



DOCUMENT RECEIPT
Hawaii Association of REALTORS® Standard Form
Revised 12/17 (NC) For Release 5/20



COPYRIGHT AND TRADEMARK NOTICE: THIS COPYRIGHTED HAWAII ASSOCIATION OF REALTORS® STANDARD FORM IS LICENSED FOR USE UNDER TERMS OF THE HAWAII ASSOCIATION OF REALTORS® STANDARD FORM LICENSE AGREEMENT LOCATED AT <http://www.hawaii Realtors.com/standard-form-policy>. The use of this form is not intended to identify the real estate licensee as a REALTOR®, REALTOR® is a registered collective membership mark which may be used only by real estate licensees who are members of the National Association of REALTORS® and who subscribe to its Code of Ethics.

Purchase Contract Reference Date: 14-Jan-2021

Property Reference or Address: 225 Queen St Harbor Square 24G Honolulu HI 96813

Tax Map Key: Div. 1 /Zone 2 /Sec. 1 /Plat 16 /Parcel 15 /CPR 135 (if applicable).

Condominium/Cooperative/Subdivision/PUD/Homeowner/Planned Community Association Documents.

Fill in dates and document identification details.

Name of Association _____

1. Document Receipt RR226
2. Receipt for Project Information Form RR105c
3. Budget Package
4. Annual Meeting Minutes
5. Regular Meeting Minutes
6. Current Financials
7. Annual Financials
8. Reserve Reports
9. Insurance Declaration
10. Governing Documents
11. Covenants Compliance Inspection (CCI)
12. RR105c Project Information Form (rev 11/17)
13. CCI Photos

Reports and Other Documents: Fill in dates and document identification details.

- Building Permit Packet _____
- Rental. Check applicable items: Property Condition Form Rental Agreement Property Management Contract(s)
 Short Term Vacation Rental Reservation(s) Other: _____
- Inventory of Furniture and Furnishings _____
- Preliminary Title Report _____
- Residential Leasehold Disclosure _____
- Survey Report _____
- Termite Inspection Report (TIR) _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____

 BUYER/BUYER'S REPRESENTATIVE'S INITIALS & DATE

 BUYER/BUYER'S REPRESENTATIVE'S INITIALS & DATE





RECEIPT OF PROJECT INFORMATION
Hawaii Association of REALTORS® Standard Form
Revised 12/17 (NC) For Release 5/20



COPYRIGHT AND TRADEMARK NOTICE: THIS COPYRIGHTED HAWAII ASSOCIATION OF REALTORS® STANDARD FORM IS LICENSED FOR USE UNDER TERMS OF THE HAWAII ASSOCIATION OF REALTORS® STANDARD FORM LICENSE AGREEMENT LOCATED AT <http://www.hawaii Realtors.com/standard-form-policy>. The use of this form is not intended to identify the real estate licensee as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by real estate licensees who are members of the National Association of REALTORS® and who subscribe to its Code of Ethics.

Property Reference or Address: 225 Queen St Harbor Square 24G Honolulu HI 96813
 ("Project")

Tax Map Key: Division 1 /Zone 2 /Sec. 1 /Plat 16 /Parcel 15 /CPR 135 (if applicable).

By signing below, Buyer acknowledges and agree that:

1. Buyer has received a copy of the Project Information Form dated 26-Jan-2021.
2. The information contained in the Project Information Form is being provided by the Managing Agent at the Seller's request and is based only upon the knowledge and information available to the Managing Agent.
3. Buyer is advised that Buyer should refer to qualified experts in the various fields, including but not limited to attorneys, accountants, engineers and contractors for detailed evaluation of areas where additional information is desired.
4. If the Managing Agent has marked "NTMK" in response to any questions, Buyer recognizes that this does not mean there may not be a defect which an expert could discover, or the passage of time would reveal. Likewise, Buyer recognizes that a problem may be more serious than the Managing Agent knows.
5. The information contained in the Project Information Form is not a warranty of any kind by Seller, the Managing Agent, or any Brokerage Firm or any of its licensees representing Seller or Buyer.

 Buyer Date

 Buyer Date

NOTE: THERE IS NO WARRANTY ON PLAIN LANGUAGE. An effort has been made to put this agreement into plain language. But there is no promise that it is in plain language. In legal terms, THERE IS NO WARRANTY, EXPRESSED OR IMPLIED, THAT THIS AGREEMENT COMPLIES WITH CHAPTER 487A OF THE HAWAII REVISED STATUTES. This means that the Hawaii Association of REALTORS® is not liable to any Buyer or other person who uses this form for any damages or penalty because of any violation of Chapter 487A. People are cautioned to see their own attorneys about Chapter 487A (and other laws that may apply).



Order Summary

Associa Hawaii

Order

Owner's Name:	Udayan Ray	Order Number:	53-01491034	Shipping Date:	1/26/2021 3:24:15 PM
Community:	Harbor Square, Inc.	Order Status:	Complete	Closing Date:	
Unit Address:	225 Queen Street #24G	Order Date:	1/16/2021		

Order Detail

Product: Resale Disclosure Package
WITH CCI



Downloads

[Budget Package](#)

[Annual Meeting Minutes](#)

[Regular Meeting Minutes](#)

[Current Financials](#)

[Annual Financials](#)

[Reserve Reports](#)

[Insurance Declaration](#)

[Governing Documents](#)

[Covenants Compliance Inspection \(CCI\)](#)

[RR105c Information \(rev 11/17\)](#)

[CCI Photo 1.jpg](#)

[CCI Photo 2.jpg](#)

[CCI Photo 3.jpg](#)

Print



November 2020

Harbor Square, Inc
Budget – Maintenance Fee Schedule – Reserve Study

Your Association's Board of Directors approved the new fiscal year's budget and selected Coupon billing(s) for the fiscal year 2021.

There will be no increase in maintenance fees

Hawaii Revised Statute 514B requires certain information be provided to all homeowners on an annual basis on the operating budget as well as reserve study. The information is enclosed for your information.

Important Dates:

- Assessments are due on or before the 1st day of each month. (not postmarked)
- There is a grace period which ends on the 10th of each month.
- Payment not received by the end of the grace period will incur late penalties in accordance to the association's policy: Late fee is \$25.00; Late Interest is 1% assessed on the last day of the month.

Payments:

Coupons: Please make check payable to Harbor Square and mail check or money order to local lockbox. Please make sure your account number is on the check or money order. Please note: we do not accept post-dated checks.

Harbor Square
c/o Associa Hawaii
PO Box 138001
Honolulu, HI 96801-0001

*if you own more than one unit, you must submit a separate check and payment coupon for each unit.

Direct Debit: if you are currently using our direct debit service, no action is required. If you wish to sign up for this service where payment will be automatically deducted from your checking or savings account, the application is enclosed.

Pay On-line: payment on-line is available via TownSq. You must register to TownSq to utilize this service. There will be a nominal convenience fee depending on the selection of the type of payment.

Bill-Payer Service: if you are using a bill-payer service, please make sure you adjust your monthly amount to be paid if the fees have changed and include your account ID and unit number.

Sincerely,
For the Board of Directors of
Harbor Square

Leilani Manmano, CMCA
Community Association Manager
LeilaniM@AssociaHawaii.com

O'AHU | 737 Bishop Street, Suite 3100 (Mauka), Honolulu, HI 96813
808.836.0911 | Fax 1.888.608.4021

HAWAII ISLAND | 75-169 Hualalai Road, Kailua-Kona, HI 96740
808.329.6063 | Fax 1.808.326.2486

KAUA'I | 4-1579 Kuhio Highway, Suite 102, Kapa'a, HI 96746
808.821.2122 | Fax 1.808.821.2131

MAUI | 375 Huku Li'i Place, Suite 207, Kihei, HI 96753
808.243.9565 | Fax 1.808.244.7848

RENTAL DIVISION
808.837.5211 | Fax 1.888.608.4021

MONTHLY BUDGET ANALYSIS FOR: Harbor Square, Inc.

 Approved budget to be effective on: January 1, 2021

 Prepared By: Leilani Manmano, Community Manager

Board Approved Date:

November 17, 2020

	2020 Budget	11/2019-10/2020 Monthly Average	Proposed 2021 Budget	Approved 2021 Budget
CASH FLOW TO COVER LOAN PAYMENTS				
2800 TOTAL LOAN PAYMENTS	25,592	3,174	25,592	25,592
TOTAL LOAN PAYMENTS	25,592	3,174	25,592	25,592
REVENUE:	CHANGE-Fees, Dues, & Receipts =		6.2%	0%
4000 ASSESSMENT INCOME	373,144	368,628	396,112	373,144
4200 LEASE RENT & LAUNDRY RECEIPT	11,980	50,752	12,235	11,980
4400 RENTAL INCOME	2,917	6,088	5,833	2,917
4800 OTHER INCOME	3,333	4,252	2,083	3,333
TOTAL REVENUES	391,374	429,721	416,263	391,374
EXPENSES:				
OPERATING EXPENSES:				
5000 ADMINISTRATIVE	27,925	8,976	5,780	5,780
5200 SUPPLIES	1,000	1,557	1,250	1,000
5300 PAYROLL & BENEFITS	70,269	67,269	72,261	70,269
5400 INSURANCE	18,537	18,151	19,806	18,537
6000 UTILITIES	180,582	176,234	188,248	180,582
6400 CONTRACTED SERVICES	33,654	42,971	35,685	33,654
6500 REPAIR & MAINTENANCE	19,685	38,038	27,129	19,685
7000 PROFESSIONAL SERVICES	10,578	17,838	10,579	10,578
8900 ASSOCIATION OWNED UNIT EXPENSES	208	3,850	208	208
9000 TAXES	1,129	5,138	1,667	1,129
9100 RESERVE CONTRIBUTION	27,806	27,805	31,506	27,806
TOTAL OPERATING EXPENSES:	391374	407827	416263	391374
NET INCOME/LOSS	0	21894	0	0
RESERVES:				
4905 RESERVES CONTRIBUTION	27,806	27,805	31,506	27,806
9800 RESERVE EXPENSES	0	6,651	239,776	0
RESERVE DEPT - NET INCOME/LOSS	27806	21155	(170929)	27806

NOTE: The budgeted revenues and expenses are based on accrual-basis accounting.

MAINTENANCE FEE ANALYSIS FOR: HARBOR SQUARE, INC.

 Approved budget to be effective on: **1/1/2021**

 Prepared By: Leilani Manmano, Community Manager

 Approved by the Board of Directors: 11/17/2020

	Units	Number Of Units	2020 Total Assessment	2020 Annual Per Unit	2020 Monthly Per Unit	2021 Total Assessment	2021 Annual Per Unit	2021 Monthly Per Unit	2021 % Increase
Harbor Tower	01, 04, 06, 09	80	984,484.32	12,306.05	1,025.50	984,484.32	12,306.05	1,025.50	0%
	02, 03, 07, 08	80	765,710.03	9,571.38	797.61	765,710.03	9,571.38	797.61	0%
	05, 10	40	528,704.54	13,217.61	1,101.47	528,704.54	13,217.61	1,101.47	0%
Town Tower	A and B	40	426,394.84	10,659.87	888.32	426,394.84	10,659.87	888.32	0%
	C and D	39	288,704.84	7,402.69	616.89	288,704.84	7,402.69	616.89	0%
	7D	1	7,550.74	7,550.74	629.23	7,550.74	7,550.74	629.23	0%
	E and F	39	363,768.10	9,327.39	777.28	363,768.10	9,327.39	777.28	0%
	7F	1	9,179.33	9,179.33	764.94	9,179.33	9,179.33	764.94	0%
	G and H	40	384,939.79	9,623.49	801.96	384,939.79	9,623.49	801.96	0%
Commercial	I	1	57,703.29	57,703.29	4,808.61	57,703.29	57,703.29	4,808.61	0%
	II	1	20,537.84	20,537.84	1,711.49	20,537.84	20,537.84	1,711.49	0%
Office	#5	1	19,340.05	19,340.05	1,611.67	19,340.05	19,340.05	1,611.67	0%
	#6	1	27,060.53	27,060.53	2,255.04	27,060.53	27,060.53	2,255.04	0%
	#7	1	48,606.52	48,606.52	4,050.54	48,606.52	48,606.52	4,050.54	0%
	#8	1	48,606.52	48,606.52	4,050.54	48,606.52	48,606.52	4,050.54	0%
	#9	1	59,428.68	59,428.68	4,952.39	59,428.68	59,428.68	4,952.39	0%
	#10	1	59,428.68	59,428.68	4,952.39	59,428.68	59,428.68	4,952.39	0%
Garage		1	266,727.13	266,727.13	22,227.26	266,727.13	266,727.13	22,227.26	0%
Sailors Home		1	110,856.81	110,856.81	9,238.07	110,856.81	110,856.81	9,238.07	0%
			370	4,477,732.58		4,477,732.58			

	Units	Number Of Units	2020 Annual Lease Rent	2020 Monthly Lease Rent	2021 Annual Lease Rent	2021 Monthly Lease Rent	2021 % Increase
Harbor Tower Lease Rent	1405	1	4,605.72	383.81	4605.72 *	383.81*	
	1903	1	3,270.00	272.50	3270.00*	272.50*	
	2202	1	3,270.00	272.50	3270.00*	272.50*	
Town Tower Lease Rent	8A	1	3,034.20	252.85	3034.20*	252.85*	
	8G	1	2,792.40	232.70	2792.40*	232.70*	
	12A	1	3,034.20	252.85	3034.20*	252.85*	
Commercial Lease Rent	I	1	6,970.68	580.89	7,179.80	598.32	3%
Garage Lease Rent		1	99,237.24	8,269.77	102,214.41	8,517.87	3%

*The lease rent agreement for the 6 residential unit is scheduled to be renegotiated in 2021

As of 12/14/2020 there
have been no approved
Annual Meetings for
Harbor Square, Inc.

Last annual meeting was
held March 19, 2019.

**MINUTES OF THE ANNUAL MEETING
OF ASSOCIATION OF APARTMENT OWNERS
OF HARBOR SQUARE
MARCH 19, 2019**

CALL TO ORDER

Joe Haas, Board President, called the meeting to order at 7:00 p.m. The final quorum present was 62.1284%. Linda Alexander, Account Executive, was Recording Secretary for the meeting.

APPROVAL OF MINUTES

The minutes of the 2018 Annual Meeting were approved as written.

By unanimous consent in accordance with HRS 514-122, the board is authorized to approve the 2019 Annual Meeting Minutes. Owners can amend the minutes at the 2020 Annual Meeting if necessary.

REPORTS OF OFFICER

President's Report: President Haas gave a report

Treasurer's Report: Treasurer Ruthruff gave a report.

Guest Speaker: Jim Reinhardt, Architectural Diagnostics Ltd

Auditor's Report: The Auditor's report for the year ending 2018 was not yet available.

APPOINTMENT OF TELLERS

Sandra Moneymaker and Lillian McDonnel were appointed tellers to certify any counted vote.

ELECTION OF DIRECTORS

Nominations were conducted and by unanimous consent the owners voted by acclamation. The results are:

P. Pasha Baker	2019-2022
Steven Anicas	2019-2022
Matthew Schull	2019-2022

NEW BUSINESS

Guest Speaker: Bill Brennan and Jai Cunningham, Honolulu Authority for Rapid Transportation (HART)

Tax Resolution: The following resolution was adopted by unanimous consent:

"RESOLVED, by the owners of the Association, That the amount by which each member's assessment from 2019 exceeds the total payments of the Association for maintenance repairs and other expenses and capital expenditures of the Association as the board of directors has appropriately paid or determined payable, shall be applied to regular member assessments in 2020."

Ratification of the Board's Selection of Auditor – The Board's selection of Michael Fitzgerald as Auditor was approved by unanimous consent.

ADJOURNMENT

The meeting adjourned at 8:28 p.m.

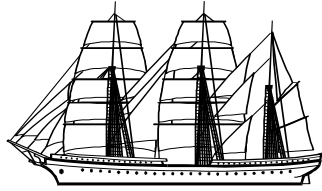


P. Pasha Baker, Secretary

Submitted by: Linda T. Alexander, Recording Secretary, Associa Hawaii

As of 12/14/2020 there
have been no approved
Board Meetings for
Harbor Square, Inc.

Last approved meeting was
held October 20, 2020.



**HARBOR SQUARE
BOARD OF DIRECTORS MEETING MINUTES
ZOOM
Tuesday, October 20, 2020**

CALL TO ORDER

President Haas called the meeting of the Board of Directors to order at 3:00p.m. Community Association Manager Leilani Manmano was Recording Secretary.

MEMBERS PRESENT

President Joe Haas, Secretary P. Pasha Baker, and Directors: Rich Blum, Franklin Wong, Vivian Wu, Steven Anicas and Dean Ho

MEMBERS EXCUSED

VP Peggy Chock and Treasurer Jerry Ruthruff

INVITED

Brian Grayling, Resident Manager
Leilani Manmano, Community Association Manager, Associa Hawaii

OWNERS FORUM: None

MINUTES OF THE PREVIOUS MEETING:

Director Ho moved to approve the Board of Directors meeting minutes on February 18, 2020 and August 25, 2020. Director Blum seconded the motion. Motion unanimously passed.

ORDER OF BUSINESS

I. Treasurer's Report

- a. August-September 2020 financial statement was distributed. Director Blum moved to file the financial report subject to audit. Secretary Baker seconded the motion. Motion unanimously passed.

II. Resident Manager's Report

Resident Manager Grayling provided a verbal report:

- a. Fire system: Provided an update from Douglas Engineering. A committee was established: President Haas, Secretary Baker and Directors Ho and Wong.
- b. Security: There was an increase in theft from the garage, a proposal was received for roll up grille. Director Ho reported that the price is not competitive. President Haas reported that he and the Resident Manager met with Alert Security and will require more frequent reports and meetings.

- c. Assistance animals: The process of assistance animals should be reviewed and updated. Director Ho moved to have the AOA Attorney review the entire house rules and process to ensure where in compliance. Director Blum seconded the motion. Motion unanimously passed.
- d. C-Stack insulation: Town Tower insulation stack riser for c-stack needs to be replaced. In January 2020 the B&D stack was completed. Brian would like to do this in January 2021. Director Ho moved to accept Accutron proposal of \$52,214 to replace the insulation for the C-stack. Director Blum seconded the motion. Motion unanimously passed.
- e. Security cameras: President Haas informed the Board of an office space that installed temporary cameras and requested that the Board look at installing cameras. A committee was formed. Director Anicas was appointed as chair.
- f. Recreation deck renovation: RM Grayling provided recommendations to replace the furniture, renovate the bathroom and retile the pool. Director Wong estimated that it will be very costly and to recommend refreshing the restroom, retile and purchase new furniture. A committee was formed. Director Ho was appointed as chair for furniture selection.
- g. Insurance payment for chillers: The association received insurance payment of \$63,000 for the chillers.

III. Committee Reports

- a. Architectural Committee: Director Franklin (Chair) provided a verbal report, sharing that the priority should be railings first, windows second and window doors last. RM Grayling to get an updated proposal from Worldwide window to do the 04 and/or 06 stack. Also a list of vendors who could do window sweeps.
- b. Newsletter/TownSq: President Haas (Chair) shared a drafted newsletter.
- c. Vision: President Haas (Chair) had nothing new to report.

IV. Unfinished Business:

- a. 2021 Annual meeting date & time: President Haas reported to aim for a date towards end of March 2021. Its challenging to find a venue to have a meeting.
- b. Lease rent for residential owners: President Haas will be working on the lease rent renewal for residential owners.

V. New Business

- a. 2021 Budget draft & Level III Reserve study update: Defer
- b. Non Judicial Foreclosure: President Haas provided the Board with an update on the current claim Wong vs Harbor Square.

EXECUTIVE SESSION: None

NEXT MEETING

The next meeting of the Board of Directors is scheduled for Tuesday, November 17, 2020 at 4:00p.m. via zoom

ADJOURNMENT

There being no further business, President Haas adjourned the meeting at 5:00p.m.

Approved by the Board of Directors on: November 17, 2020 Board Meeting

P. Pasha Baker, Secretary:



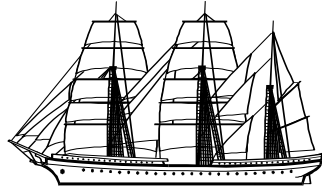
Submitted by:

ASSOCIA HAWAII

Agent for Harbor Square

Leilani Manmano, CMCA®

Community Association Manager, Recording Secretary



**HARBOR SQUARE
BOARD OF DIRECTORS MEETING MINUTES
ZOOM
Tuesday, August 25, 2020**

CALL TO ORDER

President Haas called the meeting of the Board of Directors to order at 3:00p.m. Community Association Manager Leilani Manmano was Recording Secretary.

Community Manager Manmano was unaware if meeting notice was posted. Treasurer Ruthruff confirmed that the meeting notice was posted.

MEMBERS PRESENT

President Joe Haas, Vice President Peggy Chock, Treasurer Jerry Ruthruff and Directors: Steven Anicas and Dean Ho

MEMBERS EXCUSED

Secretary P. Pasha Baker and Directors: Rich Blum, Franklin Wong, Vivian Wu

INVITED

Brian Grayling, Resident Manager
Leilani Manmano, Community Association Manager, Associa Hawaii

OWNERS FORUM: None

MINUTES OF THE PREVIOUS MEETING: Defer

ORDER OF BUSINESS

I. Treasurer's Report

- a. July 2020 financial statement was distributed. Treasurer Ruthruff reported YTD, the association is over budget by 8% due to building repairs.

II. Resident Manager's Report

Resident Manager Grayling provided a verbal report:

- a. Staffing: Under the C&C order, the staff is considered essential employees. Schedules to remain the same.
- b. AC maintenance: Will continue to provide service but practice safe measures.
- c. Pool & deck: Board unanimously agree to keep it open and will work with Director Ho on signage.
- d. Fire alarm upgrade: Douglas Engineering to start getting proposals for the life safety evaluation.

III. Committee Reports

- a. Architectural Committee: Director Franklin (Chair) defer, not present.
- b. Newsletter/TownSq: President Haas (Chair) had nothing new to report.
- c. Vision: President Haas (Chair) had nothing new to report.

IV. Unfinished Business: None

V. New Business

- a. 2020 Annual meeting date & time: due to C&C orders, a meeting date has not been established.
- b. Lease rent for residential owners: President Haas will do sales comp and go back 2 years to do a comparison with comparable land in the area and assess value.
- c. Mandatory use of non-medical grade face coverings: President Haas purchased signs to place around property regarding use of mask. CM Manmano, to post a notice on TownSq. Cathy to provide Security with mask to handout to owners who forgets to use a mask.

EXECUTIVE SESSION: None

NEXT MEETING

The next meeting of the Board of Directors will be at the call of the President.

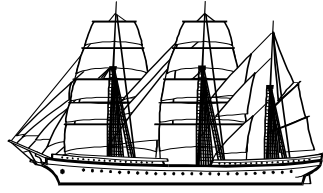
ADJOURNMENT

There being no further business, President Haas adjourned the meeting at 3:52p.m.

Approved by the Board of Directors on: 10/20/2020 Board Meeting

P. Pasha Baker, Secretary

Submitted by:
ASSOCIA HAWAII
Agent for Harbor Square
Leilani Manmano, CMCA®
Community Association Manager, Recording Secretary



**HARBOR SQUARE
BOARD OF DIRECTORS MEETING MINUTES
737 Bishop Street, Ste. 3100, Honolulu, Hawai'i
Tuesday, February 18, 2020**

CALL TO ORDER

President Haas called the regularly scheduled meeting of the Board of Directors to order at 4:30p.m. Community Association Manager Jonathan Mosqueda was Recording Secretary.

MEMBERS PRESENT

President Joe Haas, Vice President Peggy Chock, Secretary P. Pasha Baker and Directors: Rich Blum, Franklin Wong, Vivian Wu and Steven Anicas.

MEMBERS EXCUSED

Treasurer Jerry Ruthruff and Director Dean Ho.

INVITED

Brian Grayling, Resident Manager
Jonathan Mosqueda, Community Association Manager, Associa Hawaii

OWNERS FORUM: There were reports of the lack of lighting located in the parking entrance and exit.

MINUTES OF THE PREVIOUS MEETING

Secretary Baker moved to approve the minutes of the Regular Board of Directors Meeting on January 21, 2020. VP Chock seconded the motion. Motion unanimously passed. President Haas advised that he will request Douglas Burr (Douglas Engineering) and John Morris (Association's Attorney) to the Annual Meeting to discuss Bill 69 Fire and Life Safety Evaluation process.

ORDER OF BUSINESS

I. Treasurer's Report

- a. January 2020 financial statement: This matter was tabled.

II. Resident Manager's Report

Resident Manager Grayling provided a report, and the following were discussed:

- 1. Elevator: Elevator #7 and #3 doors are having difficulty closing and it was reported that the parts are obsolete. Director Blum moved to proceed with repairs pending totaling \$4,350 plus tax for each elevator pending a review of Otis's preventative maintenance agreement Director Wu seconded. Motion unanimously passed.

III. Committee Reports

- a. Architectural Committee: Director Franklin (Chair) discussed windows and railings.
- b. Newsletter/TownSq: President Haas (Chair) had nothing new to report.

- c. Vision: President Haas (Chair) announced that the meeting was rescheduled and will be on vacation next week.

IV. Unfinished Business

- a. Fire Safety: It was discussed that in the past smoke detectors were provided to the owners as requested.

V. New Business - None

EXECUTIVE SESSION

President Haas adjourned the Board of Directors meeting at 5:44p.m. to move into Executive Session. The meeting reconvened into Regular Session at 5:47p.m.

NEXT MEETING

The next meeting of the Board of Directors will be at the call of the President.

ADJOURNMENT

There being no further business, President Haas adjourned the meeting at 5:47p.m.

Approved by the Board of Directors on: 10/20/2020 Board Meeting

P. Pasha Baker, Secretary

Submitted by:

ASSOCIA HAWAII

Agent for Harbor Square

Jonathan Mosqueda, CMCA®, AMS®

Community Association Manager, Recording Secretary

Balance Sheet Report

Harbor Square, Inc.

As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Assets</u>			
Operating Funds			
1001 - OP CASH,CIT,4827	5,885.53	74,145.01	(68,259.48)
1220 - PETTY CASH	500.00	500.00	0.00
1221 - Petty Cash - HSB Debit Card	5,000.00	5,000.00	0.00
1657 - Due to/From Reserves	(459,010.22)	(486,816.22)	27,806.00
Total Operating Funds	(447,624.69)	(407,171.21)	(40,453.48)
Reserve Funds			
1337 - RSV ICS MOB 971	2,613,577.95	2,557,531.11	56,046.84
1340 - RSV MMK, HSB 4790	22,768.54	17,757.28	5,011.26
1355 - RSV CD CPB 1734	0.00	251,313.03	(251,313.03)
1356 - RSV CD CPB 1866	246,438.68	0.00	246,438.68
1474 - RSV SAV,HCCU,1338	513,756.16	513,627.06	129.10
1475 - RSV SAV MS 3794	504,897.09	504,854.73	42.36
1658 - Due To/From Operating	459,010.22	486,816.22	(27,806.00)
Total Reserve Funds	4,360,448.64	4,331,899.43	28,549.21
Accounts Receivable			
1500 - Residential Assessments Receivable	330,508.77	322,047.83	8,460.94
1530 - Allowance for Doubtful accounts	(33,368.37)	(33,368.37)	0.00
1540 - Homeowner Legal Fees Receivable	10,895.89	10,895.89	0.00
Total Accounts Receivable	308,036.29	299,575.35	8,460.94
Prepaid Expenses			
1602 - Prepaid Insurance, Commercial Gen Liab	0.00	10,984.87	(10,984.87)
1604 - Prepaid Insurance, Commercial Package	0.00	31,289.53	(31,289.53)
1606 - Prepaid Insurance, Directors & Officers	0.00	3,468.63	(3,468.63)
1610 - Prepaid Insurance, Fidelity Bond	0.00	25.12	(25.12)
1618 - Prepaid Insurance, Umbrella Liability	0.00	607.50	(607.50)

Balance Sheet Report

Harbor Square, Inc.

As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Assets</u>			
Prepaid Expenses			
1620 - Prepaid Insurance, Workers Comp	6,548.25	19,249.09	(12,700.84)
1630 - Ppd Insurance, Mechanical Breakdown	0.00	69.37	(69.37)
1640 - Other Prepaid Expenses	8,172.20	10,921.29	(2,749.09)
Total Prepaid Expenses	14,720.45	76,615.40	(61,894.95)
Other Current Assets			
1799 - Cash Reserve in Transit	1,427.24	1,427.24	0.00
Total Other Current Assets	1,427.24	1,427.24	0.00
Fixed Assets			
1950 - Equipment - Air Conditioner	1,514,345.39	1,514,345.39	0.00
1975 - Accumulated Depreciation	(713,580.32)	(713,580.32)	0.00
1980 - Fee Simple Land	1,465,359.91	1,465,359.91	0.00
Total Fixed Assets	2,266,124.98	2,266,124.98	0.00
Total Assets	6,503,132.91	6,568,471.19	(65,338.28)
<u>Liabilities</u>			
Accounts Payable			
2010 - Delinquency Fee Payable	374.16	(93.54)	467.70
2015 - Returned Check Fee Payable	(120.00)	(120.00)	0.00
2030 - Transfer Fee Payable	1,591.62	1,591.62	0.00
2050 - Owner Payment Transfer	50.00	1,461.52	(1,411.52)
2055 - Payable-Other	8.00	8.00	0.00
2060 - Insurance Payable	95,420.60	95,734.60	(314.00)
Total Accounts Payable	97,324.38	98,582.20	(1,257.82)
Payroll Tax Payable			
2140 - Payroll Payable-Child Support	(4.00)	(4.00)	0.00

Balance Sheet Report Harbor Square, Inc.

As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Liabilities</u>			
Payroll Tax Payable			
2145 - Payroll-Unemployment/401K Payable	6,500.00	6,050.00	450.00
Total Payroll Tax Payable	6,496.00	6,046.00	450.00
Accrued Expenses			
2330 - Accrued Insurance Premiums	0.00	174.59	(174.59)
2395 - Other Accrued Expenses	201,087.15	155,787.17	45,299.98
2400 - Accrued Payroll Payable	(532.88)	15,263.90	(15,796.78)
Total Accrued Expenses	200,554.27	171,225.66	29,328.61
Accrued Payroll			
2415 - Accrued Payroll Taxes FICA	870.91	1,694.70	(823.79)
2425 - Accrued Payroll Taxes SUTA	65.73	106.18	(40.45)
Total Accrued Payroll	936.64	1,800.88	(864.24)
Deposits Held			
2500 - Deposits Held	2,276.15	2,276.15	0.00
Total Deposits Held	2,276.15	2,276.15	0.00
Prepaid Assessments			
2550 - Prepaid Assessments	137,073.03	147,400.73	(10,327.70)
Total Prepaid Assessments	137,073.03	147,400.73	(10,327.70)
Notes Payable - Current			
2600 - BOH Line of Credit	967,702.00	990,628.63	(22,926.63)
Total Notes Payable - Current	967,702.00	990,628.63	(22,926.63)

Balance Sheet Report
Harbor Square, Inc.
As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Liabilities</u>			
Other Liabilities			
2026 - New Account Setup Fee	135.00	45.00	90.00
Total Other Liabilities	135.00	45.00	90.00
Total Liabilities	1,412,497.47	1,418,005.25	(5,507.78)
<u>Owners' Equity</u>			
Owners Equity - Prior Years			
3000 - Owners Equity - Prior Years	514,322.46	1,003,962.99	(489,640.53)
3005 - Equity Adjustments - Prior Periods	0.00	(450,039.08)	450,039.08
Total Owners Equity - Prior Years	514,322.46	553,923.91	(39,601.45)
Capital Reserves - Prior Years			
3102 - Reserve Equity - Prior Years	4,301,255.48	4,301,255.48	0.00
Total Capital Reserves - Prior Years	4,301,255.48	4,301,255.48	0.00
Total Owners' Equity	4,815,577.94	4,855,179.39	(39,601.45)
Net Income / (Loss)	275,057.50	295,286.55	(20,229.05)
Total Liabilities and Equity	6,503,132.91	6,568,471.19	(65,338.28)

Income Statement Report

Harbor Square, Inc.

Total Association

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
Assessment Income							
4000 - Maintenance Fees	373,193.60	373,144.58	49.02	4,478,323.20	4,477,732.58	590.62	4,477,732.58
Total Assessment Income	373,193.60	373,144.58	49.02	4,478,323.20	4,477,732.58	590.62	4,477,732.58
User Fee Income							
4225 - Key Receipt	190.00	0.00	190.00	615.00	0.00	615.00	0.00
4235 - Laundry Receipts	1,953.25	1,462.00	491.25	25,121.97	17,548.00	7,573.97	17,548.00
4255 - Lease Rent	10,517.87	10,519.44	(1.57)	126,214.44	126,214.44	0.00	126,214.44
4295 - Commissions	0.00	0.00	0.00	(991.53)	0.00	(991.53)	0.00
Total User Fee Income	12,661.12	11,981.44	679.68	150,959.88	143,762.44	7,197.44	143,762.44
Rental Income							
4400 - Rent Receipts	6,249.19	2,916.00	3,333.19	74,051.33	35,000.00	39,051.33	35,000.00
Total Rental Income	6,249.19	2,916.00	3,333.19	74,051.33	35,000.00	39,051.33	35,000.00
Collections Income							
4710 - Late Fees	1,869.22	0.00	1,869.22	13,656.18	0.00	13,656.18	0.00
Total Collections Income	1,869.22	0.00	1,869.22	13,656.18	0.00	13,656.18	0.00
Other Income							
4805 - Compliance Fees	146.00	0.00	146.00	146.00	0.00	146.00	0.00
4845 - Holiday Fund Receipts	8,342.67	0.00	8,342.67	8,767.67	0.00	8,767.67	0.00
Total Other Income	8,488.67	0.00	8,488.67	8,913.67	0.00	8,913.67	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	6.63	0.00	6.63	90.94	0.00	90.94	0.00
4905 - Reserve Contribution Income	27,806.00	0.00	27,806.00	333,665.00	0.00	333,665.00	0.00
4910 - Interest Earned - Reserve Accounts	743.21	3,332.00	(2,588.79)	26,775.46	40,000.00	(13,224.54)	40,000.00
Total Investment Income	28,555.84	3,332.00	25,223.84	360,531.40	40,000.00	320,531.40	40,000.00
Total Total Association Income	431,017.64	391,374.02	39,643.62	5,086,435.66	4,696,495.02	389,940.64	4,696,495.02

Income Statement Report

Harbor Square, Inc.

Total Association

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Administrative							
5000 - General Administrative	1,087.69	2,334.00	1,246.31	47,454.37	28,000.00	(19,454.37)	28,000.00
5005 - Annual Assn Mtg Expense	0.00	0.00	0.00	366.09	0.00	(366.09)	0.00
5010 - Bad Debt	0.00	0.00	0.00	174.87	0.00	(174.87)	0.00
5015 - Bank Charges	0.00	0.00	0.00	175.00	0.00	(175.00)	0.00
5025 - Collection Charges	43.98	0.00	(43.98)	559.18	0.00	(559.18)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	175.92	0.00	(175.92)	0.00
5085 - Loan Bank of Hawaii	2,665.37	25,593.00	22,927.63	36,594.36	307,104.00	270,509.64	307,104.00
5090 - Office Supplies	402.24	0.00	(402.24)	2,259.15	0.00	(2,259.15)	0.00
5095 - Payroll Services	240.84	0.00	(240.84)	2,900.54	0.00	(2,900.54)	0.00
5100 - Records Storage	0.00	0.00	0.00	6,035.59	0.00	(6,035.59)	0.00
5195 - Other Administrative Services	0.00	0.00	0.00	146.59	0.00	(146.59)	0.00
Total Administrative	4,440.12	27,927.00	23,486.88	96,841.66	335,104.00	238,262.34	335,104.00
Communications							
5205 - Supplies, RM/Association	1,152.48	1,000.00	(152.48)	9,348.57	12,000.00	2,651.43	12,000.00
5210 - Printing & Copying	549.63	0.00	(549.63)	3,323.13	0.00	(3,323.13)	0.00
5215 - Postage	366.75	0.00	(366.75)	2,278.69	0.00	(2,278.69)	0.00
Total Communications	2,068.86	1,000.00	(1,068.86)	14,950.39	12,000.00	(2,950.39)	12,000.00
Payroll & Benefits							
5300 - Resident/Site Manager Salaries	9,392.34	9,442.00	49.66	110,592.59	113,300.00	2,707.41	113,300.00
5302 - Administrative Salaries	3,919.19	3,941.99	22.80	46,147.54	47,319.99	1,172.45	47,319.99
5310 - Custodial Salaries	7,755.62	10,719.42	2,963.80	84,574.57	128,606.42	44,031.85	128,606.42
5314 - Landscaping Wages	8,922.88	5,674.42	(3,248.46)	98,574.08	68,078.42	(30,495.66)	68,078.42
5316 - Painting Wages	3,348.32	4,813.79	1,465.47	33,251.25	57,740.79	24,489.54	57,740.79
5318 - General Maintenance Salaries	12,080.49	12,597.20	516.71	158,537.46	151,174.20	(7,363.26)	151,174.20
5322 - Air Conditioning wages	3,872.00	3,380.01	(491.99)	41,156.52	40,560.01	(596.51)	40,560.01
5325 - Bonuses	16,474.42	833.00	(15,641.42)	16,474.42	10,000.00	(6,474.42)	10,000.00
5330 - Health Benefits	7,669.90	8,933.03	1,263.13	74,901.34	107,213.03	32,311.69	107,213.03

Income Statement Report

Harbor Square, Inc.

Total Association

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Payroll & Benefits							
5335 - Employee Lodging	3,120.00	2,800.00	(320.00)	40,560.00	33,600.00	(6,960.00)	33,600.00
5355 - FICA Payroll Taxes	4,976.09	4,086.87	(889.22)	42,417.15	49,031.87	6,614.72	49,031.87
5360 - Payroll Taxes FUTA	0.00	305.04	305.04	548.88	3,644.04	3,095.16	3,644.04
5365 - Payroll Taxes SUTA	332.65	240.75	(91.90)	3,881.06	2,882.75	(998.31)	2,882.75
5385 - Retirement Fund	342.07	249.00	(93.07)	4,592.56	3,000.00	(1,592.56)	3,000.00
5390 - Workers Compensation	2,182.75	2,025.55	(157.20)	13,361.80	24,293.55	10,931.75	24,293.55
5399 - EE Benefits,TDI	0.00	230.75	230.75	2,352.88	2,793.75	440.87	2,793.75
Total Payroll & Benefits	84,388.72	70,272.82	(14,115.90)	771,924.10	843,238.82	71,314.72	843,238.82
Insurance							
5405 - General Insurance	0.00	0.00	0.00	(3,382.00)	0.00	3,382.00	0.00
5410 - Fidelity Bond Insurance	25.12	26.01	0.89	301.00	301.01	0.01	301.01
5415 - D&O Insurance Premiums	2,127.67	2,508.99	381.32	25,532.04	30,111.99	4,579.95	30,111.99
5420 - Umbrella Liability Premiums	607.50	640.01	32.51	7,290.00	7,656.01	366.01	7,656.01
5440 - Mechanical Breakdown Insurance	69.37	70.00	0.63	832.00	847.00	15.00	847.00
5445 - General Liability Insurance Premium	2,633.83	2,898.01	264.18	31,605.96	34,764.01	3,158.05	34,764.01
5460 - Commercial Package Premiums	11,723.58	12,399.01	675.43	140,682.96	148,764.01	8,081.05	148,764.01
Total Insurance	17,187.07	18,542.03	1,354.96	202,861.96	222,444.03	19,582.07	222,444.03
Utilities							
6000 - Electric Service	37,633.11	39,687.00	2,053.89	477,202.55	476,256.00	(946.55)	476,256.00
6005 - Gas Service	1,311.41	1,649.00	337.59	17,604.73	19,793.00	2,188.27	19,793.00
6020 - Electricity,Air Conditioning	56,449.67	66,754.02	10,304.35	715,705.09	801,048.02	85,342.93	801,048.02
6025 - Water Service	8,686.35	7,037.01	(1,649.34)	110,071.26	84,418.01	(25,653.25)	84,418.01
6030 - Sewer Service	26,048.75	27,180.01	1,131.26	330,543.09	326,161.01	(4,382.08)	326,161.01
6035 - Trash and Recycling Service	4,693.37	4,635.00	(58.37)	56,621.71	55,619.00	(1,002.71)	55,619.00
6045 - Cable Service	22,606.52	22,033.00	(573.52)	269,786.35	264,396.00	(5,390.35)	264,396.00
6050 - Telephone Service	1,159.67	870.02	(289.65)	12,201.19	10,465.02	(1,736.17)	10,465.02

Income Statement Report

Harbor Square, Inc.

