<b>COMPLETED</b>	<b>Executive Committee approved. In November release.</b>
4/23/15 SFC Mtg				<p>Revisions to this form and RR510 Exhibit H Percentage Rent Addendum were requested by the Hawaii CCIM Chapter. Molly Mosher-Cates and Brian Maeshiro were present to discuss proposed revisions to the forms.</p> <p>A motion was adopted to approve the drafts of the RR505 - Commercial Lease (Multi-Tenant Lease) and RR510 – Exhibit H Percentage Rent Addendum to Commercial Lease (Multi-Tenant Lease) and to publish them on the HAR website to solicit membership comments with the proviso that 2.2 of the Commercial Lease (Multi-Tenant Lease) be reviewed again by the SFC once comments are received.</p>
6/18/15 SFC Mtg				A motion was adopted to approve revisions to the RR505 - Commercial Lease (Multi-Tenant Lease) and to forward it to the Executive Committee for approval.
7/15/15			<b>COMPLETED</b>	<b>Executive Committee approved form. Will be in the November release.</b>
7/16/15 SFC Mtg				<p>Request from Hawaii CCIM Chapter to sell Commercial Lease/addenda to the public and request from Association Executives to sell residential property management forms to the public.</p> <p>Discussion was held on the two requests. Questions arose about distribution (how and what format) and sale, liability, cost, etc.</p> <p><b>A motion was defeated to provide rental forms to the public excluding the Property Management Agreement.</b></p> <p><b>A motion was adopted to leave things the way they are and continue to provide the Rental Agreement to the public not other property management forms.</b></p> <p><b>A motion was adopted to recommend that HAR explore income generating potential of all forms and the liability and copyright issues for the benefit of HAR members.</b></p>

<p>3/20/14 SFC Mtg</p>	<p><b>Exhibit C Rules and Regulations Addendum to Commercial Lease</b></p>			<p>Molly Molly Mosher- Cates joined the SFC to present the Commercial Lease (Multi-Tenant Lease) along with the five (5) Exhibits. She said the after taking a poll from their membership the Commercial Lease was high on the list to be created. Lori Amano and Gino Gabrio from Cades Schutte volunteered to work on this at no charge. The Commercial Lease form is 24 pages in addition to the Exhibits. HAR only budgeted \$2,000.00 @ \$100 a page for a new form so the Hawaii CCIM Chapter will cover an additional \$2000.00 Note: draft form is currently published for membership to review. Deadline for comments is April 25</p>
<p>5/22/14 SFC Mtg</p>				<p><b>NOTE: It was also recommended by Legal Counsel, Nathan Aipa, that the following disclaimer section at the end of the Commercial Lease be added at the end of each of the Exhibits.</b></p> <p><b>“LANDLORD AND TENANT HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THIS LEASE SHOWS THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS LEASE IS EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LANDLORD AND TENANT WITH RESPECT TO THE PREMISES.</b></p> <p><b>ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY THE HAWAII ASSOCIATION OF REALTORS® HAWAII CCIM OR BY ANY BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS LEASE OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:</b></p> <ol style="list-style-type: none"> <li><b>1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS LEASE.</b></li> <li><b>2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PREMISES. SUCH INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS MATERIALS, THE ZONING OF THE PREMISES, THE CONDITION AND THE SUITABILITY OF THE PREMISES FOR TENANT’S INTENDED USE. “</b></li> </ol> <p><b>A motion was made, seconded and carried to approve all revisions made to the Commercial Lease, Exhibit C</b></p>