Total Association

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Utilities							
6060 - Electricity, Heat Pump	8,580.14	10,735.00	2,154.86	108,500.99	128,826.00	20,325.01	128,826.00
Total Utilities	167,168.99	180,580.06	13,411.07	2,098,236.96	2,166,982.06	68,745.10	2,166,982.06
Operations							
6320 - Depreciation Expense	0.00	0.00	0.00	54.87	0.00	(54.87)	0.00
Total Operations	0.00	0.00	0.00	54.87	0.00	(54.87)	0.00
Contracted Services							
6406 - Electrical Services	1,075.32	1,252.00	176.68	12,713.56	15,000.00	2,286.44	15,000.00
6408 - Elevator Services	6,588.37	6,823.00	234.63	84,936.51	81,871.00	(3,065.51)	81,871.00
6434 - Pest Control	484.71	412.00	(72.71)	4,998.36	4,948.00	(50.36)	4,948.00
6436 - Plumbing Services	2,442.69	2,333.00	(109.69)	62,903.37	28,000.00	(34,903.37)	28,000.00
6440 - Safety & Security	59,287.65	21,640.01	(37,647.64)	347,819.05	259,676.01	(88,143.04)	259,676.01
6446 - Window Cleaning Services	0.00	1,195.00	1,195.00	11,547.71	14,350.00	2,802.29	14,350.00
Total Contracted Services	69,878.74	33,655.01	(36,223.73)	524,918.56	403,845.01	(121,073.55)	403,845.01
Repair & Maintenance							
6515 - Building Repair & Maintenance	11,255.08	8,654.02	(2,601.06)	160,689.90	103,841.02	(56,848.88)	103,841.02
6540 - Amenities, Parking	0.00	29.00	29.00	0.00	360.00	360.00	360.00
6555 - Equipment Rental/Repair & Maintenance	3,212.15	3,745.80	533.65	57,333.68	44,940.80	(12,392.88)	44,940.80
6620 - Grounds Repair & Maintenance	261.67	1,029.01	767.34	18,087.38	12,352.01	(5,735.37)	12,352.01
6635 - Janitorial Supplies & Maintenance	688.94	600.01	(88.93)	12,768.24	7,200.01	(5,568.23)	7,200.01
6670 - Mechanical Systems Services & Supplies	6,173.66	3,511.00	(2,662.66)	91,931.62	42,128.00	(49,803.62)	42,128.00
6680 - Painting Services & Supplies	0.00	166.00	166.00	3,650.52	2,000.00	(1,650.52)	2,000.00
6700 - Pool Supplies/Repair & Maintenance	8,181.89	1,949.00	(6,232.89)	28,428.61	23,400.00	(5,028.61)	23,400.00
6715 - Reimbursable Repairs & Maintenance	0.00	0.00	0.00	(100.00)	0.00	100.00	0.00
Total Repair & Maintenance	29,773.39	19,683.84	(10,089.55)	372,789.95	236,221.84	(136,568.11)	236,221.84
Professional Services							
7000 - Audit & Tax Services	0.00	2,083.00	2,083.00	67,705.00	25,000.00	(42,705.00)	25,000.00
7030 - Legal Services - General Counsel	568.59	998.00	429.41	6,894.65	12,000.00	5,105.35	12,000.00

Income Statement Report

Harbor Square, Inc.

Total Association

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Professional Services							
7040 - Management Fees	5,235.60	5,235.22	(0.38)	62,827.20	62,827.22	0.02	62,827.22
7095 - Professional Fees, Common	37,428.77	2,259.00	(35,169.77)	75,966.26	27,110.00	(48,856.26)	27,110.00
Total Professional Services	43,232.96	10,575.22	(32,657.74)	213,393.11	126,937.22	(86,455.89)	126,937.22
Association Owned Unit Expenses							
8900 - Maintenance Fees Expense	3,706.21	0.00	(3,706.21)	38,606.38	0.00	(38,606.38)	0.00
8905 - Owned Unit Repair & Maintenance	654.29	209.00	(445.29)	7,880.59	2,500.00	(5,380.59)	2,500.00
Total Association Owned Unit Expenses	4,360.50	209.00	(4,151.50)	46,486.97	2,500.00	(43,986.97)	2,500.00
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	38,740.76	0.00	(38,740.76)	0.00
9005 - State Income Tax	0.00	0.00	0.00	4,176.15	0.00	(4,176.15)	0.00
9025 - General Excise Tax	941.34	1,130.02	188.68	11,707.08	13,550.02	1,842.94	13,550.02
Total Taxes	941.34	1,130.02	188.68	54,623.99	13,550.02	(41,073.97)	13,550.02
Other Expenses							
9105 - Reserve Contribution Expense	27,806.00	27,805.16	(0.84)	333,665.00	333,674.16	9.16	333,674.16
Total Other Expenses	27,806.00	27,805.16	(0.84)	333,665.00	333,674.16	9.16	333,674.16
Reserve Expenses							
9800 - Repair & Replacement Expenses	0.00	0.00	0.00	72,795.00	0.00	(72,795.00)	0.00
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	7,835.64	0.00	(7,835.64)	0.00
Total Reserve Expenses	0.00	0.00	0.00	80,630.64	0.00	(80,630.64)	0.00
Total Total Association Expense	451,246.69	391,380.16	(59,866.53)	4,811,378.16	4,696,497.16	(114,881.00)	4,696,497.16
Total Association Net Income / (Loss)	(20,229.05)	(6.14)	(20,222.91)	275,057.50	(2.14)	275,059.64	(2.14)

Income Statement Report

Harbor Square, Inc.

01-Commercial 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	4,809.67	4,808.29	1.38	57,716.04	57,703.29	12.75	57,703.29
Total Assessment Income	4,809.67	4,808.29	1.38	57,716.04	57,703.29	12.75	57,703.29
User Fee Income							
4255 - Lease Rent	53.01	54.22	(1.21)	636.12	646.22	(10.10)	646.22
Total User Fee Income	53.01	54.22	(1.21)	636.12	646.22	(10.10)	646.22
Rental Income							
4400 - Rent Receipts	0.00	14.40	(14.40)	0.00	176.40	(176.40)	176.40
Total Rental Income	0.00	14.40	(14.40)	0.00	176.40	(176.40)	176.40
Other Income							
4845 - Holiday Fund Receipts	42.05	0.00	42.05	44.19	0.00	44.19	0.00
Total Other Income	42.05	0.00	42.05	44.19	0.00	44.19	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.03	0.00	0.03	0.46	0.00	0.46	0.00
4910 - Interest Earned - Reserve Accounts	0.00	16.60	(16.60)	0.00	201.60	(201.60)	201.60
Total Investment Income	0.03	16.60	(16.57)	0.46	201.60	(201.14)	201.60
Total 01-Commercial 1 Income	4,904.76	4,893.51	11.25	58,396.81	58,727.51	(330.70)	58,727.51
<u>Expense</u>							
Administrative							
5000 - General Administrative	5.49	12.12	6.63	240.39	141.12	(99.27)	141.12
5010 - Bad Debt	0.00	0.00	0.00	0.88	0.00	(0.88)	0.00
5025 - Collection Charges	0.22	0.00	(0.22)	2.81	0.00	(2.81)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	0.89	0.00	(0.89)	0.00
5085 - Loan Bank of Hawaii	8.53	512.08	503.55	117.10	6,142.08	6,024.98	6,142.08
5090 - Office Supplies	2.03	0.00	(2.03)	11.38	0.00	(11.38)	0.00
5095 - Payroll Services	1.21	0.00	(1.21)	14.58	0.00	(14.58)	0.00
5100 - Records Storage	0.00	0.00	0.00	30.43	0.00	(30.43)	0.00

Income Statement Report

Harbor Square, Inc.

01-Commercial 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	0.73	0.00	(0.73)	0.00
Total Administrative	17.48	524.20	506.72	419.19	6,283.20	5,864.01	6,283.20
Communications							
5210 - Printing & Copying	2.77	0.00	(2.77)	16.77	0.00	(16.77)	0.00
5215 - Postage	1.85	0.00	(1.85)	11.49	0.00	(11.49)	0.00
Total Communications	4.62	0.00	(4.62)	28.26	0.00	(28.26)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	19.75	19.49	(0.26)	232.56	238.49	5.93	238.49
5310 - Custodial Salaries	96.95	133.58	36.63	914.28	1,607.58	693.30	1,607.58
5314 - Landscaping Wages	44.97	28.12	(16.85)	496.82	343.12	(153.70)	343.12
5316 - Painting Wages	41.85	30.74	(11.11)	384.45	374.74	(9.71)	374.74
5318 - General Maintenance Salaries	60.89	157.68	96.79	1,013.80	1,889.68	875.88	1,889.68
5322 - Air Conditioning wages	25.14	22.23	(2.91)	267.83	263.23	(4.60)	263.23
5325 - Bonuses	83.03	4.40	(78.63)	83.03	50.40	(32.63)	50.40
5330 - Health Benefits	45.89	52.63	6.74	465.09	633.63	168.54	633.63
5355 - FICA Payroll Taxes	37.37	23.78	(13.59)	327.07	289.78	(37.29)	289.78
5360 - Payroll Taxes FUTA	0.00	1.54	1.54	4.26	21.54	17.28	21.54
5365 - Payroll Taxes SUTA	2.57	1.04	(1.53)	30.02	17.04	(12.98)	17.04
5385 - Retirement Fund	2.65	1.73	(0.92)	35.53	17.73	(17.80)	17.73
5390 - Workers Compensation	12.90	11.57	(1.33)	(2,930.60)	143.57	3,074.17	143.57
5399 - EE Benefits,TDI	0.00	1.51	1.51	18.20	16.51	(1.69)	16.51
Total Payroll & Benefits	473.96	490.04	16.08	1,342.34	5,907.04	4,564.70	5,907.04
Insurance							
5410 - Fidelity Bond Insurance	0.13	0.52	0.39	1.56	1.52	(0.04)	1.52
5415 - D&O Insurance Premiums	10.64	12.76	2.12	127.68	151.76	24.08	151.76
5420 - Umbrella Liability Premiums	3.04	3.59	0.55	36.48	38.59	2.11	38.59
5440 - Mechanical Breakdown Insurance	0.45	0.50	0.05	5.40	5.50	0.10	5.50

Income Statement Report

Harbor Square, Inc.

01-Commercial 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Insurance							
5445 - General Liability Insurance Premium	13.17	14.21	1.04	158.04	175.21	17.17	175.21
5460 - Commercial Package Premiums	58.62	62.77	4.15	703.44	749.77	46.33	749.77
Total Insurance	86.05	94.35	8.30	1,032.60	1,122.35	89.75	1,122.35
Utilities							
6000 - Electric Service	981.85	1,034.71	52.86	12,448.51	12,421.71	(26.80)	12,421.71
6005 - Gas Service	0.00	0.00	0.00	1,343.13	0.00	(1,343.13)	0.00
6020 - Electricity,Air Conditioning	1,647.77	1,948.59	300.82	20,891.43	23,382.59	2,491.16	23,382.59
6025 - Water Service	57.35	30.92	(26.43)	854.91	367.92	(486.99)	367.92
6030 - Sewer Service	124.81	124.05	(0.76)	1,629.59	1,483.05	(146.54)	1,483.05
6035 - Trash and Recycling Service	187.74	0.00	(187.74)	2,273.34	0.00	(2,273.34)	0.00
6050 - Telephone Service	2.19	2.32	0.13	29.26	29.32	0.06	29.32
Total Utilities	3,001.71	3,140.59	138.88	39,470.17	37,684.59	(1,785.58)	37,684.59
Contracted Services							
6406 - Electrical Services	0.32	0.50	0.18	0.80	4.50	3.70	4.50
6434 - Pest Control	0.00	0.00	0.00	0.93	0.00	(0.93)	0.00
6436 - Plumbing Services	(1.18)	0.00	1.18	(15.47)	0.00	15.47	0.00
6440 - Safety & Security	298.82	108.77	(190.05)	1,753.02	1,308.77	(444.25)	1,308.77
6446 - Window Cleaning Services	0.00	0.00	0.00	42.68	0.00	(42.68)	0.00
Total Contracted Services	297.96	109.27	(188.69)	1,781.96	1,313.27	(468.69)	1,313.27
Repair & Maintenance							
6515 - Building Repair & Maintenance	(3.43)	0.00	3.43	(30.96)	0.00	30.96	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	11.63	11.63	171.43	143.63	(27.80)	143.63
6620 - Grounds Repair & Maintenance	1.32	5.25	3.93	91.17	62.25	(28.92)	62.25
6635 - Janitorial Supplies & Maintenance	0.18	0.16	(0.02)	5.04	2.16	(2.88)	2.16
6670 - Mechanical Systems Services & Supplies	92.60	52.92	(39.68)	1,378.96	631.92	(747.04)	631.92
6680 - Painting Services & Supplies	0.00	(0.40)	(0.40)	1.18	0.60	(0.58)	0.60

Income Statement Report

Harbor Square, Inc.

01-Commercial 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.50)	0.00	0.50	0.00
Total Repair & Maintenance	90.67	69.56	(21.11)	1,616.32	840.56	(775.76)	840.56
Professional Services							
7000 - Audit & Tax Services	0.00	10.00	10.00	341.23	126.00	(215.23)	126.00
7030 - Legal Services - General Counsel	2.87	5.48	2.61	34.75	60.48	25.73	60.48
7040 - Management Fees	26.00	26.65	0.65	312.00	316.65	4.65	316.65
7095 - Professional Fees,Common	188.65	0.00	(188.65)	382.88	0.00	(382.88)	0.00
Total Professional Services	217.52	42.13	(175.39)	1,070.86	503.13	(567.73)	503.13
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	195.25	0.00	(195.25)	0.00
9005 - State Income Tax	0.00	0.00	0.00	21.05	0.00	(21.05)	0.00
9025 - General Excise Tax	4.74	5.29	0.55	58.99	68.29	9.30	68.29
Total Taxes	4.74	5.29	0.55	275.29	68.29	(207.00)	68.29
Other Expenses							
9105 - Reserve Contribution Expense	418.00	418.00	0.00	5,015.00	5,016.00	1.00	5,016.00
Total Other Expenses	418.00	418.00	0.00	5,015.00	5,016.00	1.00	5,016.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	83.31	0.00	(83.31)	0.00
Total Reserve Expenses	0.00	0.00	0.00	83.31	0.00	(83.31)	0.00
Total 01-Commercial 1 Expense	4,612.71	4,893.43	280.72	52,135.30	58,738.43	6,603.13	58,738.43
Total 01-Commercial 1 Income / (Loss)	292.05	0.08	291.97	6,261.51	(10.92)	6,272.43	(10.92)

Income Statement Report

Harbor Square, Inc.

02-Commercial 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	1,711.20	1,711.84	(0.64)	20,534.40	20,537.84	(3.44)	20,537.84
Total Assessment Income	1,711.20	1,711.84	(0.64)	20,534.40	20,537.84	(3.44)	20,537.84
User Fee Income							
4255 - Lease Rent	31.13	32.48	(1.35)	373.56	387.48	(13.92)	387.48
Total User Fee Income	31.13	32.48	(1.35)	373.56	387.48	(13.92)	387.48
Rental Income							
4400 - Rent Receipts	0.00	8.60	(8.60)	0.00	103.60	(103.60)	103.60
Total Rental Income	0.00	8.60	(8.60)	0.00	103.60	(103.60)	103.60
Other Income							
4845 - Holiday Fund Receipts	24.69	0.00	24.69	25.95	0.00	25.95	0.00
Total Other Income	24.69	0.00	24.69	25.95	0.00	25.95	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.02	0.00	0.02	0.25	0.00	0.25	0.00
4910 - Interest Earned - Reserve Accounts	0.00	9.40	(9.40)	0.00	118.40	(118.40)	118.40
Total Investment Income	0.02	9.40	(9.38)	0.25	118.40	(118.15)	118.40
Total 02-Commercial 2 Income	1,767.04	1,762.32	4.72	20,934.16	21,147.32	(213.16)	21,147.32
<u>Expense</u>							
Administrative							
5000 - General Administrative	3.22	6.88	3.66	141.48	82.88	(58.60)	82.88
5010 - Bad Debt	0.00	0.00	0.00	0.52	0.00	(0.52)	0.00
5025 - Collection Charges	0.13	0.00	(0.13)	1.66	0.00	(1.66)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	0.53	0.00	(0.53)	0.00
5085 - Loan Bank of Hawaii	3.46	256.04	252.58	47.56	3,071.04	3,023.48	3,071.04
5090 - Office Supplies	1.19	0.00	(1.19)	6.70	0.00	(6.70)	0.00
5095 - Payroll Services	0.71	0.00	(0.71)	8.56	0.00	(8.56)	0.00
5100 - Records Storage	0.00	0.00	0.00	17.86	0.00	(17.86)	0.00

Income Statement Report

Harbor Square, Inc.

02-Commercial 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	0.43	0.00	(0.43)	0.00
Total Administrative	8.71	262.92	254.21	225.30	3,153.92	2,928.62	3,153.92
Communications							
5210 - Printing & Copying	1.63	0.00	(1.63)	9.83	0.00	(9.83)	0.00
5215 - Postage	1.09	0.00	(1.09)	6.74	0.00	(6.74)	0.00
Total Communications	2.72	0.00	(2.72)	16.57	0.00	(16.57)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	11.60	12.07	0.47	136.61	140.07	3.46	140.07
5310 - Custodial Salaries	96.95	133.58	36.63	914.28	1,607.58	693.30	1,607.58
5314 - Landscaping Wages	26.41	16.51	(9.90)	291.79	201.51	(90.28)	201.51
5316 - Painting Wages	41.85	19.19	(22.66)	370.96	225.19	(145.77)	225.19
5318 - General Maintenance Salaries	35.76	157.68	121.92	743.91	1,889.68	1,145.77	1,889.68
5322 - Air Conditioning wages	15.09	13.18	(1.91)	160.71	158.18	(2.53)	158.18
5325 - Bonuses	48.76	2.60	(46.16)	48.76	29.60	(19.16)	29.60
5330 - Health Benefits	39.57	44.99	5.42	348.45	534.99	186.54	534.99
5355 - FICA Payroll Taxes	31.59	20.67	(10.92)	276.46	244.67	(31.79)	244.67
5360 - Payroll Taxes FUTA	0.00	1.18	1.18	3.59	18.18	14.59	18.18
5365 - Payroll Taxes SUTA	2.18	1.38	(0.80)	25.37	14.38	(10.99)	14.38
5385 - Retirement Fund	2.24	0.97	(1.27)	30.05	14.97	(15.08)	14.97
5390 - Workers Compensation	10.89	10.22	(0.67)	(1,302.95)	121.22	1,424.17	121.22
5399 - EE Benefits,TDI	0.00	0.94	0.94	15.39	13.94	(1.45)	13.94
Total Payroll & Benefits	362.89	435.16	72.27	2,063.38	5,214.16	3,150.78	5,214.16
Insurance							
5410 - Fidelity Bond Insurance	0.08	(0.11)	(0.19)	0.96	0.89	(0.07)	0.89
5415 - D&O Insurance Premiums	6.38	7.13	0.75	76.56	89.13	12.57	89.13
5420 - Umbrella Liability Premiums	1.82	1.66	(0.16)	21.84	22.66	0.82	22.66
5440 - Mechanical Breakdown Insurance	0.27	0.30	0.03	3.24	3.30	0.06	3.30

Income Statement Report

Harbor Square, Inc.

02-Commercial 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	7.90	8.90	1.00	94.80	102.90	8.10	102.90
5460 - Commercial Package Premiums	35.17	36.34	1.17	422.04	440.34	18.30	440.34
Total Insurance	51.62	54.22	2.60	619.44	659.22	39.78	659.22
Utilities							
6000 - Electric Service	103.49	108.75	5.26	1,312.14	1,308.75	(3.39)	1,308.75
6020 - Electricity,Air Conditioning	412.08	487.65	75.57	5,224.65	5,847.65	623.00	5,847.65
6025 - Water Service	57.11	30.41	(26.70)	850.74	366.41	(484.33)	366.41
6030 - Sewer Service	124.29	122.94	(1.35)	1,622.01	1,476.94	(145.07)	1,476.94
6035 - Trash and Recycling Service	0.00	0.00	0.00	0.53	0.00	(0.53)	0.00
6050 - Telephone Service	1.28	1.22	(0.06)	17.00	17.22	0.22	17.22
Total Utilities	698.25	750.97	52.72	9,027.07	9,016.97	(10.10)	9,016.97
Contracted Services							
6406 - Electrical Services	0.00	0.00	0.00	(1.55)	0.00	1.55	0.00
6434 - Pest Control	0.00	0.00	0.00	0.54	0.00	(0.54)	0.00
6436 - Plumbing Services	(0.69)	0.00	0.69	(9.08)	0.00	9.08	0.00
6440 - Safety & Security	175.50	63.64	(111.86)	1,029.55	768.64	(260.91)	768.64
6446 - Window Cleaning Services	0.00	0.00	0.00	25.06	0.00	(25.06)	0.00
Total Contracted Services	174.81	63.64	(111.17)	1,044.52	768.64	(275.88)	768.64
Repair & Maintenance							
6515 - Building Repair & Maintenance	(2.01)	0.00	2.01	(18.17)	0.00	18.17	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	7.22	7.22	155.69	83.22	(72.47)	83.22
6620 - Grounds Repair & Maintenance	0.77	2.56	1.79	53.12	36.56	(16.56)	36.56
6635 - Janitorial Supplies & Maintenance	0.00	0.00	0.00	0.27	0.00	(0.27)	0.00
6670 - Mechanical Systems Services & Supplies	30.87	17.64	(13.23)	459.64	210.64	(249.00)	210.64
6680 - Painting Services & Supplies	0.00	0.00	0.00	0.05	0.00	(0.05)	0.00

Income Statement Report
Harbor Square, Inc.
02-Commercial 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.30)	0.00	0.30	0.00
Total Repair & Maintenance	29.63	27.42	(2.21)	650.30	330.42	(319.88)	330.42
Professional Services							
7000 - Audit & Tax Services	0.00	6.00	6.00	200.41	74.00	(126.41)	74.00
7030 - Legal Services - General Counsel	1.68	2.52	0.84	20.39	35.52	15.13	35.52
7040 - Management Fees	15.00	15.97	0.97	180.00	185.97	5.97	185.97
7095 - Professional Fees,Common	110.79	0.00	(110.79)	224.85	0.00	(224.85)	0.00
Total Professional Services	127.47	24.49	(102.98)	625.65	295.49	(330.16)	295.49
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	114.68	0.00	(114.68)	0.00
9005 - State Income Tax	0.00	0.00	0.00	12.36	0.00	(12.36)	0.00
9025 - General Excise Tax	2.79	3.11	0.32	34.65	40.11	5.46	40.11
Total Taxes	2.79	3.11	0.32	161.69	40.11	(121.58)	40.11
Other Expenses							
9105 - Reserve Contribution Expense	140.00	140.00	0.00	1,679.00	1,680.00	1.00	1,680.00
Total Other Expenses	140.00	140.00	0.00	1,679.00	1,680.00	1.00	1,680.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	8.79	0.00	(8.79)	0.00
Total Reserve Expenses	0.00	0.00	0.00	8.79	0.00	(8.79)	0.00
Total 02-Commercial 2 Expense	1,598.89	1,761.93	163.04	16,121.71	21,158.93	5,037.22	21,158.93
Total 02-Commercial 2 Income / (Loss)	168.15	0.39	167.76	4,812.45	(11.61)	4,824.06	(11.61)

Income Statement Report

Harbor Square, Inc.

03-Garage

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	22,230.06	22,227.13	2.93	266,760.72	266,727.13	33.59	266,727.13
Total Assessment Income	22,230.06	22,227.13	2.93	266,760.72	266,727.13	33.59	266,727.13
User Fee Income							
4255 - Lease Rent	2,419.11	2,478.69	(59.58)	29,029.32	29,743.69	(714.37)	29,743.69
Total User Fee Income	2,419.11	2,478.69	(59.58)	29,029.32	29,743.69	(714.37)	29,743.69
Rental Income							
4400 - Rent Receipts	0.00	671.00	(671.00)	0.00	8,050.00	(8,050.00)	8,050.00
Total Rental Income	0.00	671.00	(671.00)	0.00	8,050.00	(8,050.00)	8,050.00
Other Income							
4845 - Holiday Fund Receipts	1,918.81	0.00	1,918.81	2,016.56	0.00	2,016.56	0.00
Total Other Income	1,918.81	0.00	1,918.81	2,016.56	0.00	2,016.56	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	1.52	0.00	1.52	20.92	0.00	20.92	0.00
4910 - Interest Earned - Reserve Accounts	0.00	767.00	(767.00)	0.00	9,200.00	(9,200.00)	9,200.00
Total Investment Income	1.52	767.00	(765.48)	20.92	9,200.00	(9,179.08)	9,200.00
Total 03-Garage Income	26,569.50	26,143.82	425.68	297,827.52	313,720.82	(15,893.30)	313,720.82
<u>Expense</u>							
Administrative							
5000 - General Administrative	250.95	537.00	286.05	10,994.00	6,440.00	(4,554.00)	6,440.00
5010 - Bad Debt	0.00	0.00	0.00	40.22	0.00	(40.22)	0.00
5025 - Collection Charges	10.12	0.00	(10.12)	128.56	0.00	(128.56)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	40.47	0.00	(40.47)	0.00
5085 - Loan Bank of Hawaii	109.55	3,326.52	3,216.97	1,504.03	39,923.52	38,419.49	39,923.52
5090 - Office Supplies	92.52	0.00	(92.52)	519.60	0.00	(519.60)	0.00
5095 - Payroll Services	55.39	0.00	(55.39)	667.10	0.00	(667.10)	0.00
5100 - Records Storage	0.00	0.00	0.00	1,388.20	0.00	(1,388.20)	0.00

Income Statement Report
Harbor Square, Inc.
03-Garage

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	33.72	0.00	(33.72)	0.00
Total Administrative	518.53	3,863.52	3,344.99	15,315.90	46,363.52	31,047.62	46,363.52
Communications							
5210 - Printing & Copying	126.41	0.00	(126.41)	764.31	0.00	(764.31)	0.00
5215 - Postage	84.35	0.00	(84.35)	524.08	0.00	(524.08)	0.00
Total Communications	210.76	0.00	(210.76)	1,288.39	0.00	(1,288.39)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	901.41	906.60	5.19	10,613.91	10,883.60	269.69	10,883.60
5310 - Custodial Salaries	484.73	669.90	185.17	16,004.46	8,037.90	(7,966.56)	8,037.90
5314 - Landscaping Wages	2,052.26	1,305.03	(747.23)	22,672.04	15,658.03	(7,014.01)	15,658.03
5316 - Painting Wages	209.27	0.00	(209.27)	1,753.61	0.00	(1,753.61)	0.00
5318 - General Maintenance Salaries	2,778.51	787.39	(1,991.12)	31,641.92	9,448.39	(22,193.53)	9,448.39
5325 - Bonuses	3,789.12	192.00	(3,597.12)	3,789.12	2,300.00	(1,489.12)	2,300.00
5330 - Health Benefits	780.34	997.05	216.71	8,325.19	11,966.05	3,640.86	11,966.05
5355 - FICA Payroll Taxes	577.33	456.44	(120.89)	5,052.63	5,472.44	419.81	5,472.44
5360 - Payroll Taxes FUTA	0.00	33.71	33.71	65.60	406.71	341.11	406.71
5365 - Payroll Taxes SUTA	39.76	26.74	(13.02)	463.90	321.74	(142.16)	321.74
5385 - Retirement Fund	40.89	27.83	(13.06)	548.96	334.83	(214.13)	334.83
5390 - Workers Compensation	243.62	226.41	(17.21)	2,113.65	2,711.41	597.76	2,711.41
5399 - EE Benefits,TDI	0.00	25.81	25.81	281.23	311.81	30.58	311.81
Total Payroll & Benefits	11,897.24	5,654.91	(6,242.33)	103,326.22	67,852.91	(35,473.31)	67,852.91
Insurance							
5410 - Fidelity Bond Insurance	5.77	6.23	0.46	69.24	69.23	(0.01)	69.23
5415 - D&O Insurance Premiums	489.36	576.76	87.40	5,872.32	6,925.76	1,053.44	6,925.76
5420 - Umbrella Liability Premiums	139.73	146.88	7.15	1,676.76	1,760.88	84.12	1,760.88
5445 - General Liability Insurance Premium	605.78	666.72	60.94	7,269.36	7,995.72	726.36	7,995.72

Income Statement Report

Harbor Square, Inc.

03-Garage

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Insurance							
5460 - Commercial Package Premiums	2,696.42	2,851.72	155.30	32,357.04	34,215.72	1,858.68	34,215.72
Total Insurance	3,937.06	4,248.31	311.25	47,244.72	50,967.31	3,722.59	50,967.31
Utilities							
6000 - Electric Service	1,236.62	1,303.39	66.77	15,678.72	15,637.39	(41.33)	15,637.39
6025 - Water Service	45.14	36.86	(8.28)	713.91	446.86	(267.05)	446.86
6030 - Sewer Service	56.84	56.40	(0.44)	839.87	675.40	(164.47)	675.40
6035 - Trash and Recycling Service	0.00	0.00	0.00	41.32	0.00	(41.32)	0.00
6050 - Telephone Service	161.19	143.41	(17.78)	1,738.49	1,725.41	(13.08)	1,725.41
Total Utilities	1,499.79	1,540.06	40.27	19,012.31	18,485.06	(527.25)	18,485.06
Contracted Services							
6406 - Electrical Services	7.85	9.50	1.65	(59.27)	109.50	168.77	109.50
6408 - Elevator Services	0.09	2,888.00	2,887.91	7,907.73	34,652.00	26,744.27	34,652.00
6434 - Pest Control	0.00	0.00	0.00	42.25	0.00	(42.25)	0.00
6436 - Plumbing Services	(53.70)	0.00	53.70	(706.06)	0.00	706.06	0.00
6440 - Safety & Security	13,636.15	4,977.48	(8,658.67)	78,519.89	59,725.48	(18,794.41)	59,725.48
6446 - Window Cleaning Services	0.00	0.00	0.00	1,947.72	0.00	(1,947.72)	0.00
Total Contracted Services	13,590.39	7,874.98	(5,715.41)	87,652.26	94,486.98	6,834.72	94,486.98
Repair & Maintenance							
6515 - Building Repair & Maintenance	(156.41)	0.00	156.41	(1,412.21)	0.00	1,412.21	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	548.17	548.17	11,795.36	6,580.17	(5,215.19)	6,580.17
6620 - Grounds Repair & Maintenance	60.18	236.96	176.78	4,250.35	2,840.96	(1,409.39)	2,840.96
6635 - Janitorial Supplies & Maintenance	5.02	4.56	(0.46)	114.83	52.56	(62.27)	52.56
6680 - Painting Services & Supplies	0.00	1.60	1.60	29.95	14.60	(15.35)	14.60
6715 - Reimbursable Repairs & Maintenance	0.00	0.00	0.00	(23.00)	0.00	23.00	0.00
Total Repair & Maintenance	(91.21)	791.29	882.50	14,755.28	9,488.29	(5,266.99)	9,488.29
Professional Services							
7000 - Audit & Tax Services	0.00	479.00	479.00	15,452.15	5,750.00	(9,702.15)	5,750.00

Income Statement Report
Harbor Square, Inc.
03-Garage

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Professional Services							
7030 - Legal Services - General Counsel	130.78	230.00	99.22	1,585.79	2,760.00	1,174.21	2,760.00
7040 - Management Fees	1,204.00	1,204.26	0.26	14,448.00	14,450.26	2.26	14,450.26
7095 - Professional Fees, Common	8,608.62	0.00	(8,608.62)	18,255.07	0.00	(18,255.07)	0.00
Total Professional Services	9,943.40	1,913.26	(8,030.14)	49,741.01	22,960.26	(26,780.75)	22,960.26
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	8,910.38	0.00	(8,910.38)	0.00
9005 - State Income Tax	0.00	0.00	0.00	960.51	0.00	(960.51)	0.00
9025 - General Excise Tax	216.54	259.50	42.96	2,692.66	3,116.50	423.84	3,116.50
Total Taxes	216.54	259.50	42.96	12,563.55	3,116.50	(9,447.05)	3,116.50
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	104.92	0.00	(104.92)	0.00
Total Reserve Expenses	0.00	0.00	0.00	104.92	0.00	(104.92)	0.00
Total 03-Garage Expense	41,722.50	26,145.83	(15,576.67)	351,004.56	313,720.83	(37,283.73)	313,720.83
Total 03-Garage Income / (Loss)	(15,153.00)	(2.01)	(15,150.99)	(53,177.04)	(0.01)	(53,177.03)	(0.01)

Income Statement Report

Harbor Square, Inc.

04-Harbor Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	189,932.88	189,907.90	24.98	2,279,194.56	2,278,898.90	295.66	2,278,898.90
Total Assessment Income	189,932.88	189,907.90	24.98	2,279,194.56	2,278,898.90	295.66	2,278,898.90
User Fee Income							
4225 - Key Receipt	171.00	0.00	171.00	553.50	0.00	553.50	0.00
4255 - Lease Rent	5,048.57	5,172.26	(123.69)	60,582.84	62,072.26	(1,489.42)	62,072.26
4295 - Commissions	0.00	0.00	0.00	(337.12)	0.00	(337.12)	0.00
Total User Fee Income	5,219.57	5,172.26	47.31	60,799.22	62,072.26	(1,273.04)	62,072.26
Rental Income							
4400 - Rent Receipts	5,624.27	1,400.00	4,224.27	65,340.24	16,800.00	48,540.24	16,800.00
Total Rental Income	5,624.27	1,400.00	4,224.27	65,340.24	16,800.00	48,540.24	16,800.00
Collections Income							
4710 - Late Fees	1,682.30	0.00	1,682.30	11,262.72	0.00	11,262.72	0.00
Total Collections Income	1,682.30	0.00	1,682.30	11,262.72	0.00	11,262.72	0.00
Other Income							
4845 - Holiday Fund Receipts	4,004.48	0.00	4,004.48	4,208.48	0.00	4,208.48	0.00
Total Other Income	4,004.48	0.00	4,004.48	4,208.48	0.00	4,208.48	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	3.18	0.00	3.18	43.62	0.00	43.62	0.00
4910 - Interest Earned - Reserve Accounts	0.00	1,600.00	(1,600.00)	0.00	19,200.00	(19,200.00)	19,200.00
Total Investment Income	3.18	1,600.00	(1,596.82)	43.62	19,200.00	(19,156.38)	19,200.00
Total 04-Harbor Tower Income	206,466.68	198,080.16	8,386.52	2,420,848.84	2,376,971.16	43,877.68	2,376,971.16
<u>Expense</u>							
Administrative							
5000 - General Administrative	522.08	1,120.00	597.92	22,937.03	13,440.00	(9,497.03)	13,440.00
5010 - Bad Debt	0.00	0.00	0.00	83.94	0.00	(83.94)	0.00
5025 - Collection Charges	21.11	0.00	(21.11)	268.30	0.00	(268.30)	0.00

Income Statement Report

Harbor Square, Inc.

04-Harbor Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5030 - Coupon Costs	0.00	0.00	0.00	84.45	0.00	(84.45)	0.00
5085 - Loan Bank of Hawaii	1,427.31	10,748.68	9,321.37	19,596.27	128,983.68	109,387.41	128,983.68
5090 - Office Supplies	193.08	0.00	(193.08)	1,084.39	0.00	(1,084.39)	0.00
5095 - Payroll Services	115.60	0.00	(115.60)	1,392.22	0.00	(1,392.22)	0.00
5100 - Records Storage	0.00	0.00	0.00	2,897.07	0.00	(2,897.07)	0.00
5195 - Other Administrative Services	0.00	0.00	0.00	70.37	0.00	(70.37)	0.00
Total Administrative	2,279.18	11,868.68	9,589.50	48,414.04	142,423.68	94,009.64	142,423.68
Communications							
5205 - Supplies, RM/Association	633.87	550.00	(83.87)	5,141.84	6,600.00	1,458.16	6,600.00
5210 - Printing & Copying	263.82	0.00	(263.82)	1,595.10	0.00	(1,595.10)	0.00
5215 - Postage	176.04	0.00	(176.04)	1,093.77	0.00	(1,093.77)	0.00
Total Communications	1,073.73	550.00	(523.73)	7,830.71	6,600.00	(1,230.71)	6,600.00
Payroll & Benefits							
5300 - Resident/Site Manager Salaries	5,165.79	5,193.00	27.21	60,825.93	62,315.00	1,489.07	62,315.00
5302 - Administrative Salaries	1,881.21	1,892.60	11.39	22,150.81	22,713.60	562.79	22,713.60
5310 - Custodial Salaries	4,586.83	6,338.40	1,751.57	43,257.33	76,060.40	32,803.07	76,060.40
5314 - Landscaping Wages	4,282.98	2,723.63	(1,559.35)	47,315.56	32,677.63	(14,637.93)	32,677.63
5316 - Painting Wages	1,980.26	2,999.46	1,019.20	19,831.41	35,994.46	16,163.05	35,994.46
5318 - General Maintenance Salaries	5,798.64	7,450.45	1,651.81	79,305.34	89,407.45	10,102.11	89,407.45
5322 - Air Conditioning wages	2,413.71	2,107.29	(306.42)	25,621.86	25,284.29	(337.57)	25,284.29
5325 - Bonuses	7,907.72	400.00	(7,507.72)	7,907.72	4,800.00	(3,107.72)	4,800.00
5330 - Health Benefits	3,696.53	4,304.24	607.71	35,972.76	51,655.24	15,682.48	51,655.24
5335 - Employee Lodging	1,716.00	1,540.00	(176.00)	22,308.00	18,480.00	(3,828.00)	18,480.00
5355 - FICA Payroll Taxes	2,638.74	1,968.55	(670.19)	23,093.32	23,623.55	530.23	23,623.55
5360 - Payroll Taxes FUTA	0.00	146.70	146.70	299.87	1,755.70	1,455.83	1,755.70
5365 - Payroll Taxes SUTA	181.73	115.91	(65.82)	2,120.28	1,388.91	(731.37)	1,388.91
5385 - Retirement Fund	186.88	120.40	(66.48)	2,508.98	1,445.40	(1,063.58)	1,445.40

Income Statement Report

Harbor Square, Inc.

04-Harbor Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Payroll & Benefits							
5390 - Workers Compensation	1,051.65	975.64	(76.01)	9,045.56	11,704.64	2,659.08	11,704.64
5399 - EE Benefits,TDI	0.00	112.03	112.03	1,285.40	1,346.03	60.63	1,346.03
Total Payroll & Benefits	43,488.67	38,388.30	(5,100.37)	402,850.13	460,652.30	57,802.17	460,652.30
Insurance							
5410 - Fidelity Bond Insurance	12.04	12.48	0.44	144.48	144.48	0.00	144.48
5415 - D&O Insurance Premiums	1,021.28	1,204.76	183.48	12,255.36	14,453.76	2,198.40	14,453.76
5420 - Umbrella Liability Premiums	291.60	305.88	14.28	3,499.20	3,674.88	175.68	3,674.88
5440 - Mechanical Breakdown Insurance	43.22	44.00	0.78	518.64	528.00	9.36	528.00
5445 - General Liability Insurance Premium	1,264.24	1,390.72	126.48	15,170.88	16,686.72	1,515.84	16,686.72
5460 - Commercial Package Premiums	5,627.32	5,950.72	323.40	67,527.84	71,406.72	3,878.88	71,406.72
Total Insurance	8,259.70	8,908.56	648.86	99,116.40	106,894.56	7,778.16	106,894.56
Utilities							
6000 - Electric Service	18,049.95	19,034.76	984.81	228,914.31	228,414.76	(499.55)	228,414.76
6020 - Electricity,Air Conditioning	29,246.57	34,584.97	5,338.40	370,806.78	415,022.97	44,216.19	415,022.97
6025 - Water Service	4,508.37	3,574.33	(934.04)	56,996.31	42,888.33	(14,107.98)	42,888.33
6030 - Sewer Service	13,846.37	14,415.37	569.00	175,785.62	172,980.37	(2,805.25)	172,980.37
6035 - Trash and Recycling Service	2,065.09	2,549.45	484.36	25,082.36	30,590.45	5,508.09	30,590.45
6045 - Cable Service	12,433.59	12,117.80	(315.79)	148,343.90	145,417.80	(2,926.10)	145,417.80
6050 - Telephone Service	391.72	419.96	28.24	5,253.28	5,043.96	(209.32)	5,043.96
6060 - Electricity, Heat Pump	4,719.08	5,904.30	1,185.22	59,675.55	70,854.30	11,178.75	70,854.30
Total Utilities	85,260.74	92,600.94	7,340.20	1,070,858.11	1,111,212.94	40,354.83	1,111,212.94
Contracted Services							
6406 - Electrical Services	555.18	645.50	90.32	7,465.80	7,744.50	278.70	7,744.50
6408 - Elevator Services	3,623.18	575.85	(3,047.33)	38,148.53	6,911.85	(31,236.68)	6,911.85
6434 - Pest Control	266.58	226.40	(40.18)	2,837.25	2,721.40	(115.85)	2,721.40
6436 - Plumbing Services	1,359.83	1,283.00	(76.83)	38,077.55	15,400.00	(22,677.55)	15,400.00
6440 - Safety & Security	28,458.06	10,387.48	(18,070.58)	166,953.26	124,644.48	(42,308.78)	124,644.48

Income Statement Report

Harbor Square, Inc.