				<p>– Rules and Regulations, Exhibit D – Work Letter, Exhibit F – Option(s) to Extend, Exhibit G – Guaranty of Lease and Exhibit H – Percentage Rent and to submit them to the Executive Committee for approval as new commercial forms.</p>
6/19/14			<b>COMPLETED</b>	<p><b>Executive Committee approved. In November release..</b></p>
7/16/15 SFC Mtg				<p>Request from Hawaii CCIM Chapter to sell Commercial Lease/addenda to the public and request from Association Executives to sell residential property management forms to the public.</p> <p>Discussion was held on the two requests. Questions arose about distribution (how and what format) and sale, liability, cost, etc.</p> <p><b>A motion was defeated to provide rental forms to the public excluding the Property Management Agreement.</b></p> <p><b>A motion was adopted to leave things the way they are and continue to provide the Rental Agreement to the public not other property management forms.</b></p> <p><b>A motion was adopted to recommend that HAR explore income generating potential of all forms and the liability and copyright issues for the benefit of HAR members.</b></p>
3/20/14 SFC Mtg	<b>Exhibit D Work Letter Addendum to Commercial Lease</b>			<p>Molly Molly Mosher- Cates joined the SFC to present the Commercial Lease (Multi-Tenant Lease) along with the five (5) Exhibits. She said the after taking a poll from their membership the Commercial Lease was high on the list to be created. Lori Amano and Gino Gabrio from Cades Schutte volunteered to work on this at no charge. The Commercial Lease form is 24 pages in addition to the Exhibits. HAR only budgeted \$2,000.00 @ \$100 a page for a new form so the Hawaii CCIM Chapter will cover an additional \$2000.00</p> <p>Note: draft form is currently published for membership to review. Deadline for comments is April 25.</p>
5/22/14 SFC Mtg				<p><b>NOTE: It was also recommended by Legal Counsel, Nathan Aipa, that the following disclaimer section at the end of the Commercial Lease be added at the end of each of the Exhibits.</b></p> <p><b>“LANDLORD AND TENANT HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THIS LEASE SHOWS THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS LEASE IS</b></p>

				<p><b>EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LANDLORD AND TENANT WITH RESPECT TO THE PREMISES.</b></p> <p><b>ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY THE HAWAII ASSOCIATION OF REALTORS® HAWAII CCIM OR BY ANY BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS LEASE OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:</b></p> <ol style="list-style-type: none"> <li><b>1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS LEASE.</b></li> <li><b>2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PREMISES. SUCH INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS MATERIALS, THE ZONING OF THE PREMISES, THE CONDITION AND THE SUITABILITY OF THE PREMISES FOR TENANT’S INTENDED USE. “</b></li> </ol> <p><b>A motion was made, seconded and carried to approve all revisions made to the Commercial Lease, Exhibit C – Rules and Regulations, Exhibit D – Work Letter, Exhibit F – Option(s) to Extend, Exhibit G – Guaranty of Lease and Exhibit H – Percentage Rent and to submit them to the Executive Committee for approval as new commercial forms.</b></p>
6/19/14			<b>COMPLETED</b>	<b>Executive Committee approved. In November release.</b>
7/16/15 SFC Mtg				<p>Request from Hawaii CCIM Chapter to sell Commercial Lease/addenda to the public and request from Association Executives to sell residential property management forms to the public.</p> <p>Discussion was held on the two requests. Questions arose about distribution (how and what format) and sale, liability, cost, etc.</p> <p><b>A motion was defeated to provide rental forms to the public excluding the Property Management Agreement.</b></p> <p><b>A motion was adopted to leave things the way they are and continue to provide the Rental Agreement to the public not other property management forms.</b></p> <p><b>A motion was adopted to recommend that HAR explore income generating potential of all forms and the liability and copyright issues for the benefit of HAR members.</b></p>

<p>3/20/14 SFC Mtg</p>	<p><b>Exhibit F Option(s) to Extend Addendum to Commercial Lease</b></p>			<p>Molly Molly Mosher- Cates joined the SFC to present the Commercial Lease (Multi-Tenant Lease) along with the five (5) Exhibits. She said the after taking a poll from their membership the Commercial Lease was high on the list to be created. Lori Amano and Gino Gabrio from Cades Schutte volunteered to work on this at no charge. The Commercial Lease form is 24 pages in addition to the Exhibits. HAR only budgeted \$2,000.00 @ \$100 a page for a new form so the Hawaii CCIM Chapter will cover an additional \$2000.00          Note: draft form is currently published for membership to review. Deadline for comments is April 25.</p>
<p>5/22/14 SFC Mtg</p>				<p><b>NOTE: It was also recommended by Legal Counsel, Nathan Aipa, that the following disclaimer section at the end of the Commercial Lease be added at the end of each of the Exhibits.</b></p> <p><b>“LANDLORD AND TENANT HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THIS LEASE SHOWS THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS LEASE IS EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LANDLORD AND TENANT WITH RESPECT TO THE PREMISES.</b></p> <p><b>ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY THE HAWAI'I ASSOCIATION OF REALTORS® HAWAII CCIM OR BY ANY BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS LEASE OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:</b></p> <ol style="list-style-type: none"> <li><b>1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS LEASE.</b></li> <li><b>2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PREMISES. SUCH INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS MATERIALS, THE ZONING OF THE PREMISES, THE CONDITION AND THE SUITABILITY OF THE PREMISES FOR TENANT’S INTENDED USE. “</b></li> </ol> <p><b>A motion was made, seconded and carried to approve all revisions made to the Commercial Lease, Exhibit C –</b></p>

				<b>Rules and Regulations, Exhibit D – Work Letter, Exhibit F – Option(s) to Extend, Exhibit G – Guaranty of Lease and Exhibit H – Percentage Rent and to submit them to the Executive Committee for approval as new commercial forms.</b>
6/19/14			<b>COMPLETED</b>	<b>Executive Committee approved. In November release.</b>
7/16/15 SFC Mtg				Request from Hawaii CCIM Chapter to sell Commercial Lease/addenda to the public and request from Association Executives to sell residential property management forms to the public.  Discussion was held on the two requests. Questions arose about distribution (how and what format) and sale, liability, cost, etc. <b>A motion was defeated to provide rental forms to the public excluding the Property Management Agreement.</b> <b>A motion was adopted to leave things the way they are and continue to provide the Rental Agreement to the public not other property management forms.</b> <b>A motion was adopted to recommend that HAR explore income generating potential of all forms and the liability and copyright issues for the benefit of HAR members.</b>
3/20/14 SFC Mtg	<b>Exhibit G Guaranty of Lease Addendum to Commercial Lease</b>			Molly Molly Mosher- Cates joined the SFC to present the Commercial Lease (Multi-Tenant Lease) along with the five (5) Exhibits. She said the after taking a poll from their membership the Commercial Lease was high on the list to be created. Lori Amano and Gino Gabrio from Cades Schutte volunteered to work on this at no charge. The Commercial Lease form is 24 pages in addition to the Exhibits. HAR only budgeted \$2,000.00 @ \$100 a page for a new form so the Hawaii CCIM Chapter will cover an additional \$2000.00 Note: draft form is currently published for membership to review. Deadline for comments is April 25
5/22/14 SFC Mtg				<b>NOTE: It was also recommended by Legal Counsel, Nathan Aipa, that the following disclaimer section at the end of the Commercial Lease be added at the end of each of the Exhibits.</b>  <b>“LANDLORD AND TENANT HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THIS LEASE SHOWS THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME</b>

				<p><b>THIS LEASE IS EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LANDLORD AND TENANT WITH RESPECT TO THE PREMISES.</b></p> <p><b>ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY THE HAWAII ASSOCIATION OF REALTORS® HAWAII CCIM OR BY ANY BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS LEASE OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:</b></p> <ol style="list-style-type: none"> <li><b>1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS LEASE.</b></li> <li><b>2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PREMISES. SUCH INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS MATERIALS, THE ZONING OF THE PREMISES, THE CONDITION AND THE SUITABILITY OF THE PREMISES FOR TENANT’S INTENDED USE. “</b></li> </ol> <p><b>A motion was made, seconded and carried to approve all revisions made to the Commercial Lease, Exhibit C – Rules and Regulations, Exhibit D – Work Letter, Exhibit F – Option(s) to Extend, Exhibit G – Guaranty of Lease and Exhibit H – Percentage Rent and to submit them to the Executive Committee for approval as new commercial forms.</b></p>
6/19/14			<b>COMPLETED</b>	<b>Executive Committee approved. In November release.</b>
7/16/15 SFC Mtg				<p>Request from Hawaii CCIM Chapter to sell Commercial Lease/addenda to the public and request from Association Executives to sell residential property management forms to the public.</p> <p>Discussion was held on the two requests. Questions arose about distribution (how and what format) and sale, liability, cost, etc.</p> <p><b>A motion was defeated to provide rental forms to the public excluding the Property Management Agreement.</b></p> <p><b>A motion was adopted to leave things the way they are and continue to provide the Rental Agreement to the public not other property management forms.</b></p> <p><b>A motion was adopted to recommend that HAR explore income generating potential of all forms and the liability</b></p>