04-Harbor Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Contracted Services							
6446 - Window Cleaning Services	0.00	344.00	344.00	4,064.80	4,125.00	60.20	4,125.00
Total Contracted Services	34,262.83	13,462.23	(20,800.60)	257,547.19	161,547.23	(95,999.96)	161,547.23
Repair & Maintenance							
6515 - Building Repair & Maintenance	6,108.44	4,759.55	(1,348.89)	116,757.20	57,112.55	(59,644.65)	57,112.55
6540 - Amenities,Parking	0.00	16.00	16.00	0.00	198.00	198.00	198.00
6555 - Equipment Rental/Repair & Maintenance	1,896.13	1,822.42	(73.71)	26,426.88	21,868.42	(4,558.46)	21,868.42
6620 - Grounds Repair & Maintenance	125.60	493.96	368.36	8,683.30	5,928.96	(2,754.34)	5,928.96
6635 - Janitorial Supplies & Maintenance	355.70	309.36	(46.34)	6,547.96	3,717.36	(2,830.60)	3,717.36
6670 - Mechanical Systems Services & Supplies	3,518.98	2,000.96	(1,518.02)	52,401.00	24,012.96	(28,388.04)	24,012.96
6680 - Painting Services & Supplies	0.00	85.60	85.60	1,891.20	1,032.60	(858.60)	1,032.60
6700 - Pool Supplies/Repair & Maintenance	4,500.03	1,072.00	(3,428.03)	15,567.24	12,870.00	(2,697.24)	12,870.00
6715 - Reimbursable Repairs & Maintenance	0.00	0.00	0.00	(48.00)	0.00	48.00	0.00
Total Repair & Maintenance	16,504.88	10,559.85	(5,945.03)	228,226.78	126,740.85	(101,485.93)	126,740.85
Professional Services							
7000 - Audit & Tax Services	0.00	1,000.00	1,000.00	32,498.40	12,000.00	(20,498.40)	12,000.00
7030 - Legal Services - General Counsel	272.92	480.00	207.08	3,309.42	5,760.00	2,450.58	5,760.00
7040 - Management Fees	2,513.00	2,513.06	0.06	30,156.00	30,157.06	1.06	30,157.06
7095 - Professional Fees,Common	17,965.81	1,242.50	(16,723.31)	36,463.81	14,910.50	(21,553.31)	14,910.50
Total Professional Services	20,751.73	5,235.56	(15,516.17)	102,427.63	62,827.56	(39,600.07)	62,827.56
Association Owned Unit Expenses							
8900 - Maintenance Fees Expense	0.00	0.00	0.00	23,534.46	0.00	(23,534.46)	0.00
8905 - Owned Unit Repair & Maintenance	0.00	115.00	115.00	4,724.83	1,375.00	(3,349.83)	1,375.00
Total Association Owned Unit Expenses	0.00	115.00	115.00	28,259.29	1,375.00	(26,884.29)	1,375.00
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	18,595.56	0.00	(18,595.56)	0.00
9005 - State Income Tax	0.00	0.00	0.00	2,004.55	0.00	(2,004.55)	0.00

Income Statement Report
Harbor Square, Inc.
04-Harbor Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Taxes							
9025 - General Excise Tax	451.84	542.00	90.16	5,619.41	6,504.00	884.59	6,504.00
Total Taxes	451.84	542.00	90.16	26,219.52	6,504.00	(19,715.52)	6,504.00
Other Expenses							
9105 - Reserve Contribution Expense	15,844.00	15,844.00	0.00	190,127.00	190,128.00	1.00	190,128.00
Total Other Expenses	15,844.00	15,844.00	0.00	190,127.00	190,128.00	1.00	190,128.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	4,084.91	0.00	(4,084.91)	0.00
Total Reserve Expenses	0.00	0.00	0.00	4,084.91	0.00	(4,084.91)	0.00
Total 04-Harbor Tower Expense	228,177.30	198,075.12	(30,102.18)	2,465,961.71	2,376,906.12	(89,055.59)	2,376,906.12
Total 04-Harbor Tower Income / (Loss)	(21,710.62)	5.04	(21,715.66)	(45,112.87)	65.04	(45,177.91)	65.04

Income Statement Report

Harbor Square, Inc.

05-Office 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	1,612.21	1,612.05	0.16	19,346.52	19,340.05	6.47	19,340.05
Total Assessment Income	1,612.21	1,612.05	0.16	19,346.52	19,340.05	6.47	19,340.05
User Fee Income							
4255 - Lease Rent	35.97	36.75	(0.78)	431.64	441.75	(10.11)	441.75
Total User Fee Income	35.97	36.75	(0.78)	431.64	441.75	(10.11)	441.75
Rental Income							
4400 - Rent Receipts	0.00	9.70	(9.70)	0.00	119.70	(119.70)	119.70
Total Rental Income	0.00	9.70	(9.70)	0.00	119.70	(119.70)	119.70
Other Income							
4845 - Holiday Fund Receipts	28.53	0.00	28.53	29.98	0.00	29.98	0.00
Total Other Income	28.53	0.00	28.53	29.98	0.00	29.98	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.02	0.00	0.02	0.31	0.00	0.31	0.00
4910 - Interest Earned - Reserve Accounts	0.00	11.80	(11.80)	0.00	136.80	(136.80)	136.80
Total Investment Income	0.02	11.80	(11.78)	0.31	136.80	(136.49)	136.80
Total 05-Office 1 Income	1,676.73	1,670.30	6.43	19,808.45	20,038.30	(229.85)	20,038.30
<u>Expense</u>							
Administrative							
5000 - General Administrative	3.71	7.76	4.05	163.71	95.76	(67.95)	95.76
5010 - Bad Debt	0.00	0.00	0.00	0.60	0.00	(0.60)	0.00
5025 - Collection Charges	0.15	0.00	(0.15)	1.92	0.00	(1.92)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	0.60	0.00	(0.60)	0.00
5085 - Loan Bank of Hawaii	4.53	256.04	251.51	62.22	3,071.04	3,008.82	3,071.04
5090 - Office Supplies	1.38	0.00	(1.38)	7.73	0.00	(7.73)	0.00
5095 - Payroll Services	0.82	0.00	(0.82)	9.88	0.00	(9.88)	0.00
5100 - Records Storage	0.00	0.00	0.00	20.64	0.00	(20.64)	0.00

Income Statement Report

Harbor Square, Inc.

05-Office 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	0.51	0.00	(0.51)	0.00
Total Administrative	10.59	263.80	253.21	267.81	3,166.80	2,898.99	3,166.80
Communications							
5210 - Printing & Copying	1.88	0.00	(1.88)	11.38	0.00	(11.38)	0.00
5215 - Postage	1.25	0.00	(1.25)	7.79	0.00	(7.79)	0.00
Total Communications	3.13	0.00	(3.13)	19.17	0.00	(19.17)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	13.40	13.83	0.43	157.80	161.83	4.03	161.83
5310 - Custodial Salaries	38.78	54.03	15.25	365.72	643.03	277.31	643.03
5314 - Landscaping Wages	30.52	19.83	(10.69)	337.13	232.83	(104.30)	232.83
5316 - Painting Wages	16.74	21.37	4.63	163.35	256.37	93.02	256.37
5318 - General Maintenance Salaries	41.32	62.87	21.55	587.66	755.87	168.21	755.87
5322 - Air Conditioning wages	17.20	15.09	(2.11)	183.21	180.09	(3.12)	180.09
5325 - Bonuses	56.34	3.20	(53.14)	56.34	34.20	(22.14)	34.20
5330 - Health Benefits	15.75	19.58	3.83	159.14	231.58	72.44	231.58
5355 - FICA Payroll Taxes	18.91	8.91	(10.00)	165.48	105.91	(59.57)	105.91
5360 - Payroll Taxes FUTA	0.00	0.87	0.87	2.15	7.87	5.72	7.87
5365 - Payroll Taxes SUTA	1.30	0.23	(1.07)	15.19	6.23	(8.96)	6.23
5385 - Retirement Fund	1.34	0.48	(0.86)	17.99	6.48	(11.51)	6.48
5390 - Workers Compensation	4.71	4.47	(0.24)	9.42	52.47	43.05	52.47
5399 - EE Benefits,TDI	0.00	0.03	0.03	9.21	6.03	(3.18)	6.03
Total Payroll & Benefits	256.31	224.79	(31.52)	2,229.79	2,680.79	451.00	2,680.79
Insurance							
5410 - Fidelity Bond Insurance	0.09	0.03	(0.06)	1.08	1.03	(0.05)	1.03
5415 - D&O Insurance Premiums	7.28	8.98	1.70	87.36	102.98	15.62	102.98
5420 - Umbrella Liability Premiums	2.08	2.18	0.10	24.96	26.18	1.22	26.18
5440 - Mechanical Breakdown Insurance	0.31	0.76	0.45	3.72	3.76	0.04	3.76

Income Statement Report

Harbor Square, Inc.

05-Office 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	9.01	9.89	0.88	108.12	118.89	10.77	118.89
5460 - Commercial Package Premiums	40.09	42.77	2.68	481.08	508.77	27.69	508.77
Total Insurance	58.86	64.61	5.75	706.32	761.61	55.29	761.61
Utilities							
6000 - Electric Service	273.59	288.33	14.74	3,468.78	3,463.33	(5.45)	3,463.33
6020 - Electricity,Air Conditioning	395.71	468.35	72.64	5,017.09	5,615.35	598.26	5,615.35
6025 - Water Service	11.61	15.31	3.70	158.26	185.31	27.05	185.31
6030 - Sewer Service	25.54	31.41	5.87	320.43	378.41	57.98	378.41
6035 - Trash and Recycling Service	0.00	0.00	0.00	0.61	0.00	(0.61)	0.00
6050 - Telephone Service	7.00	4.78	(2.22)	55.21	54.78	(0.43)	54.78
Total Utilities	713.45	808.18	94.73	9,020.38	9,697.18	676.80	9,697.18
Contracted Services							
6406 - Electrical Services	0.72	1.05	0.33	5.89	10.05	4.16	10.05
6408 - Elevator Services	0.01	0.00	(0.01)	0.01	0.00	(0.01)	0.00
6434 - Pest Control	0.00	0.00	0.00	0.63	0.00	(0.63)	0.00
6436 - Plumbing Services	(0.80)	0.00	0.80	(10.50)	0.00	10.50	0.00
6440 - Safety & Security	202.76	74.09	(128.67)	1,189.56	888.09	(301.47)	888.09
6446 - Window Cleaning Services	0.00	51.50	51.50	306.10	616.50	310.40	616.50
Total Contracted Services	202.69	126.64	(76.05)	1,491.69	1,514.64	22.95	1,514.64
Repair & Maintenance							
6515 - Building Repair & Maintenance	(2.33)	0.00	2.33	(21.01)	0.00	21.01	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	7.01	7.01	175.65	90.01	(85.64)	90.01
6620 - Grounds Repair & Maintenance	0.89	3.24	2.35	61.83	42.24	(19.59)	42.24
6635 - Janitorial Supplies & Maintenance	0.47	0.82	0.35	8.92	4.82	(4.10)	4.82
6670 - Mechanical Systems Services & Supplies	27.78	15.58	(12.20)	413.69	189.58	(224.11)	189.58
6680 - Painting Services & Supplies	0.00	0.34	0.34	2.47	1.34	(1.13)	1.34

Income Statement Report
Harbor Square, Inc.
05-Office 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.34)	0.00	0.34	0.00
Total Repair & Maintenance	26.81	26.99	0.18	641.21	327.99	(313.22)	327.99
Professional Services							
7000 - Audit & Tax Services	0.00	7.50	7.50	231.55	85.50	(146.05)	85.50
7030 - Legal Services - General Counsel	1.94	3.04	1.10	23.58	41.04	17.46	41.04
7040 - Management Fees	18.00	17.87	(0.13)	216.00	214.87	(1.13)	214.87
7095 - Professional Fees,Common	128.00	0.00	(128.00)	259.79	0.00	(259.79)	0.00
Total Professional Services	147.94	28.41	(119.53)	730.92	341.41	(389.51)	341.41
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	132.49	0.00	(132.49)	0.00
9005 - State Income Tax	0.00	0.00	0.00	14.29	0.00	(14.29)	0.00
9025 - General Excise Tax	3.22	4.36	1.14	40.04	46.36	6.32	46.36
Total Taxes	3.22	4.36	1.14	186.82	46.36	(140.46)	46.36
Other Expenses							
9105 - Reserve Contribution Expense	126.00	126.00	0.00	1,511.00	1,512.00	1.00	1,512.00
Total Other Expenses	126.00	126.00	0.00	1,511.00	1,512.00	1.00	1,512.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	23.21	0.00	(23.21)	0.00
Total Reserve Expenses	0.00	0.00	0.00	23.21	0.00	(23.21)	0.00
Total 05-Office 1 Expense	1,549.00	1,673.78	124.78	16,828.32	20,048.78	3,220.46	20,048.78
Total 05-Office 1 Income / (Loss)	127.73	(3.48)	131.21	2,980.13	(10.48)	2,990.61	(10.48)

Income Statement Report

Harbor Square, Inc.

06-Sailors Home

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	9,239.32	9,237.80	1.52	110,871.84	110,856.80	15.04	110,856.80
Total Assessment Income	9,239.32	9,237.80	1.52	110,871.84	110,856.80	15.04	110,856.80
User Fee Income							
4255 - Lease Rent	252.43	0.00	252.43	3,029.16	0.00	3,029.16	0.00
Total User Fee Income	252.43	0.00	252.43	3,029.16	0.00	3,029.16	0.00
Rental Income							
4400 - Rent Receipts	0.00	70.00	(70.00)	0.00	840.00	(840.00)	840.00
Total Rental Income	0.00	70.00	(70.00)	0.00	840.00	(840.00)	840.00
Other Income							
4845 - Holiday Fund Receipts	200.25	0.00	200.25	210.45	0.00	210.45	0.00
Total Other Income	200.25	0.00	200.25	210.45	0.00	210.45	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.17	0.00	0.17	2.18	0.00	2.18	0.00
4910 - Interest Earned - Reserve Accounts	0.00	80.00	(80.00)	0.00	960.00	(960.00)	960.00
Total Investment Income	0.17	80.00	(79.83)	2.18	960.00	(957.82)	960.00
Total 06-Sailors Home Income	9,692.17	9,387.80	304.37	114,113.63	112,656.80	1,456.83	112,656.80
<u>Expense</u>							
Administrative							
5000 - General Administrative	24.95	56.00	31.05	1,098.21	672.00	(426.21)	672.00
5005 - Annual Assn Mtg Expense	0.00	0.00	0.00	40.35	0.00	(40.35)	0.00
5010 - Bad Debt	0.00	0.00	0.00	4.19	0.00	(4.19)	0.00
5025 - Collection Charges	1.07	0.00	(1.07)	13.64	0.00	(13.64)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	4.21	0.00	(4.21)	0.00
5085 - Loan Bank of Hawaii	27.97	512.08	484.11	384.23	6,142.08	5,757.85	6,142.08
5090 - Office Supplies	9.63	0.00	(9.63)	54.17	0.00	(54.17)	0.00
5095 - Payroll Services	5.80	0.00	(5.80)	69.80	0.00	(69.80)	0.00

Income Statement Report

Harbor Square, Inc.

06-Sailors Home

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5100 - Records Storage	0.00	0.00	0.00	144.87	0.00	(144.87)	0.00
5195 - Other Administrative Services	0.00	0.00	0.00	3.54	0.00	(3.54)	0.00
Total Administrative	69.42	568.08	498.66	1,817.21	6,814.08	4,996.87	6,814.08
Communications							
5210 - Printing & Copying	13.18	0.00	(13.18)	79.75	0.00	(79.75)	0.00
5215 - Postage	8.79	0.00	(8.79)	54.71	0.00	(54.71)	0.00
Total Communications	21.97	0.00	(21.97)	134.46	0.00	(134.46)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	94.06	94.68	0.62	1,107.56	1,135.68	28.12	1,135.68
5310 - Custodial Salaries	155.09	214.13	59.04	1,462.70	2,572.13	1,109.43	2,572.13
5314 - Landscaping Wages	214.17	135.88	(78.29)	2,365.84	1,633.88	(731.96)	1,633.88
5316 - Painting Wages	66.99	149.78	82.79	723.10	1,799.78	1,076.68	1,799.78
5318 - General Maintenance Salaries	289.92	251.48	(38.44)	3,689.68	3,023.48	(666.20)	3,023.48
5322 - Air Conditioning wages	120.67	105.26	(15.41)	1,285.61	1,264.26	(21.35)	1,264.26
5325 - Bonuses	395.38	20.00	(375.38)	395.38	240.00	(155.38)	240.00
5330 - Health Benefits	103.42	128.07	24.65	1,084.36	1,532.07	447.71	1,532.07
5355 - FICA Payroll Taxes	104.65	58.67	(45.98)	915.88	700.67	(215.21)	700.67
5360 - Payroll Taxes FUTA	0.00	4.07	4.07	11.79	52.07	40.28	52.07
5365 - Payroll Taxes SUTA	7.22	3.19	(4.03)	84.04	41.19	(42.85)	41.19
5385 - Retirement Fund	7.41	3.87	(3.54)	99.47	42.87	(56.60)	42.87
5390 - Workers Compensation	31.19	29.16	(2.03)	206.85	347.16	140.31	347.16
5399 - EE Benefits,TDI	0.00	2.92	2.92	50.98	39.92	(11.06)	39.92
Total Payroll & Benefits	1,590.17	1,201.16	(389.01)	13,483.24	14,425.16	941.92	14,425.16
Insurance							
5410 - Fidelity Bond Insurance	0.63	0.22	(0.41)	7.12	7.22	0.10	7.22
5415 - D&O Insurance Premiums	51.07	60.69	9.62	612.84	722.69	109.85	722.69
5420 - Umbrella Liability Premiums	14.56	15.74	1.18	174.72	183.74	9.02	183.74

Income Statement Report

Harbor Square, Inc.

06-Sailors Home

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5440 - Mechanical Breakdown Insurance	2.21	2.40	0.19	26.08	26.40	0.32	26.40
5445 - General Liability Insurance Premium	63.20	69.34	6.14	758.40	834.34	75.94	834.34
5460 - Commercial Package Premiums	281.37	297.34	15.97	3,376.44	3,570.34	193.90	3,570.34
Total Insurance	413.04	445.73	32.69	4,955.60	5,344.73	389.13	5,344.73
Utilities							
6000 - Electric Service	1,803.41	1,901.33	97.92	22,865.03	22,819.33	(45.70)	22,819.33
6020 - Electricity,Air Conditioning	2,197.02	2,597.79	400.77	27,855.28	31,176.79	3,321.51	31,176.79
6025 - Water Service	204.54	257.48	52.94	2,404.43	3,085.48	681.05	3,085.48
6030 - Sewer Service	326.54	359.48	32.94	3,778.99	4,318.48	539.49	4,318.48
6035 - Trash and Recycling Service	0.00	0.00	0.00	4.31	0.00	(4.31)	0.00
6050 - Telephone Service	10.42	11.61	1.19	141.20	139.61	(1.59)	139.61
Total Utilities	4,541.93	5,127.69	585.76	57,049.24	61,539.69	4,490.45	61,539.69
Contracted Services							
6406 - Electrical Services	0.84	1.00	0.16	(3.34)	12.00	15.34	12.00
6408 - Elevator Services	0.01	0.00	(0.01)	0.01	0.00	(0.01)	0.00
6434 - Pest Control	0.00	0.00	0.00	4.39	0.00	(4.39)	0.00
6436 - Plumbing Services	(5.61)	0.00	5.61	(73.74)	0.00	73.74	0.00
6440 - Safety & Security	1,422.94	519.22	(903.72)	9,826.11	6,232.22	(3,593.89)	6,232.22
6446 - Window Cleaning Services	0.00	0.00	0.00	203.21	0.00	(203.21)	0.00
Total Contracted Services	1,418.18	520.22	(897.96)	9,956.64	6,244.22	(3,712.42)	6,244.22
Repair & Maintenance							
6515 - Building Repair & Maintenance	(16.31)	0.00	16.31	(147.37)	0.00	147.37	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	19.06	19.06	958.73	232.06	(726.67)	232.06
6620 - Grounds Repair & Maintenance	6.29	24.45	18.16	341.76	296.45	(45.31)	296.45
6635 - Janitorial Supplies & Maintenance	0.53	0.76	0.23	12.34	5.76	(6.58)	5.76
6670 - Mechanical Systems Services & Supplies	246.98	140.12	(106.86)	3,677.90	1,685.12	(1,992.78)	1,685.12
6680 - Painting Services & Supplies	0.00	0.60	0.60	(884.12)	1.60	885.72	1.60

Income Statement Report
Harbor Square, Inc.
06-Sailors Home

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(2.40)	0.00	2.40	0.00
Total Repair & Maintenance	237.49	184.99	(52.50)	3,956.84	2,220.99	(1,735.85)	2,220.99
Professional Services							
7000 - Audit & Tax Services	0.00	50.00	50.00	1,744.91	600.00	(1,144.91)	600.00
7030 - Legal Services - General Counsel	13.65	24.00	10.35	165.44	288.00	122.56	288.00
7040 - Management Fees	126.00	125.85	(0.15)	1,512.00	1,507.85	(4.15)	1,507.85
7095 - Professional Fees,Common	898.28	0.00	(898.28)	1,040.33	0.00	(1,040.33)	0.00
Total Professional Services	1,037.93	199.85	(838.08)	4,462.68	2,395.85	(2,066.83)	2,395.85
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	929.74	0.00	(929.74)	0.00
9005 - State Income Tax	0.00	0.00	0.00	100.22	0.00	(100.22)	0.00
9025 - General Excise Tax	22.59	27.20	4.61	280.91	325.20	44.29	325.20
Total Taxes	22.59	27.20	4.61	1,310.87	325.20	(985.67)	325.20
Other Expenses							
9105 - Reserve Contribution Expense	1,113.00	1,113.00	0.00	13,355.00	13,356.00	1.00	13,356.00
Total Other Expenses	1,113.00	1,113.00	0.00	13,355.00	13,356.00	1.00	13,356.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	153.01	0.00	(153.01)	0.00
Total Reserve Expenses	0.00	0.00	0.00	153.01	0.00	(153.01)	0.00
Total 06-Sailors Home Expense	10,465.72	9,387.92	(1,077.80)	110,634.79	112,665.92	2,031.13	112,665.92
Total 06-Sailors Home Income / (Loss)	(773.55)	(0.12)	(773.43)	3,478.84	(9.12)	3,487.96	(9.12)

Income Statement Report

Harbor Square, Inc.

07-Town Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
Assessment Income							
4000 - Maintenance Fees	123,394.07	123,377.64	16.43	1,480,728.84	1,480,537.64	191.20	1,480,537.64
Total Assessment Income	123,394.07	123,377.64	16.43	1,480,728.84	1,480,537.64	191.20	1,480,537.64
User Fee Income							
4225 - Key Receipt	19.00	0.00	19.00	61.50	0.00	61.50	0.00
4235 - Laundry Receipts	1,953.25	1,462.00	491.25	25,121.97	17,548.00	7,573.97	17,548.00
4255 - Lease Rent	2,313.93	2,371.00	(57.07)	27,767.16	28,450.00	(682.84)	28,450.00
4295 - Commissions	0.00	0.00	0.00	(654.41)	0.00	(654.41)	0.00
Total User Fee Income	4,286.18	3,833.00	453.18	52,296.22	45,998.00	6,298.22	45,998.00
Rental Income							
4400 - Rent Receipts	624.92	642.00	(17.08)	8,711.09	7,700.00	1,011.09	7,700.00
Total Rental Income	624.92	642.00	(17.08)	8,711.09	7,700.00	1,011.09	7,700.00
Collections Income							
4710 - Late Fees	186.92	0.00	186.92	2,393.46	0.00	2,393.46	0.00
Total Collections Income	186.92	0.00	186.92	2,393.46	0.00	2,393.46	0.00
Other Income							
4805 - Compliance Fees	146.00	0.00	146.00	146.00	0.00	146.00	0.00
4845 - Holiday Fund Receipts	1,835.39	0.00	1,835.39	1,928.89	0.00	1,928.89	0.00
Total Other Income	1,981.39	0.00	1,981.39	2,074.89	0.00	2,074.89	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	1.46	0.00	1.46	20.03	0.00	20.03	0.00
4910 - Interest Earned - Reserve Accounts	0.00	733.00	(733.00)	0.00	8,800.00	(8,800.00)	8,800.00
Total Investment Income	1.46	733.00	(731.54)	20.03	8,800.00	(8,779.97)	8,800.00
Total 07-Town Tower Income	130,474.94	128,585.64	1,889.30	1,546,224.53	1,543,035.64	3,188.89	1,543,035.64

Expense

Administrative

5000 - General Administrative	239.30	513.00	273.70	10,187.17	6,160.00	(4,027.17)	6,160.00
-------------------------------	--------	--------	--------	-----------	----------	------------	----------

Income Statement Report

Harbor Square, Inc.

07-Town Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Administrative							
5005 - Annual Assn Mtg Expense	0.00	0.00	0.00	325.74	0.00	(325.74)	0.00
5010 - Bad Debt	0.00	0.00	0.00	38.47	0.00	(38.47)	0.00
5025 - Collection Charges	9.68	0.00	(9.68)	122.96	0.00	(122.96)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	38.71	0.00	(38.71)	0.00
5085 - Loan Bank of Hawaii	1,037.90	7,677.20	6,639.30	14,249.84	92,131.20	77,881.36	92,131.20
5090 - Office Supplies	88.49	0.00	(88.49)	497.01	0.00	(497.01)	0.00
5095 - Payroll Services	52.98	0.00	(52.98)	638.08	0.00	(638.08)	0.00
5100 - Records Storage	0.00	0.00	0.00	1,327.81	0.00	(1,327.81)	0.00
5195 - Other Administrative Services	0.00	0.00	0.00	32.24	0.00	(32.24)	0.00
Total Administrative	1,428.35	8,190.20	6,761.85	27,458.03	98,291.20	70,833.17	98,291.20
Communications							
5205 - Supplies, RM/Association	518.61	450.00	(68.61)	4,206.73	5,400.00	1,193.27	5,400.00
5210 - Printing & Copying	120.92	0.00	(120.92)	731.10	0.00	(731.10)	0.00
5215 - Postage	80.69	0.00	(80.69)	501.31	0.00	(501.31)	0.00
Total Communications	720.22	450.00	(270.22)	5,439.14	5,400.00	(39.14)	5,400.00
Payroll & Benefits							
5300 - Resident/Site Manager Salaries	4,226.55	4,249.00	22.45	49,766.66	50,985.00	1,218.34	50,985.00
5302 - Administrative Salaries	862.22	867.40	5.18	10,152.46	10,410.40	257.94	10,410.40
5310 - Custodial Salaries	2,102.39	2,905.62	803.23	19,827.20	34,862.62	15,035.42	34,862.62
5314 - Landscaping Wages	1,963.03	1,248.25	(714.78)	21,686.30	14,977.25	(6,709.05)	14,977.25
5316 - Painting Wages	907.66	1,375.12	467.46	9,089.74	16,497.12	7,407.38	16,497.12
5318 - General Maintenance Salaries	2,657.71	3,415.30	757.59	36,348.65	40,980.30	4,631.65	40,980.30
5322 - Air Conditioning wages	1,106.29	965.40	(140.89)	11,784.94	11,588.40	(196.54)	11,588.40
5325 - Bonuses	3,624.37	183.00	(3,441.37)	3,624.37	2,200.00	(1,424.37)	2,200.00
5330 - Health Benefits	2,847.49	3,212.95	365.46	27,091.60	38,555.95	11,464.35	38,555.95
5335 - Employee Lodging	1,404.00	1,260.00	(144.00)	18,252.00	15,120.00	(3,132.00)	15,120.00
5355 - FICA Payroll Taxes	1,423.81	1,469.83	46.02	11,328.88	17,632.83	6,303.95	17,632.83

Income Statement Report

Harbor Square, Inc.

07-Town Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Payroll & Benefits							
5360 - Payroll Taxes FUTA	0.00	109.47	109.47	145.22	1,310.47	1,165.25	1,310.47
5365 - Payroll Taxes SUTA	88.00	86.70	(1.30)	1,026.74	1,036.70	9.96	1,036.70
5385 - Retirement Fund	90.49	89.86	(0.63)	1,214.96	1,078.86	(136.10)	1,078.86
5390 - Workers Compensation	784.97	728.45	(56.52)	7,649.84	8,736.45	1,086.61	8,736.45
5399 - EE Benefits,TDI	0.00	83.69	83.69	622.46	1,004.69	382.23	1,004.69
Total Payroll & Benefits	24,088.98	22,250.04	(1,838.94)	229,612.02	266,977.04	37,365.02	266,977.04
Insurance							
5410 - Fidelity Bond Insurance	5.52	5.22	(0.30)	66.24	66.22	(0.02)	66.22
5415 - D&O Insurance Premiums	468.09	551.64	83.55	5,617.08	6,624.64	1,007.56	6,624.64
5420 - Umbrella Liability Premiums	133.65	140.32	6.67	1,603.80	1,684.32	80.52	1,684.32
5440 - Mechanical Breakdown Insurance	19.81	20.00	0.19	237.72	242.00	4.28	242.00
5445 - General Liability Insurance Premium	579.44	637.08	57.64	6,953.28	7,648.08	694.80	7,648.08
5460 - Commercial Package Premiums	2,579.19	2,727.08	147.89	30,950.28	32,728.08	1,777.80	32,728.08
Total Insurance	3,785.70	4,081.34	295.64	45,428.40	48,993.34	3,564.94	48,993.34
Utilities							
6000 - Electric Service	12,235.28	12,905.35	670.07	155,126.68	154,860.35	(266.33)	154,860.35
6005 - Gas Service	1,311.41	1,649.00	337.59	16,261.60	19,793.00	3,531.40	19,793.00
6020 - Electricity,Air Conditioning	17,026.35	20,134.10	3,107.75	215,870.94	241,612.10	25,741.16	241,612.10
6025 - Water Service	3,685.50	2,934.02	(751.48)	46,498.81	35,204.02	(11,294.79)	35,204.02
6030 - Sewer Service	11,286.17	11,752.18	466.01	143,193.90	141,022.18	(2,171.72)	141,022.18
6035 - Trash and Recycling Service	1,689.62	2,085.55	395.93	20,490.92	25,028.55	4,537.63	25,028.55
6045 - Cable Service	10,172.93	9,915.20	(257.73)	121,442.45	118,978.20	(2,464.25)	118,978.20
6050 - Telephone Service	515.02	241.94	(273.08)	4,408.63	2,900.94	(1,507.69)	2,900.94
6060 - Electricity, Heat Pump	3,861.06	4,830.70	969.64	48,825.44	57,971.70	9,146.26	57,971.70
Total Utilities	61,783.34	66,448.04	4,664.70	772,119.37	797,371.04	25,251.67	797,371.04
Contracted Services							
6406 - Electrical Services	503.14	584.50	81.36	5,259.71	7,018.50	1,758.79	7,018.50

Income Statement Report

Harbor Square, Inc.

07-Town Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Contracted Services							
6408 - Elevator Services	2,964.99	471.15	(2,493.84)	30,972.42	5,655.15	(25,317.27)	5,655.15
6434 - Pest Control	218.13	185.60	(32.53)	2,106.00	2,226.60	120.60	2,226.60
6436 - Plumbing Services	1,152.90	1,050.00	(102.90)	25,746.78	12,600.00	(13,146.78)	12,600.00
6440 - Safety & Security	13,043.28	4,760.72	(8,282.56)	76,519.99	57,128.72	(19,391.27)	57,128.72
6446 - Window Cleaning Services	0.00	281.00	281.00	1,863.04	3,375.00	1,511.96	3,375.00
Total Contracted Services	17,882.44	7,332.97	(10,549.47)	142,467.94	88,003.97	(54,463.97)	88,003.97
Repair & Maintenance							
6515 - Building Repair & Maintenance	5,350.65	3,894.47	(1,456.18)	45,774.72	46,728.47	953.75	46,728.47
6540 - Amenities,Parking	0.00	13.00	13.00	0.00	162.00	162.00	162.00
6555 - Equipment Rental/Repair & Maintena	1,316.02	1,252.98	(63.04)	15,873.68	15,032.98	(840.70)	15,032.98
6620 - Grounds Repair & Maintenance	57.57	226.44	168.87	3,979.90	2,717.44	(1,262.46)	2,717.44
6635 - Janitorial Supplies & Maintenance	322.36	280.88	(41.48)	5,990.09	3,368.88	(2,621.21)	3,368.88
6670 - Mechanical Systems Services & Sup	1,975.57	1,122.96	(852.61)	29,418.12	13,480.96	(15,937.16)	13,480.96
6680 - Painting Services & Supplies	0.00	77.80	77.80	2,583.89	935.80	(1,648.09)	935.80
6700 - Pool Supplies/Repair & Maintenance	3,681.86	877.00	(2,804.86)	12,861.37	10,530.00	(2,331.37)	10,530.00
6715 - Reimbursable Repairs & Maintenanc	0.00	0.00	0.00	(22.00)	0.00	22.00	0.00
Total Repair & Maintenance	12,704.03	7,745.53	(4,958.50)	116,459.77	92,956.53	(23,503.24)	92,956.53
Professional Services							
7000 - Audit & Tax Services	0.00	458.00	458.00	14,895.10	5,500.00	(9,395.10)	5,500.00
7030 - Legal Services - General Counsel	125.09	220.00	94.91	1,516.83	2,640.00	1,123.17	2,640.00
7040 - Management Fees	1,152.00	1,151.98	(0.02)	13,824.00	13,821.98	(2.02)	13,821.98
7095 - Professional Fees,Common	8,234.33	1,016.50	(7,217.83)	16,712.58	12,199.50	(4,513.08)	12,199.50
Total Professional Services	9,511.42	2,846.48	(6,664.94)	46,948.51	34,161.48	(12,787.03)	34,161.48
Association Owned Unit Expenses							
8900 - Maintenance Fees Expense	0.00	0.00	0.00	11,365.71	0.00	(11,365.71)	0.00

Income Statement Report
Harbor Square, Inc.
07-Town Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Association Owned Unit Expenses							
8905 - Owned Unit Repair & Maintenance	0.00	94.00	94.00	2,151.06	1,125.00	(1,026.06)	1,125.00
Total Association Owned Unit Expenses	0.00	94.00	94.00	13,516.77	1,125.00	(12,391.77)	1,125.00
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	8,522.96	0.00	(8,522.96)	0.00
9005 - State Income Tax	0.00	0.00	0.00	918.75	0.00	(918.75)	0.00
9025 - General Excise Tax	207.09	248.00	40.91	2,575.55	2,981.00	405.45	2,981.00
Total Taxes	207.09	248.00	40.91	12,017.26	2,981.00	(9,036.26)	2,981.00
Other Expenses							
9105 - Reserve Contribution Expense	8,899.00	8,899.00	0.00	106,787.00	106,788.00	1.00	106,788.00
Total Other Expenses	8,899.00	8,899.00	0.00	106,787.00	106,788.00	1.00	106,788.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	3,127.30	0.00	(3,127.30)	0.00
Total Reserve Expenses	0.00	0.00	0.00	3,127.30	0.00	(3,127.30)	0.00
Total 07-Town Tower Expense	141,010.57	128,585.60	(12,424.97)	1,521,381.51	1,543,048.60	21,667.09	1,543,048.60
Total 07-Town Tower Income / (Loss)	(10,535.63)	0.04	(10,535.67)	24,843.02	(12.96)	24,855.98	(12.96)

Income Statement Report

Harbor Square, Inc.

08-Office 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	2,255.29	2,255.53	(0.24)	27,063.48	27,060.53	2.95	27,060.53
Total Assessment Income	2,255.29	2,255.53	(0.24)	27,063.48	27,060.53	2.95	27,060.53
User Fee Income							
4255 - Lease Rent	43.96	45.20	(1.24)	527.52	540.20	(12.68)	540.20
Total User Fee Income	43.96	45.20	(1.24)	527.52	540.20	(12.68)	540.20
Rental Income							
4400 - Rent Receipts	0.00	12.30	(12.30)	0.00	146.30	(146.30)	146.30
Total Rental Income	0.00	12.30	(12.30)	0.00	146.30	(146.30)	146.30
Other Income							
4845 - Holiday Fund Receipts	34.87	0.00	34.87	36.65	0.00	36.65	0.00
Total Other Income	34.87	0.00	34.87	36.65	0.00	36.65	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.03	0.00	0.03	0.37	0.00	0.37	0.00
4910 - Interest Earned - Reserve Accounts	0.00	14.20	(14.20)	0.00	167.20	(167.20)	167.20
Total Investment Income	0.03	14.20	(14.17)	0.37	167.20	(166.83)	167.20
Total 08-Office 2 Income	2,334.15	2,327.23	6.92	27,628.02	27,914.23	(286.21)	27,914.23
<u>Expense</u>							
Administrative							
5000 - General Administrative	4.55	10.04	5.49	202.02	117.04	(84.98)	117.04
5010 - Bad Debt	0.00	0.00	0.00	0.73	0.00	(0.73)	0.00
5025 - Collection Charges	0.18	0.00	(0.18)	2.33	0.00	(2.33)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	0.74	0.00	(0.74)	0.00
5085 - Loan Bank of Hawaii	5.60	256.04	250.44	76.83	3,071.04	2,994.21	3,071.04
5090 - Office Supplies	1.68	0.00	(1.68)	9.45	0.00	(9.45)	0.00
5095 - Payroll Services	1.01	0.00	(1.01)	12.16	0.00	(12.16)	0.00
5100 - Records Storage	0.00	0.00	0.00	25.23	0.00	(25.23)	0.00

Income Statement Report

Harbor Square, Inc.

08-Office 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	0.61	0.00	(0.61)	0.00
Total Administrative	13.02	266.08	253.06	330.10	3,188.08	2,857.98	3,188.08
Communications							
5210 - Printing & Copying	2.30	0.00	(2.30)	13.89	0.00	(13.89)	0.00
5215 - Postage	1.53	0.00	(1.53)	9.52	0.00	(9.52)	0.00
Total Communications	3.83	0.00	(3.83)	23.41	0.00	(23.41)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	16.38	16.80	0.42	192.91	197.80	4.89	197.80
5310 - Custodial Salaries	38.78	54.03	15.25	365.72	643.03	277.31	643.03
5314 - Landscaping Wages	37.30	23.57	(13.73)	412.04	284.57	(127.47)	284.57
5316 - Painting Wages	16.74	26.53	9.79	168.47	313.53	145.06	313.53
5318 - General Maintenance Salaries	50.50	62.87	12.37	686.30	755.87	69.57	755.87
5322 - Air Conditioning wages	21.02	18.24	(2.78)	223.92	220.24	(3.68)	220.24
5325 - Bonuses	68.86	3.80	(65.06)	68.86	41.80	(27.06)	41.80
5330 - Health Benefits	18.43	22.32	3.89	187.51	272.32	84.81	272.32
5355 - FICA Payroll Taxes	21.05	10.54	(10.51)	184.19	124.54	(59.65)	124.54
5360 - Payroll Taxes FUTA	0.00	1.26	1.26	2.40	9.26	6.86	9.26
5365 - Payroll Taxes SUTA	1.45	0.32	(1.13)	16.92	7.32	(9.60)	7.32
5385 - Retirement Fund	1.49	0.62	(0.87)	20.02	7.62	(12.40)	7.62
5390 - Workers Compensation	5.54	4.71	(0.83)	(9.93)	61.71	71.64	61.71
5399 - EE Benefits,TDI	0.00	0.10	0.10	10.25	7.10	(3.15)	7.10
Total Payroll & Benefits	297.54	245.71	(51.83)	2,529.58	2,946.71	417.13	2,946.71
Insurance							
5410 - Fidelity Bond Insurance	0.10	0.26	0.16	1.20	1.26	0.06	1.26
5415 - D&O Insurance Premiums	8.89	10.87	1.98	106.68	125.87	19.19	125.87
5420 - Umbrella Liability Premiums	2.54	3.00	0.46	30.48	32.00	1.52	32.00
5440 - Mechanical Breakdown Insurance	0.38	0.60	0.22	4.56	4.60	0.04	4.60

Income Statement Report

Harbor Square, Inc.

08-Office 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	11.01	12.31	1.30	132.12	145.31	13.19	145.31
5460 - Commercial Package Premiums	49.00	51.83	2.83	588.00	621.83	33.83	621.83
Total Insurance	71.92	78.87	6.95	863.04	930.87	67.83	930.87
Utilities							
6000 - Electric Service	356.76	376.34	19.58	4,523.26	4,516.34	(6.92)	4,516.34
6020 - Electricity,Air Conditioning	483.21	570.97	87.76	6,126.44	6,856.97	730.53	6,856.97
6025 - Water Service	14.29	18.48	4.19	194.61	226.48	31.87	226.48
6030 - Sewer Service	31.21	38.50	7.29	391.65	462.50	70.85	462.50
6035 - Trash and Recycling Service	0.00	0.00	0.00	0.75	0.00	(0.75)	0.00
6050 - Telephone Service	8.57	5.94	(2.63)	67.42	66.94	(0.48)	66.94
Total Utilities	894.04	1,010.23	116.19	11,304.13	12,129.23	825.10	12,129.23
Contracted Services							
6406 - Electrical Services	0.87	1.15	0.28	7.10	12.15	5.05	12.15
6408 - Elevator Services	0.01	346.24	346.23	948.93	4,158.24	3,209.31	4,158.24
6434 - Pest Control	0.00	0.00	0.00	0.77	0.00	(0.77)	0.00
6436 - Plumbing Services	(0.98)	0.00	0.98	(12.83)	0.00	12.83	0.00
6440 - Safety & Security	247.82	90.45	(157.37)	1,453.89	1,085.45	(368.44)	1,085.45
6446 - Window Cleaning Services	0.00	62.50	62.50	374.14	753.50	379.36	753.50
Total Contracted Services	247.72	500.34	252.62	2,772.00	6,009.34	3,237.34	6,009.34
Repair & Maintenance							
6515 - Building Repair & Maintenance	(2.84)	0.00	2.84	(25.66)	0.00	25.66	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	9.10	9.10	214.74	110.10	(104.64)	110.10
6620 - Grounds Repair & Maintenance	1.09	4.63	3.54	75.93	51.63	(24.30)	51.63
6635 - Janitorial Supplies & Maintenance	0.56	0.83	0.27	10.76	5.83	(4.93)	5.83
6670 - Mechanical Systems Services & Supplies	33.96	19.70	(14.26)	505.08	231.70	(273.38)	231.70
6680 - Painting Services & Supplies	0.00	0.62	0.62	3.09	1.62	(1.47)	1.62

Income Statement Report
Harbor Square, Inc.
08-Office 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.42)	0.00	0.42	0.00
Total Repair & Maintenance	32.77	34.88	2.11	783.52	400.88	(382.64)	400.88
Professional Services							
7000 - Audit & Tax Services	0.00	8.50	8.50	283.01	104.50	(178.51)	104.50
7030 - Legal Services - General Counsel	2.38	4.16	1.78	28.81	50.16	21.35	50.16
7040 - Management Fees	21.60	21.62	0.02	259.20	262.62	3.42	262.62
7095 - Professional Fees,Common	156.45	0.00	(156.45)	317.55	0.00	(317.55)	0.00
Total Professional Services	180.43	34.28	(146.15)	888.57	417.28	(471.29)	417.28
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	161.94	0.00	(161.94)	0.00
9005 - State Income Tax	0.00	0.00	0.00	17.46	0.00	(17.46)	0.00
9025 - General Excise Tax	3.93	4.64	0.71	48.95	56.64	7.69	56.64
Total Taxes	3.93	4.64	0.71	228.35	56.64	(171.71)	56.64
Other Expenses							
9105 - Reserve Contribution Expense	154.00	154.00	0.00	1,847.00	1,848.00	1.00	1,848.00
Total Other Expenses	154.00	154.00	0.00	1,847.00	1,848.00	1.00	1,848.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	30.27	0.00	(30.27)	0.00
Total Reserve Expenses	0.00	0.00	0.00	30.27	0.00	(30.27)	0.00
Total 08-Office 2 Expense	1,899.20	2,329.03	429.83	21,599.97	27,927.03	6,327.06	27,927.03
Total 08-Office 2 Income / (Loss)	434.95	(1.80)	436.75	6,028.05	(12.80)	6,040.85	(12.80)

Income Statement Report

Harbor Square, Inc.

09-Office 3

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	4,051.52	4,050.52	1.00	48,618.24	48,606.52	11.72	48,606.52
Total Assessment Income	4,051.52	4,050.52	1.00	48,618.24	48,606.52	11.72	48,606.52
User Fee Income							
4255 - Lease Rent	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Total User Fee Income	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Rental Income							
4400 - Rent Receipts	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Total Rental Income	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Other Income							
4845 - Holiday Fund Receipts	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Total Other Income	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.05	0.00	0.05	0.70	0.00	0.70	0.00
4910 - Interest Earned - Reserve Accounts	0.00	25.00	(25.00)	0.00	304.00	(304.00)	304.00
Total Investment Income	0.05	25.00	(24.95)	0.70	304.00	(303.30)	304.00
Total 09-Office 3 Income	4,194.91	4,179.73	15.18	49,644.85	50,159.73	(514.88)	50,159.73
<u>Expense</u>							
Administrative							
5000 - General Administrative	8.27	17.80	9.53	367.72	212.80	(154.92)	212.80
5010 - Bad Debt	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5025 - Collection Charges	0.33	0.00	(0.33)	4.25	0.00	(4.25)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5085 - Loan Bank of Hawaii	10.13	512.08	501.95	139.07	6,142.08	6,003.01	6,142.08
5090 - Office Supplies	3.06	0.00	(3.06)	17.18	0.00	(17.18)	0.00
5095 - Payroll Services	1.83	0.00	(1.83)	22.04	0.00	(22.04)	0.00
5100 - Records Storage	0.00	0.00	0.00	45.87	0.00	(45.87)	0.00

Income Statement Report

Harbor Square, Inc.

09-Office 3

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	1.11	0.00	(1.11)	0.00
Total Administrative	23.62	529.88	506.26	599.90	6,354.88	5,754.98	6,354.88
Communications							
5210 - Printing & Copying	4.18	0.00	(4.18)	25.25	0.00	(25.25)	0.00
5215 - Postage	2.79	0.00	(2.79)	17.32	0.00	(17.32)	0.00
Total Communications	6.97	0.00	(6.97)	42.57	0.00	(42.57)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	29.79	29.63	(0.16)	350.73	359.63	8.90	359.63
5310 - Custodial Salaries	38.78	54.03	15.25	365.72	643.03	277.31	643.03
5314 - Landscaping Wages	67.81	43.40	(24.41)	749.14	517.40	(231.74)	517.40
5316 - Painting Wages	16.74	47.90	31.16	191.54	569.90	378.36	569.90
5318 - General Maintenance Salaries	91.81	62.87	(28.94)	1,130.04	755.87	(374.17)	755.87
5322 - Air Conditioning wages	38.22	33.33	(4.89)	407.11	400.33	(6.78)	400.33
5325 - Bonuses	125.21	6.00	(119.21)	125.21	76.00	(49.21)	76.00
5330 - Health Benefits	30.62	37.80	7.18	316.81	457.80	140.99	457.80
5355 - FICA Payroll Taxes	30.66	17.37	(13.29)	268.31	209.37	(58.94)	209.37
5360 - Payroll Taxes FUTA	0.00	1.56	1.56	3.50	15.56	12.06	15.56
5365 - Payroll Taxes SUTA	2.11	1.31	(0.80)	24.65	12.31	(12.34)	12.31
5385 - Retirement Fund	2.17	0.81	(1.36)	29.15	12.81	(16.34)	12.81
5390 - Workers Compensation	9.32	8.73	(0.59)	22.48	103.73	81.25	103.73
5399 - EE Benefits,TDI	0.00	0.93	0.93	14.94	11.93	(3.01)	11.93
Total Payroll & Benefits	483.24	345.67	(137.57)	3,999.33	4,145.67	146.34	4,145.67
Insurance							
5410 - Fidelity Bond Insurance	0.19	0.29	0.10	2.28	2.29	0.01	2.29
5415 - D&O Insurance Premiums	16.17	18.85	2.68	194.04	228.85	34.81	228.85
5420 - Umbrella Liability Premiums	4.62	5.19	0.57	55.44	58.19	2.75	58.19
5440 - Mechanical Breakdown Insurance	0.68	0.36	(0.32)	8.16	8.36	0.20	8.36

Income Statement Report

Harbor Square, Inc.

09-Office 3

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	20.02	22.21	2.19	240.24	264.21	23.97	264.21
5460 - Commercial Package Premiums	89.10	94.61	5.51	1,069.20	1,130.61	61.41	1,130.61
Total Insurance	130.78	141.51	10.73	1,569.36	1,692.51	123.15	1,692.51
Utilities							
6000 - Electric Service	648.04	683.51	35.47	8,216.28	8,203.51	(12.77)	8,203.51
6020 - Electricity,Air Conditioning	878.92	1,039.32	160.40	11,143.53	12,472.32	1,328.79	12,472.32
6025 - Water Service	25.70	34.80	9.10	350.77	411.80	61.03	411.80
6030 - Sewer Service	56.75	69.92	13.17	712.04	840.92	128.88	840.92
6035 - Trash and Recycling Service	187.74	0.00	(187.74)	2,273.80	0.00	(2,273.80)	0.00
6050 - Telephone Service	15.57	9.71	(5.86)	122.66	121.71	(0.95)	121.71
Total Utilities	1,812.72	1,837.26	24.54	22,819.08	22,050.26	(768.82)	22,050.26
Contracted Services							
6406 - Electrical Services	1.60	2.20	0.60	8.47	22.20	13.73	22.20
6408 - Elevator Services	0.02	635.44	635.42	1,739.72	7,623.44	5,883.72	7,623.44
6434 - Pest Control	0.00	0.00	0.00	1.40	0.00	(1.40)	0.00
6436 - Plumbing Services	(1.77)	0.00	1.77	(23.32)	0.00	23.32	0.00
6440 - Safety & Security	450.58	164.54	(286.04)	2,643.44	1,973.54	(669.90)	1,973.54
6446 - Window Cleaning Services	0.00	114.00	114.00	680.24	1,370.00	689.76	1,370.00
Total Contracted Services	450.43	916.18	465.75	5,049.95	10,989.18	5,939.23	10,989.18
Repair & Maintenance							
6515 - Building Repair & Maintenance	(5.17)	0.00	5.17	(46.66)	0.00	46.66	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	17.06	17.06	390.37	200.06	(190.31)	200.06
6620 - Grounds Repair & Maintenance	1.99	7.88	5.89	137.51	93.88	(43.63)	93.88
6635 - Janitorial Supplies & Maintenance	1.03	0.66	(0.37)	19.18	10.66	(8.52)	10.66
6670 - Mechanical Systems Services & Supplies	61.73	35.28	(26.45)	919.30	421.28	(498.02)	421.28
6680 - Painting Services & Supplies	0.00	(0.04)	(0.04)	5.51	2.96	(2.55)	2.96

Income Statement Report
Harbor Square, Inc.
09-Office 3

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.76)	0.00	0.76	0.00
Total Repair & Maintenance	59.58	60.84	1.26	1,424.45	728.84	(695.61)	728.84
Professional Services							
7000 - Audit & Tax Services	0.00	16.00	16.00	514.56	190.00	(324.56)	190.00
7030 - Legal Services - General Counsel	4.32	7.20	2.88	52.41	91.20	38.79	91.20
7040 - Management Fees	40.00	39.49	(0.51)	480.00	477.49	(2.51)	477.49
7095 - Professional Fees,Common	284.46	0.00	(284.46)	577.35	0.00	(577.35)	0.00
Total Professional Services	328.78	62.69	(266.09)	1,624.32	758.69	(865.63)	758.69
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	294.44	0.00	(294.44)	0.00
9005 - State Income Tax	0.00	0.00	0.00	31.74	0.00	(31.74)	0.00
9025 - General Excise Tax	7.15	8.98	1.83	88.98	102.98	14.00	102.98
Total Taxes	7.15	8.98	1.83	415.16	102.98	(312.18)	102.98
Other Expenses							
9105 - Reserve Contribution Expense	278.00	278.00	0.00	3,336.00	3,336.00	0.00	3,336.00
Total Other Expenses	278.00	278.00	0.00	3,336.00	3,336.00	0.00	3,336.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total Reserve Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total 09-Office 3 Expense	3,581.27	4,181.01	599.74	40,935.10	50,159.01	9,223.91	50,159.01
Total 09-Office 3 Income / (Loss)	613.64	(1.28)	614.92	8,709.75	0.72	8,709.03	0.72

Income Statement Report
Harbor Square, Inc.
10-Office 4

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	4,051.52	4,050.52	1.00	48,618.24	48,606.52	11.72	48,606.52
Total Assessment Income	4,051.52	4,050.52	1.00	48,618.24	48,606.52	11.72	48,606.52
User Fee Income							
4255 - Lease Rent	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Total User Fee Income	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Rental Income							
4400 - Rent Receipts	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Total Rental Income	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Other Income							
4845 - Holiday Fund Receipts	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Total Other Income	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.05	0.00	0.05	0.70	0.00	0.70	0.00
4910 - Interest Earned - Reserve Accounts	0.00	25.00	(25.00)	0.00	304.00	(304.00)	304.00
Total Investment Income	0.05	25.00	(24.95)	0.70	304.00	(303.30)	304.00
Total 10-Office 4 Income	4,194.91	4,179.73	15.18	49,644.85	50,159.73	(514.88)	50,159.73
<u>Expense</u>							
Administrative							
5000 - General Administrative	8.63	17.80	9.17	369.38	212.80	(156.58)	212.80
5010 - Bad Debt	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5025 - Collection Charges	0.33	0.00	(0.33)	4.25	0.00	(4.25)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5085 - Loan Bank of Hawaii	10.13	512.08	501.95	139.07	6,142.08	6,003.01	6,142.08
5090 - Office Supplies	3.06	0.00	(3.06)	17.18	0.00	(17.18)	0.00
5095 - Payroll Services	1.83	0.00	(1.83)	22.04	0.00	(22.04)	0.00
5100 - Records Storage	0.00	0.00	0.00	45.87	0.00	(45.87)	0.00

Income Statement Report
Harbor Square, Inc.
10-Office 4

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	1.11	0.00	(1.11)	0.00
Total Administrative	23.98	529.88	505.90	601.56	6,354.88	5,753.32	6,354.88
Communications							
5210 - Printing & Copying	4.18	0.00	(4.18)	25.25	0.00	(25.25)	0.00
5215 - Postage	2.79	0.00	(2.79)	17.32	0.00	(17.32)	0.00
Total Communications	6.97	0.00	(6.97)	42.57	0.00	(42.57)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	29.79	29.63	(0.16)	350.73	359.63	8.90	359.63
5310 - Custodial Salaries	38.78	54.03	15.25	365.72	643.03	277.31	643.03
5314 - Landscaping Wages	67.81	43.40	(24.41)	749.14	517.40	(231.74)	517.40
5316 - Painting Wages	16.74	47.90	31.16	191.54	569.90	378.36	569.90
5318 - General Maintenance Salaries	91.81	62.87	(28.94)	1,130.04	755.87	(374.17)	755.87
5322 - Air Conditioning wages	38.22	33.33	(4.89)	407.11	400.33	(6.78)	400.33
5325 - Bonuses	125.21	6.00	(119.21)	125.21	76.00	(49.21)	76.00
5330 - Health Benefits	30.62	37.80	7.18	316.81	457.80	140.99	457.80
5355 - FICA Payroll Taxes	30.66	17.37	(13.29)	268.31	209.37	(58.94)	209.37
5360 - Payroll Taxes FUTA	0.00	1.56	1.56	3.50	15.56	12.06	15.56
5365 - Payroll Taxes SUTA	2.11	1.31	(0.80)	24.65	12.31	(12.34)	12.31
5385 - Retirement Fund	2.17	0.81	(1.36)	29.15	12.81	(16.34)	12.81
5390 - Workers Compensation	9.32	8.73	(0.59)	22.48	103.73	81.25	103.73
5399 - EE Benefits,TDI	0.00	0.93	0.93	14.94	11.93	(3.01)	11.93
Total Payroll & Benefits	483.24	345.67	(137.57)	3,999.33	4,145.67	146.34	4,145.67
Insurance							
5410 - Fidelity Bond Insurance	0.19	0.29	0.10	2.28	2.29	0.01	2.29
5415 - D&O Insurance Premiums	16.17	18.85	2.68	194.04	228.85	34.81	228.85
5420 - Umbrella Liability Premiums	4.62	5.19	0.57	55.44	58.19	2.75	58.19
5440 - Mechanical Breakdown Insurance	0.68	0.36	(0.32)	8.16	8.36	0.20	8.36

Income Statement Report
Harbor Square, Inc.
10-Office 4

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Insurance							
5445 - General Liability Insurance Premium	20.02	22.21	2.19	240.24	264.21	23.97	264.21
5460 - Commercial Package Premiums	89.10	94.61	5.51	1,069.20	1,130.61	61.41	1,130.61
Total Insurance	130.78	141.51	10.73	1,569.36	1,692.51	123.15	1,692.51
Utilities							
6000 - Electric Service	648.04	683.51	35.47	8,216.28	8,203.51	(12.77)	8,203.51
6020 - Electricity,Air Conditioning	878.92	1,039.32	160.40	11,143.53	12,472.32	1,328.79	12,472.32
6025 - Water Service	25.34	34.80	9.46	346.97	411.80	64.83	411.80
6030 - Sewer Service	56.75	69.92	13.17	712.04	840.92	128.88	840.92
6035 - Trash and Recycling Service	187.74	0.00	(187.74)	2,273.80	0.00	(2,273.80)	0.00
6050 - Telephone Service	15.57	9.71	(5.86)	122.66	121.71	(0.95)	121.71
Total Utilities	1,812.36	1,837.26	24.90	22,815.28	22,050.26	(765.02)	22,050.26
Contracted Services							
6406 - Electrical Services	1.60	2.20	0.60	8.47	22.20	13.73	22.20
6408 - Elevator Services	0.02	635.44	635.42	1,739.72	7,623.44	5,883.72	7,623.44
6434 - Pest Control	0.00	0.00	0.00	1.40	0.00	(1.40)	0.00
6436 - Plumbing Services	(1.77)	0.00	1.77	(23.32)	0.00	23.32	0.00
6440 - Safety & Security	450.58	164.54	(286.04)	2,643.44	1,973.54	(669.90)	1,973.54
6446 - Window Cleaning Services	0.00	114.00	114.00	680.24	1,370.00	689.76	1,370.00
Total Contracted Services	450.43	916.18	465.75	5,049.95	10,989.18	5,939.23	10,989.18
Repair & Maintenance							
6515 - Building Repair & Maintenance	(5.17)	0.00	5.17	(46.66)	0.00	46.66	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	17.06	17.06	393.94	200.06	(193.88)	200.06
6620 - Grounds Repair & Maintenance	1.99	7.88	5.89	137.51	93.88	(43.63)	93.88
6635 - Janitorial Supplies & Maintenance	1.03	0.66	(0.37)	19.62	10.66	(8.96)	10.66
6670 - Mechanical Systems Services & Supplies	61.73	35.28	(26.45)	919.30	421.28	(498.02)	421.28
6680 - Painting Services & Supplies	0.00	(0.04)	(0.04)	5.62	2.96	(2.66)	2.96

Income Statement Report
Harbor Square, Inc.
10-Office 4

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.76)	0.00	0.76	0.00
Total Repair & Maintenance	59.58	60.84	1.26	1,428.57	728.84	(699.73)	728.84
Professional Services							
7000 - Audit & Tax Services	0.00	16.00	16.00	514.56	190.00	(324.56)	190.00
7030 - Legal Services - General Counsel	4.32	7.20	2.88	52.41	91.20	38.79	91.20
7040 - Management Fees	40.00	39.49	(0.51)	480.00	477.49	(2.51)	477.49
7095 - Professional Fees,Common	284.46	0.00	(284.46)	577.35	0.00	(577.35)	0.00
Total Professional Services	328.78	62.69	(266.09)	1,624.32	758.69	(865.63)	758.69
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	294.44	0.00	(294.44)	0.00
9005 - State Income Tax	0.00	0.00	0.00	31.74	0.00	(31.74)	0.00
9025 - General Excise Tax	7.15	8.98	1.83	88.98	102.98	14.00	102.98
Total Taxes	7.15	8.98	1.83	415.16	102.98	(312.18)	102.98
Other Expenses							
9105 - Reserve Contribution Expense	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Total Other Expenses	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total Reserve Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total 10-Office 4 Expense	3,581.27	4,180.73	599.46	40,937.08	50,159.73	9,222.65	50,159.73
Total 10-Office 4 Income / (Loss)	613.64	(1.00)	614.64	8,707.77	0.00	8,707.77	0.00

Income Statement Report

Harbor Square, Inc.

11-Office 5

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	4,952.93	4,952.68	0.25	59,435.16	59,428.68	6.48	59,428.68
Total Assessment Income	4,952.93	4,952.68	0.25	59,435.16	59,428.68	6.48	59,428.68
User Fee Income							
4255 - Lease Rent	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Total User Fee Income	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Rental Income							
4400 - Rent Receipts	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Total Rental Income	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Other Income							
4845 - Holiday Fund Receipts	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Total Other Income	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.05	0.00	0.05	0.70	0.00	0.70	0.00
4910 - Interest Earned - Reserve Accounts	0.00	25.00	(25.00)	0.00	304.00	(304.00)	304.00
Total Investment Income	0.05	25.00	(24.95)	0.70	304.00	(303.30)	304.00
Total 11-Office 5 Income	5,096.32	5,081.89	14.43	60,461.77	60,981.89	(520.12)	60,981.89
<u>Expense</u>							
Administrative							
5000 - General Administrative	8.27	17.80	9.53	368.40	212.80	(155.60)	212.80
5010 - Bad Debt	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5025 - Collection Charges	0.33	0.00	(0.33)	4.25	0.00	(4.25)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5085 - Loan Bank of Hawaii	10.13	512.08	501.95	139.07	6,142.08	6,003.01	6,142.08
5090 - Office Supplies	3.06	0.00	(3.06)	17.18	0.00	(17.18)	0.00
5095 - Payroll Services	1.83	0.00	(1.83)	22.04	0.00	(22.04)	0.00
5100 - Records Storage	0.00	0.00	0.00	45.87	0.00	(45.87)	0.00

Income Statement Report
Harbor Square, Inc.
11-Office 5

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	1.11	0.00	(1.11)	0.00
Total Administrative	23.62	529.88	506.26	600.58	6,354.88	5,754.30	6,354.88
Communications							
5210 - Printing & Copying	4.18	0.00	(4.18)	25.25	0.00	(25.25)	0.00
5215 - Postage	2.79	0.00	(2.79)	17.32	0.00	(17.32)	0.00
Total Communications	6.97	0.00	(6.97)	42.57	0.00	(42.57)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	29.79	29.63	(0.16)	350.73	359.63	8.90	359.63
5310 - Custodial Salaries	38.78	54.06	15.28	365.72	643.06	277.34	643.06
5314 - Landscaping Wages	67.81	43.40	(24.41)	749.14	517.40	(231.74)	517.40
5316 - Painting Wages	16.74	47.90	31.16	191.54	569.90	378.36	569.90
5318 - General Maintenance Salaries	91.81	62.87	(28.94)	1,130.04	755.87	(374.17)	755.87
5322 - Air Conditioning wages	38.22	33.33	(4.89)	407.11	400.33	(6.78)	400.33
5325 - Bonuses	125.21	6.00	(119.21)	125.21	76.00	(49.21)	76.00
5330 - Health Benefits	30.62	37.80	7.18	316.81	457.80	140.99	457.80
5355 - FICA Payroll Taxes	30.66	17.37	(13.29)	268.31	209.37	(58.94)	209.37
5360 - Payroll Taxes FUTA	0.00	1.56	1.56	3.50	15.56	12.06	15.56
5365 - Payroll Taxes SUTA	2.11	1.31	(0.80)	24.65	12.31	(12.34)	12.31
5385 - Retirement Fund	2.17	0.81	(1.36)	29.15	12.81	(16.34)	12.81
5390 - Workers Compensation	9.32	8.73	(0.59)	(1,383.76)	103.73	1,487.49	103.73
5399 - EE Benefits,TDI	0.00	0.93	0.93	14.94	11.93	(3.01)	11.93
Total Payroll & Benefits	483.24	345.70	(137.54)	2,593.09	4,145.70	1,552.61	4,145.70
Insurance							
5410 - Fidelity Bond Insurance	0.19	0.29	0.10	2.28	2.29	0.01	2.29
5415 - D&O Insurance Premiums	16.17	18.85	2.68	194.04	228.85	34.81	228.85
5420 - Umbrella Liability Premiums	4.62	5.19	0.57	55.44	58.19	2.75	58.19
5440 - Mechanical Breakdown Insurance	0.68	0.36	(0.32)	8.16	8.36	0.20	8.36

Income Statement Report

Harbor Square, Inc.

11-Office 5

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	20.02	22.21	2.19	240.24	264.21	23.97	264.21
5460 - Commercial Package Premiums	89.10	94.61	5.51	1,069.20	1,130.61	61.41	1,130.61
Total Insurance	130.78	141.51	10.73	1,569.36	1,692.51	123.15	1,692.51
Utilities							
6000 - Electric Service	648.04	683.51	35.47	8,216.28	8,203.51	(12.77)	8,203.51
6020 - Electricity,Air Conditioning	1,641.56	1,941.48	299.92	20,812.71	23,294.48	2,481.77	23,294.48
6025 - Water Service	25.70	34.80	9.10	350.77	411.80	61.03	411.80
6030 - Sewer Service	56.75	69.92	13.17	712.04	840.92	128.88	840.92
6035 - Trash and Recycling Service	187.74	0.00	(187.74)	2,273.80	0.00	(2,273.80)	0.00
6050 - Telephone Service	15.57	9.71	(5.86)	122.66	121.71	(0.95)	121.71
Total Utilities	2,575.36	2,739.42	164.06	32,488.26	32,872.42	384.16	32,872.42
Contracted Services							
6406 - Electrical Services	1.60	2.20	0.60	13.01	22.20	9.19	22.20
6408 - Elevator Services	0.02	635.44	635.42	1,739.72	7,623.44	5,883.72	7,623.44
6434 - Pest Control	0.00	0.00	0.00	1.40	0.00	(1.40)	0.00
6436 - Plumbing Services	(1.77)	0.00	1.77	(23.32)	0.00	23.32	0.00
6440 - Safety & Security	450.58	164.54	(286.04)	2,643.44	1,973.54	(669.90)	1,973.54
6446 - Window Cleaning Services	0.00	114.00	114.00	680.24	1,370.00	689.76	1,370.00
Total Contracted Services	450.43	916.18	465.75	5,054.49	10,989.18	5,934.69	10,989.18
Repair & Maintenance							
6515 - Building Repair & Maintenance	(5.17)	0.00	5.17	(46.66)	0.00	46.66	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	17.03	17.03	386.80	200.03	(186.77)	200.03
6620 - Grounds Repair & Maintenance	1.99	7.88	5.89	137.51	93.88	(43.63)	93.88
6635 - Janitorial Supplies & Maintenance	1.03	0.66	(0.37)	19.62	10.66	(8.96)	10.66
6670 - Mechanical Systems Services & Supplies	61.73	35.28	(26.45)	919.30	421.28	(498.02)	421.28
6680 - Painting Services & Supplies	0.00	(0.04)	(0.04)	6.07	2.96	(3.11)	2.96

Income Statement Report

Harbor Square, Inc.

11-Office 5

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.76)	0.00	0.76	0.00
Total Repair & Maintenance	59.58	60.81	1.23	1,421.88	728.81	(693.07)	728.81
Professional Services							
7000 - Audit & Tax Services	0.00	16.00	16.00	514.56	190.00	(324.56)	190.00
7030 - Legal Services - General Counsel	4.32	7.20	2.88	52.76	91.20	38.44	91.20
7040 - Management Fees	40.00	39.49	(0.51)	480.00	477.49	(2.51)	477.49
7095 - Professional Fees,Common	284.46	0.00	(284.46)	577.35	0.00	(577.35)	0.00
Total Professional Services	328.78	62.69	(266.09)	1,624.67	758.69	(865.98)	758.69
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	294.44	0.00	(294.44)	0.00
9005 - State Income Tax	0.00	0.00	0.00	31.74	0.00	(31.74)	0.00
9025 - General Excise Tax	7.15	8.98	1.83	88.98	102.98	14.00	102.98
Total Taxes	7.15	8.98	1.83	415.16	102.98	(312.18)	102.98
Other Expenses							
9105 - Reserve Contribution Expense	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Total Other Expenses	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total Reserve Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total 11-Office 5 Expense	4,343.91	5,082.89	738.98	49,201.04	60,981.89	11,780.85	60,981.89
Total 11-Office 5 Income / (Loss)	752.41	(1.00)	753.41	11,260.73	0.00	11,260.73	0.00

Income Statement Report

Harbor Square, Inc.

12-Office 6

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	4,952.93	4,952.68	0.25	59,435.16	59,428.68	6.48	59,428.68
Total Assessment Income	4,952.93	4,952.68	0.25	59,435.16	59,428.68	6.48	59,428.68
User Fee Income							
4255 - Lease Rent	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Total User Fee Income	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Rental Income							
4400 - Rent Receipts	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Total Rental Income	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Other Income							
4845 - Holiday Fund Receipts	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Total Other Income	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.05	0.00	0.05	0.70	0.00	0.70	0.00
4910 - Interest Earned - Reserve Accounts	0.00	25.00	(25.00)	0.00	304.00	(304.00)	304.00
Total Investment Income	0.05	25.00	(24.95)	0.70	304.00	(303.30)	304.00
Total 12-Office 6 Income	5,096.32	5,081.89	14.43	60,461.77	60,981.89	(520.12)	60,981.89
<u>Expense</u>							
Administrative							
5000 - General Administrative	8.27	17.80	9.53	384.86	212.80	(172.06)	212.80
5010 - Bad Debt	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5025 - Collection Charges	0.33	0.00	(0.33)	4.25	0.00	(4.25)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5085 - Loan Bank of Hawaii	10.13	512.08	501.95	139.07	6,142.08	6,003.01	6,142.08
5090 - Office Supplies	3.06	0.00	(3.06)	17.18	0.00	(17.18)	0.00
5095 - Payroll Services	1.83	0.00	(1.83)	22.04	0.00	(22.04)	0.00
5100 - Records Storage	0.00	0.00	0.00	45.87	0.00	(45.87)	0.00

Income Statement Report
Harbor Square, Inc.
12-Office 6

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	1.11	0.00	(1.11)	0.00
Total Administrative	23.62	529.88	506.26	617.04	6,354.88	5,737.84	6,354.88
Communications							
5210 - Printing & Copying	4.18	0.00	(4.18)	25.25	0.00	(25.25)	0.00
5215 - Postage	2.79	0.00	(2.79)	17.32	0.00	(17.32)	0.00
Total Communications	6.97	0.00	(6.97)	42.57	0.00	(42.57)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	29.79	29.63	(0.16)	350.73	359.63	8.90	359.63
5310 - Custodial Salaries	38.78	54.03	15.25	365.72	643.03	277.31	643.03
5314 - Landscaping Wages	67.81	43.40	(24.41)	749.14	517.40	(231.74)	517.40
5316 - Painting Wages	16.74	47.90	31.16	191.54	569.90	378.36	569.90
5318 - General Maintenance Salaries	91.81	62.87	(28.94)	1,130.08	755.87	(374.21)	755.87
5322 - Air Conditioning wages	38.22	33.33	(4.89)	407.11	400.33	(6.78)	400.33
5325 - Bonuses	125.21	6.00	(119.21)	125.21	76.00	(49.21)	76.00
5330 - Health Benefits	30.62	37.80	7.18	316.81	457.80	140.99	457.80
5355 - FICA Payroll Taxes	30.66	17.37	(13.29)	268.31	209.37	(58.94)	209.37
5360 - Payroll Taxes FUTA	0.00	1.56	1.56	3.50	15.56	12.06	15.56
5365 - Payroll Taxes SUTA	2.11	1.31	(0.80)	24.65	12.31	(12.34)	12.31
5385 - Retirement Fund	2.17	0.81	(1.36)	29.15	12.81	(16.34)	12.81
5390 - Workers Compensation	9.32	8.73	(0.59)	(81.24)	103.73	184.97	103.73
5399 - EE Benefits,TDI	0.00	0.93	0.93	14.94	11.93	(3.01)	11.93
Total Payroll & Benefits	483.24	345.67	(137.57)	3,895.65	4,145.67	250.02	4,145.67
Insurance							
5410 - Fidelity Bond Insurance	0.19	0.29	0.10	2.28	2.29	0.01	2.29
5415 - D&O Insurance Premiums	16.17	18.85	2.68	194.04	228.85	34.81	228.85
5420 - Umbrella Liability Premiums	4.62	5.19	0.57	55.44	58.19	2.75	58.19
5440 - Mechanical Breakdown Insurance	0.68	0.36	(0.32)	8.16	8.36	0.20	8.36

Income Statement Report

Harbor Square, Inc.

12-Office 6

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Insurance							
5445 - General Liability Insurance Premium	20.02	22.21	2.19	240.24	264.21	23.97	264.21
5460 - Commercial Package Premiums	89.10	94.61	5.51	1,069.20	1,130.61	61.41	1,130.61
Total Insurance	130.78	141.51	10.73	1,569.36	1,692.51	123.15	1,692.51
Utilities							
6000 - Electric Service	648.04	683.51	35.47	8,216.28	8,203.51	(12.77)	8,203.51
6020 - Electricity,Air Conditioning	1,641.56	1,941.48	299.92	20,812.71	23,294.48	2,481.77	23,294.48
6025 - Water Service	25.70	34.80	9.10	350.77	411.80	61.03	411.80
6030 - Sewer Service	56.73	69.92	13.19	844.91	840.92	(3.99)	840.92
6035 - Trash and Recycling Service	187.70	0.00	(187.70)	1,906.17	0.00	(1,906.17)	0.00
6050 - Telephone Service	15.57	9.71	(5.86)	122.72	121.71	(1.01)	121.71
Total Utilities	2,575.30	2,739.42	164.12	32,253.56	32,872.42	618.86	32,872.42
Operations							
6320 - Depreciation Expense	0.00	0.00	0.00	54.87	0.00	(54.87)	0.00
Total Operations	0.00	0.00	0.00	54.87	0.00	(54.87)	0.00
Contracted Services							
6406 - Electrical Services	1.60	2.20	0.60	8.47	22.20	13.73	22.20
6408 - Elevator Services	0.02	635.44	635.42	1,739.72	7,623.44	5,883.72	7,623.44
6434 - Pest Control	0.00	0.00	0.00	1.40	0.00	(1.40)	0.00
6436 - Plumbing Services	(1.77)	0.00	1.77	(23.32)	0.00	23.32	0.00
6440 - Safety & Security	450.58	164.54	(286.04)	2,643.46	1,973.54	(669.92)	1,973.54
6446 - Window Cleaning Services	0.00	114.00	114.00	680.24	1,370.00	689.76	1,370.00
Total Contracted Services	450.43	916.18	465.75	5,049.97	10,989.18	5,939.21	10,989.18
Repair & Maintenance							
6515 - Building Repair & Maintenance	(5.17)	0.00	5.17	(46.66)	0.00	46.66	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	17.06	17.06	390.41	200.06	(190.35)	200.06
6620 - Grounds Repair & Maintenance	1.99	7.88	5.89	137.49	93.88	(43.61)	93.88
6635 - Janitorial Supplies & Maintenance	1.03	0.66	(0.37)	19.61	10.66	(8.95)	10.66

Income Statement Report
Harbor Square, Inc.
12-Office 6

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Repair & Maintenance							
6670 - Mechanical Systems Services & Sup	61.73	35.28	(26.45)	919.33	421.28	(498.05)	421.28
6680 - Painting Services & Supplies	0.00	(0.04)	(0.04)	5.61	2.96	(2.65)	2.96
6715 - Reimbursable Repairs & Maintenanc	0.00	0.00	0.00	(0.76)	0.00	0.76	0.00
Total Repair & Maintenance	59.58	60.84	1.26	1,425.03	728.84	(696.19)	728.84
Professional Services							
7000 - Audit & Tax Services	0.00	16.00	16.00	514.56	190.00	(324.56)	190.00
7030 - Legal Services - General Counsel	4.32	7.20	2.88	52.06	91.20	39.14	91.20
7040 - Management Fees	40.00	39.49	(0.51)	480.00	477.49	(2.51)	477.49
7095 - Professional Fees,Common	284.46	0.00	(284.46)	577.35	0.00	(577.35)	0.00
Total Professional Services	328.78	62.69	(266.09)	1,623.97	758.69	(865.28)	758.69
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	294.44	0.00	(294.44)	0.00
9005 - State Income Tax	0.00	0.00	0.00	31.74	0.00	(31.74)	0.00
9025 - General Excise Tax	7.15	8.98	1.83	88.98	102.98	14.00	102.98
Total Taxes	7.15	8.98	1.83	415.16	102.98	(312.18)	102.98
Other Expenses							
9105 - Reserve Contribution Expense	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Total Other Expenses	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total Reserve Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total 12-Office 6 Expense	4,343.85	5,082.89	739.04	50,338.16	60,981.89	10,643.73	60,981.89
Total 12-Office 6 Income / (Loss)	752.47	(1.00)	753.47	10,123.61	0.00	10,123.61	0.00

**Income Statement Report
Harbor Square, Inc.
Operating**

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5405 - General Insurance	0.00	0.00	0.00	(3,382.00)	0.00	3,382.00	0.00
Total Insurance	0.00	0.00	0.00	(3,382.00)	0.00	3,382.00	0.00
Association Owned Unit Expenses							
8900 - Maintenance Fees Expense	3,706.21	0.00	(3,706.21)	3,706.21	0.00	(3,706.21)	0.00
8905 - Owned Unit Repair & Maintenance	654.29	0.00	(654.29)	1,004.70	0.00	(1,004.70)	0.00
Total Association Owned Unit Expenses	4,360.50	0.00	(4,360.50)	4,710.91	0.00	(4,710.91)	0.00
Total Operating Expense	4,360.50	0.00	(4,360.50)	1,328.91	0.00	(1,328.91)	0.00
Total Operating Income / (Loss)	(4,360.50)	0.00	(4,360.50)	(1,328.91)	0.00	(1,328.91)	0.00

Income Statement Report

Harbor Square, Inc.