				<b>and copyright issues for the benefit of HAR members.</b>
3/20/14 SFC Mtg	<b>Exhibit H Percentage Rent Addendum to Commercial Lease</b>			<p>Molly Molly Mosher- Cates joined the SFC to present the Commercial Lease (Multi-Tenant Lease) along with the five (5) Exhibits. She said the after taking a poll from their membership the Commercial Lease was high on the list to be created. Lori Amano and Gino Gabrio from Cades Schutte volunteered to work on this at no charge. The Commercial Lease form is 24 pages in addition to the Exhibits. HAR only budgeted \$2,000.00 @ \$100 a page for a new form so the Hawaii CCIM Chapter will cover an additional \$2000.00</p> <p>Note: draft form is currently published for membership to review. Deadline for comments is April 25</p>
5/22/14 SFC Mtg				<p><b>NOTE: It was also recommended by Legal Counsel, Nathan Aipa, that the following disclaimer section at the end of the Commercial Lease be added at the end of each of the Exhibits.</b></p> <p><b>“LANDLORD AND TENANT HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THIS LEASE SHOWS THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS LEASE IS EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LANDLORD AND TENANT WITH RESPECT TO THE PREMISES.</b></p> <p><b>ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY THE HAWAI'I ASSOCIATION OF REALTORS® HAWAII CCIM OR BY ANY BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS LEASE OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:</b></p> <ol style="list-style-type: none"> <li><b>1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS LEASE.</b></li> <li><b>2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PREMISES. SUCH INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS MATERIALS, THE ZONING OF THE PREMISES, THE CONDITION AND THE SUITABILITY OF THE PREMISES FOR TENANT'S INTENDED USE. “</b></li> </ol> <p><b>A motion was made, seconded and carried to approve</b></p>

				all revisions made to the Commercial Lease, Exhibit C – Rules and Regulations, Exhibit D – Work Letter, Exhibit F – Option(s) to Extend, Exhibit G – Guaranty of Lease and Exhibit H – Percentage Rent and to submit them to the Executive Committee for approval as new commercial forms.
6/19/14			<b>COMPLETED</b>	<b>Executive Committee approved. In November release.</b>
4/23/15 SFC Mtg				Revisions to this form and the RR505 Commercial Lease were requested by the Hawaii CCIM Chapter. Molly Mosher-Cates and Brian Maeshiro were present to discuss proposed revisions to the forms.  <b>A motion was adopted to approve the drafts of the RR505 - Commercial Lease (Multi-Tenant Lease) and RR510 – Exhibit H Percentage Rent Addendum to Commercial Lease (Multi-Tenant Lease) and to publish them on the HAR website to solicit membership comments with the proviso that 2.2 of the Commercial Lease (Multi-Tenant Lease) be reviewed again by the SFC once comments are received.</b>
6/18/15 SFC Mtg				<b>A motion was adopted to approve revisions to the RR510- Exhibit H Percentage Rent Addendum to Commercial Lease (Multi-Tenant Lease) and to forward it to the Executive Committee for approval.</b>
7/15/15			<b>COMPLETED</b>	<b>Executive Committee approved form. Will be in November release.</b>
7/16/15 SFC Mtg				Request from Hawaii CCIM Chapter to sell Commercial Lease/addenda to the public and request from Association Executives to sell residential property management forms to the public.  Discussion was held on the two requests. Questions arose about distribution (how and what format) and sale, liability, cost, etc. <b>A motion was defeated to provide rental forms to the public excluding the Property Management Agreement.</b> <b>A motion was adopted to leave things the way they are and continue to provide the Rental Agreement to the public not other property management forms.</b> <b>A motion was adopted to recommend that HAR explore income generating potential of all forms and the liability and copyright issues for the benefit of HAR members.</b>
1/14/10 SFC	<b>New VA and FHA Addenda</b>			<b>A motion was made, seconded and carried to request approval from the Executive Committee to explore</b>