Reserves

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Investment Income							
4905 - Reserve Contribution Income	27,806.00	0.00	27,806.00	333,665.00	0.00	333,665.00	0.00
4910 - Interest Earned - Reserve Accounts	743.21	0.00	743.21	26,775.46	0.00	26,775.46	0.00
Total Investment Income	28,549.21	0.00	28,549.21	360,440.46	0.00	360,440.46	0.00
Total Reserves Income	28,549.21	0.00	28,549.21	360,440.46	0.00	360,440.46	0.00
<u>Expense</u>							
Administrative							
5015 - Bank Charges	0.00	0.00	0.00	175.00	0.00	(175.00)	0.00
Total Administrative	0.00	0.00	0.00	175.00	0.00	(175.00)	0.00
Reserve Expenses							
9800 - Repair & Replacement Expenses	0.00	0.00	0.00	72,795.00	0.00	(72,795.00)	0.00
Total Reserve Expenses	0.00	0.00	0.00	72,795.00	0.00	(72,795.00)	0.00
Total Reserves Expense	0.00	0.00	0.00	72,970.00	0.00	(72,970.00)	0.00
Total Reserves Income / (Loss)	28,549.21	0.00	28,549.21	287,470.46	0.00	287,470.46	0.00

Income and Expense Trend Report
Harbor Square, Inc.
01-Commercial 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	57,716	57,703
Total Assessment Income	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	57,716	57,703
User Fee Income														
4255 - Lease Rent	53	53	53	53	53	53	53	53	53	53	53	53	636	646
Total User Fee Income	53	53	53	53	53	53	53	53	53	53	53	53	636	646
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	176
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	176
Other Income														
4845 - Holiday Fund Receipts	0	0	2	0	0	0	0	0	0	0	0	42	44	0
Total Other Income	0	0	2	0	0	0	0	0	0	0	0	42	44	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	202
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	0	202
Total Income	4,863	4,863	4,865	4,863	4,863	4,863	4,863	4,863	4,863	4,863	4,863	4,905	58,397	58,728
Administrative														
5000 - General Administrative	4	3	5	44	5	91	17	14	41	5	4	5	240	141
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	0	0	0	0	1	0	0	0	0	0	0	0	3	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	11	11	10	11	11	9	10	10	10	9	9	9	117	6,142
5090 - Office Supplies	1	1	2	1	1	0	2	0	1	0	0	2	11	0
5095 - Payroll Services	1	1	1	1	1	1	1	1	1	1	1	1	15	0
5100 - Records Storage	6	0	3	3	6	0	6	0	6	3	0	0	30	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	24	18	23	60	24	101	36	25	58	19	14	17	419	6,283

Income and Expense Trend Report
Harbor Square, Inc.
01-Commercial 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	4	4	3	0	0	0	0	0	1	1	0	3	17	0
5215 - Postage	1	1	2	1	1	0	1	0	1	1	0	2	11	0
Total Communications	5	6	5	1	1	0	1	0	2	1	0	5	28	0
Payroll & Benefits														
5302 - Administrative Salaries	20	18	20	19	20	19	20	20	19	20	19	20	233	238
5310 - Custodial Salaries	58	57	60	58	60	90	91	91	67	98	88	97	914	1,608
5314 - Landscaping Wages	42	39	42	40	42	41	42	42	42	41	39	45	497	343
5316 - Painting Wages	18	16	31	30	32	38	38	37	37	39	28	42	384	375
5318 - General Maintenance Salaries	181	179	77	72	76	77	60	58	56	63	55	61	1,014	1,890
5322 - Air Conditioning wages	22	20	22	21	22	22	23	23	22	23	22	25	268	263
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	83	83	50
5330 - Health Benefits	65	(9)	65	(3)	70	12	22	35	45	119	(3)	46	465	634
5355 - FICA Payroll Taxes	20	26	28	27	28	30	28	28	20	29	26	37	327	290
5360 - Payroll Taxes FUTA	3	1	0	(0)	0	0	0	0	(0)	0	0	0	4	22
5365 - Payroll Taxes SUTA	0	0	0	12	3	2	2	2	2	2	1	3	30	17
5385 - Retirement Fund	4	0	7	0	5	3	4	1	4	3	3	3	36	18
5390 - Workers Compensation	13	13	13	13	13	13	13	13	13	(3,022)	(37)	13	(2,931)	144
5399 - EE Benefits,TDI	0	0	5	0	0	5	9	0	0	(5)	4	0	18	17
Total Payroll & Benefits	446	362	369	288	369	352	352	351	327	(2,592)	245	474	1,342	5,907
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(17)	17	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	2	2
5415 - D&O Insurance Premiums	11	11	11	11	11	11	11	11	11	11	11	11	128	152
5420 - Umbrella Liability Premiums	3	3	3	3	3	3	3	3	3	3	3	3	36	39
5440 - Mechanical Breakdown Insurance	0	0	0	0	0	0	0	0	0	0	0	0	5	6
5445 - General Liability Insurance Premium	13	13	13	13	13	13	13	13	13	13	13	13	158	175
5460 - Commercial Package Premiums	59	59	59	59	59	59	59	59	59	59	59	59	703	750
Total Insurance	86	86	86	86	86	86	86	86	86	69	103	86	1,033	1,122

Income and Expense Trend Report
Harbor Square, Inc.
01-Commercial 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	1,058	1,000	1,044	1,156	988	1,044	984	955	1,089	1,055	1,093	982	12,449	12,422
6005 - Gas Service	0	0	0	0	0	0	1,343	0	0	0	0	0	1,343	0
6020 - Electricity,Air Conditioning	1,775	16,000	(12,648)	2,019	1,658	1,753	1,652	1,602	1,828	1,771	1,834	1,648	20,891	23,383
6025 - Water Service	58	77	165	(22)	78	99	140	1	149	(1)	54	57	855	368
6030 - Sewer Service	126	140	289	(15)	141	156	271	0	275	(1)	122	125	1,630	1,483
6035 - Trash and Recycling Service	208	188	188	188	188	188	188	188	188	188	188	188	2,273	0
6050 - Telephone Service	2	2	0	2	2	2	4	8	2	3	2	2	29	29
Total Utilities	3,226	17,407	(10,962)	3,328	3,055	3,242	4,582	2,753	3,531	3,014	3,292	3,002	39,470	37,685
Contracted Services														
6406 - Electrical Services	0	0	0	0	1	1	0	0	0	(2)	0	0	1	5
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(4)	0	0	0	(9)	0	(1)	0	(1)	(15)	0
6440 - Safety & Security	94	90	137	82	225	129	163	135	146	147	107	299	1,753	1,309
6446 - Window Cleaning Services	0	21	0	0	0	0	21	0	0	0	0	0	43	0
Total Contracted Services	94	111	138	78	225	130	185	126	146	144	107	298	1,782	1,313
Repair & Maintenance														
6515 - Building Repair & Maintenance	(4)	0	0	0	0	(2)	1	0	(4)	(19)	(1)	(3)	(31)	0
6555 - Equipment Rental/Repair & Mainten	67	3	0	11	51	8	28	0	1	2	0	0	171	144
6620 - Grounds Repair & Maintenance	6	9	3	1	12	29	23	2	0	4	1	1	91	62
6635 - Janitorial Supplies & Maintenance	1	0	1	0	0	0	1	0	0	1	0	0	5	2
6670 - Mechanical Systems Services & Su	93	0	602	36	181	27	165	27	48	27	80	93	1,379	632
6680 - Painting Services & Supplies	0	0	0	0	0	0	0	0	0	0	0	0	1	1
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(1)	0	0	0	0	(1)	0
Total Repair & Maintenance	163	12	606	48	244	63	218	29	45	16	81	91	1,616	841
Professional Services														
7000 - Audit & Tax Services	0	101	0	0	114	0	0	0	0	45	81	0	341	126
7030 - Legal Services - General Counsel	4	0	0	4	64	(41)	0	0	0	0	0	3	35	60
7040 - Management Fees	26	26	26	26	26	26	26	26	26	26	26	26	312	317

Income and Expense Trend Report
Harbor Square, Inc.
01-Commercial 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	3	1	1	0	1	23	0	164	0	0	0	189	383	0
Total Professional Services	33	129	27	31	205	8	27	190	26	71	107	218	1,071	503
Taxes														
9000 - Federal Income Tax	0	0	0	0	(4)	(4)	0	0	0	202	0	0	195	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	44	(23)	0	21	0
9025 - General Excise Tax	4	6	5	4	4	4	8	5	5	5	5	5	59	68
Total Taxes	4	6	5	4	0	1	8	5	5	251	(17)	5	275	68
Other Expenses														
9105 - Reserve Contribution Expense	417	418	418	418	418	418	418	418	418	418	418	418	5,015	5,016
Total Other Expenses	417	418	418	418	418	418	418	418	418	418	418	418	5,015	5,016
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	83	0	0	0	0	0	0	0	0	83	0
Total Reserve Expenses	0	0	0	83	0	0	0	0	0	0	0	0	83	0
Total Expense	4,497	18,553	(9,284)	4,426	4,628	4,402	5,913	3,984	4,645	1,411	4,349	4,613	52,135	58,738
Total 01-Commercial 1	366	(13,690)	14,149	437	235	461	(1,050)	879	218	3,451	514	292	6,262	(11)

Income and Expense Trend Report
Harbor Square, Inc.
02-Commercial 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	20,534	20,538
Total Assessment Income	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	20,534	20,538
User Fee Income														
4255 - Lease Rent	31	31	31	31	31	31	31	31	31	31	31	31	374	387
Total User Fee Income	31	31	31	31	31	31	31	31	31	31	31	31	374	387
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	104
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	104
Other Income														
4845 - Holiday Fund Receipts	0	0	1	0	0	0	0	0	0	0	0	25	26	0
Total Other Income	0	0	1	0	0	0	0	0	0	0	0	25	26	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	118
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	0	118
Total Income	1,742	1,742	1,744	1,742	1,742	1,742	1,742	1,742	1,742	1,742	1,742	1,767	20,934	21,147
Administrative														
5000 - General Administrative	3	2	3	26	3	53	10	8	24	3	2	3	141	83
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	0	0	0	0	0	0	0	0	0	0	0	0	2	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	4	4	4	4	4	4	4	4	4	4	4	3	48	3,071
5090 - Office Supplies	1	1	1	0	0	0	1	0	0	0	0	1	7	0
5095 - Payroll Services	1	1	1	1	1	1	1	1	1	1	1	1	9	0
5100 - Records Storage	3	0	2	2	3	0	3	0	3	2	0	0	18	0
5195 - Other Administrative Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Administrative	12	9	11	33	12	58	20	13	32	9	7	9	225	3,154

Income and Expense Trend Report
Harbor Square, Inc.
02-Commercial 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	2	2	2	0	0	0	0	0	1	0	0	2	10	0
5215 - Postage	1	1	1	1	0	0	1	0	0	0	0	1	7	0
Total Communications	3	3	3	1	0	0	1	0	1	1	0	3	17	0
Payroll & Benefits														
5302 - Administrative Salaries	12	11	12	11	12	11	12	12	11	12	11	12	137	140
5310 - Custodial Salaries	58	57	60	58	60	90	91	91	67	98	88	97	914	1,608
5314 - Landscaping Wages	25	23	25	24	25	24	25	25	25	24	23	26	292	202
5316 - Painting Wages	11	10	31	30	32	38	38	37	37	39	28	42	371	225
5318 - General Maintenance Salaries	181	179	45	42	44	45	35	34	33	37	32	36	744	1,890
5322 - Air Conditioning wages	13	12	13	13	13	13	14	14	13	14	13	15	161	158
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	49	49	30
5330 - Health Benefits	55	(7)	56	(2)	53	11	20	31	39	56	(2)	40	348	535
5355 - FICA Payroll Taxes	17	22	24	23	24	25	24	23	17	24	22	32	276	245
5360 - Payroll Taxes FUTA	3	1	0	(0)	0	0	0	0	(0)	0	0	0	4	18
5365 - Payroll Taxes SUTA	0	0	0	10	2	2	2	2	2	2	1	2	25	14
5385 - Retirement Fund	3	0	6	0	4	2	3	1	3	2	2	2	30	15
5390 - Workers Compensation	11	11	11	11	11	11	11	11	11	(1,380)	(32)	11	(1,303)	121
5399 - EE Benefits,TDI	0	0	4	0	0	4	7	0	0	(4)	4	0	15	14
Total Payroll & Benefits	388	318	286	219	279	277	281	281	257	(1,077)	191	363	2,063	5,214
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(10)	10	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	1	1
5415 - D&O Insurance Premiums	6	6	6	6	6	6	6	6	6	6	6	6	77	89
5420 - Umbrella Liability Premiums	2	2	2	2	2	2	2	2	2	2	2	2	22	23
5440 - Mechanical Breakdown Insurance	0	0	0	0	0	0	0	0	0	0	0	0	3	3
5445 - General Liability Insurance Premium	8	8	8	8	8	8	8	8	8	8	8	8	95	103
5460 - Commercial Package Premiums	35	35	35	35	35	35	35	35	35	35	35	35	422	440
Total Insurance	52	52	52	52	52	52	52	52	52	42	62	52	619	659

Income and Expense Trend Report
Harbor Square, Inc.
02-Commercial 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	111	100	110	127	104	110	104	101	115	111	115	103	1,312	1,309
6020 - Electricity,Air Conditioning	444	400	438	505	415	438	413	401	457	443	459	412	5,225	5,848
6025 - Water Service	57	76	164	(21)	77	99	140	1	149	(1)	53	57	851	366
6030 - Sewer Service	125	139	287	(15)	141	156	270	0	274	(1)	122	124	1,622	1,477
6035 - Trash and Recycling Service	1	0	0	0	0	0	0	0	0	0	0	0	1	0
6050 - Telephone Service	1	1	0	1	1	1	2	5	1	2	1	1	17	17
Total Utilities	739	717	999	597	738	804	929	507	996	553	750	698	9,027	9,017
Contracted Services														
6406 - Electrical Services	0	0	0	0	0	0	0	0	0	(2)	0	0	(2)	0
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(3)	0	0	0	(5)	0	(0)	0	(1)	(9)	0
6440 - Safety & Security	55	53	81	48	132	76	96	80	86	86	63	176	1,030	769
6446 - Window Cleaning Services	0	13	0	0	0	0	13	0	0	0	0	0	25	0
Total Contracted Services	55	65	81	46	132	76	108	74	86	84	63	175	1,045	769
Repair & Maintenance														
6515 - Building Repair & Maintenance	(2)	0	0	0	0	(1)	1	0	(2)	(11)	(1)	(2)	(18)	0
6555 - Equipment Rental/Repair & Mainten	95	2	0	6	30	5	17	0	1	1	0	0	156	83
6620 - Grounds Repair & Maintenance	3	5	2	1	7	17	13	1	0	2	1	1	53	37
6635 - Janitorial Supplies & Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6670 - Mechanical Systems Services & Su	31	0	201	12	60	9	55	9	16	9	27	31	460	211
6680 - Painting Services & Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(0)	0	0	0	0	(0)	0
Total Repair & Maintenance	127	7	202	19	97	29	86	10	14	2	27	30	650	330
Professional Services														
7000 - Audit & Tax Services	0	59	0	0	67	0	0	0	0	27	47	0	200	74
7030 - Legal Services - General Counsel	2	0	0	3	38	(24)	0	0	0	0	0	2	20	36
7040 - Management Fees	15	15	15	15	15	15	15	15	15	15	15	15	180	186
7095 - Professional Fees,Common	2	1	1	0	0	14	0	97	0	0	0	111	225	0
Total Professional Services	19	75	16	18	120	5	15	112	15	42	62	127	626	295

Income and Expense Trend Report
Harbor Square, Inc.
02-Commercial 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Taxes														
9000 - Federal Income Tax	0	0	0	0	(2)	(2)	0	0	0	119	0	0	115	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	26	(13)	0	12	0
9025 - General Excise Tax	2	3	3	2	2	3	4	3	3	3	3	3	35	40
Total Taxes	2	3	3	2	0	0	4	3	3	147	(10)	3	162	40
Other Expenses														
9105 - Reserve Contribution Expense	139	140	140	140	140	140	140	140	140	140	140	140	1,679	1,680
Total Other Expenses	139	140	140	140	140	140	140	140	140	140	140	140	1,679	1,680
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	9	0	0	0	0	0	0	0	0	9	0
Total Reserve Expenses	0	0	0	9	0	0	0	0	0	0	0	0	9	0
Total Expense	1,536	1,389	1,793	1,135	1,571	1,441	1,636	1,191	1,596	(57)	1,291	1,599	16,122	21,159
Total 02-Commercial 2	206	353	(49)	607	171	301	107	551	146	1,799	451	168	4,812	(12)

Income and Expense Trend Report
Harbor Square, Inc.
03-Garage
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	266,761	266,727
Total Assessment Income	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	266,761	266,727
User Fee Income														
4255 - Lease Rent	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	29,029	29,744
Total User Fee Income	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	29,029	29,744
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	8,050
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	8,050
Other Income														
4845 - Holiday Fund Receipts	0	0	98	0	0	0	0	0	0	0	0	1,919	2,017	0
Total Other Income	0	0	98	0	0	0	0	0	0	0	0	1,919	2,017	0
Investment Income														
4900 - Interest Earned - Operating Account	3	2	2	1	2	1	2	2	2	2	2	2	21	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	9,200
Total Investment Income	3	2	2	1	2	1	2	2	2	2	2	2	21	9,200
Total Income	24,652	24,651	24,749	24,650	24,651	24,651	24,651	24,651	24,651	24,651	24,651	26,570	297,828	313,721
Administrative														
5000 - General Administrative	224	156	236	2,012	245	4,155	787	642	1,860	246	181	251	10,994	6,440
5010 - Bad Debt	0	40	0	0	0	0	0	0	0	0	0	0	40	0
5025 - Collection Charges	19	0	21	17	23	0	21	0	14	4	0	10	129	0
5030 - Coupon Costs	0	4	10	9	8	0	10	0	0	0	0	0	40	0
5085 - Loan Bank of Hawaii	142	139	128	139	139	112	122	122	123	115	116	110	1,504	39,924
5090 - Office Supplies	45	66	98	23	27	15	92	8	29	17	7	93	520	0
5095 - Payroll Services	57	57	55	55	55	55	55	55	55	55	55	55	667	0
5100 - Records Storage	252	0	126	126	252	0	252	0	252	126	0	0	1,388	0
5195 - Other Administrative Services	0	0	29	0	0	0	2	0	2	0	0	0	34	0
Total Administrative	738	462	703	2,381	749	4,336	1,342	828	2,336	563	359	519	15,316	46,364

Income and Expense Trend Report
Harbor Square, Inc.
03-Garage
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	185	185	128	7	11	1	15	10	62	30	4	126	764	0
5215 - Postage	49	68	112	59	25	9	52	6	28	26	6	84	524	0
Total Communications	234	253	239	66	36	10	67	16	90	56	10	211	1,288	0
Payroll & Benefits														
5302 - Administrative Salaries	897	841	901	869	897	873	897	897	873	897	869	901	10,614	10,884
5310 - Custodial Salaries	11,722	283	300	289	298	450	456	456	337	490	439	485	16,004	8,038
5314 - Landscaping Wages	1,932	1,784	1,924	1,840	1,905	1,853	1,905	1,905	1,904	1,882	1,784	2,052	22,672	15,658
5316 - Painting Wages	0	0	153	149	158	190	190	187	183	193	142	209	1,754	0
5318 - General Maintenance Salaries	904	895	3,496	3,288	3,450	3,534	2,732	2,665	2,556	2,854	2,489	2,779	31,642	9,448
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	3,789	3,789	2,300
5330 - Health Benefits	1,225	(133)	1,148	(147)	1,962	(100)	574	583	847	1,734	(147)	780	8,325	11,966
5355 - FICA Payroll Taxes	317	408	434	415	431	457	433	429	306	442	403	577	5,053	5,472
5360 - Payroll Taxes FUTA	46	14	2	(1)	0	2	2	2	(0)	0	0	0	66	407
5365 - Payroll Taxes SUTA	7	6	6	183	44	36	35	29	27	30	22	40	464	322
5385 - Retirement Fund	61	0	103	0	81	40	61	20	60	41	41	41	549	335
5390 - Workers Compensation	244	244	244	244	244	244	244	244	244	212	(534)	244	2,114	2,711
5399 - EE Benefits,TDI	0	0	79	0	0	70	134	0	0	(70)	68	0	281	312
Total Payroll & Benefits	17,355	4,340	8,788	7,128	9,471	7,650	7,663	7,418	7,336	8,704	5,575	11,897	103,326	67,853
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(778)	778	0	0	0
5410 - Fidelity Bond Insurance	6	6	6	6	6	6	6	6	6	6	6	6	69	69
5415 - D&O Insurance Premiums	489	489	489	489	489	489	489	489	489	489	489	489	5,872	6,926
5420 - Umbrella Liability Premiums	140	140	140	140	140	140	140	140	140	140	140	140	1,677	1,761
5445 - General Liability Insurance Premium	606	606	606	606	606	606	606	606	606	606	606	606	7,269	7,996
5460 - Commercial Package Premiums	2,696	2,696	2,696	2,696	2,696	2,696	2,696	2,696	2,696	2,696	2,696	2,696	32,357	34,216
Total Insurance	3,937	3,937	3,937	3,937	3,937	3,937	3,937	3,937	3,937	3,159	4,715	3,937	47,245	50,967
Utilities														
6000 - Electric Service	1,332	1,200	1,315	1,516	1,245	1,315	1,240	1,202	1,372	1,329	1,376	1,237	15,679	15,637
6025 - Water Service	38	52	188	(10)	58	71	126	(1)	118	(13)	42	45	714	447

Income and Expense Trend Report
Harbor Square, Inc.
03-Garage
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6030 - Sewer Service	57	64	228	(7)	64	73	123	0	125	(1)	56	57	840	675
6035 - Trash and Recycling Service	41	0	0	0	0	0	0	0	0	0	0	0	41	0
6050 - Telephone Service	142	111	60	82	106	106	207	382	100	169	113	161	1,738	1,725
Total Utilities	1,610	1,426	1,791	1,581	1,473	1,565	1,696	1,583	1,716	1,484	1,587	1,500	19,012	18,485
Contracted Services														
6406 - Electrical Services	1	0	3	0	13	13	4	3	0	(103)	0	8	(59)	110
6408 - Elevator Services	1,433	0	0	478	2,653	1,911	0	0	1,433	0	0	0	7,908	34,652
6434 - Pest Control	0	0	42	0	0	0	0	0	0	0	0	0	42	0
6436 - Plumbing Services	0	0	0	(200)	0	0	0	(420)	0	(32)	0	(54)	(706)	0
6440 - Safety & Security	4,291	4,087	6,255	3,737	10,251	5,884	7,447	4,701	6,680	6,688	4,863	13,636	78,520	59,725
6446 - Window Cleaning Services	0	974	0	0	0	0	974	0	0	0	0	0	1,948	0
Total Contracted Services	5,725	5,061	6,300	4,015	12,917	7,808	8,424	4,284	8,113	6,553	4,863	13,590	87,652	94,487
Repair & Maintenance														
6515 - Building Repair & Maintenance	(169)	0	0	0	0	(72)	56	0	(178)	(845)	(47)	(156)	(1,412)	0
6555 - Equipment Rental/Repair & Mainten	7,414	123	0	125	2,344	360	1,282	0	56	92	0	0	11,795	6,580
6620 - Grounds Repair & Maintenance	261	408	120	60	541	1,327	1,131	102	0	181	60	60	4,250	2,841
6635 - Janitorial Supplies & Maintenance	4	0	23	5	8	4	24	6	3	26	7	5	115	53
6680 - Painting Services & Supplies	8	1	2	0	0	7	0	0	2	10	0	0	30	15
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(23)	0	0	0	0	(23)	0
Total Repair & Maintenance	7,518	532	146	190	2,892	1,626	2,493	85	(117)	(537)	20	(91)	14,755	9,488
Professional Services														
7000 - Audit & Tax Services	(120)	4,600	0	0	5,222	0	0	0	0	2,070	3,680	0	15,452	5,750
7030 - Legal Services - General Counsel	181	18	0	203	2,918	(1,882)	17	0	0	0	0	131	1,586	2,760
7040 - Management Fees	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	14,448	14,450
7095 - Professional Fees, Common	118	64	46	5	33	1,072	10	8,285	10	5	0	8,609	18,255	0
Total Professional Services	1,383	5,886	1,250	1,412	9,378	394	1,231	9,489	1,214	3,279	4,884	9,943	49,741	22,960
Taxes														
9000 - Federal Income Tax	0	0	0	0	(164)	(164)	0	0	0	9,239	0	0	8,910	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	1,988	(1,028)	0	961	0

Income and Expense Trend Report
Harbor Square, Inc.
03-Garage
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Taxes														
9025 - General Excise Tax	168	256	245	189	186	200	346	221	213	222	233	217	2,693	3,117
Total Taxes	168	256	245	189	22	36	346	221	213	11,449	(795)	217	12,564	3,117
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	105	0	0	0	0	0	0	0	0	105	0
Total Reserve Expenses	0	0	0	105	0	0	0	0	0	0	0	0	105	0
Total Expense	38,668	22,152	23,398	21,003	40,874	27,362	27,199	27,861	24,837	34,711	21,217	41,723	351,005	313,721
Total 03-Garage	(14,016)	2,499	1,350	3,647	(16,223)	(2,711)	(2,548)	(3,210)	(186)	(10,060)	3,434	(15,153)	(53,177)	(0)

Income and Expense Trend Report
Harbor Square, Inc.
04-Harbor Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	2,279,195	2,278,899
Total Assessment Income	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	2,279,195	2,278,899
User Fee Income														
4225 - Key Receipt	23	45	23	0	23	0	0	68	0	203	0	171	554	0
4255 - Lease Rent	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	60,583	62,072
4295 - Commissions	0	(163)	0	(175)	0	0	0	0	0	0	0	0	(337)	0
Total User Fee Income	5,071	4,931	5,071	4,874	5,071	5,049	5,049	5,116	5,049	5,251	5,049	5,220	60,799	62,072
Rental Income														
4400 - Rent Receipts	3,915	5,625	5,446	0	5,309	11,295	5,626	5,625	5,623	5,626	5,625	5,624	65,340	16,800
Total Rental Income	3,915	5,625	5,446	0	5,309	11,295	5,626	5,625	5,623	5,626	5,625	5,624	65,340	16,800
Collections Income														
4710 - Late Fees	778	2,196	(856)	1,335	725	(22)	1,320	118	513	1,668	1,807	1,682	11,263	0
Total Collections Income	778	2,196	(856)	1,335	725	(22)	1,320	118	513	1,668	1,807	1,682	11,263	0
Other Income														
4845 - Holiday Fund Receipts	0	0	204	0	0	0	0	0	0	0	0	4,004	4,208	0
Total Other Income	0	0	204	0	0	0	0	0	0	0	0	4,004	4,208	0
Investment Income														
4900 - Interest Earned - Operating Account	6	4	3	3	4	3	4	4	3	4	3	3	44	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	19,200
Total Investment Income	6	4	3	3	4	3	4	4	3	4	3	3	44	19,200
Total Income	199,702	202,689	199,801	196,144	201,041	206,257	201,931	200,796	201,121	202,482	202,418	206,467	2,420,849	2,376,971
Administrative														
5000 - General Administrative	467	325	488	4,198	511	8,670	1,642	1,340	3,882	514	378	522	22,937	13,440
5010 - Bad Debt	0	84	0	0	0	0	0	0	0	0	0	0	84	0
5025 - Collection Charges	39	0	43	35	49	0	43	0	29	8	0	21	268	0
5030 - Coupon Costs	0	9	21	18	16	0	20	0	0	0	0	0	84	0
5085 - Loan Bank of Hawaii	1,846	1,809	1,665	1,809	1,809	1,456	1,590	1,590	1,597	1,492	1,508	1,427	19,596	128,984

Income and Expense Trend Report
Harbor Square, Inc.
04-Harbor Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Administrative														
5090 - Office Supplies	93	138	205	49	56	31	192	17	61	35	15	193	1,084	0
5095 - Payroll Services	118	118	116	116	116	116	116	116	116	116	116	116	1,392	0
5100 - Records Storage	527	0	263	263	527	0	527	0	527	263	0	0	2,897	0
5195 - Other Administrative Services	0	0	60	0	0	0	5	0	5	0	0	0	70	0
Total Administrative	3,090	2,483	2,860	6,489	3,083	10,272	4,135	3,062	6,217	2,429	2,015	2,279	48,414	142,424
Communications														
5205 - Supplies,RM/Association	513	303	451	325	373	654	461	344	0	578	506	634	5,142	6,600
5210 - Printing & Copying	386	386	266	15	23	3	31	21	129	63	8	264	1,595	0
5215 - Postage	103	142	233	123	52	18	109	13	58	54	12	176	1,094	0
Total Communications	1,002	831	951	462	449	675	602	377	187	695	527	1,074	7,831	6,600
Payroll & Benefits														
5300 - Resident/Site Manager Salaries	5,143	4,817	5,166	4,980	5,143	5,003	5,143	5,143	5,003	5,143	4,980	5,166	60,826	62,315
5302 - Administrative Salaries	1,873	1,754	1,881	1,813	1,873	1,822	1,873	1,873	1,822	1,873	1,813	1,881	22,151	22,714
5310 - Custodial Salaries	2,730	2,677	2,835	2,733	2,822	4,262	4,319	4,319	3,189	4,633	4,150	4,587	43,257	76,060
5314 - Landscaping Wages	4,033	3,724	4,014	3,841	3,976	3,868	3,976	3,976	3,974	3,927	3,724	4,283	47,316	32,678
5316 - Painting Wages	1,683	1,555	1,444	1,413	1,490	1,801	1,800	1,770	1,729	1,824	1,342	1,980	19,831	35,994
5318 - General Maintenance Salaries	8,559	8,466	7,296	6,861	7,200	7,375	5,702	5,563	5,335	5,957	5,193	5,799	79,305	89,407
5322 - Air Conditioning wages	2,086	1,954	2,096	2,020	2,086	2,061	2,223	2,198	2,144	2,204	2,134	2,414	25,622	25,284
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	7,908	7,908	4,800
5330 - Health Benefits	5,295	(610)	5,283	(307)	6,040	(103)	2,804	2,843	3,667	7,671	(307)	3,697	35,973	51,655
5335 - Employee Lodging	1,540	1,540	1,540	1,540	1,540	4,136	1,716	1,716	1,892	1,716	1,716	1,716	22,308	18,480
5355 - FICA Payroll Taxes	1,447	1,866	1,984	1,896	1,972	2,091	1,978	1,962	1,397	2,019	1,844	2,639	23,093	23,624
5360 - Payroll Taxes FUTA	210	62	8	(3)	0	8	8	8	(2)	0	0	0	300	1,756
5365 - Payroll Taxes SUTA	32	27	28	834	203	163	159	131	125	137	99	182	2,120	1,389
5385 - Retirement Fund	278	0	470	0	368	183	280	92	275	187	189	187	2,509	1,445
5390 - Workers Compensation	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,033	(2,504)	1,052	9,046	11,705
5399 - EE Benefits,TDI	0	0	363	0	0	320	613	0	0	(320)	310	0	1,285	1,346
Total Payroll & Benefits	35,960	28,883	35,458	28,673	35,765	34,042	33,645	32,645	31,603	38,003	24,683	43,489	402,850	460,652

Income and Expense Trend Report
Harbor Square, Inc.
04-Harbor Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(1,623)	1,623	0	0	0
5410 - Fidelity Bond Insurance	12	12	12	12	12	12	12	12	12	12	12	12	144	144
5415 - D&O Insurance Premiums	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	12,255	14,454
5420 - Umbrella Liability Premiums	292	292	292	292	292	292	292	292	292	292	292	292	3,499	3,675
5440 - Mechanical Breakdown Insurance	43	43	43	43	43	43	43	43	43	43	43	43	519	528
5445 - General Liability Insurance Premium	1,264	1,264	1,264	1,264	1,264	1,264	1,264	1,264	1,264	1,264	1,264	1,264	15,171	16,687
5460 - Commercial Package Premiums	5,627	5,627	5,627	5,627	5,627	5,627	5,627	5,627	5,627	5,627	5,627	5,627	67,528	71,407
Total Insurance	8,260	8,260	8,260	8,260	8,260	8,260	8,260	8,260	8,260	6,636	9,883	8,260	99,116	106,895
Utilities														
6000 - Electric Service	19,443	18,000	19,260	21,643	18,166	19,197	18,097	17,547	20,027	19,398	20,086	18,050	228,914	228,415
6020 - Electricity,Air Conditioning	31,504	30,000	31,102	34,234	29,434	31,106	29,322	28,432	32,450	31,431	32,545	29,247	370,807	415,023
6025 - Water Service	4,694	4,673	4,411	3,961	3,662	1,890	10,141	4,965	5,106	4,131	4,854	4,508	56,996	42,888
6030 - Sewer Service	14,634	14,133	14,651	14,493	13,770	16,819	14,996	15,044	15,306	13,553	14,539	13,846	175,786	172,980
6035 - Trash and Recycling Service	2,366	2,065	2,065	2,065	2,065	2,065	2,065	2,065	2,065	2,065	2,065	2,065	25,082	30,590
6045 - Cable Service	11,639	12,394	11,000	13,788	12,399	12,394	12,399	12,575	12,454	12,434	12,434	12,434	148,344	145,418
6050 - Telephone Service	404	517	63	388	394	395	566	960	311	562	301	392	5,253	5,044
6060 - Electricity, Heat Pump	4,924	4,839	5,921	6,377	5,189	4,870	4,431	4,393	5,032	4,244	4,736	4,719	59,676	70,854
Total Utilities	89,610	86,621	88,474	96,948	85,079	88,738	92,018	85,982	92,751	87,818	91,559	85,261	1,070,858	1,111,213
Contracted Services														
6406 - Electrical Services	68	26	185	0	621	2,474	2,344	184	0	1,009	0	555	7,466	7,745
6408 - Elevator Services	3,112	(4,339)	4,308	3,112	6,259	5,313	3,112	3,617	3,112	3,639	3,280	3,623	38,149	6,912
6434 - Pest Control	225	0	762	225	0	225	225	225	225	225	237	267	2,837	2,721
6436 - Plumbing Services	289	777	956	(418)	777	1,603	11,144	9,935	6,332	1,869	3,455	1,360	38,078	15,400
6440 - Safety & Security	8,955	8,530	13,053	7,799	21,393	12,280	15,541	12,897	13,941	13,957	10,149	28,458	166,953	124,644
6446 - Window Cleaning Services	0	2,032	0	0	0	0	2,032	0	0	0	0	0	4,065	4,125
Total Contracted Services	12,649	7,026	19,265	10,718	29,049	21,894	34,398	26,857	23,609	20,699	17,121	34,263	257,547	161,547
Repair & Maintenance														
6515 - Building Repair & Maintenance	3,930	2,022	39,178	26,026	28,004	5,552	3,050	3,371	10,633	15,499	(26,617)	6,108	116,757	57,113
6540 - Amenities,Parking	0	0	0	0	0	0	0	0	0	0	0	0	0	198

Income and Expense Trend Report
Harbor Square, Inc.
04-Harbor Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Repair & Maintenance														
6555 - Equipment Rental/Repair & Mainten	13,357	2,201	691	658	5,360	471	797	0	118	730	149	1,896	26,427	21,868
6620 - Grounds Repair & Maintenance	544	851	251	126	1,129	2,769	2,186	200	0	377	126	126	8,683	5,929
6635 - Janitorial Supplies & Maintenance	135	0	1,645	349	570	306	1,686	419	203	413	465	356	6,548	3,717
6670 - Mechanical Systems Services & Su	3,549	0	22,874	1,364	6,868	1,029	6,269	1,035	1,822	1,035	3,038	3,519	52,401	24,013
6680 - Painting Services & Supplies	295	64	135	16	39	494	17	0	107	712	11	0	1,891	1,033
6700 - Pool Supplies/Repair & Maintenance	5	0	0	5,615	949	0	4,498	0	0	0	0	4,500	15,567	12,870
6715 - Reimbursable Repairs & Maintenanc	0	0	0	0	0	0	0	(48)	0	0	0	0	(48)	0
Total Repair & Maintenance	21,816	5,138	64,774	34,154	42,919	10,620	18,503	4,977	12,883	18,766	(22,827)	16,505	228,227	126,741
Professional Services														
7000 - Audit & Tax Services	0	9,600	0	0	10,898	0	0	0	0	4,320	7,680	0	32,498	12,000
7030 - Legal Services - General Counsel	377	37	0	423	6,090	(3,927)	36	0	0	0	0	273	3,309	5,760
7040 - Management Fees	2,513	2,513	2,513	2,513	2,513	2,513	2,513	2,513	2,513	2,513	2,513	2,513	30,156	30,157
7095 - Professional Fees, Common	246	133	96	10	70	2,237	20	15,657	20	10	0	17,966	36,464	14,911
Total Professional Services	3,136	12,283	2,609	2,946	19,571	823	2,570	18,170	2,533	6,843	10,193	20,752	102,428	62,828
Association Owned Unit Expenses														
8900 - Maintenance Fees Expense	(1,946)	1,946	3,336	3,336	3,336	3,336	2,038	4,077	2,038	0	2,038	0	23,534	0
8905 - Owned Unit Repair & Maintenance	313	313	313	0	584	1,183	373	720	566	0	360	0	4,725	1,375
Total Association Owned Unit Expenses	(1,633)	2,259	3,649	3,336	3,920	4,518	2,411	4,797	2,604	0	2,398	0	28,259	1,375
Taxes														
9000 - Federal Income Tax	0	0	0	0	(343)	(343)	0	0	0	19,281	0	0	18,596	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	4,150	(2,145)	0	2,005	0
9025 - General Excise Tax	350	533	511	394	388	417	721	461	444	463	486	452	5,619	6,504
Total Taxes	350	533	511	394	45	74	721	461	444	23,893	(1,660)	452	26,220	6,504
Other Expenses														
9105 - Reserve Contribution Expense	15,843	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	190,127	190,128
Total Other Expenses	15,843	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	190,127	190,128

Income and Expense Trend Report
Harbor Square, Inc.
04-Harbor Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Reserve Expenses														
9906 - Mechanical Equipment Expenses	2,553	0	0	1,531	0	0	0	0	0	0	0	0	4,085	0
Total Reserve Expenses	2,553	0	0	1,531	0	0	0	0	0	0	0	0	4,085	0
Total Expense	192,636	170,161	242,653	209,754	243,983	195,759	213,106	201,432	196,935	221,626	149,737	228,177	2,465,962	2,376,906
Total 04-Harbor Tower	7,066	32,528	(42,852)	(13,610)	(42,942)	10,498	(11,175)	(636)	4,186	(19,144)	52,680	(21,711)	(45,113)	65

Income and Expense Trend Report
Harbor Square, Inc.
05-Office 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	19,347	19,340
Total Assessment Income	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	19,347	19,340
User Fee Income														
4255 - Lease Rent	36	36	36	36	36	36	36	36	36	36	36	36	432	442
Total User Fee Income	36	36	36	36	36	36	36	36	36	36	36	36	432	442
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	120
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	120
Other Income														
4845 - Holiday Fund Receipts	0	0	1	0	0	0	0	0	0	0	0	29	30	0
Total Other Income	0	0	1	0	0	0	0	0	0	0	0	29	30	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	137
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	0	137
Total Income	1,648	1,648	1,650	1,648	1,648	1,648	1,648	1,648	1,648	1,648	1,648	1,677	19,808	20,038
Administrative														
5000 - General Administrative	3	2	3	30	4	62	12	10	28	4	3	4	164	96
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	0	0	0	0	0	0	0	0	0	0	0	0	2	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	6	6	5	6	6	5	5	5	5	5	5	5	62	3,071
5090 - Office Supplies	1	1	1	0	0	0	1	0	0	0	0	1	8	0
5095 - Payroll Services	1	1	1	1	1	1	1	1	1	1	1	1	10	0
5100 - Records Storage	4	0	2	2	4	0	4	0	4	2	0	0	21	0
5195 - Other Administrative Services	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	15	11	14	39	15	68	23	16	38	11	8	11	268	3,167

Income and Expense Trend Report
Harbor Square, Inc.
05-Office 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	3	3	2	0	0	0	0	0	1	0	0	2	11	0
5215 - Postage	1	1	2	1	0	0	1	0	0	0	0	1	8	0
Total Communications	3	4	4	1	1	0	1	0	1	1	0	3	19	0
Payroll & Benefits														
5302 - Administrative Salaries	13	13	13	13	13	13	13	13	13	13	13	13	158	162
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	29	27	29	27	28	28	28	28	28	28	27	31	337	233
5316 - Painting Wages	12	11	12	12	13	15	15	15	15	15	11	17	163	256
5318 - General Maintenance Salaries	72	72	52	49	51	53	41	40	38	42	37	41	588	756
5322 - Air Conditioning wages	15	14	15	14	15	15	16	16	15	16	15	17	183	180
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	56	56	34
5330 - Health Benefits	24	(4)	23	(2)	33	(1)	12	12	16	34	(2)	16	159	232
5355 - FICA Payroll Taxes	10	13	14	14	14	15	14	14	10	14	13	19	165	106
5360 - Payroll Taxes FUTA	2	0	0	(0)	0	0	0	0	(0)	0	0	0	2	8
5365 - Payroll Taxes SUTA	0	0	0	6	1	1	1	1	1	1	1	1	15	6
5385 - Retirement Fund	2	0	3	0	3	1	2	1	2	1	1	1	18	6
5390 - Workers Compensation	5	5	5	5	5	5	5	5	5	(17)	(21)	5	9	52
5399 - EE Benefits,TDI	0	0	3	0	0	2	4	0	0	(2)	2	0	9	6
Total Payroll & Benefits	207	173	193	161	200	183	188	181	170	185	133	256	2,230	2,681
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(12)	12	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	1	1
5415 - D&O Insurance Premiums	7	7	7	7	7	7	7	7	7	7	7	7	87	103
5420 - Umbrella Liability Premiums	2	2	2	2	2	2	2	2	2	2	2	2	25	26
5440 - Mechanical Breakdown Insurance	0	0	0	0	0	0	0	0	0	0	0	0	4	4
5445 - General Liability Insurance Premium	9	9	9	9	9	9	9	9	9	9	9	9	108	119
5460 - Commercial Package Premiums	40	40	40	40	40	40	40	40	40	40	40	40	481	509
Total Insurance	59	59	59	59	59	59	59	59	59	47	70	59	706	762

Income and Expense Trend Report
Harbor Square, Inc.
05-Office 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	295	300	291	301	275	291	274	266	304	294	304	274	3,469	3,463
6020 - Electricity,Air Conditioning	426	400	421	469	398	421	397	385	439	425	440	396	5,017	5,615
6025 - Water Service	14	16	19	12	12	10	29	1	27	(4)	11	12	158	185
6030 - Sewer Service	28	29	30	27	26	24	54	0	53	(2)	26	26	320	378
6035 - Trash and Recycling Service	1	0	0	0	0	0	0	0	0	0	0	0	1	0
6050 - Telephone Service	7	2	5	1	4	4	5	8	4	5	4	7	55	55
Total Utilities	770	746	766	811	715	750	759	660	826	719	786	713	9,020	9,697
Contracted Services														
6406 - Electrical Services	0	0	0	0	1	3	0	0	0	(0)	0	1	6	10
6408 - Elevator Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(3)	0	0	0	(6)	0	(0)	0	(1)	(11)	0
6440 - Safety & Security	64	61	93	56	152	88	111	92	99	99	72	203	1,190	888
6446 - Window Cleaning Services	0	153	0	0	0	139	14	0	0	0	0	0	306	617
Total Contracted Services	64	214	94	53	154	229	126	86	99	99	72	203	1,492	1,515
Repair & Maintenance														
6515 - Building Repair & Maintenance	(3)	0	0	0	0	(1)	1	0	(3)	(13)	(1)	(2)	(21)	0
6555 - Equipment Rental/Repair & Mainten	106	2	0	7	35	5	19	0	1	1	0	0	176	90
6620 - Grounds Repair & Maintenance	4	6	2	1	8	20	16	1	0	3	1	1	62	42
6635 - Janitorial Supplies & Maintenance	0	0	2	0	1	0	2	1	0	1	1	0	9	5
6670 - Mechanical Systems Services & Su	28	0	181	11	54	8	49	8	14	8	24	28	414	190
6680 - Painting Services & Supplies	0	0	0	0	0	1	0	0	0	1	0	0	2	1
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(0)	0	0	0	0	(0)	0
Total Repair & Maintenance	136	8	185	19	98	33	87	10	13	1	25	27	641	328
Professional Services														
7000 - Audit & Tax Services	0	68	0	0	78	0	0	0	0	31	55	0	232	86
7030 - Legal Services - General Counsel	3	0	0	3	43	(28)	0	0	0	0	0	2	24	41
7040 - Management Fees	18	18	18	18	18	18	18	18	18	18	18	18	216	215

Income and Expense Trend Report
Harbor Square, Inc.
05-Office 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	2	1	1	0	1	16	0	112	0	0	0	128	260	0
Total Professional Services	22	88	19	21	140	6	18	130	18	49	73	148	731	341
Taxes														
9000 - Federal Income Tax	0	0	0	0	(2)	(2)	0	0	0	137	0	0	132	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	30	(15)	0	14	0
9025 - General Excise Tax	2	4	4	3	3	3	5	3	3	3	3	3	40	46
Total Taxes	2	4	4	3	0	1	5	3	3	170	(12)	3	187	46
Other Expenses														
9105 - Reserve Contribution Expense	125	126	126	126	126	126	126	126	126	126	126	126	1,511	1,512
Total Other Expenses	125	126	126	126	126	126	126	126	126	126	126	126	1,511	1,512
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	23	0	0	0	0	0	0	0	0	23	0
Total Reserve Expenses	0	0	0	23	0	0	0	0	0	0	0	0	23	0
Total Expense	1,404	1,431	1,462	1,315	1,507	1,454	1,392	1,270	1,353	1,409	1,281	1,549	16,828	20,049
Total 05-Office 1	244	217	187	333	141	194	256	378	295	239	367	128	2,980	(10)