Mtg				<b>creating VA and FHA Addenda</b>
2/8/10				<b>Executive Committee approved SFC to explore creating a VA as well as FHA Addendum.</b>
2/9/10		Joan Bartlett		Joan volunteered to head subcommittee for both forms. Stathie volunteered to assist on the VA form.
	Carried over to 2011			
1/10/11	<b>VA Addendum</b>	Joan, Stathie		Subcommittee submitted draft to Ethel for reformatting
1/26/11 SFC Mtg				Subcommittee submitted draft to SFC.
3/7/11				Subcommittee forwarded second draft to Ethel.
3/8/11				Ethel completed revisions and forwarded back to subcommittee.
3/24/11				Subcommittee forwarded revisions to Ethel. Ethel completed revisions and forwarded back to subcommittee.
3/24/11				Draft sent to SFC. Requested comments by 4/1/11. Note: Frank sent his comments to all SFC members on 3/25/11
9/29/11				Draft posted on website on 9/28/11. Deadline for membership comments in November 14, 2011.
2/16/12 SFC Mtg				<b>A motion was made, seconded and carried to delete “(accept as agreed elsewhere in the Purchase Contract)” in Paragraph 1.</b>  <b>A motion was made, seconded and carried to revise the sentence in Paragraph 3, Termite Inspection as follows: “As required by the VA, Buyer cannot pay for the Termite Inspection Report.” 9 in favor, 1 opposed, 2 abstentions.</b>  <b>A motion was made, seconded and carried to approve the form as amended and send it to the Executive Committee for approval subject to legal counsel’s review of the form.</b>
7/10/12			<b>COMPLETED</b>	<b>Executive Committee approved on 7/10/12.</b>
10/18/11	<b>FHA Addendum</b>	Joan		Draft submitted to Ethel on 10/28/11
5/17/12 SFC Mtg				<b>A motion was made seconded and carried to approve the FHA Addendum as revised and to forward it to the Executive Committee for approval.</b>
7/10/12			<b>COMPLETED</b>	<b>Executive Committee approved on 7/10/12.</b>
1/10/11	<b>Document Receipt Approval</b>			Received PDF first draft from subcommittee.
1/24/11				Ethel converted draft to Word, formatted to standard form and forwarded back to subcommittee.
1/24/11				Received minor revisions from subcommittee and made changes to document.

3/24/11				Draft sent to SFC. Requested comments by 4/1/11. Note: Frank sent his comments to all SFC members on 3/25/11.
4/4/11				Forwarded additional comments to subcommittee.
2/3/12				Subcommittee submitted draft to Ethel
5/17/12 SFC Mtg				<b>A motion was made seconded and carried to approve the Document Receipt as revised and to forward it to the Executive Committee for approval.</b>
7/10/12			<b>COMPLETED</b>	<b>Executive Committee approved on 7/10/12.</b>
8/15/13				<p>A motion was made, seconded and carried to approve the second sentence "Where receipt is required by Section I or M of the Purchase Contract, such receipt shall be retained by Seller for a period of 3 years."</p> <p>A motion was made, seconded and carried to approve changes made to the first sentence to read: "The undersigned acknowledges receipt of the check marked items above."</p> <p>A motion was made, seconded and carried to approve revisions made to this form (RR226 – Document Receipt) as well as to forward it to the Executive Committee for approval.</p> <p>NOTE: Revisions were made because of the seller's disclosure law Act 186 that takes effect Nov. 1, 2013.</p>
1/28/11	<del>Residential Property Management Agreement</del> <u>Contract</u>			<p>Email sent to SFC regarding whether or not to allow the Property Management Subcommittee to begin development of the Residential Property Management Agreement and Pet Addendum.</p> <p><b>SFC voted via email to allow the Property Management Subcommittee to begin development of the Residential Property Management Agreement and Pet Addendum.</b></p> <p>NOTE: Email vote will be ratified at the 2/24/11 SFC mtg</p>
2/24/11 SFC Mtg				<b>A motion was made, seconded and carried to ratify the motion to allow the Property Management Subcommittee to begin development of the Residential Property Management Agreement and Pet Addendum.</b>
1/21/16 SFC Mtg				<p>A motion was adopted to create a clause to authorize one representative at the end of the form and have Nathan work on this verbiage during this meeting. The SFC will discuss this verbiage when it gets to that point on the form.</p> <p>A motion was adopted to forward this form back to the subcommittee to reorganize the sub sections to be consistent with the Exclusive Right-to-Sell Listing</p>

				<b>Contract and also take into consideration verbiage for the clause to authorize one representative created by legal counsel.</b>
2/18/16 SFC Mtg				<b>A motion was adopted to approve revisions made to the Property Management Contract and to publish this draft for membership comments.</b>
5/26/16 SFC Mtg				<b>A motion was adopted to approve revisions made to the Property Management Contract and to forward this form to the Executive Committee for approval.</b>
7/14/16			<b>COMPLETED</b>	<b>Executive Committee approved revisions to this form. Form in 11/16 release.</b>
1/28/11	<b>Pet Addendum</b>			Email sent to SFC regarding whether or not to allow the Property Management Subcommittee to begin development of the Residential Property Management Agreement and Pet Addendum. <b>SFC voted via email to allow the Property Management Subcommittee to begin development of the Residential Property Management Agreement and Pet Addendum.</b> NOTE: Email vote will be ratified at the 2/24/11 SFC mtg
2/24/11				<b>A motion was made, seconded and carried to ratify the motion to allow the Property Management Subcommittee to begin development of the Residential Property Management Agreement and Pet Addendum.</b>
3/7/11	<b>Pet Addendum</b>  <b>Pet Registration/Application Form</b>			Revisions from subcommittee forwarded to Ethel. Also forwarded Hawaiian Humane Society's Pet Addendum as well as Pet Registration/Application Form. Subcommittee wants to use HHS's forms and make some revisions. NOTE: Subcommittee has not requested approval to develop Pet Registration/Application Form yet.
3/8/11				Ethel forwarded drafts of Pet Addendum and Pet Registration Forms in HAR format back to subcommittee
3/9/11				Ethel left message @ HHS to request use of their Pet Addendum and Pet Registration/Application Forms.
3/10/11				Ethel referred to another individual at HHS.
3/14/11				Ethel spoke to Kristin Herrick @ HHS. Explained that HAR want to use two of their forms and make some revisions. Will also include HAR logo, REALTOR® logo, and copyright information. Kristin will check and call Ethel back.
3/15/11				Ethel received verbal approval from Kristin. Ethel to follow up via email. Kristin also requested copy of each form when they are approved. Ethel explained process is lengthy but will sent copies when approved by HAR.
4/1/11				Subcommittee forwarded revisions to Ethel for both forms.
4/12/11				Ethel completed revisions and forwarded back to