Income and Expense Trend Report
Harbor Square, Inc.
06-Sailors Home
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	110,872	110,857
Total Assessment Income	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	110,872	110,857
User Fee Income														
4255 - Lease Rent	252	252	252	252	252	252	252	252	252	252	252	252	3,029	0
Total User Fee Income	252	252	252	252	252	252	252	252	252	252	252	252	3,029	0
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	840
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	840
Other Income														
4845 - Holiday Fund Receipts	0	0	10	0	0	0	0	0	0	0	0	200	210	0
Total Other Income	0	0	10	0	0	0	0	0	0	0	0	200	210	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	2	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	960
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	2	960
Total Income	9,492	9,492	9,502	9,492	9,492	9,492	9,492	9,492	9,492	9,492	9,492	9,692	114,114	112,657
Administrative														
5000 - General Administrative	23	16	22	210	24	431	42	67	194	25	19	25	1,098	672
5005 - Annual Assn Mtg Expense	0	0	0	0	0	0	40	0	0	0	0	0	40	0
5010 - Bad Debt	0	4	0	0	0	0	0	0	0	0	0	0	4	0
5025 - Collection Charges	2	0	2	2	2	0	2	0	1	0	0	1	14	0
5030 - Coupon Costs	0	0	1	1	1	0	1	0	0	0	0	0	4	0
5085 - Loan Bank of Hawaii	36	35	33	35	35	29	31	31	31	29	30	28	384	6,142
5090 - Office Supplies	5	7	10	2	3	2	10	1	3	2	1	10	54	0
5095 - Payroll Services	6	6	6	6	6	6	6	6	6	6	6	6	70	0
5100 - Records Storage	26	0	13	13	26	0	26	0	26	13	0	0	145	0

Income and Expense Trend Report
Harbor Square, Inc.
06-Sailors Home
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Administrative														
5195 - Other Administrative Services	0	0	3	0	0	0	0	0	0	0	0	0	4	0
Total Administrative	98	69	90	270	98	467	158	105	262	75	55	69	1,817	6,814
Communications														
5210 - Printing & Copying	19	19	13	1	1	0	2	1	6	3	0	13	80	0
5215 - Postage	5	7	12	6	3	1	5	1	3	3	1	9	55	0
Total Communications	24	26	25	7	4	1	7	2	9	6	1	22	134	0
Payroll & Benefits														
5302 - Administrative Salaries	94	88	94	91	94	91	94	94	91	94	91	94	1,108	1,136
5310 - Custodial Salaries	92	91	96	92	95	144	146	146	108	157	140	155	1,463	2,572
5314 - Landscaping Wages	202	186	201	192	199	193	199	199	199	196	186	214	2,366	1,634
5316 - Painting Wages	84	78	49	48	50	61	61	60	58	62	45	67	723	1,800
5318 - General Maintenance Salaries	289	286	365	343	360	369	285	278	267	298	260	290	3,690	3,023
5322 - Air Conditioning wages	104	98	105	101	104	108	111	110	107	110	107	121	1,286	1,264
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	395	395	240
5330 - Health Benefits	158	(24)	150	(15)	225	(9)	77	78	119	238	(15)	103	1,084	1,532
5355 - FICA Payroll Taxes	57	74	79	75	78	83	78	78	55	80	73	105	916	701
5360 - Payroll Taxes FUTA	8	2	0	(0)	0	0	0	0	(0)	0	0	0	12	52
5365 - Payroll Taxes SUTA	1	1	1	33	8	6	6	5	5	5	4	7	84	41
5385 - Retirement Fund	11	0	19	0	15	7	11	4	11	7	7	7	99	43
5390 - Workers Compensation	31	31	31	31	31	31	31	31	31	5	(110)	31	207	347
5399 - EE Benefits,TDI	0	0	14	0	0	13	24	0	0	(13)	12	0	51	40
Total Payroll & Benefits	1,133	911	1,204	991	1,260	1,097	1,124	1,083	1,051	1,239	801	1,590	13,483	14,425
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(81)	81	0	0	0
5410 - Fidelity Bond Insurance	1	1	1	1	1	1	1	1	1	1	1	1	7	7
5415 - D&O Insurance Premiums	51	51	51	51	51	51	51	51	51	51	51	51	613	723
5420 - Umbrella Liability Premiums	15	15	15	15	15	15	15	15	15	15	15	15	175	184
5440 - Mechanical Breakdown Insurance	2	2	2	2	2	2	2	2	2	2	2	2	26	26
5445 - General Liability Insurance Premium	63	63	63	63	63	63	63	63	63	63	63	63	758	834

Income and Expense Trend Report
Harbor Square, Inc.
06-Sailors Home
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Insurance														
5460 - Commercial Package Premiums	281	281	281	281	281	281	281	281	281	281	281	281	3,376	3,570
Total Insurance	413	413	413	413	413	413	413	413	413	332	494	413	4,956	5,345
Utilities														
6000 - Electric Service	1,943	1,800	1,918	2,161	1,815	1,918	1,808	1,753	2,001	1,939	2,007	1,803	22,865	22,819
6020 - Electricity,Air Conditioning	2,367	2,200	2,336	2,625	2,211	2,337	2,203	2,136	2,438	2,361	2,445	2,197	27,855	31,177
6025 - Water Service	281	277	349	(86)	212	193	442	(16)	406	(30)	174	205	2,404	3,085
6030 - Sewer Service	438	383	446	(65)	337	317	682	(14)	650	(23)	303	327	3,779	4,318
6035 - Trash and Recycling Service	4	0	0	0	0	0	0	0	0	0	0	0	4	0
6050 - Telephone Service	9	12	0	9	8	8	19	37	7	14	9	10	141	140
Total Utilities	5,041	4,671	5,049	4,643	4,582	4,772	5,154	3,896	5,501	4,261	4,937	4,542	57,049	61,540
Contracted Services														
6406 - Electrical Services	0	0	0	0	1	4	0	0	0	(11)	0	1	(3)	12
6408 - Elevator Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6434 - Pest Control	0	0	4	0	0	0	0	0	0	0	0	0	4	0
6436 - Plumbing Services	0	0	0	(21)	0	0	0	(44)	0	(3)	0	(6)	(74)	0
6440 - Safety & Security	448	426	653	390	1,070	614	777	2,123	697	698	507	1,423	9,826	6,232
6446 - Window Cleaning Services	0	102	0	0	0	0	102	0	0	0	0	0	203	0
Total Contracted Services	448	528	657	369	1,071	618	879	2,080	697	684	507	1,418	9,957	6,244
Repair & Maintenance														
6515 - Building Repair & Maintenance	(18)	0	0	0	0	(8)	6	0	(19)	(88)	(5)	(16)	(147)	0
6555 - Equipment Rental/Repair & Mainten	549	0	0	9	245	7	134	0	6	10	0	0	959	232
6620 - Grounds Repair & Maintenance	27	43	13	6	56	136	26	4	0	19	6	6	342	296
6635 - Janitorial Supplies & Maintenance	0	0	3	1	1	1	2	1	0	3	1	1	12	6
6670 - Mechanical Systems Services & Su	249	0	1,605	96	483	72	440	73	128	73	213	247	3,678	1,685
6680 - Painting Services & Supplies	(887)	0	0	0	0	1	0	0	0	1	0	0	(884)	2
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(2)	0	0	0	0	(2)	0
Total Repair & Maintenance	(78)	43	1,621	112	785	208	608	75	116	17	215	237	3,957	2,221
Professional Services														
7000 - Audit & Tax Services	120	480	0	0	545	0	0	0	0	216	384	0	1,745	600

Income and Expense Trend Report
Harbor Square, Inc.
06-Sailors Home
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7030 - Legal Services - General Counsel	19	2	0	21	304	(196)	2	0	0	0	0	14	165	288
7040 - Management Fees	126	126	126	126	126	126	126	126	126	126	126	126	1,512	1,508
7095 - Professional Fees, Common	12	7	5	0	3	112	1	0	1	0	0	898	1,040	0
Total Professional Services	277	614	131	148	979	41	129	126	127	342	510	1,038	4,463	2,396
Taxes														
9000 - Federal Income Tax	0	0	0	0	(17)	(17)	0	0	0	964	0	0	930	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	207	(107)	0	100	0
9025 - General Excise Tax	17	27	26	20	19	21	36	23	22	23	24	23	281	325
Total Taxes	17	27	26	20	2	4	36	23	22	1,195	(83)	23	1,311	325
Other Expenses														
9105 - Reserve Contribution Expense	1,112	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	13,355	13,356
Total Other Expenses	1,112	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	13,355	13,356
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	153	0	0	0	0	0	0	0	0	153	0
Total Reserve Expenses	0	0	0	153	0	0	0	0	0	0	0	0	153	0
Total Expense	8,486	8,415	10,328	8,237	10,306	8,734	9,621	8,914	9,312	9,263	8,551	10,466	110,635	112,666
Total 06-Sailors Home	1,006	1,077	(826)	1,254	(814)	757	(129)	578	180	228	941	(774)	3,479	(9)

Income and Expense Trend Report
Harbor Square, Inc.
07-Town Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	1,480,729	1,480,538
Total Assessment Income	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	1,480,729	1,480,538
User Fee Income														
4225 - Key Receipt	3	5	3	0	3	0	0	8	0	23	0	19	62	0
4235 - Laundry Receipts	3,714	0	3,731	0	0	6,329	2,471	1,658	0	3,132	2,135	1,953	25,122	17,548
4255 - Lease Rent	2,314	2,314	2,314	2,314	2,314	2,314	2,314	2,314	2,314	2,314	2,314	2,314	27,767	28,450
4295 - Commissions	0	(315)	0	(339)	0	0	0	0	0	0	0	0	(654)	0
Total User Fee Income	6,030	2,003	6,047	1,975	2,316	8,642	4,785	3,979	2,314	5,468	4,449	4,286	52,296	45,998
Rental Income														
4400 - Rent Receipts	435	2,076	605	0	590	1,255	625	625	625	625	625	625	8,711	7,700
Total Rental Income	435	2,076	605	0	590	1,255	625	625	625	625	625	625	8,711	7,700
Collections Income														
4710 - Late Fees	1,510	244	(1,662)	148	1,406	(43)	147	13	57	185	201	187	2,393	0
Total Collections Income	1,510	244	(1,662)	148	1,406	(43)	147	13	57	185	201	187	2,393	0
Other Income														
4805 - Compliance Fees	0	0	0	0	0	0	0	0	0	0	0	146	146	0
4845 - Holiday Fund Receipts	0	0	94	0	0	0	0	0	0	0	0	1,835	1,929	0
Total Other Income	0	0	94	0	0	0	0	0	0	0	0	1,981	2,075	0
Investment Income														
4900 - Interest Earned - Operating Account	3	2	2	1	2	1	2	2	2	2	2	1	20	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	8,800
Total Investment Income	3	2	2	1	2	1	2	2	2	2	2	1	20	8,800
Total Income	131,372	127,719	128,480	125,519	127,709	133,250	128,952	128,013	126,391	129,674	128,671	130,475	1,546,225	1,543,036
Administrative														
5000 - General Administrative	214	149	224	1,598	234	3,974	753	614	1,779	236	173	239	10,187	6,160
5005 - Annual Assn Mtg Expense	0	0	0	326	0	0	0	0	0	0	0	0	326	0
5010 - Bad Debt	0	38	0	0	0	0	0	0	0	0	0	0	38	0

Income and Expense Trend Report
Harbor Square, Inc.
07-Town Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Administrative														
5025 - Collection Charges	18	0	20	16	22	0	20	0	13	4	0	10	123	0
5030 - Coupon Costs	0	4	10	8	7	0	9	0	0	0	0	0	39	0
5085 - Loan Bank of Hawaii	1,342	1,316	1,211	1,316	1,316	1,059	1,156	1,156	1,161	1,085	1,096	1,038	14,250	92,131
5090 - Office Supplies	43	63	94	22	26	14	88	8	28	16	7	88	497	0
5095 - Payroll Services	54	54	53	53	53	53	53	53	53	53	53	53	638	0
5100 - Records Storage	241	0	121	121	241	0	241	0	241	121	0	0	1,328	0
5195 - Other Administrative Services	0	0	28	0	0	0	2	0	2	0	0	0	32	0
Total Administrative	1,913	1,624	1,758	3,460	1,899	5,100	2,322	1,831	3,279	1,514	1,329	1,428	27,458	98,291
Communications														
5205 - Supplies, RM/Association	420	248	369	266	305	535	377	281	0	473	414	519	4,207	5,400
5210 - Printing & Copying	177	177	122	7	11	1	14	10	59	29	4	121	731	0
5215 - Postage	47	65	107	56	24	8	50	6	27	25	6	81	501	0
Total Communications	644	490	598	329	340	545	442	297	86	527	424	720	5,439	5,400
Payroll & Benefits														
5300 - Resident/Site Manager Salaries	4,208	3,941	4,227	4,074	4,208	4,093	4,208	4,208	4,093	4,208	4,074	4,227	49,767	50,985
5302 - Administrative Salaries	858	804	862	831	858	835	858	858	835	858	831	862	10,152	10,410
5310 - Custodial Salaries	1,251	1,227	1,299	1,253	1,294	1,954	1,980	1,980	1,462	2,124	1,902	2,102	19,827	34,863
5314 - Landscaping Wages	1,848	1,707	1,840	1,760	1,822	1,773	1,822	1,822	1,821	1,800	1,707	1,963	21,686	14,977
5316 - Painting Wages	771	713	662	647	683	826	825	811	793	836	615	908	9,090	16,497
5318 - General Maintenance Salaries	3,923	3,880	3,344	3,145	3,300	3,380	2,613	2,550	2,445	2,730	2,380	2,658	36,349	40,980
5322 - Air Conditioning wages	956	896	961	926	956	986	1,019	1,007	983	1,010	978	1,106	11,785	11,588
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	3,624	3,624	2,200
5330 - Health Benefits	3,923	(295)	4,031	(141)	3,853	11	2,182	2,211	2,811	5,799	(141)	2,847	27,092	38,556
5335 - Employee Lodging	1,260	1,260	1,260	1,260	1,260	3,384	1,404	1,404	1,548	1,404	1,404	1,404	18,252	15,120
5355 - FICA Payroll Taxes	701	903	961	918	955	1,012	958	950	677	977	893	1,424	11,329	17,633
5360 - Payroll Taxes FUTA	102	30	4	(1)	0	4	4	4	(1)	0	0	0	145	1,310
5365 - Payroll Taxes SUTA	16	13	14	404	98	79	77	64	61	66	48	88	1,027	1,037
5385 - Retirement Fund	135	0	228	0	178	89	136	44	133	90	91	90	1,215	1,079
5390 - Workers Compensation	785	785	785	785	785	785	785	785	785	737	(937)	785	7,650	8,736

Income and Expense Trend Report
Harbor Square, Inc.
07-Town Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Payroll & Benefits														
5399 - EE Benefits,TDI	0	0	176	0	0	155	297	0	0	(155)	150	0	622	1,005
Total Payroll & Benefits	20,736	15,864	20,652	15,862	20,250	19,366	19,167	18,698	18,446	22,486	13,997	24,089	229,612	266,977
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(744)	744	0	0	0
5410 - Fidelity Bond Insurance	6	6	6	6	6	6	6	6	6	6	6	6	66	66
5415 - D&O Insurance Premiums	468	468	468	468	468	468	468	468	468	468	468	468	5,617	6,625
5420 - Umbrella Liability Premiums	134	134	134	134	134	134	134	134	134	134	134	134	1,604	1,684
5440 - Mechanical Breakdown Insurance	20	20	20	20	20	20	20	20	20	20	20	20	238	242
5445 - General Liability Insurance Premium	579	579	579	579	579	579	579	579	579	579	579	579	6,953	7,648
5460 - Commercial Package Premiums	2,579	2,579	2,579	2,579	2,579	2,579	2,579	2,579	2,579	2,579	2,579	2,579	30,950	32,728
Total Insurance	3,786	3,786	3,786	3,786	3,786	3,786	3,786	3,786	3,786	3,042	4,530	3,786	45,428	48,993
Utilities														
6000 - Electric Service	13,180	13,000	13,011	13,872	12,314	13,013	12,267	11,894	13,575	13,149	13,615	12,235	155,127	154,860
6005 - Gas Service	1,752	2,258	1,388	1,602	476	1,176	20	2,887	1,077	1,076	1,238	1,311	16,262	19,793
6020 - Electricity,Air Conditioning	18,341	17,000	18,107	20,395	17,136	18,109	17,070	16,552	18,891	18,298	18,947	17,026	215,871	241,612
6025 - Water Service	3,831	3,748	3,319	3,457	2,688	1,898	8,303	4,064	4,170	3,368	3,968	3,686	46,499	35,204
6030 - Sewer Service	11,930	11,061	12,725	11,363	10,900	14,070	12,177	12,309	12,429	11,090	11,854	11,286	143,194	141,022
6035 - Trash and Recycling Service	1,905	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	20,491	25,029
6045 - Cable Service	9,523	10,141	9,070	11,281	10,145	10,141	10,145	10,289	10,189	10,173	10,173	10,173	121,442	118,978
6050 - Telephone Service	320	357	215	296	493	353	348	574	345	381	213	515	4,409	2,901
6060 - Electricity, Heat Pump	4,029	4,032	4,772	5,217	4,245	3,985	3,626	3,595	4,117	3,472	3,875	3,861	48,825	57,972
Total Utilities	64,810	63,285	64,296	69,172	60,087	64,434	65,645	63,853	66,483	62,697	65,573	61,783	772,119	797,371
Contracted Services														
6406 - Electrical Services	62	23	168	0	829	2,242	239	167	0	1,027	0	503	5,260	7,019
6408 - Elevator Services	2,546	(3,550)	3,525	2,546	4,880	4,347	2,546	2,959	2,546	2,977	2,684	2,965	30,972	5,655
6434 - Pest Control	184	0	408	184	0	184	184	184	184	184	194	218	2,106	2,227
6436 - Plumbing Services	236	636	782	(192)	330	870	6,419	8,444	2,687	1,554	2,827	1,153	25,747	12,600
6440 - Safety & Security	4,104	3,910	5,983	3,575	9,805	5,628	7,123	5,911	6,389	6,397	4,651	13,043	76,520	57,129

Income and Expense Trend Report
Harbor Square, Inc.
07-Town Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Contracted Services														
6446 - Window Cleaning Services	0	932	0	0	0	0	932	0	0	0	0	0	1,863	3,375
Total Contracted Services	7,132	1,950	10,866	6,113	15,845	13,271	17,442	17,665	11,807	12,139	10,356	17,882	142,468	88,004
Repair & Maintenance														
6515 - Building Repair & Maintenance	(6,509)	1,759	32,692	2,587	3,711	4,597	2,579	2,758	8,834	13,316	(25,899)	5,351	45,775	46,728
6540 - Amenities, Parking	0	0	0	0	0	0	0	0	0	0	0	0	0	162
6555 - Equipment Rental/Repair & Mainten	6,490	1,767	565	359	3,147	257	1,268	0	54	528	122	1,316	15,874	15,033
6620 - Grounds Repair & Maintenance	249	390	115	58	517	1,269	1,002	92	0	173	58	58	3,980	2,717
6635 - Janitorial Supplies & Maintenance	120	0	1,491	316	517	277	1,528	380	184	433	421	322	5,990	3,369
6670 - Mechanical Systems Services & Su	1,993	0	12,841	766	3,856	578	3,519	581	1,023	581	1,706	1,976	29,418	13,481
6680 - Painting Services & Supplies	1,137	58	122	15	36	448	16	0	97	646	10	0	2,584	936
6700 - Pool Supplies/Repair & Maintenanc	4	0	0	4,594	777	0	3,804	0	0	0	0	3,682	12,861	10,530
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(22)	0	0	0	0	(22)	0
Total Repair & Maintenance	3,485	3,975	47,827	8,694	12,560	7,425	13,716	3,789	10,191	15,676	(23,582)	12,704	116,460	92,957
Professional Services														
7000 - Audit & Tax Services	0	4,400	0	0	4,995	0	0	0	0	1,980	3,520	0	14,895	5,500
7030 - Legal Services - General Counsel	173	17	0	194	2,791	(1,800)	17	0	0	0	0	125	1,517	2,640
7040 - Management Fees	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	13,824	13,822
7095 - Professional Fees, Common	113	61	44	5	32	1,025	9	7,176	9	5	0	8,234	16,713	12,200
Total Professional Services	1,438	5,630	1,196	1,351	8,970	377	1,178	8,328	1,161	3,137	4,672	9,511	46,949	34,161
Association Owned Unit Expenses														
8900 - Maintenance Fees Expense	(216)	1,760	371	371	371	371	1,668	3,336	1,668	0	1,668	0	11,366	0
8905 - Owned Unit Repair & Maintenance	35	234	35	0	65	131	305	589	463	0	295	0	2,151	1,125
Total Association Owned Unit Expenses	(181)	1,994	405	371	436	502	1,973	3,925	2,131	0	1,962	0	13,517	1,125
Taxes														
9000 - Federal Income Tax	0	0	0	0	(157)	(157)	0	0	0	8,837	0	0	8,523	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	1,902	(983)	0	919	0
9025 - General Excise Tax	160	245	234	181	178	191	331	211	204	212	223	207	2,576	2,981
Total Taxes	160	245	234	181	21	34	331	211	204	10,951	(761)	207	12,017	2,981

Income and Expense Trend Report
Harbor Square, Inc.
07-Town Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Other Expenses														
9105 - Reserve Contribution Expense	8,898	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	106,787	106,788
Total Other Expenses	8,898	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	106,787	106,788
Reserve Expenses														
9906 - Mechanical Equipment Expenses	2,089	0	0	1,038	0	0	0	0	0	0	0	0	3,127	0
Total Reserve Expenses	2,089	0	0	1,038	0	0	0	0	0	0	0	0	3,127	0
Total Expense	114,910	107,741	160,518	119,254	133,093	123,738	134,900	131,280	126,472	141,066	87,399	141,011	1,521,382	1,543,049
Total 07-Town Tower	16,462	19,978	(32,038)	6,265	(5,384)	9,511	(5,948)	(3,267)	(80)	(11,392)	41,272	(10,536)	24,843	(13)

Income and Expense Trend Report
Harbor Square, Inc.
08-Office 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	27,063	27,061
Total Assessment Income	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	27,063	27,061
User Fee Income														
4255 - Lease Rent	44	44	44	44	44	44	44	44	44	44	44	44	528	540
Total User Fee Income	44	44	44	44	44	44	44	44	44	44	44	44	528	540
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	146
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	146
Other Income														
4845 - Holiday Fund Receipts	0	0	2	0	0	0	0	0	0	0	0	35	37	0
Total Other Income	0	0	2	0	0	0	0	0	0	0	0	35	37	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	167
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	0	167
Total Income	2,299	2,299	2,301	2,299	2,299	2,299	2,299	2,299	2,299	2,299	2,299	2,334	27,628	27,914
Administrative														
5000 - General Administrative	4	3	4	37	4	78	14	12	34	4	3	5	202	117
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	0	0	0	0	0	0	0	0	0	0	0	0	2	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	7	7	7	7	7	6	6	6	6	6	6	6	77	3,071
5090 - Office Supplies	1	1	2	0	0	0	2	0	1	0	0	2	9	0
5095 - Payroll Services	1	1	1	1	1	1	1	1	1	1	1	1	12	0
5100 - Records Storage	5	0	2	2	5	0	5	0	5	2	0	0	25	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	18	13	17	48	18	85	28	19	46	14	10	13	330	3,188

Income and Expense Trend Report
Harbor Square, Inc.
08-Office 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	3	3	2	0	0	0	0	0	1	1	0	2	14	0
5215 - Postage	1	1	2	1	0	0	1	0	1	0	0	2	10	0
Total Communications	4	5	4	1	1	0	1	0	2	1	0	4	23	0
Payroll & Benefits														
5302 - Administrative Salaries	16	15	16	16	16	16	16	16	16	16	16	16	193	198
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	35	32	35	33	35	34	35	35	35	34	32	37	412	285
5316 - Painting Wages	15	14	12	12	13	15	15	15	15	15	11	17	168	314
5318 - General Maintenance Salaries	72	72	64	60	63	64	50	48	46	52	45	51	686	756
5322 - Air Conditioning wages	18	17	18	18	18	19	19	19	19	19	19	21	224	220
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	69	69	42
5330 - Health Benefits	28	(5)	27	(3)	40	(2)	14	14	19	40	(3)	18	188	272
5355 - FICA Payroll Taxes	12	15	16	15	16	17	16	16	11	16	15	21	184	125
5360 - Payroll Taxes FUTA	2	0	0	(0)	0	0	0	0	(0)	0	0	0	2	9
5365 - Payroll Taxes SUTA	0	0	0	7	2	1	1	1	1	1	1	1	17	7
5385 - Retirement Fund	2	0	4	0	3	1	2	1	2	1	2	1	20	8
5390 - Workers Compensation	6	6	6	6	6	6	6	6	6	(43)	(23)	6	(10)	62
5399 - EE Benefits,TDI	0	0	3	0	0	3	5	0	0	(3)	2	0	10	7
Total Payroll & Benefits	229	189	224	186	234	210	215	207	196	190	152	298	2,530	2,947
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(14)	14	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	1	1
5415 - D&O Insurance Premiums	9	9	9	9	9	9	9	9	9	9	9	9	107	126
5420 - Umbrella Liability Premiums	3	3	3	3	3	3	3	3	3	3	3	3	30	32
5440 - Mechanical Breakdown Insurance	0	0	0	0	0	0	0	0	0	0	0	0	5	5
5445 - General Liability Insurance Premium	11	11	11	11	11	11	11	11	11	11	11	11	132	145
5460 - Commercial Package Premiums	49	49	49	49	49	49	49	49	49	49	49	49	588	622
Total Insurance	72	72	72	72	72	72	72	72	72	58	86	72	863	931

Income and Expense Trend Report

Harbor Square, Inc.

08-Office 2

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	384	350	379	434	359	379	358	347	396	383	397	357	4,523	4,516
6020 - Electricity,Air Conditioning	521	500	514	561	486	514	484	470	536	519	538	483	6,126	6,857
6025 - Water Service	17	19	23	15	14	12	35	3	33	(5)	14	14	195	226
6030 - Sewer Service	34	35	34	36	31	29	66	1	65	(2)	31	31	392	463
6035 - Trash and Recycling Service	1	0	0	0	0	0	0	0	0	0	0	0	1	0
6050 - Telephone Service	8	2	7	1	5	5	6	10	5	6	5	9	67	67
Total Utilities	964	907	957	1,047	896	940	949	830	1,034	901	985	894	11,304	12,129
Contracted Services														
6406 - Electrical Services	0	0	0	0	1	4	0	0	0	(0)	0	1	7	12
6408 - Elevator Services	172	0	0	57	318	229	0	0	172	0	0	0	949	4,158
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(4)	0	0	0	(8)	0	(1)	0	(1)	(13)	0
6440 - Safety & Security	78	74	114	68	186	107	135	112	121	122	88	248	1,454	1,085
6446 - Window Cleaning Services	0	187	0	0	0	169	18	0	0	0	0	0	374	754
Total Contracted Services	250	261	115	122	506	510	153	105	293	121	88	248	2,772	6,009
Repair & Maintenance														
6515 - Building Repair & Maintenance	(3)	0	0	0	0	(1)	1	0	(3)	(15)	(1)	(3)	(26)	0
6555 - Equipment Rental/Repair & Mainten	130	2	0	8	43	6	23	0	1	2	0	0	215	110
6620 - Grounds Repair & Maintenance	5	7	2	1	10	24	19	2	0	3	1	1	76	52
6635 - Janitorial Supplies & Maintenance	0	0	3	1	1	0	3	1	0	1	1	1	11	6
6670 - Mechanical Systems Services & Su	34	0	221	13	66	10	61	10	18	10	29	34	505	232
6680 - Painting Services & Supplies	1	0	0	0	0	1	0	0	0	1	0	0	3	2
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(0)	0	0	0	0	(0)	0
Total Repair & Maintenance	167	9	226	23	119	40	107	12	16	2	30	33	784	401
Professional Services														
7000 - Audit & Tax Services	0	84	0	0	95	0	0	0	0	38	67	0	283	105
7030 - Legal Services - General Counsel	3	0	0	4	53	(34)	0	0	0	0	0	2	29	50
7040 - Management Fees	22	22	22	22	22	22	22	22	22	22	22	22	259	263

Income and Expense Trend Report
Harbor Square, Inc.
08-Office 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	2	1	1	0	1	19	0	136	0	0	0	156	318	0
Total Professional Services	27	107	22	25	170	7	22	158	22	59	88	180	889	417
Taxes														
9000 - Federal Income Tax	0	0	0	0	(3)	(3)	0	0	0	168	0	0	162	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	36	(19)	0	17	0
9025 - General Excise Tax	3	5	4	3	3	4	6	4	4	4	4	4	49	57
Total Taxes	3	5	4	3	0	1	6	4	4	208	(14)	4	228	57
Other Expenses														
9105 - Reserve Contribution Expense	153	154	154	154	154	154	154	154	154	154	154	154	1,847	1,848
Total Other Expenses	153	154	154	154	154	154	154	154	154	154	154	154	1,847	1,848
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	30	0	0	0	0	0	0	0	0	30	0
Total Reserve Expenses	0	0	0	30	0	0	0	0	0	0	0	0	30	0
Total Expense	1,888	1,721	1,796	1,712	2,170	2,018	1,708	1,561	1,839	1,708	1,580	1,899	21,600	27,927
Total 08-Office 2	412	578	505	587	129	282	591	738	461	592	719	435	6,028	(13)

Income and Expense Trend Report
Harbor Square, Inc.
09-Office 3
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	48,618	48,607
Total Assessment Income	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	48,618	48,607
User Fee Income														
4255 - Lease Rent	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Total User Fee Income	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Other Income														
4845 - Holiday Fund Receipts	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Total Other Income	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	1	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	304
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	1	304
Total Income	4,132	4,132	4,135	4,132	4,132	4,132	4,132	4,132	4,132	4,132	4,132	4,195	49,645	50,160
Administrative														
5000 - General Administrative	7	5	8	66	8	142	26	21	61	8	6	8	368	213
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	1	0	1	1	1	0	1	0	0	0	0	0	4	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	13	13	12	13	13	10	11	11	11	11	11	10	139	6,142
5090 - Office Supplies	1	2	3	1	1	0	3	0	1	1	0	3	17	0
5095 - Payroll Services	2	2	2	2	2	2	2	2	2	2	2	2	22	0
5100 - Records Storage	8	0	4	4	8	0	8	0	8	4	0	0	46	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	33	24	31	87	33	154	52	35	84	25	19	24	600	6,355

Income and Expense Trend Report
Harbor Square, Inc.
09-Office 3
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	6	6	4	0	0	0	1	0	2	1	0	4	25	0
5215 - Postage	2	2	4	2	1	0	2	0	1	1	0	3	17	0
Total Communications	8	8	8	2	1	0	2	1	3	2	0	7	43	0
Payroll & Benefits														
5302 - Administrative Salaries	30	28	30	29	30	29	30	30	29	30	29	30	351	360
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	64	59	64	61	63	61	63	63	63	62	59	68	749	517
5316 - Painting Wages	27	25	12	12	13	15	15	15	15	15	11	17	192	570
5318 - General Maintenance Salaries	72	72	116	109	114	117	90	88	84	94	82	92	1,130	756
5322 - Air Conditioning wages	33	31	33	32	33	34	35	35	34	35	34	38	407	400
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	125	125	76
5330 - Health Benefits	47	(7)	45	(5)	69	(3)	23	23	32	67	(5)	31	317	458
5355 - FICA Payroll Taxes	17	22	23	22	23	24	23	23	16	23	21	31	268	209
5360 - Payroll Taxes FUTA	2	1	0	(0)	0	0	0	0	(0)	0	0	0	4	16
5365 - Payroll Taxes SUTA	0	0	0	10	2	2	2	2	1	2	1	2	25	12
5385 - Retirement Fund	3	0	5	0	4	2	3	1	3	2	2	2	29	13
5390 - Workers Compensation	9	9	9	9	9	9	9	9	9	(39)	(32)	9	22	104
5399 - EE Benefits,TDI	0	0	4	0	0	4	7	0	0	(4)	4	0	15	12
Total Payroll & Benefits	328	261	365	301	384	331	337	325	314	328	242	483	3,999	4,146
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(26)	26	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	2	2
5415 - D&O Insurance Premiums	16	16	16	16	16	16	16	16	16	16	16	16	194	229
5420 - Umbrella Liability Premiums	5	5	5	5	5	5	5	5	5	5	5	5	55	58
5440 - Mechanical Breakdown Insurance	1	1	1	1	1	1	1	1	1	1	1	1	8	8
5445 - General Liability Insurance Premium	20	20	20	20	20	20	20	20	20	20	20	20	240	264
5460 - Commercial Package Premiums	89	89	89	89	89	89	89	89	89	89	89	89	1,069	1,131
Total Insurance	131	131	131	131	131	131	131	131	131	105	156	131	1,569	1,693

Income and Expense Trend Report

Harbor Square, Inc.

09-Office 3

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	698	650	689	773	652	689	650	630	719	696	721	648	8,216	8,204
6020 - Electricity,Air Conditioning	947	800	935	1,130	885	935	881	855	975	945	978	879	11,144	12,472
6025 - Water Service	31	35	37	31	26	22	64	1	59	(8)	25	26	351	412
6030 - Sewer Service	61	64	68	61	57	54	119	1	118	(4)	57	57	712	841
6035 - Trash and Recycling Service	209	188	188	188	188	188	188	188	188	188	188	188	2,274	0
6050 - Telephone Service	15	4	12	3	8	8	12	18	8	11	9	16	123	122
Total Utilities	1,960	1,741	1,928	2,186	1,816	1,896	1,914	1,692	2,067	1,828	1,978	1,813	22,819	22,050
Contracted Services														
6406 - Electrical Services	0	0	1	0	3	3	1	1	0	(0)	0	2	8	22
6408 - Elevator Services	315	0	0	105	584	420	0	0	315	0	0	0	1,740	7,623
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(7)	0	0	0	(14)	0	(1)	0	(2)	(23)	0
6440 - Safety & Security	142	135	207	123	339	194	246	204	221	221	161	451	2,643	1,974
6446 - Window Cleaning Services	0	340	0	0	0	308	32	0	0	0	0	0	680	1,370
Total Contracted Services	457	475	209	222	925	925	279	191	536	220	161	450	5,050	10,989
Repair & Maintenance														
6515 - Building Repair & Maintenance	(6)	0	0	0	0	(2)	2	0	(6)	(28)	(2)	(5)	(47)	0
6555 - Equipment Rental/Repair & Mainten	236	4	0	15	77	11	42	0	2	3	0	0	390	200
6620 - Grounds Repair & Maintenance	9	13	4	2	18	44	35	3	0	6	2	2	138	94
6635 - Janitorial Supplies & Maintenance	0	0	4	1	2	1	5	1	1	2	1	1	19	11
6670 - Mechanical Systems Services & Su	62	0	401	24	120	18	110	18	32	18	53	62	919	421
6680 - Painting Services & Supplies	1	0	0	0	0	1	0	0	0	2	0	0	6	3
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(1)	0	0	0	0	(1)	0
Total Repair & Maintenance	303	17	410	42	218	72	194	22	29	3	55	60	1,424	729
Professional Services														
7000 - Audit & Tax Services	0	152	0	0	173	0	0	0	0	68	122	0	515	190
7030 - Legal Services - General Counsel	6	1	0	7	96	(62)	1	0	0	0	0	4	52	91
7040 - Management Fees	40	40	40	40	40	40	40	40	40	40	40	40	480	477

Income and Expense Trend Report
Harbor Square, Inc.
09-Office 3
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	4	2	2	0	1	35	0	248	0	0	0	284	577	0
Total Professional Services	50	195	42	47	310	13	41	288	40	109	162	329	1,624	759
Taxes														
9000 - Federal Income Tax	0	0	0	0	(5)	(5)	0	0	0	305	0	0	294	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	66	(34)	0	32	0
9025 - General Excise Tax	6	8	8	6	6	7	11	7	7	7	8	7	89	103
Total Taxes	6	8	8	6	1	1	11	7	7	378	(26)	7	415	103
Other Expenses														
9105 - Reserve Contribution Expense	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,336
Total Other Expenses	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,336
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Reserve Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Expense	3,554	3,139	3,409	3,357	4,097	3,802	3,238	2,969	3,489	3,276	3,024	3,581	40,935	50,159
Total 09-Office 3	578	993	725	775	35	329	893	1,163	642	856	1,107	614	8,710	1

Income and Expense Trend Report
Harbor Square, Inc.
10-Office 4
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	48,618	48,607
Total Assessment Income	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	48,618	48,607
User Fee Income														
4255 - Lease Rent	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Total User Fee Income	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Other Income														
4845 - Holiday Fund Receipts	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Total Other Income	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	1	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	304
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	1	304
Total Income	4,132	4,132	4,135	4,132	4,132	4,132	4,132	4,132	4,132	4,132	4,132	4,195	49,645	50,160
Administrative														
5000 - General Administrative	7	5	8	66	9	142	26	21	61	8	6	9	369	213
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	1	0	1	1	1	0	1	0	0	0	0	0	4	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	13	13	12	13	13	10	11	11	11	11	11	10	139	6,142
5090 - Office Supplies	1	2	3	1	1	0	3	0	1	1	0	3	17	0
5095 - Payroll Services	2	2	2	2	2	2	2	2	2	2	2	2	22	0
5100 - Records Storage	8	0	4	4	8	0	8	0	8	4	0	0	46	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	33	24	31	87	34	154	52	35	84	25	19	24	602	6,355

Income and Expense Trend Report
Harbor Square, Inc.
10-Office 4
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	6	6	4	0	0	0	1	0	2	1	0	4	25	0
5215 - Postage	2	2	4	2	1	0	2	0	1	1	0	3	17	0
Total Communications	8	8	8	2	1	0	2	1	3	2	0	7	43	0
Payroll & Benefits														
5302 - Administrative Salaries	30	28	30	29	30	29	30	30	29	30	29	30	351	360
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	64	59	64	61	63	61	63	63	63	62	59	68	749	517
5316 - Painting Wages	27	25	12	12	13	15	15	15	15	15	11	17	192	570
5318 - General Maintenance Salaries	72	72	116	109	114	117	90	88	84	94	82	92	1,130	756
5322 - Air Conditioning wages	33	31	33	32	33	34	35	35	34	35	34	38	407	400
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	125	125	76
5330 - Health Benefits	47	(7)	45	(5)	69	(3)	23	23	32	67	(5)	31	317	458
5355 - FICA Payroll Taxes	17	22	23	22	23	24	23	23	16	23	21	31	268	209
5360 - Payroll Taxes FUTA	2	1	0	(0)	0	0	0	0	(0)	0	0	0	4	16
5365 - Payroll Taxes SUTA	0	0	0	10	2	2	2	2	1	2	1	2	25	12
5385 - Retirement Fund	3	0	5	0	4	2	3	1	3	2	2	2	29	13
5390 - Workers Compensation	9	9	9	9	9	9	9	9	9	(39)	(32)	9	22	104
5399 - EE Benefits,TDI	0	0	4	0	0	4	7	0	0	(4)	4	0	15	12
Total Payroll & Benefits	328	261	365	301	384	331	337	325	314	328	242	483	3,999	4,146
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(26)	26	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	2	2
5415 - D&O Insurance Premiums	16	16	16	16	16	16	16	16	16	16	16	16	194	229
5420 - Umbrella Liability Premiums	5	5	5	5	5	5	5	5	5	5	5	5	55	58
5440 - Mechanical Breakdown Insurance	1	1	1	1	1	1	1	1	1	1	1	1	8	8
5445 - General Liability Insurance Premium	20	20	20	20	20	20	20	20	20	20	20	20	240	264
5460 - Commercial Package Premiums	89	89	89	89	89	89	89	89	89	89	89	89	1,069	1,131
Total Insurance	131	131	131	131	131	131	131	131	131	105	156	131	1,569	1,693

Income and Expense Trend Report
Harbor Square, Inc.
10-Office 4
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	698	650	689	773	652	689	650	630	719	696	721	648	8,216	8,204
6020 - Electricity,Air Conditioning	947	800	935	1,130	885	935	881	855	975	945	978	879	11,144	12,472
6025 - Water Service	31	35	37	31	26	22	64	(5)	59	(5)	25	25	347	412
6030 - Sewer Service	61	64	68	61	57	54	119	1	118	(4)	57	57	712	841
6035 - Trash and Recycling Service	209	188	188	188	188	188	188	188	188	188	188	188	2,274	0
6050 - Telephone Service	15	4	12	3	8	8	12	18	8	11	9	16	123	122
Total Utilities	1,960	1,741	1,928	2,186	1,816	1,896	1,914	1,686	2,067	1,831	1,978	1,812	22,815	22,050
Contracted Services														
6406 - Electrical Services	0	0	1	0	3	3	1	1	0	(0)	0	2	8	22
6408 - Elevator Services	315	0	0	105	584	420	0	0	315	0	0	0	1,740	7,623
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(7)	0	0	0	(14)	0	(1)	0	(2)	(23)	0
6440 - Safety & Security	142	135	207	123	339	194	246	204	221	221	161	451	2,643	1,974
6446 - Window Cleaning Services	0	340	0	0	0	308	32	0	0	0	0	0	680	1,370
Total Contracted Services	457	475	209	222	925	925	279	191	536	220	161	450	5,050	10,989
Repair & Maintenance														
6515 - Building Repair & Maintenance	(6)	0	0	0	0	(2)	2	0	(6)	(28)	(2)	(5)	(47)	0
6555 - Equipment Rental/Repair & Mainten	236	7	0	15	77	11	42	0	2	3	0	0	394	200
6620 - Grounds Repair & Maintenance	9	13	4	2	18	44	35	3	0	6	2	2	138	94
6635 - Janitorial Supplies & Maintenance	0	0	5	1	2	1	5	1	1	2	1	1	20	11
6670 - Mechanical Systems Services & Su	62	0	401	24	120	18	110	18	32	18	53	62	919	421
6680 - Painting Services & Supplies	1	0	0	0	0	1	0	0	0	2	0	0	6	3
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(1)	0	0	0	0	(1)	0
Total Repair & Maintenance	303	21	410	42	218	72	194	22	29	3	55	60	1,429	729
Professional Services														
7000 - Audit & Tax Services	0	152	0	0	173	0	0	0	0	68	122	0	515	190
7030 - Legal Services - General Counsel	6	1	0	7	96	(62)	1	0	0	0	0	4	52	91
7040 - Management Fees	40	40	40	40	40	40	40	40	40	40	40	40	480	477