				subcommittee.
11/11		Drudi Johnston resigned		
1/12		Beginning Jan. 2012 Jeremy Hunter became new subcommittee chair. Other members are: Lurline Johnston, Primrose Leong-Nakamoto, Cathy Mathews		
6/12/12				Subcommittee forwarded revisions for Pet Addendum to Ethel.
6/15/12				Ethel completed revisions and forwarded back to subcommittee.
2/14/13 SFC Mtg				<p><b>A motion was made, seconded and carried to change the name of the addendum to Animal Addendum and change the word “pet” to “animal” where ever it appears on the form. This will be subject to Nathan’s review.</b></p> <p><b>A motion was made, seconded and carried to reconsider the motion to change the name of the addendum to Animal Addendum and change the word “pet” to “animal” where ever it appears on the form.</b></p> <p><b>A motion was made, seconded and carried to withdraw the motion to change the name of the addendum to Animal Addendum and change the word “pet” to “animal” where ever it appears on the form. .</b></p> <p><b>A motion was made, seconded and carried to approve the draft Pet Addendum to Rental Agreement and to post it on the website to solicit membership comments.</b></p>
3/21/13 SFC Mtg				<b>A motion was made, seconded and carried to approve the draft Pet Addendum as revised and to submit it to the Executive Committee for approval.</b>
4/13			<b>COMPLETED</b>	<b>Executive Committee approved form.</b>
2/16/12 SFC Mtg	<b>Addenda to Purchase Contract</b>			<b>A motion was made, seconded and carried to change all addenda, except the Blank Addendum, with consistent verbiage to read: “Purchase Contract Reference Date: _____”.</b>

5/23/13	<b>SFC Meeting Attendance Policy</b>			<p>HAR Board of Directors/Executive Committee request: Recommendation on what is considered an unexcused absence at Board and committee meetings.</p> <p>Chair Liz Moore reported that she reviewed the meeting attendance section of the Leadership Manual. She made some changes in order to make it relevant for the SFC and provided the following draft verbiage.</p> <p><i>“Standard Forms Committee (“SFC”) Meeting Attendance Failure by a SFC member to attend/participate in three (3) regular or special meetings of the SFC during the calendar year shall be construed as a resignation. An automatic resignation from the SFC takes place at the end of the third absence during the calendar year from regularly or specially scheduled meetings, unless such absence is due to an emergency, such as illness of the member or death in the immediate family.”</i></p> <p><b>A motion was made, seconded and carried to adopt the SFC Meeting Attendance policy and to forward it to the Executive Committee for approval.</b></p> <p>Note: The intent is to include this policy in the Standard Forms Committee section of the Leadership Manual.</p>
7/10/13				Executive Committee approved SFC meeting policy.
5/23/13 SFC Mtg	<b>Renewable Energy Act Addendum</b>			<p><b>A motion was made, seconded and carried to request approval from the Executive Committee to develop an addendum for the Renewable Energy Act to be available to add to the Rental Agreement.</b></p> <p>Note: The intent is to provide this Addendum in the November 1 release.</p>
7/10/13				Executive Committee approved SFC’s request to develop an addendum for the Renewable Energy Act.
8/15/13				<p><b>A motion was made, seconded and carried to approve this form (RR306 – Renewable Energy Act Addendum) as presented and to forward it to the Executive Committee for approval. At the same time the SFC should establish a subcommittee to review this form for changes and friendlier language and have it available for the May 2014 release.</b></p>
8/30/13			<b>COMPLETED</b>	Executive Committee approved via email. Will need to ratify at its next meeting.
10/22/15 SFC Mtg	<b>Rental Application Form</b>			A motion was adopted to recommend to the Executive Committee that the Standard Forms Committee create a Rental Application Form.

12/9/15				<b>Executive Committee approved creation of this form.</b>
7/21/16	<b>Initial lines on the bottom of pages in the footer of all forms</b>			<p>While discussing several of the above draft forms this subject came up. The SFC felt it would be best to delete initial lines on the bottom of the pages on all forms when both parties' signatures already appear on the specific page.</p> <p><b>A motion was adopted to recommend to the Executive Committee to remove the initial lines on the bottom of pages where both parties are signing on the same page. This would apply to all forms.</b></p>
9/8/16	<b>General revisions to forms</b>			<p>While discussing the RR108 form the following motion came up. This motion pertains to any forms in the library.</p> <p><b>A motion was adopted that as we work our way through forms, remove "as amended" in any reference to the statutes.</b></p>
1/19/17 SFC Mtg	<b>Creation of Vacant Land Purchase Contract</b>			<p>Three members from the Big Island requested creation of this form.</p> <p><b>It was the consensus of the SFC not to create a Vacant Land Purchase Contract at this time. Chair Eric Yama will respond to these members regarding the Committee's decision.</b></p>
				Rev. 2/2/17