Income and Expense Trend Report
Harbor Square, Inc.
10-Office 4
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	4	2	2	0	1	35	0	248	0	0	0	284	577	0
Total Professional Services	50	195	42	47	310	13	41	288	40	109	162	329	1,624	759
Taxes														
9000 - Federal Income Tax	0	0	0	0	(5)	(5)	0	0	0	305	0	0	294	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	66	(34)	0	32	0
9025 - General Excise Tax	6	8	8	6	6	7	11	7	7	7	8	7	89	103
Total Taxes	6	8	8	6	1	1	11	7	7	378	(26)	7	415	103
Other Expenses														
9105 - Reserve Contribution Expense	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Total Other Expenses	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Reserve Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Expense	3,554	3,142	3,410	3,357	4,098	3,802	3,238	2,963	3,489	3,278	3,024	3,581	40,937	50,160
Total 10-Office 4	578	989	725	775	33	329	893	1,169	642	853	1,107	614	8,708	(0)

Income and Expense Trend Report
Harbor Square, Inc.
11-Office 5
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	59,435	59,429
Total Assessment Income	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	59,435	59,429
User Fee Income														
4255 - Lease Rent	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Total User Fee Income	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Other Income														
4845 - Holiday Fund Receipts	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Total Other Income	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	1	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	304
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	1	304
Total Income	5,033	5,033	5,036	5,033	5,033	5,033	5,033	5,033	5,033	5,033	5,033	5,096	60,462	60,982
Administrative														
5000 - General Administrative	7	5	8	66	8	142	26	21	61	8	7	8	368	213
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	1	0	1	1	1	0	1	0	0	0	0	0	4	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	13	13	12	13	13	10	11	11	11	11	11	10	139	6,142
5090 - Office Supplies	1	2	3	1	1	0	3	0	1	1	0	3	17	0
5095 - Payroll Services	2	2	2	2	2	2	2	2	2	2	2	2	22	0
5100 - Records Storage	8	0	4	4	8	0	8	0	8	4	0	0	46	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	33	24	31	87	33	154	52	35	84	25	19	24	601	6,355

Income and Expense Trend Report
Harbor Square, Inc.
11-Office 5
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	6	6	4	0	0	0	1	0	2	1	0	4	25	0
5215 - Postage	2	2	4	2	1	0	2	0	1	1	0	3	17	0
Total Communications	8	8	8	2	1	0	2	1	3	2	0	7	43	0
Payroll & Benefits														
5302 - Administrative Salaries	30	28	30	29	30	29	30	30	29	30	29	30	351	360
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	64	59	64	61	63	61	63	63	63	62	59	68	749	517
5316 - Painting Wages	27	25	12	12	13	15	15	15	15	15	11	17	192	570
5318 - General Maintenance Salaries	72	72	116	109	114	117	90	88	84	94	82	92	1,130	756
5322 - Air Conditioning wages	33	31	33	32	33	34	35	35	34	35	34	38	407	400
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	125	125	76
5330 - Health Benefits	47	(7)	45	(5)	69	(3)	23	23	32	67	(5)	31	317	458
5355 - FICA Payroll Taxes	17	22	23	22	23	24	23	23	16	23	21	31	268	209
5360 - Payroll Taxes FUTA	2	1	0	(0)	0	0	0	0	(0)	0	0	0	4	16
5365 - Payroll Taxes SUTA	0	0	0	10	2	2	2	2	1	2	1	2	25	12
5385 - Retirement Fund	3	0	5	0	4	2	3	1	3	2	2	2	29	13
5390 - Workers Compensation	9	9	9	9	9	9	9	9	9	(1,445)	(32)	9	(1,384)	104
5399 - EE Benefits,TDI	0	0	4	0	0	4	7	0	0	(4)	4	0	15	12
Total Payroll & Benefits	328	261	365	301	384	331	337	325	314	(1,079)	242	483	2,593	4,146
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(26)	26	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	2	2
5415 - D&O Insurance Premiums	16	16	16	16	16	16	16	16	16	16	16	16	194	229
5420 - Umbrella Liability Premiums	5	5	5	5	5	5	5	5	5	5	5	5	55	58
5440 - Mechanical Breakdown Insurance	1	1	1	1	1	1	1	1	1	1	1	1	8	8
5445 - General Liability Insurance Premium	20	20	20	20	20	20	20	20	20	20	20	20	240	264
5460 - Commercial Package Premiums	89	89	89	89	89	89	89	89	89	89	89	89	1,069	1,131
Total Insurance	131	131	131	131	131	131	131	131	131	105	156	131	1,569	1,693

Income and Expense Trend Report
Harbor Square, Inc.
11-Office 5
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	698	650	689	773	652	689	650	630	719	696	721	648	8,216	8,204
6020 - Electricity,Air Conditioning	1,768	1,600	1,746	2,005	1,652	1,746	1,646	1,596	1,821	1,764	1,827	1,642	20,813	23,294
6025 - Water Service	31	35	37	31	26	22	64	1	59	(8)	25	26	351	412
6030 - Sewer Service	61	64	68	61	57	54	119	1	118	(4)	57	57	712	841
6035 - Trash and Recycling Service	209	188	188	188	188	188	188	188	188	188	188	188	2,274	0
6050 - Telephone Service	15	4	12	3	8	8	12	18	8	11	9	16	123	122
Total Utilities	2,782	2,541	2,739	3,061	2,584	2,707	2,678	2,433	2,914	2,648	2,826	2,575	32,488	32,872
Contracted Services														
6406 - Electrical Services	0	0	1	0	3	7	1	1	0	(0)	0	2	13	22
6408 - Elevator Services	315	0	0	105	584	420	0	0	315	0	0	0	1,740	7,623
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(7)	0	0	0	(14)	0	(1)	0	(2)	(23)	0
6440 - Safety & Security	142	135	207	123	339	194	246	204	221	221	161	451	2,643	1,974
6446 - Window Cleaning Services	0	340	0	0	0	308	32	0	0	0	0	0	680	1,370
Total Contracted Services	457	475	209	222	925	930	279	191	536	220	161	450	5,054	10,989
Repair & Maintenance														
6515 - Building Repair & Maintenance	(6)	0	0	0	0	(2)	2	0	(6)	(28)	(2)	(5)	(47)	0
6555 - Equipment Rental/Repair & Mainten	236	0	0	15	77	11	42	0	2	3	0	0	387	200
6620 - Grounds Repair & Maintenance	9	13	4	2	18	44	35	3	0	6	2	2	138	94
6635 - Janitorial Supplies & Maintenance	0	0	5	1	2	1	5	1	1	2	1	1	20	11
6670 - Mechanical Systems Services & Su	62	0	401	24	120	18	110	18	32	18	53	62	919	421
6680 - Painting Services & Supplies	1	0	0	0	1	1	0	0	0	2	0	0	6	3
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(1)	0	0	0	0	(1)	0
Total Repair & Maintenance	303	14	410	42	218	72	194	22	29	3	55	60	1,422	729
Professional Services														
7000 - Audit & Tax Services	0	152	0	0	173	0	0	0	0	68	122	0	515	190
7030 - Legal Services - General Counsel	6	1	0	7	96	(62)	1	0	0	0	0	4	53	91
7040 - Management Fees	40	40	40	40	40	40	40	40	40	40	40	40	480	477

Income and Expense Trend Report
Harbor Square, Inc.
11-Office 5
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	4	2	2	0	1	35	0	248	0	0	0	284	577	0
Total Professional Services	50	195	42	47	310	13	41	288	40	109	162	329	1,625	759
Taxes														
9000 - Federal Income Tax	0	0	0	0	(5)	(5)	0	0	0	305	0	0	294	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	66	(34)	0	32	0
9025 - General Excise Tax	6	8	8	6	6	7	11	7	7	7	8	7	89	103
Total Taxes	6	8	8	6	1	1	11	7	7	378	(26)	7	415	103
Other Expenses														
9105 - Reserve Contribution Expense	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Total Other Expenses	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Reserve Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Expense	4,375	3,935	4,221	4,232	4,865	4,618	4,003	3,710	4,336	2,689	3,873	4,344	49,201	60,982
Total 11-Office 5	658	1,098	815	801	168	415	1,030	1,323	697	2,344	1,159	752	11,261	(0)

Income and Expense Trend Report
Harbor Square, Inc.
12-Office 6
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	59,435	59,429
Total Assessment Income	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	59,435	59,429
User Fee Income														
4255 - Lease Rent	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Total User Fee Income	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Other Income														
4845 - Holiday Fund Receipts	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Total Other Income	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	1	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	304
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	1	304
Total Income	5,033	5,033	5,036	5,033	5,033	5,033	5,033	5,033	5,033	5,033	5,033	5,096	60,462	60,982
Administrative														
5000 - General Administrative	7	5	8	66	8	160	26	21	61	8	5	8	385	213
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	1	0	1	1	1	0	1	0	0	0	0	0	4	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	13	13	12	13	13	10	11	11	11	11	11	10	139	6,142
5090 - Office Supplies	1	2	3	1	1	0	3	0	1	1	0	3	17	0
5095 - Payroll Services	2	2	2	2	2	2	2	2	2	2	2	2	22	0
5100 - Records Storage	8	0	4	4	8	0	8	0	8	4	0	0	46	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	33	24	31	87	33	172	52	35	84	25	18	24	617	6,355

Income and Expense Trend Report
Harbor Square, Inc.
12-Office 6
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	6	6	4	0	0	0	1	0	2	1	0	4	25	0
5215 - Postage	2	2	4	2	1	0	2	0	1	1	0	3	17	0
Total Communications	8	8	8	2	1	0	2	1	3	2	0	7	43	0
Payroll & Benefits														
5302 - Administrative Salaries	30	28	30	29	30	29	30	30	29	30	29	30	351	360
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	64	59	64	61	63	61	63	63	63	62	59	68	749	517
5316 - Painting Wages	27	25	12	12	13	15	15	15	15	15	11	17	192	570
5318 - General Maintenance Salaries	72	72	116	109	114	117	90	88	84	94	82	92	1,130	756
5322 - Air Conditioning wages	33	31	33	32	33	34	35	35	34	35	34	38	407	400
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	125	125	76
5330 - Health Benefits	47	(7)	45	(5)	69	(3)	23	23	32	67	(5)	31	317	458
5355 - FICA Payroll Taxes	17	22	23	22	23	24	23	23	16	23	21	31	268	209
5360 - Payroll Taxes FUTA	2	1	0	(0)	0	0	0	0	(0)	0	0	0	4	16
5365 - Payroll Taxes SUTA	0	0	0	10	2	2	2	2	1	2	1	2	25	12
5385 - Retirement Fund	3	0	5	0	4	2	3	1	3	2	2	2	29	13
5390 - Workers Compensation	9	9	9	9	9	9	9	9	9	(142)	(32)	9	(81)	104
5399 - EE Benefits,TDI	0	0	4	0	0	4	7	0	0	(4)	4	0	15	12
Total Payroll & Benefits	328	261	365	301	384	331	337	325	314	224	242	483	3,896	4,146
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(26)	26	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	2	2
5415 - D&O Insurance Premiums	16	16	16	16	16	16	16	16	16	16	16	16	194	229
5420 - Umbrella Liability Premiums	5	5	5	5	5	5	5	5	5	5	5	5	55	58
5440 - Mechanical Breakdown Insurance	1	1	1	1	1	1	1	1	1	1	1	1	8	8
5445 - General Liability Insurance Premium	20	20	20	20	20	20	20	20	20	20	20	20	240	264
5460 - Commercial Package Premiums	89	89	89	89	89	89	89	89	89	89	89	89	1,069	1,131
Total Insurance	131	131	131	131	131	131	131	131	131	105	156	131	1,569	1,693

Income and Expense Trend Report
Harbor Square, Inc.
12-Office 6
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	698	650	689	773	652	689	650	630	719	696	721	648	8,216	8,204
6020 - Electricity,Air Conditioning	1,768	1,600	1,746	2,005	1,652	1,746	1,646	1,596	1,821	1,764	1,827	1,642	20,813	23,294
6025 - Water Service	31	35	38	31	26	22	64	1	59	(8)	25	26	351	412
6030 - Sewer Service	61	64	68	61	57	186	119	1	118	(4)	57	57	845	841
6035 - Trash and Recycling Service	29	188	188	188	188	0	188	188	188	188	188	188	1,906	0
6050 - Telephone Service	15	4	12	3	8	8	12	18	8	11	9	16	123	122
Total Utilities	2,602	2,541	2,740	3,061	2,584	2,652	2,678	2,433	2,914	2,648	2,826	2,575	32,254	32,872
Operations														
6320 - Depreciation Expense	0	0	0	0	0	55	0	0	0	0	0	0	55	0
Total Operations	0	0	0	0	0	55	0	0	0	0	0	0	55	0
Contracted Services														
6406 - Electrical Services	0	0	1	0	3	3	1	1	0	(0)	0	2	8	22
6408 - Elevator Services	315	0	0	105	584	420	0	0	315	0	0	0	1,740	7,623
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(7)	0	0	0	(14)	0	(1)	0	(2)	(23)	0
6440 - Safety & Security	142	135	207	123	339	194	246	204	221	221	161	451	2,643	1,974
6446 - Window Cleaning Services	0	340	0	0	0	308	32	0	0	0	0	0	680	1,370
Total Contracted Services	457	475	209	222	925	925	279	191	536	220	161	450	5,050	10,989
Repair & Maintenance														
6515 - Building Repair & Maintenance	(6)	0	0	0	0	(2)	2	0	(6)	(28)	(2)	(5)	(47)	0
6555 - Equipment Rental/Repair & Mainten	236	4	0	15	77	11	42	0	2	3	0	0	390	200
6620 - Grounds Repair & Maintenance	9	13	4	2	18	44	35	3	0	6	2	2	137	94
6635 - Janitorial Supplies & Maintenance	0	0	5	1	2	1	5	1	1	2	1	1	20	11
6670 - Mechanical Systems Services & Su	62	0	401	24	120	18	110	18	32	18	53	62	919	421
6680 - Painting Services & Supplies	1	0	0	0	0	2	0	0	0	2	0	0	6	3
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(1)	0	0	0	0	(1)	0
Total Repair & Maintenance	303	17	410	42	217	73	194	22	29	3	55	60	1,425	729
Professional Services														
7000 - Audit & Tax Services	0	152	0	0	173	0	0	0	0	68	122	0	515	190

Income and Expense Trend Report
Harbor Square, Inc.
12-Office 6
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7030 - Legal Services - General Counsel	6	1	0	6	96	(62)	1	0	0	0	0	4	52	91
7040 - Management Fees	40	40	40	40	40	40	40	40	40	40	40	40	480	477
7095 - Professional Fees, Common	4	2	2	0	1	35	0	248	0	0	0	284	577	0
Total Professional Services	50	195	42	47	310	13	41	288	40	109	162	329	1,624	759
Taxes														
9000 - Federal Income Tax	0	0	0	0	(5)	(5)	0	0	0	305	0	0	294	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	66	(34)	0	32	0
9025 - General Excise Tax	6	8	8	6	6	7	11	7	7	7	8	7	89	103
Total Taxes	6	8	8	6	1	1	11	7	7	378	(26)	7	415	103
Other Expenses														
9105 - Reserve Contribution Expense	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Total Other Expenses	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Reserve Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Expense	4,195	3,939	4,221	4,231	4,864	4,632	4,003	3,710	4,336	3,992	3,872	4,344	50,338	60,982
Total 12-Office 6	838	1,094	815	801	169	401	1,030	1,323	697	1,041	1,161	752	10,124	(0)

Income and Expense Trend Report
Harbor Square, Inc.
Operating
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Payroll & Benefits														
5322 - Air Conditioning wages	0	0	0	0	0	0	0	0	0	(0)	0	0	0	0
5399 - EE Benefits,TDI	0	0	0	0	0	0	(586)	0	0	586	0	0	0	0
Total Payroll & Benefits	0	0	0	0	0	0	(586)	0	0	586	0	0	0	0
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	0	(3,382)	0	(3,382)	0
5410 - Fidelity Bond Insurance	(25)	25	0	0	0	0	0	0	0	0	0	0	0	0
5415 - D&O Insurance Premiums	(2,128)	2,128	0	0	0	0	0	0	0	0	0	0	0	0
5420 - Umbrella Liability Premiums	(608)	608	0	0	0	0	0	0	0	0	0	0	0	0
5440 - Mechanical Breakdown Insurance	(69)	69	0	0	0	0	0	0	0	0	0	0	0	0
5445 - General Liability Insurance Premium	(2,634)	2,634	0	0	0	0	0	0	0	0	0	0	0	0
5460 - Commercial Package Premiums	(11,724)	11,724	0	0	0	0	0	0	0	0	0	0	0	0
Total Insurance	(17,187)	17,187	0	0	0	0	0	0	0	0	(3,382)	0	(3,382)	0
Association Owned Unit Expenses														
8900 - Maintenance Fees Expense	0	0	0	0	0	0	0	(3,706)	0	3,706	0	3,706	3,706	0
8905 - Owned Unit Repair & Maintenance	0	0	0	0	0	0	0	(654)	0	654	350	654	1,005	0
Total Association Owned Unit Expenses	0	0	0	0	0	0	0	(4,361)	0	4,361	350	4,361	4,711	0
Total Expense	(17,187)	17,187	0	0	0	0	(586)	(4,361)	0	4,947	(3,032)	4,361	1,329	0
Total Operating	17,187	(17,187)	0	0	0	0	586	4,361	(0)	(4,947)	3,032	(4,361)	(1,329)	0

Income and Expense Trend Report

Harbor Square, Inc.

Reserves

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Investment Income														
4905 - Reserve Contribution Income	27,799	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	333,665	0
4910 - Interest Earned - Reserve Accounts	3,792	3,406	5,611	847	718	4,061	1,947	607	4,086	491	468	743	26,775	0
Total Investment Income	31,591	31,212	33,417	28,653	28,524	31,867	29,753	28,413	31,892	28,297	28,274	28,549	360,440	0
Total Income	31,591	31,212	33,417	28,653	28,524	31,867	29,753	28,413	31,892	28,297	28,274	28,549	360,440	0
Administrative														
5015 - Bank Charges	0	0	0	0	0	0	0	0	0	0	175	0	175	0
Total Administrative	0	0	0	0	0	0	0	0	0	0	175	0	175	0
Reserve Expenses														
9800 - Repair & Replacement Expenses	0	0	0	0	0	0	0	0	0	0	72,795	0	72,795	0
Total Reserve Expenses	0	0	0	0	0	0	0	0	0	0	72,795	0	72,795	0
Total Expense	0	0	0	0	0	0	0	0	0	0	72,970	0	72,970	0
Total Reserves	31,591	31,212	33,417	28,653	28,524	31,867	29,753	28,413	31,892	28,297	(44,696)	28,549	287,470	0

Income and Expense Trend Report

Harbor Square, Inc.

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	4,478,323	4,477,733
Total Assessment Income	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	4,478,323	4,477,733
User Fee Income														
4225 - Key Receipt	25	50	25	0	25	0	0	75	0	225	0	190	615	0
4235 - Laundry Receipts	3,714	0	3,731	0	0	6,329	2,471	1,658	0	3,132	2,135	1,953	25,122	17,548
4255 - Lease Rent	10,518	10,518	10,518	10,518	10,518	10,518	10,518	10,518	10,518	10,518	10,518	10,518	126,214	126,214
4295 - Commissions	0	(478)	0	(514)	0	0	0	0	0	0	0	0	(992)	0
Total User Fee Income	14,257	10,090	14,274	10,004	10,543	16,846	12,989	12,250	10,518	13,875	12,653	12,661	150,960	143,762
Rental Income														
4400 - Rent Receipts	4,350	7,701	6,051	0	5,899	12,550	6,251	6,250	6,248	6,251	6,250	6,249	74,051	35,000
Total Rental Income	4,350	7,701	6,051	0	5,899	12,550	6,251	6,250	6,248	6,251	6,250	6,249	74,051	35,000
Collections Income														
4710 - Late Fees	2,288	2,440	(2,518)	1,483	2,131	(65)	1,466	131	570	1,853	2,008	1,869	13,656	0
Total Collections Income	2,288	2,440	(2,518)	1,483	2,131	(65)	1,466	131	570	1,853	2,008	1,869	13,656	0
Other Income														
4805 - Compliance Fees	0	0	0	0	0	0	0	0	0	0	0	146	146	0
4845 - Holiday Fund Receipts	0	0	425	0	0	0	0	0	0	0	0	8,343	8,768	0
Total Other Income	0	0	425	0	0	0	0	0	0	0	0	8,489	8,914	0
Investment Income														
4900 - Interest Earned - Operating Account	12	8	7	5	8	6	8	8	7	8	7	7	91	0
4905 - Reserve Contribution Income	27,799	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	333,665	0
4910 - Interest Earned - Reserve Accounts	3,792	3,406	5,611	847	718	4,061	1,947	607	4,086	491	468	743	26,775	40,000
Total Investment Income	31,603	31,219	33,424	28,659	28,532	31,873	29,761	28,422	31,898	28,304	28,281	28,556	360,531	40,000
Total Income	425,691	424,644	424,850	413,340	420,298	434,397	423,661	420,247	422,428	423,477	422,386	431,018	5,086,436	4,696,495
Administrative														
5000 - General Administrative	972	677	1,016	8,420	1,064	18,099	3,381	2,792	8,088	1,071	787	1,088	47,454	28,000
5005 - Annual Assn Mtg Expense	0	0	0	326	0	0	40	0	0	0	0	0	366	0

Income and Expense Trend Report

Harbor Square, Inc.

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Administrative														
5010 - Bad Debt	0	175	0	0	0	0	0	0	0	0	0	0	175	0
5015 - Bank Charges	0	0	0	0	0	0	0	0	0	0	175	0	175	0
5025 - Collection Charges	82	0	90	74	102	0	90	0	61	17	0	44	559	0
5030 - Coupon Costs	0	19	44	38	33	0	42	0	0	0	0	0	176	0
5085 - Loan Bank of Hawaii	3,447	3,378	3,109	3,378	3,378	2,718	2,968	2,968	2,982	2,786	2,815	2,665	36,594	307,104
5090 - Office Supplies	194	286	426	102	117	64	400	36	127	73	30	402	2,259	0
5095 - Payroll Services	246	246	241	241	241	241	241	241	241	241	241	241	2,901	0
5100 - Records Storage	1,097	0	549	549	1,097	0	1,097	0	1,097	549	0	0	6,036	0
5195 - Other Administrative Services	0	0	126	0	0	0	10	0	10	0	0	0	147	0
Total Administrative	6,038	4,782	5,599	13,128	6,032	21,123	8,271	6,037	12,607	4,737	4,048	4,440	96,842	335,104
Communications														
5205 - Supplies,RM/Association	933	551	821	590	678	1,189	838	625	0	1,051	920	1,152	9,349	12,000
5210 - Printing & Copying	805	803	555	31	49	5	65	44	268	131	17	550	3,323	0
5215 - Postage	214	295	485	255	109	38	228	26	122	113	26	367	2,279	0
Total Communications	1,952	1,650	1,861	876	836	1,232	1,131	695	390	1,295	963	2,069	14,950	12,000
Payroll & Benefits														
5300 - Resident/Site Manager Salaries	9,350	8,758	9,392	9,054	9,350	9,096	9,350	9,350	9,096	9,350	9,054	9,392	110,593	113,300
5302 - Administrative Salaries	3,902	3,654	3,919	3,778	3,902	3,796	3,902	3,902	3,796	3,902	3,778	3,919	46,148	47,320
5310 - Custodial Salaries	16,049	4,527	4,793	4,621	4,772	7,207	7,303	7,303	5,392	7,834	7,018	7,756	84,575	128,606
5314 - Landscaping Wages	8,402	7,758	8,364	8,002	8,283	8,058	8,283	8,283	8,279	8,181	7,758	8,923	98,574	68,078
5316 - Painting Wages	2,699	2,494	2,441	2,389	2,520	3,046	3,044	2,993	2,924	3,085	2,268	3,348	33,251	57,741
5318 - General Maintenance Salaries	14,472	14,315	15,199	14,293	15,001	15,366	11,878	11,589	11,114	12,411	10,820	12,080	158,537	151,174
5322 - Air Conditioning wages	3,347	3,135	3,362	3,241	3,347	3,361	3,566	3,526	3,440	3,536	3,424	3,872	41,157	40,560
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	16,474	16,474	10,000
5330 - Health Benefits	10,962	(1,116)	10,962	(639)	12,553	(193)	5,795	5,899	7,690	15,959	(639)	7,670	74,901	107,213
5335 - Employee Lodging	2,800	2,800	2,800	2,800	2,800	7,520	3,120	3,120	3,440	3,120	3,120	3,120	40,560	33,600
5355 - FICA Payroll Taxes	2,648	3,415	3,632	3,471	3,609	3,827	3,620	3,591	2,558	3,695	3,375	4,976	42,417	49,032
5360 - Payroll Taxes FUTA	385	113	14	(5)	0	15	15	15	(4)	0	0	0	549	3,644
5365 - Payroll Taxes SUTA	59	49	51	1,527	372	298	291	240	230	251	181	333	3,881	2,883
5385 - Retirement Fund	510	0	860	0	674	335	513	168	503	342	346	342	4,593	3,000

Income and Expense Trend Report

Harbor Square, Inc.

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Payroll & Benefits														
5390 - Workers Compensation	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	(4,140)	(4,325)	2,183	13,362	24,294
5399 - EE Benefits,TDI	0	0	665	0	0	586	536	0	0	0	567	0	2,353	2,794
Total Payroll & Benefits	77,766	52,085	68,637	54,714	69,365	64,500	63,399	62,162	60,641	67,525	46,743	84,389	771,924	843,239
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(3,382)	0	0	(3,382)	0
5410 - Fidelity Bond Insurance	0	50	25	25	25	25	25	25	25	25	25	25	301	301
5415 - D&O Insurance Premiums	0	4,255	2,128	2,128	2,128	2,128	2,128	2,128	2,128	2,128	2,128	2,128	25,532	30,112
5420 - Umbrella Liability Premiums	0	1,215	608	608	608	608	608	608	608	608	608	608	7,290	7,656
5440 - Mechanical Breakdown Insurance	0	139	69	69	69	69	69	69	69	69	69	69	832	847
5445 - General Liability Insurance Premium	0	5,268	2,634	2,634	2,634	2,634	2,634	2,634	2,634	2,634	2,634	2,634	31,606	34,764
5460 - Commercial Package Premiums	0	23,447	11,724	11,724	11,724	11,724	11,724	11,724	11,724	11,724	11,724	11,724	140,683	148,764
Total Insurance	0	34,374	17,187	17,187	17,187	17,187	17,187	17,187	17,187	13,805	17,187	17,187	202,862	222,444
Utilities														
6000 - Electric Service	40,538	38,350	40,086	44,303	37,875	40,025	37,731	36,585	41,755	40,445	41,878	37,633	477,203	476,256
6005 - Gas Service	1,752	2,258	1,388	1,602	476	1,176	1,363	2,887	1,077	1,076	1,238	1,311	17,605	19,793
6020 - Electricity,Air Conditioning	60,807	71,300	45,631	67,079	56,812	60,038	56,596	54,877	62,633	60,666	62,816	56,450	715,705	801,048
6025 - Water Service	9,112	9,078	8,787	7,430	6,906	4,361	19,611	9,018	10,395	7,417	9,271	8,686	110,071	84,418
6030 - Sewer Service	27,618	26,242	28,961	26,059	25,638	31,992	29,115	27,344	29,647	24,598	27,280	26,049	330,543	326,161
6035 - Trash and Recycling Service	5,182	4,693	4,693	4,693	4,693	4,506	4,693	4,693	4,693	4,693	4,693	4,693	56,622	55,619
6045 - Cable Service	21,163	22,535	20,070	25,070	22,544	22,535	22,544	22,864	22,643	22,607	22,607	22,607	269,786	264,396
6050 - Telephone Service	951	1,018	397	791	1,046	908	1,206	2,052	808	1,183	683	1,160	12,201	10,465
6060 - Electricity, Heat Pump	8,953	8,871	10,693	11,594	9,434	8,855	8,057	7,988	9,150	7,716	8,611	8,580	108,501	128,826
Total Utilities	176,076	184,344	160,706	188,620	165,424	174,396	180,916	168,308	182,801	170,401	179,077	167,169	2,098,237	2,166,982
Operations														
6320 - Depreciation Expense	0	0	0	0	0	55	0	0	0	0	0	0	55	0
Total Operations	0	0	0	0	0	55	0	0	0	0	0	0	55	0
Contracted Services														
6406 - Electrical Services	132	50	359	0	1,478	4,755	2,591	356	0	1,918	0	1,075	12,714	15,000
6408 - Elevator Services	8,525	(7,889)	7,834	6,614	16,444	13,481	5,659	6,576	8,525	6,616	5,964	6,588	84,937	81,871

Income and Expense Trend Report

Harbor Square, Inc.

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Contracted Services														
6434 - Pest Control	408	0	1,225	408	0	408	408	408	408	408	431	485	4,998	4,948
6436 - Plumbing Services	525	1,413	1,738	(871)	1,107	2,473	17,563	17,831	9,019	3,381	6,281	2,443	62,903	28,000
6440 - Safety & Security	18,656	17,771	27,194	16,249	44,569	25,583	32,377	26,870	29,043	29,077	21,143	59,288	347,819	259,676
6446 - Window Cleaning Services	0	5,774	0	0	0	1,540	4,234	0	0	0	0	0	11,548	14,350
Total Contracted Services	28,246	17,119	38,349	22,400	63,598	48,240	62,831	52,041	46,995	41,400	33,820	69,879	524,919	403,845
Repair & Maintenance														
6515 - Building Repair & Maintenance	(2,799)	3,781	71,870	28,613	31,715	10,054	5,702	6,129	19,234	27,713	(52,577)	11,255	160,690	103,841
6540 - Amenities, Parking	0	0	0	0	0	0	0	0	0	0	0	0	0	360
6555 - Equipment Rental/Repair & Maintenance	29,154	4,113	1,256	1,243	11,564	1,160	3,737	0	245	1,377	272	3,212	57,334	44,941
6620 - Grounds Repair & Maintenance	1,133	1,773	523	262	2,351	5,766	4,553	417	0	785	262	262	18,087	12,352
6635 - Janitorial Supplies & Maintenance	264	0	3,186	675	1,104	592	3,266	812	393	885	900	689	12,768	7,200
6670 - Mechanical Systems Services & Supplies	6,227	0	40,129	2,392	12,049	1,805	10,998	1,815	3,197	1,815	5,330	6,174	91,932	42,128
6680 - Painting Services & Supplies	558	125	262	31	76	957	33	0	207	1,380	22	0	3,651	2,000
6700 - Pool Supplies/Repair & Maintenance	10	0	0	10,209	1,726	0	8,302	0	0	0	0	8,182	28,429	23,400
6715 - Reimbursable Repairs & Maintenance	0	0	0	0	0	0	0	(100)	0	0	0	0	(100)	0
Total Repair & Maintenance	34,547	9,792	117,227	43,426	60,585	20,334	36,592	9,074	23,276	33,956	(45,791)	29,773	372,790	236,222
Professional Services														
7000 - Audit & Tax Services	0	20,000	0	0	22,705	0	0	0	0	9,000	16,000	0	67,705	25,000
7030 - Legal Services - General Counsel	785	77	0	882	12,687	(8,181)	76	0	0	0	0	569	6,895	12,000
7040 - Management Fees	5,236	5,236	5,236	5,236	5,236	5,236	5,236	5,236	5,236	5,236	5,236	5,236	62,827	62,827
7095 - Professional Fees, Common	513	277	199	21	145	4,660	42	32,618	42	21	0	37,429	75,966	27,110
Total Professional Services	6,534	25,590	5,435	6,138	40,773	1,714	5,353	37,853	5,277	14,257	21,236	43,233	213,393	126,937
Association Owned Unit Expenses														
8900 - Maintenance Fees Expense	(2,162)	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	38,606	0
8905 - Owned Unit Repair & Maintenance	348	547	348	0	649	1,314	678	654	1,029	655	1,005	654	7,881	2,500
Total Association Owned Unit Expenses	(1,814)	4,253	4,054	3,706	4,355	5,020	4,384	4,361	4,735	4,361	4,711	4,361	46,487	2,500
Taxes														
9000 - Federal Income Tax	0	0	0	0	(714)	(714)	0	0	0	40,168	0	0	38,741	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	8,645	(4,469)	0	4,176	0

Income and Expense Trend Report
Harbor Square, Inc.
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Taxes														
9025 - General Excise Tax	729	1,111	1,064	821	808	868	1,503	961	925	964	1,012	941	11,707	13,550
Total Taxes	729	1,111	1,064	821	94	155	1,503	961	925	49,777	(3,457)	941	54,624	13,550
Other Expenses														
9105 - Reserve Contribution Expense	27,799	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	333,665	333,674
Total Other Expenses	27,799	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	333,665	333,674
Reserve Expenses														
9800 - Repair & Replacement Expenses	0	0	0	0	0	0	0	0	0	0	72,795	0	72,795	0
9906 - Mechanical Equipment Expenses	4,643	0	0	3,193	0	0	0	0	0	0	0	0	7,836	0
Total Reserve Expenses	4,643	0	0	3,193	0	0	0	0	0	0	72,795	0	80,631	0
Total Expense	362,516	362,906	447,925	382,014	456,056	381,762	409,373	386,484	382,640	429,319	359,137	451,247	4,811,378	4,696,497
All Departments Summary	63,175	61,738	(23,076)	31,325	(35,758)	52,635	14,288	33,763	39,788	(5,842)	63,249	(20,229)	275,058	(2)

Investment Listing Report

Harbor Square, Inc.

As of Thu Dec 31, 2020

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Operating Funds							
1001 - OP CASH,CIT,4827 CIT Bank	****4827	Other	5,885.53	0.050%	01/01/2012	0	
1221 - Petty Cash - HSB Debit Card HomeStreet Bank Debit Card	****0279	Other	5,000.00	0.001%	02/01/2018	0	
		Total Operating Funds:	10,885.53				
Reserve Funds							
1337 - RSV ICS MOB 971 MUTUAL OF OMAHA	****4971	Money Market	2,613,577.95	0.300%	04/02/2020	0	
1340 - RSV MMK, HSB 4790 HOMESTREET BANK	****4790	Money Market	22,768.54	0.450%	03/21/2016	0	
1356 - RSV CD CPB 1866 Central Pacific Bank	****1866	Certificate of Deposit	246,438.68	0.100%	12/16/2020	6	06/16/2021
1474 - RSV SAV,HCCU,1338 HAWAII CENTRAL FEDERAL CREDIT UNION	****1338	Other	513,756.16	0.050%	04/11/2014	0	
1475 - RSV SAV MS 3794 Morgan Stanley	****3794	Savings Account	504,897.09	2.050%	09/27/2019	0	
		Total Reserve Funds:	3,901,438.42				
		Total Harbor Square, Inc.:	3,912,323.95				

Balance Sheet Report

Harbor Square, Inc.

As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Assets</u>			
Operating Funds			
1001 - OP CASH,CIT,4827	5,885.53	74,145.01	(68,259.48)
1220 - PETTY CASH	500.00	500.00	0.00
1221 - Petty Cash - HSB Debit Card	5,000.00	5,000.00	0.00
1657 - Due to/From Reserves	(459,010.22)	(486,816.22)	27,806.00
Total Operating Funds	(447,624.69)	(407,171.21)	(40,453.48)
Reserve Funds			
1337 - RSV ICS MOB 971	2,613,577.95	2,557,531.11	56,046.84
1340 - RSV MMK, HSB 4790	22,768.54	17,757.28	5,011.26
1355 - RSV CD CPB 1734	0.00	251,313.03	(251,313.03)
1356 - RSV CD CPB 1866	246,438.68	0.00	246,438.68
1474 - RSV SAV,HCCU,1338	513,756.16	513,627.06	129.10
1475 - RSV SAV MS 3794	504,897.09	504,854.73	42.36
1658 - Due To/From Operating	459,010.22	486,816.22	(27,806.00)
Total Reserve Funds	4,360,448.64	4,331,899.43	28,549.21
Accounts Receivable			
1500 - Residential Assessments Receivable	330,508.77	322,047.83	8,460.94
1530 - Allowance for Doubtful accounts	(33,368.37)	(33,368.37)	0.00
1540 - Homeowner Legal Fees Receivable	10,895.89	10,895.89	0.00
Total Accounts Receivable	308,036.29	299,575.35	8,460.94
Prepaid Expenses			
1602 - Prepaid Insurance, Commercial Gen Liab	0.00	10,984.87	(10,984.87)
1604 - Prepaid Insurance, Commercial Package	0.00	31,289.53	(31,289.53)
1606 - Prepaid Insurance, Directors & Officers	0.00	3,468.63	(3,468.63)
1610 - Prepaid Insurance, Fidelity Bond	0.00	25.12	(25.12)
1618 - Prepaid Insurance, Umbrella Liability	0.00	607.50	(607.50)

Balance Sheet Report

Harbor Square, Inc.

As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Assets</u>			
Prepaid Expenses			
1620 - Prepaid Insurance, Workers Comp	6,548.25	19,249.09	(12,700.84)
1630 - Ppd Insurance, Mechanical Breakdown	0.00	69.37	(69.37)
1640 - Other Prepaid Expenses	8,172.20	10,921.29	(2,749.09)
Total Prepaid Expenses	14,720.45	76,615.40	(61,894.95)
Other Current Assets			
1799 - Cash Reserve in Transit	1,427.24	1,427.24	0.00
Total Other Current Assets	1,427.24	1,427.24	0.00
Fixed Assets			
1950 - Equipment - Air Conditioner	1,514,345.39	1,514,345.39	0.00
1975 - Accumulated Depreciation	(713,580.32)	(713,580.32)	0.00
1980 - Fee Simple Land	1,465,359.91	1,465,359.91	0.00
Total Fixed Assets	2,266,124.98	2,266,124.98	0.00
Total Assets	6,503,132.91	6,568,471.19	(65,338.28)
<u>Liabilities</u>			
Accounts Payable			
2010 - Delinquency Fee Payable	374.16	(93.54)	467.70
2015 - Returned Check Fee Payable	(120.00)	(120.00)	0.00
2030 - Transfer Fee Payable	1,591.62	1,591.62	0.00
2050 - Owner Payment Transfer	50.00	1,461.52	(1,411.52)
2055 - Payable-Other	8.00	8.00	0.00
2060 - Insurance Payable	95,420.60	95,734.60	(314.00)
Total Accounts Payable	97,324.38	98,582.20	(1,257.82)
Payroll Tax Payable			
2140 - Payroll Payable-Child Support	(4.00)	(4.00)	0.00

Balance Sheet Report Harbor Square, Inc.

As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Liabilities</u>			
Payroll Tax Payable			
2145 - Payroll-Unemployment/401K Payable	6,500.00	6,050.00	450.00
Total Payroll Tax Payable	6,496.00	6,046.00	450.00
Accrued Expenses			
2330 - Accrued Insurance Premiums	0.00	174.59	(174.59)
2395 - Other Accrued Expenses	201,087.15	155,787.17	45,299.98
2400 - Accrued Payroll Payable	(532.88)	15,263.90	(15,796.78)
Total Accrued Expenses	200,554.27	171,225.66	29,328.61
Accrued Payroll			
2415 - Accrued Payroll Taxes FICA	870.91	1,694.70	(823.79)
2425 - Accrued Payroll Taxes SUTA	65.73	106.18	(40.45)
Total Accrued Payroll	936.64	1,800.88	(864.24)
Deposits Held			
2500 - Deposits Held	2,276.15	2,276.15	0.00
Total Deposits Held	2,276.15	2,276.15	0.00
Prepaid Assessments			
2550 - Prepaid Assessments	137,073.03	147,400.73	(10,327.70)
Total Prepaid Assessments	137,073.03	147,400.73	(10,327.70)
Notes Payable - Current			
2600 - BOH Line of Credit	967,702.00	990,628.63	(22,926.63)
Total Notes Payable - Current	967,702.00	990,628.63	(22,926.63)

Balance Sheet Report
Harbor Square, Inc.
As of December 31, 2020

	<u>Balance Dec 31, 2020</u>	<u>Balance Nov 30, 2020</u>	<u>Change</u>
<u>Liabilities</u>			
Other Liabilities			
2026 - New Account Setup Fee	135.00	45.00	90.00
Total Other Liabilities	135.00	45.00	90.00
Total Liabilities	1,412,497.47	1,418,005.25	(5,507.78)
<u>Owners' Equity</u>			
Owners Equity - Prior Years			
3000 - Owners Equity - Prior Years	514,322.46	1,003,962.99	(489,640.53)
3005 - Equity Adjustments - Prior Periods	0.00	(450,039.08)	450,039.08
Total Owners Equity - Prior Years	514,322.46	553,923.91	(39,601.45)
Capital Reserves - Prior Years			
3102 - Reserve Equity - Prior Years	4,301,255.48	4,301,255.48	0.00
Total Capital Reserves - Prior Years	4,301,255.48	4,301,255.48	0.00
Total Owners' Equity	4,815,577.94	4,855,179.39	(39,601.45)
Net Income / (Loss)	275,057.50	295,286.55	(20,229.05)
Total Liabilities and Equity	6,503,132.91	6,568,471.19	(65,338.28)

Income Statement Report

Harbor Square, Inc.

Total Association

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
Assessment Income							
4000 - Maintenance Fees	373,193.60	373,144.58	49.02	4,478,323.20	4,477,732.58	590.62	4,477,732.58
Total Assessment Income	373,193.60	373,144.58	49.02	4,478,323.20	4,477,732.58	590.62	4,477,732.58
User Fee Income							
4225 - Key Receipt	190.00	0.00	190.00	615.00	0.00	615.00	0.00
4235 - Laundry Receipts	1,953.25	1,462.00	491.25	25,121.97	17,548.00	7,573.97	17,548.00
4255 - Lease Rent	10,517.87	10,519.44	(1.57)	126,214.44	126,214.44	0.00	126,214.44
4295 - Commissions	0.00	0.00	0.00	(991.53)	0.00	(991.53)	0.00
Total User Fee Income	12,661.12	11,981.44	679.68	150,959.88	143,762.44	7,197.44	143,762.44
Rental Income							
4400 - Rent Receipts	6,249.19	2,916.00	3,333.19	74,051.33	35,000.00	39,051.33	35,000.00
Total Rental Income	6,249.19	2,916.00	3,333.19	74,051.33	35,000.00	39,051.33	35,000.00
Collections Income							
4710 - Late Fees	1,869.22	0.00	1,869.22	13,656.18	0.00	13,656.18	0.00
Total Collections Income	1,869.22	0.00	1,869.22	13,656.18	0.00	13,656.18	0.00
Other Income							
4805 - Compliance Fees	146.00	0.00	146.00	146.00	0.00	146.00	0.00
4845 - Holiday Fund Receipts	8,342.67	0.00	8,342.67	8,767.67	0.00	8,767.67	0.00
Total Other Income	8,488.67	0.00	8,488.67	8,913.67	0.00	8,913.67	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	6.63	0.00	6.63	90.94	0.00	90.94	0.00
4905 - Reserve Contribution Income	27,806.00	0.00	27,806.00	333,665.00	0.00	333,665.00	0.00
4910 - Interest Earned - Reserve Accounts	743.21	3,332.00	(2,588.79)	26,775.46	40,000.00	(13,224.54)	40,000.00
Total Investment Income	28,555.84	3,332.00	25,223.84	360,531.40	40,000.00	320,531.40	40,000.00
Total Total Association Income	431,017.64	391,374.02	39,643.62	5,086,435.66	4,696,495.02	389,940.64	4,696,495.02

Income Statement Report

Harbor Square, Inc.

Total Association

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Administrative							
5000 - General Administrative	1,087.69	2,334.00	1,246.31	47,454.37	28,000.00	(19,454.37)	28,000.00
5005 - Annual Assn Mtg Expense	0.00	0.00	0.00	366.09	0.00	(366.09)	0.00
5010 - Bad Debt	0.00	0.00	0.00	174.87	0.00	(174.87)	0.00
5015 - Bank Charges	0.00	0.00	0.00	175.00	0.00	(175.00)	0.00
5025 - Collection Charges	43.98	0.00	(43.98)	559.18	0.00	(559.18)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	175.92	0.00	(175.92)	0.00
5085 - Loan Bank of Hawaii	2,665.37	25,593.00	22,927.63	36,594.36	307,104.00	270,509.64	307,104.00
5090 - Office Supplies	402.24	0.00	(402.24)	2,259.15	0.00	(2,259.15)	0.00
5095 - Payroll Services	240.84	0.00	(240.84)	2,900.54	0.00	(2,900.54)	0.00
5100 - Records Storage	0.00	0.00	0.00	6,035.59	0.00	(6,035.59)	0.00
5195 - Other Administrative Services	0.00	0.00	0.00	146.59	0.00	(146.59)	0.00
Total Administrative	4,440.12	27,927.00	23,486.88	96,841.66	335,104.00	238,262.34	335,104.00
Communications							
5205 - Supplies, RM/Association	1,152.48	1,000.00	(152.48)	9,348.57	12,000.00	2,651.43	12,000.00
5210 - Printing & Copying	549.63	0.00	(549.63)	3,323.13	0.00	(3,323.13)	0.00
5215 - Postage	366.75	0.00	(366.75)	2,278.69	0.00	(2,278.69)	0.00
Total Communications	2,068.86	1,000.00	(1,068.86)	14,950.39	12,000.00	(2,950.39)	12,000.00
Payroll & Benefits							
5300 - Resident/Site Manager Salaries	9,392.34	9,442.00	49.66	110,592.59	113,300.00	2,707.41	113,300.00
5302 - Administrative Salaries	3,919.19	3,941.99	22.80	46,147.54	47,319.99	1,172.45	47,319.99
5310 - Custodial Salaries	7,755.62	10,719.42	2,963.80	84,574.57	128,606.42	44,031.85	128,606.42
5314 - Landscaping Wages	8,922.88	5,674.42	(3,248.46)	98,574.08	68,078.42	(30,495.66)	68,078.42
5316 - Painting Wages	3,348.32	4,813.79	1,465.47	33,251.25	57,740.79	24,489.54	57,740.79
5318 - General Maintenance Salaries	12,080.49	12,597.20	516.71	158,537.46	151,174.20	(7,363.26)	151,174.20
5322 - Air Conditioning wages	3,872.00	3,380.01	(491.99)	41,156.52	40,560.01	(596.51)	40,560.01
5325 - Bonuses	16,474.42	833.00	(15,641.42)	16,474.42	10,000.00	(6,474.42)	10,000.00
5330 - Health Benefits	7,669.90	8,933.03	1,263.13	74,901.34	107,213.03	32,311.69	107,213.03

Income Statement Report

Harbor Square, Inc.

Total Association

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Payroll & Benefits							
5335 - Employee Lodging	3,120.00	2,800.00	(320.00)	40,560.00	33,600.00	(6,960.00)	33,600.00
5355 - FICA Payroll Taxes	4,976.09	4,086.87	(889.22)	42,417.15	49,031.87	6,614.72	49,031.87
5360 - Payroll Taxes FUTA	0.00	305.04	305.04	548.88	3,644.04	3,095.16	3,644.04
5365 - Payroll Taxes SUTA	332.65	240.75	(91.90)	3,881.06	2,882.75	(998.31)	2,882.75
5385 - Retirement Fund	342.07	249.00	(93.07)	4,592.56	3,000.00	(1,592.56)	3,000.00
5390 - Workers Compensation	2,182.75	2,025.55	(157.20)	13,361.80	24,293.55	10,931.75	24,293.55
5399 - EE Benefits,TDI	0.00	230.75	230.75	2,352.88	2,793.75	440.87	2,793.75
Total Payroll & Benefits	84,388.72	70,272.82	(14,115.90)	771,924.10	843,238.82	71,314.72	843,238.82
Insurance							
5405 - General Insurance	0.00	0.00	0.00	(3,382.00)	0.00	3,382.00	0.00
5410 - Fidelity Bond Insurance	25.12	26.01	0.89	301.00	301.01	0.01	301.01
5415 - D&O Insurance Premiums	2,127.67	2,508.99	381.32	25,532.04	30,111.99	4,579.95	30,111.99
5420 - Umbrella Liability Premiums	607.50	640.01	32.51	7,290.00	7,656.01	366.01	7,656.01
5440 - Mechanical Breakdown Insurance	69.37	70.00	0.63	832.00	847.00	15.00	847.00
5445 - General Liability Insurance Premium	2,633.83	2,898.01	264.18	31,605.96	34,764.01	3,158.05	34,764.01
5460 - Commercial Package Premiums	11,723.58	12,399.01	675.43	140,682.96	148,764.01	8,081.05	148,764.01
Total Insurance	17,187.07	18,542.03	1,354.96	202,861.96	222,444.03	19,582.07	222,444.03
Utilities							
6000 - Electric Service	37,633.11	39,687.00	2,053.89	477,202.55	476,256.00	(946.55)	476,256.00
6005 - Gas Service	1,311.41	1,649.00	337.59	17,604.73	19,793.00	2,188.27	19,793.00
6020 - Electricity,Air Conditioning	56,449.67	66,754.02	10,304.35	715,705.09	801,048.02	85,342.93	801,048.02
6025 - Water Service	8,686.35	7,037.01	(1,649.34)	110,071.26	84,418.01	(25,653.25)	84,418.01
6030 - Sewer Service	26,048.75	27,180.01	1,131.26	330,543.09	326,161.01	(4,382.08)	326,161.01
6035 - Trash and Recycling Service	4,693.37	4,635.00	(58.37)	56,621.71	55,619.00	(1,002.71)	55,619.00
6045 - Cable Service	22,606.52	22,033.00	(573.52)	269,786.35	264,396.00	(5,390.35)	264,396.00
6050 - Telephone Service	1,159.67	870.02	(289.65)	12,201.19	10,465.02	(1,736.17)	10,465.02

Income Statement Report

Harbor Square, Inc.

Total Association

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Utilities							
6060 - Electricity, Heat Pump	8,580.14	10,735.00	2,154.86	108,500.99	128,826.00	20,325.01	128,826.00
Total Utilities	167,168.99	180,580.06	13,411.07	2,098,236.96	2,166,982.06	68,745.10	2,166,982.06
Operations							
6320 - Depreciation Expense	0.00	0.00	0.00	54.87	0.00	(54.87)	0.00
Total Operations	0.00	0.00	0.00	54.87	0.00	(54.87)	0.00
Contracted Services							
6406 - Electrical Services	1,075.32	1,252.00	176.68	12,713.56	15,000.00	2,286.44	15,000.00
6408 - Elevator Services	6,588.37	6,823.00	234.63	84,936.51	81,871.00	(3,065.51)	81,871.00
6434 - Pest Control	484.71	412.00	(72.71)	4,998.36	4,948.00	(50.36)	4,948.00
6436 - Plumbing Services	2,442.69	2,333.00	(109.69)	62,903.37	28,000.00	(34,903.37)	28,000.00
6440 - Safety & Security	59,287.65	21,640.01	(37,647.64)	347,819.05	259,676.01	(88,143.04)	259,676.01
6446 - Window Cleaning Services	0.00	1,195.00	1,195.00	11,547.71	14,350.00	2,802.29	14,350.00
Total Contracted Services	69,878.74	33,655.01	(36,223.73)	524,918.56	403,845.01	(121,073.55)	403,845.01
Repair & Maintenance							
6515 - Building Repair & Maintenance	11,255.08	8,654.02	(2,601.06)	160,689.90	103,841.02	(56,848.88)	103,841.02
6540 - Amenities, Parking	0.00	29.00	29.00	0.00	360.00	360.00	360.00
6555 - Equipment Rental/Repair & Maintenance	3,212.15	3,745.80	533.65	57,333.68	44,940.80	(12,392.88)	44,940.80
6620 - Grounds Repair & Maintenance	261.67	1,029.01	767.34	18,087.38	12,352.01	(5,735.37)	12,352.01
6635 - Janitorial Supplies & Maintenance	688.94	600.01	(88.93)	12,768.24	7,200.01	(5,568.23)	7,200.01
6670 - Mechanical Systems Services & Supplies	6,173.66	3,511.00	(2,662.66)	91,931.62	42,128.00	(49,803.62)	42,128.00
6680 - Painting Services & Supplies	0.00	166.00	166.00	3,650.52	2,000.00	(1,650.52)	2,000.00
6700 - Pool Supplies/Repair & Maintenance	8,181.89	1,949.00	(6,232.89)	28,428.61	23,400.00	(5,028.61)	23,400.00
6715 - Reimbursable Repairs & Maintenance	0.00	0.00	0.00	(100.00)	0.00	100.00	0.00
Total Repair & Maintenance	29,773.39	19,683.84	(10,089.55)	372,789.95	236,221.84	(136,568.11)	236,221.84
Professional Services							
7000 - Audit & Tax Services	0.00	2,083.00	2,083.00	67,705.00	25,000.00	(42,705.00)	25,000.00
7030 - Legal Services - General Counsel	568.59	998.00	429.41	6,894.65	12,000.00	5,105.35	12,000.00

Income Statement Report

Harbor Square, Inc.

Total Association

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Professional Services							
7040 - Management Fees	5,235.60	5,235.22	(0.38)	62,827.20	62,827.22	0.02	62,827.22
7095 - Professional Fees, Common	37,428.77	2,259.00	(35,169.77)	75,966.26	27,110.00	(48,856.26)	27,110.00
Total Professional Services	43,232.96	10,575.22	(32,657.74)	213,393.11	126,937.22	(86,455.89)	126,937.22
Association Owned Unit Expenses							
8900 - Maintenance Fees Expense	3,706.21	0.00	(3,706.21)	38,606.38	0.00	(38,606.38)	0.00
8905 - Owned Unit Repair & Maintenance	654.29	209.00	(445.29)	7,880.59	2,500.00	(5,380.59)	2,500.00
Total Association Owned Unit Expenses	4,360.50	209.00	(4,151.50)	46,486.97	2,500.00	(43,986.97)	2,500.00
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	38,740.76	0.00	(38,740.76)	0.00
9005 - State Income Tax	0.00	0.00	0.00	4,176.15	0.00	(4,176.15)	0.00
9025 - General Excise Tax	941.34	1,130.02	188.68	11,707.08	13,550.02	1,842.94	13,550.02
Total Taxes	941.34	1,130.02	188.68	54,623.99	13,550.02	(41,073.97)	13,550.02
Other Expenses							
9105 - Reserve Contribution Expense	27,806.00	27,805.16	(0.84)	333,665.00	333,674.16	9.16	333,674.16
Total Other Expenses	27,806.00	27,805.16	(0.84)	333,665.00	333,674.16	9.16	333,674.16
Reserve Expenses							
9800 - Repair & Replacement Expenses	0.00	0.00	0.00	72,795.00	0.00	(72,795.00)	0.00
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	7,835.64	0.00	(7,835.64)	0.00
Total Reserve Expenses	0.00	0.00	0.00	80,630.64	0.00	(80,630.64)	0.00
Total Total Association Expense	451,246.69	391,380.16	(59,866.53)	4,811,378.16	4,696,497.16	(114,881.00)	4,696,497.16
Total Association Net Income / (Loss)	(20,229.05)	(6.14)	(20,222.91)	275,057.50	(2.14)	275,059.64	(2.14)

Income Statement Report

Harbor Square, Inc.

01-Commercial 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
Assessment Income							
4000 - Maintenance Fees	4,809.67	4,808.29	1.38	57,716.04	57,703.29	12.75	57,703.29
Total Assessment Income	4,809.67	4,808.29	1.38	57,716.04	57,703.29	12.75	57,703.29
User Fee Income							
4255 - Lease Rent	53.01	54.22	(1.21)	636.12	646.22	(10.10)	646.22
Total User Fee Income	53.01	54.22	(1.21)	636.12	646.22	(10.10)	646.22
Rental Income							
4400 - Rent Receipts	0.00	14.40	(14.40)	0.00	176.40	(176.40)	176.40
Total Rental Income	0.00	14.40	(14.40)	0.00	176.40	(176.40)	176.40
Other Income							
4845 - Holiday Fund Receipts	42.05	0.00	42.05	44.19	0.00	44.19	0.00
Total Other Income	42.05	0.00	42.05	44.19	0.00	44.19	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.03	0.00	0.03	0.46	0.00	0.46	0.00
4910 - Interest Earned - Reserve Accounts	0.00	16.60	(16.60)	0.00	201.60	(201.60)	201.60
Total Investment Income	0.03	16.60	(16.57)	0.46	201.60	(201.14)	201.60
Total 01-Commercial 1 Income	4,904.76	4,893.51	11.25	58,396.81	58,727.51	(330.70)	58,727.51
Expense							
Administrative							
5000 - General Administrative	5.49	12.12	6.63	240.39	141.12	(99.27)	141.12
5010 - Bad Debt	0.00	0.00	0.00	0.88	0.00	(0.88)	0.00
5025 - Collection Charges	0.22	0.00	(0.22)	2.81	0.00	(2.81)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	0.89	0.00	(0.89)	0.00
5085 - Loan Bank of Hawaii	8.53	512.08	503.55	117.10	6,142.08	6,024.98	6,142.08
5090 - Office Supplies	2.03	0.00	(2.03)	11.38	0.00	(11.38)	0.00
5095 - Payroll Services	1.21	0.00	(1.21)	14.58	0.00	(14.58)	0.00
5100 - Records Storage	0.00	0.00	0.00	30.43	0.00	(30.43)	0.00

Income Statement Report

Harbor Square, Inc.

01-Commercial 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	0.73	0.00	(0.73)	0.00
Total Administrative	17.48	524.20	506.72	419.19	6,283.20	5,864.01	6,283.20
Communications							
5210 - Printing & Copying	2.77	0.00	(2.77)	16.77	0.00	(16.77)	0.00
5215 - Postage	1.85	0.00	(1.85)	11.49	0.00	(11.49)	0.00
Total Communications	4.62	0.00	(4.62)	28.26	0.00	(28.26)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	19.75	19.49	(0.26)	232.56	238.49	5.93	238.49
5310 - Custodial Salaries	96.95	133.58	36.63	914.28	1,607.58	693.30	1,607.58
5314 - Landscaping Wages	44.97	28.12	(16.85)	496.82	343.12	(153.70)	343.12
5316 - Painting Wages	41.85	30.74	(11.11)	384.45	374.74	(9.71)	374.74
5318 - General Maintenance Salaries	60.89	157.68	96.79	1,013.80	1,889.68	875.88	1,889.68
5322 - Air Conditioning wages	25.14	22.23	(2.91)	267.83	263.23	(4.60)	263.23
5325 - Bonuses	83.03	4.40	(78.63)	83.03	50.40	(32.63)	50.40
5330 - Health Benefits	45.89	52.63	6.74	465.09	633.63	168.54	633.63
5355 - FICA Payroll Taxes	37.37	23.78	(13.59)	327.07	289.78	(37.29)	289.78
5360 - Payroll Taxes FUTA	0.00	1.54	1.54	4.26	21.54	17.28	21.54
5365 - Payroll Taxes SUTA	2.57	1.04	(1.53)	30.02	17.04	(12.98)	17.04
5385 - Retirement Fund	2.65	1.73	(0.92)	35.53	17.73	(17.80)	17.73
5390 - Workers Compensation	12.90	11.57	(1.33)	(2,930.60)	143.57	3,074.17	143.57
5399 - EE Benefits,TDI	0.00	1.51	1.51	18.20	16.51	(1.69)	16.51
Total Payroll & Benefits	473.96	490.04	16.08	1,342.34	5,907.04	4,564.70	5,907.04
Insurance							
5410 - Fidelity Bond Insurance	0.13	0.52	0.39	1.56	1.52	(0.04)	1.52
5415 - D&O Insurance Premiums	10.64	12.76	2.12	127.68	151.76	24.08	151.76
5420 - Umbrella Liability Premiums	3.04	3.59	0.55	36.48	38.59	2.11	38.59
5440 - Mechanical Breakdown Insurance	0.45	0.50	0.05	5.40	5.50	0.10	5.50

Income Statement Report

Harbor Square, Inc.

01-Commercial 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	13.17	14.21	1.04	158.04	175.21	17.17	175.21
5460 - Commercial Package Premiums	58.62	62.77	4.15	703.44	749.77	46.33	749.77
Total Insurance	86.05	94.35	8.30	1,032.60	1,122.35	89.75	1,122.35
Utilities							
6000 - Electric Service	981.85	1,034.71	52.86	12,448.51	12,421.71	(26.80)	12,421.71
6005 - Gas Service	0.00	0.00	0.00	1,343.13	0.00	(1,343.13)	0.00
6020 - Electricity,Air Conditioning	1,647.77	1,948.59	300.82	20,891.43	23,382.59	2,491.16	23,382.59
6025 - Water Service	57.35	30.92	(26.43)	854.91	367.92	(486.99)	367.92
6030 - Sewer Service	124.81	124.05	(0.76)	1,629.59	1,483.05	(146.54)	1,483.05
6035 - Trash and Recycling Service	187.74	0.00	(187.74)	2,273.34	0.00	(2,273.34)	0.00
6050 - Telephone Service	2.19	2.32	0.13	29.26	29.32	0.06	29.32
Total Utilities	3,001.71	3,140.59	138.88	39,470.17	37,684.59	(1,785.58)	37,684.59
Contracted Services							
6406 - Electrical Services	0.32	0.50	0.18	0.80	4.50	3.70	4.50
6434 - Pest Control	0.00	0.00	0.00	0.93	0.00	(0.93)	0.00
6436 - Plumbing Services	(1.18)	0.00	1.18	(15.47)	0.00	15.47	0.00
6440 - Safety & Security	298.82	108.77	(190.05)	1,753.02	1,308.77	(444.25)	1,308.77
6446 - Window Cleaning Services	0.00	0.00	0.00	42.68	0.00	(42.68)	0.00
Total Contracted Services	297.96	109.27	(188.69)	1,781.96	1,313.27	(468.69)	1,313.27
Repair & Maintenance							
6515 - Building Repair & Maintenance	(3.43)	0.00	3.43	(30.96)	0.00	30.96	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	11.63	11.63	171.43	143.63	(27.80)	143.63
6620 - Grounds Repair & Maintenance	1.32	5.25	3.93	91.17	62.25	(28.92)	62.25
6635 - Janitorial Supplies & Maintenance	0.18	0.16	(0.02)	5.04	2.16	(2.88)	2.16
6670 - Mechanical Systems Services & Supplies	92.60	52.92	(39.68)	1,378.96	631.92	(747.04)	631.92
6680 - Painting Services & Supplies	0.00	(0.40)	(0.40)	1.18	0.60	(0.58)	0.60

Income Statement Report

Harbor Square, Inc.

01-Commercial 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.50)	0.00	0.50	0.00
Total Repair & Maintenance	90.67	69.56	(21.11)	1,616.32	840.56	(775.76)	840.56
Professional Services							
7000 - Audit & Tax Services	0.00	10.00	10.00	341.23	126.00	(215.23)	126.00
7030 - Legal Services - General Counsel	2.87	5.48	2.61	34.75	60.48	25.73	60.48
7040 - Management Fees	26.00	26.65	0.65	312.00	316.65	4.65	316.65
7095 - Professional Fees,Common	188.65	0.00	(188.65)	382.88	0.00	(382.88)	0.00
Total Professional Services	217.52	42.13	(175.39)	1,070.86	503.13	(567.73)	503.13
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	195.25	0.00	(195.25)	0.00
9005 - State Income Tax	0.00	0.00	0.00	21.05	0.00	(21.05)	0.00
9025 - General Excise Tax	4.74	5.29	0.55	58.99	68.29	9.30	68.29
Total Taxes	4.74	5.29	0.55	275.29	68.29	(207.00)	68.29
Other Expenses							
9105 - Reserve Contribution Expense	418.00	418.00	0.00	5,015.00	5,016.00	1.00	5,016.00
Total Other Expenses	418.00	418.00	0.00	5,015.00	5,016.00	1.00	5,016.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	83.31	0.00	(83.31)	0.00
Total Reserve Expenses	0.00	0.00	0.00	83.31	0.00	(83.31)	0.00
Total 01-Commercial 1 Expense	4,612.71	4,893.43	280.72	52,135.30	58,738.43	6,603.13	58,738.43
Total 01-Commercial 1 Income / (Loss)	292.05	0.08	291.97	6,261.51	(10.92)	6,272.43	(10.92)

Income Statement Report

Harbor Square, Inc.

02-Commercial 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	1,711.20	1,711.84	(0.64)	20,534.40	20,537.84	(3.44)	20,537.84
Total Assessment Income	1,711.20	1,711.84	(0.64)	20,534.40	20,537.84	(3.44)	20,537.84
User Fee Income							
4255 - Lease Rent	31.13	32.48	(1.35)	373.56	387.48	(13.92)	387.48
Total User Fee Income	31.13	32.48	(1.35)	373.56	387.48	(13.92)	387.48
Rental Income							
4400 - Rent Receipts	0.00	8.60	(8.60)	0.00	103.60	(103.60)	103.60
Total Rental Income	0.00	8.60	(8.60)	0.00	103.60	(103.60)	103.60
Other Income							
4845 - Holiday Fund Receipts	24.69	0.00	24.69	25.95	0.00	25.95	0.00
Total Other Income	24.69	0.00	24.69	25.95	0.00	25.95	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.02	0.00	0.02	0.25	0.00	0.25	0.00
4910 - Interest Earned - Reserve Accounts	0.00	9.40	(9.40)	0.00	118.40	(118.40)	118.40
Total Investment Income	0.02	9.40	(9.38)	0.25	118.40	(118.15)	118.40
Total 02-Commercial 2 Income	1,767.04	1,762.32	4.72	20,934.16	21,147.32	(213.16)	21,147.32
<u>Expense</u>							
Administrative							
5000 - General Administrative	3.22	6.88	3.66	141.48	82.88	(58.60)	82.88
5010 - Bad Debt	0.00	0.00	0.00	0.52	0.00	(0.52)	0.00
5025 - Collection Charges	0.13	0.00	(0.13)	1.66	0.00	(1.66)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	0.53	0.00	(0.53)	0.00
5085 - Loan Bank of Hawaii	3.46	256.04	252.58	47.56	3,071.04	3,023.48	3,071.04
5090 - Office Supplies	1.19	0.00	(1.19)	6.70	0.00	(6.70)	0.00
5095 - Payroll Services	0.71	0.00	(0.71)	8.56	0.00	(8.56)	0.00
5100 - Records Storage	0.00	0.00	0.00	17.86	0.00	(17.86)	0.00

Income Statement Report

Harbor Square, Inc.

02-Commercial 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	0.43	0.00	(0.43)	0.00
Total Administrative	8.71	262.92	254.21	225.30	3,153.92	2,928.62	3,153.92
Communications							
5210 - Printing & Copying	1.63	0.00	(1.63)	9.83	0.00	(9.83)	0.00
5215 - Postage	1.09	0.00	(1.09)	6.74	0.00	(6.74)	0.00
Total Communications	2.72	0.00	(2.72)	16.57	0.00	(16.57)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	11.60	12.07	0.47	136.61	140.07	3.46	140.07
5310 - Custodial Salaries	96.95	133.58	36.63	914.28	1,607.58	693.30	1,607.58
5314 - Landscaping Wages	26.41	16.51	(9.90)	291.79	201.51	(90.28)	201.51
5316 - Painting Wages	41.85	19.19	(22.66)	370.96	225.19	(145.77)	225.19
5318 - General Maintenance Salaries	35.76	157.68	121.92	743.91	1,889.68	1,145.77	1,889.68
5322 - Air Conditioning wages	15.09	13.18	(1.91)	160.71	158.18	(2.53)	158.18
5325 - Bonuses	48.76	2.60	(46.16)	48.76	29.60	(19.16)	29.60
5330 - Health Benefits	39.57	44.99	5.42	348.45	534.99	186.54	534.99
5355 - FICA Payroll Taxes	31.59	20.67	(10.92)	276.46	244.67	(31.79)	244.67
5360 - Payroll Taxes FUTA	0.00	1.18	1.18	3.59	18.18	14.59	18.18
5365 - Payroll Taxes SUTA	2.18	1.38	(0.80)	25.37	14.38	(10.99)	14.38
5385 - Retirement Fund	2.24	0.97	(1.27)	30.05	14.97	(15.08)	14.97
5390 - Workers Compensation	10.89	10.22	(0.67)	(1,302.95)	121.22	1,424.17	121.22
5399 - EE Benefits,TDI	0.00	0.94	0.94	15.39	13.94	(1.45)	13.94
Total Payroll & Benefits	362.89	435.16	72.27	2,063.38	5,214.16	3,150.78	5,214.16
Insurance							
5410 - Fidelity Bond Insurance	0.08	(0.11)	(0.19)	0.96	0.89	(0.07)	0.89
5415 - D&O Insurance Premiums	6.38	7.13	0.75	76.56	89.13	12.57	89.13
5420 - Umbrella Liability Premiums	1.82	1.66	(0.16)	21.84	22.66	0.82	22.66
5440 - Mechanical Breakdown Insurance	0.27	0.30	0.03	3.24	3.30	0.06	3.30

Income Statement Report

Harbor Square, Inc.

02-Commercial 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	7.90	8.90	1.00	94.80	102.90	8.10	102.90
5460 - Commercial Package Premiums	35.17	36.34	1.17	422.04	440.34	18.30	440.34
Total Insurance	51.62	54.22	2.60	619.44	659.22	39.78	659.22
Utilities							
6000 - Electric Service	103.49	108.75	5.26	1,312.14	1,308.75	(3.39)	1,308.75
6020 - Electricity,Air Conditioning	412.08	487.65	75.57	5,224.65	5,847.65	623.00	5,847.65
6025 - Water Service	57.11	30.41	(26.70)	850.74	366.41	(484.33)	366.41
6030 - Sewer Service	124.29	122.94	(1.35)	1,622.01	1,476.94	(145.07)	1,476.94
6035 - Trash and Recycling Service	0.00	0.00	0.00	0.53	0.00	(0.53)	0.00
6050 - Telephone Service	1.28	1.22	(0.06)	17.00	17.22	0.22	17.22
Total Utilities	698.25	750.97	52.72	9,027.07	9,016.97	(10.10)	9,016.97
Contracted Services							
6406 - Electrical Services	0.00	0.00	0.00	(1.55)	0.00	1.55	0.00
6434 - Pest Control	0.00	0.00	0.00	0.54	0.00	(0.54)	0.00
6436 - Plumbing Services	(0.69)	0.00	0.69	(9.08)	0.00	9.08	0.00
6440 - Safety & Security	175.50	63.64	(111.86)	1,029.55	768.64	(260.91)	768.64
6446 - Window Cleaning Services	0.00	0.00	0.00	25.06	0.00	(25.06)	0.00
Total Contracted Services	174.81	63.64	(111.17)	1,044.52	768.64	(275.88)	768.64
Repair & Maintenance							
6515 - Building Repair & Maintenance	(2.01)	0.00	2.01	(18.17)	0.00	18.17	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	7.22	7.22	155.69	83.22	(72.47)	83.22
6620 - Grounds Repair & Maintenance	0.77	2.56	1.79	53.12	36.56	(16.56)	36.56
6635 - Janitorial Supplies & Maintenance	0.00	0.00	0.00	0.27	0.00	(0.27)	0.00
6670 - Mechanical Systems Services & Supplies	30.87	17.64	(13.23)	459.64	210.64	(249.00)	210.64
6680 - Painting Services & Supplies	0.00	0.00	0.00	0.05	0.00	(0.05)	0.00

Income Statement Report
Harbor Square, Inc.
02-Commercial 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.30)	0.00	0.30	0.00
Total Repair & Maintenance	29.63	27.42	(2.21)	650.30	330.42	(319.88)	330.42
Professional Services							
7000 - Audit & Tax Services	0.00	6.00	6.00	200.41	74.00	(126.41)	74.00
7030 - Legal Services - General Counsel	1.68	2.52	0.84	20.39	35.52	15.13	35.52
7040 - Management Fees	15.00	15.97	0.97	180.00	185.97	5.97	185.97
7095 - Professional Fees,Common	110.79	0.00	(110.79)	224.85	0.00	(224.85)	0.00
Total Professional Services	127.47	24.49	(102.98)	625.65	295.49	(330.16)	295.49
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	114.68	0.00	(114.68)	0.00
9005 - State Income Tax	0.00	0.00	0.00	12.36	0.00	(12.36)	0.00
9025 - General Excise Tax	2.79	3.11	0.32	34.65	40.11	5.46	40.11
Total Taxes	2.79	3.11	0.32	161.69	40.11	(121.58)	40.11
Other Expenses							
9105 - Reserve Contribution Expense	140.00	140.00	0.00	1,679.00	1,680.00	1.00	1,680.00
Total Other Expenses	140.00	140.00	0.00	1,679.00	1,680.00	1.00	1,680.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	8.79	0.00	(8.79)	0.00
Total Reserve Expenses	0.00	0.00	0.00	8.79	0.00	(8.79)	0.00
Total 02-Commercial 2 Expense	1,598.89	1,761.93	163.04	16,121.71	21,158.93	5,037.22	21,158.93
Total 02-Commercial 2 Income / (Loss)	168.15	0.39	167.76	4,812.45	(11.61)	4,824.06	(11.61)

Income Statement Report

Harbor Square, Inc.

03-Garage

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	22,230.06	22,227.13	2.93	266,760.72	266,727.13	33.59	266,727.13
Total Assessment Income	22,230.06	22,227.13	2.93	266,760.72	266,727.13	33.59	266,727.13
User Fee Income							
4255 - Lease Rent	2,419.11	2,478.69	(59.58)	29,029.32	29,743.69	(714.37)	29,743.69
Total User Fee Income	2,419.11	2,478.69	(59.58)	29,029.32	29,743.69	(714.37)	29,743.69
Rental Income							
4400 - Rent Receipts	0.00	671.00	(671.00)	0.00	8,050.00	(8,050.00)	8,050.00
Total Rental Income	0.00	671.00	(671.00)	0.00	8,050.00	(8,050.00)	8,050.00
Other Income							
4845 - Holiday Fund Receipts	1,918.81	0.00	1,918.81	2,016.56	0.00	2,016.56	0.00
Total Other Income	1,918.81	0.00	1,918.81	2,016.56	0.00	2,016.56	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	1.52	0.00	1.52	20.92	0.00	20.92	0.00
4910 - Interest Earned - Reserve Accounts	0.00	767.00	(767.00)	0.00	9,200.00	(9,200.00)	9,200.00
Total Investment Income	1.52	767.00	(765.48)	20.92	9,200.00	(9,179.08)	9,200.00
Total 03-Garage Income	26,569.50	26,143.82	425.68	297,827.52	313,720.82	(15,893.30)	313,720.82
<u>Expense</u>							
Administrative							
5000 - General Administrative	250.95	537.00	286.05	10,994.00	6,440.00	(4,554.00)	6,440.00
5010 - Bad Debt	0.00	0.00	0.00	40.22	0.00	(40.22)	0.00
5025 - Collection Charges	10.12	0.00	(10.12)	128.56	0.00	(128.56)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	40.47	0.00	(40.47)	0.00
5085 - Loan Bank of Hawaii	109.55	3,326.52	3,216.97	1,504.03	39,923.52	38,419.49	39,923.52
5090 - Office Supplies	92.52	0.00	(92.52)	519.60	0.00	(519.60)	0.00
5095 - Payroll Services	55.39	0.00	(55.39)	667.10	0.00	(667.10)	0.00
5100 - Records Storage	0.00	0.00	0.00	1,388.20	0.00	(1,388.20)	0.00

Income Statement Report
Harbor Square, Inc.
03-Garage

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	33.72	0.00	(33.72)	0.00
Total Administrative	518.53	3,863.52	3,344.99	15,315.90	46,363.52	31,047.62	46,363.52
Communications							
5210 - Printing & Copying	126.41	0.00	(126.41)	764.31	0.00	(764.31)	0.00
5215 - Postage	84.35	0.00	(84.35)	524.08	0.00	(524.08)	0.00
Total Communications	210.76	0.00	(210.76)	1,288.39	0.00	(1,288.39)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	901.41	906.60	5.19	10,613.91	10,883.60	269.69	10,883.60
5310 - Custodial Salaries	484.73	669.90	185.17	16,004.46	8,037.90	(7,966.56)	8,037.90
5314 - Landscaping Wages	2,052.26	1,305.03	(747.23)	22,672.04	15,658.03	(7,014.01)	15,658.03
5316 - Painting Wages	209.27	0.00	(209.27)	1,753.61	0.00	(1,753.61)	0.00
5318 - General Maintenance Salaries	2,778.51	787.39	(1,991.12)	31,641.92	9,448.39	(22,193.53)	9,448.39
5325 - Bonuses	3,789.12	192.00	(3,597.12)	3,789.12	2,300.00	(1,489.12)	2,300.00
5330 - Health Benefits	780.34	997.05	216.71	8,325.19	11,966.05	3,640.86	11,966.05
5355 - FICA Payroll Taxes	577.33	456.44	(120.89)	5,052.63	5,472.44	419.81	5,472.44
5360 - Payroll Taxes FUTA	0.00	33.71	33.71	65.60	406.71	341.11	406.71
5365 - Payroll Taxes SUTA	39.76	26.74	(13.02)	463.90	321.74	(142.16)	321.74
5385 - Retirement Fund	40.89	27.83	(13.06)	548.96	334.83	(214.13)	334.83
5390 - Workers Compensation	243.62	226.41	(17.21)	2,113.65	2,711.41	597.76	2,711.41
5399 - EE Benefits,TDI	0.00	25.81	25.81	281.23	311.81	30.58	311.81
Total Payroll & Benefits	11,897.24	5,654.91	(6,242.33)	103,326.22	67,852.91	(35,473.31)	67,852.91
Insurance							
5410 - Fidelity Bond Insurance	5.77	6.23	0.46	69.24	69.23	(0.01)	69.23
5415 - D&O Insurance Premiums	489.36	576.76	87.40	5,872.32	6,925.76	1,053.44	6,925.76
5420 - Umbrella Liability Premiums	139.73	146.88	7.15	1,676.76	1,760.88	84.12	1,760.88
5445 - General Liability Insurance Premium	605.78	666.72	60.94	7,269.36	7,995.72	726.36	7,995.72

Income Statement Report

Harbor Square, Inc.

03-Garage

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5460 - Commercial Package Premiums	2,696.42	2,851.72	155.30	32,357.04	34,215.72	1,858.68	34,215.72
Total Insurance	3,937.06	4,248.31	311.25	47,244.72	50,967.31	3,722.59	50,967.31
Utilities							
6000 - Electric Service	1,236.62	1,303.39	66.77	15,678.72	15,637.39	(41.33)	15,637.39
6025 - Water Service	45.14	36.86	(8.28)	713.91	446.86	(267.05)	446.86
6030 - Sewer Service	56.84	56.40	(0.44)	839.87	675.40	(164.47)	675.40
6035 - Trash and Recycling Service	0.00	0.00	0.00	41.32	0.00	(41.32)	0.00
6050 - Telephone Service	161.19	143.41	(17.78)	1,738.49	1,725.41	(13.08)	1,725.41
Total Utilities	1,499.79	1,540.06	40.27	19,012.31	18,485.06	(527.25)	18,485.06
Contracted Services							
6406 - Electrical Services	7.85	9.50	1.65	(59.27)	109.50	168.77	109.50
6408 - Elevator Services	0.09	2,888.00	2,887.91	7,907.73	34,652.00	26,744.27	34,652.00
6434 - Pest Control	0.00	0.00	0.00	42.25	0.00	(42.25)	0.00
6436 - Plumbing Services	(53.70)	0.00	53.70	(706.06)	0.00	706.06	0.00
6440 - Safety & Security	13,636.15	4,977.48	(8,658.67)	78,519.89	59,725.48	(18,794.41)	59,725.48
6446 - Window Cleaning Services	0.00	0.00	0.00	1,947.72	0.00	(1,947.72)	0.00
Total Contracted Services	13,590.39	7,874.98	(5,715.41)	87,652.26	94,486.98	6,834.72	94,486.98
Repair & Maintenance							
6515 - Building Repair & Maintenance	(156.41)	0.00	156.41	(1,412.21)	0.00	1,412.21	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	548.17	548.17	11,795.36	6,580.17	(5,215.19)	6,580.17
6620 - Grounds Repair & Maintenance	60.18	236.96	176.78	4,250.35	2,840.96	(1,409.39)	2,840.96
6635 - Janitorial Supplies & Maintenance	5.02	4.56	(0.46)	114.83	52.56	(62.27)	52.56
6680 - Painting Services & Supplies	0.00	1.60	1.60	29.95	14.60	(15.35)	14.60
6715 - Reimbursable Repairs & Maintenance	0.00	0.00	0.00	(23.00)	0.00	23.00	0.00
Total Repair & Maintenance	(91.21)	791.29	882.50	14,755.28	9,488.29	(5,266.99)	9,488.29
Professional Services							
7000 - Audit & Tax Services	0.00	479.00	479.00	15,452.15	5,750.00	(9,702.15)	5,750.00

Income Statement Report
Harbor Square, Inc.
03-Garage

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Professional Services							
7030 - Legal Services - General Counsel	130.78	230.00	99.22	1,585.79	2,760.00	1,174.21	2,760.00
7040 - Management Fees	1,204.00	1,204.26	0.26	14,448.00	14,450.26	2.26	14,450.26
7095 - Professional Fees, Common	8,608.62	0.00	(8,608.62)	18,255.07	0.00	(18,255.07)	0.00
Total Professional Services	9,943.40	1,913.26	(8,030.14)	49,741.01	22,960.26	(26,780.75)	22,960.26
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	8,910.38	0.00	(8,910.38)	0.00
9005 - State Income Tax	0.00	0.00	0.00	960.51	0.00	(960.51)	0.00
9025 - General Excise Tax	216.54	259.50	42.96	2,692.66	3,116.50	423.84	3,116.50
Total Taxes	216.54	259.50	42.96	12,563.55	3,116.50	(9,447.05)	3,116.50
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	104.92	0.00	(104.92)	0.00
Total Reserve Expenses	0.00	0.00	0.00	104.92	0.00	(104.92)	0.00
Total 03-Garage Expense	41,722.50	26,145.83	(15,576.67)	351,004.56	313,720.83	(37,283.73)	313,720.83
Total 03-Garage Income / (Loss)	(15,153.00)	(2.01)	(15,150.99)	(53,177.04)	(0.01)	(53,177.03)	(0.01)

Income Statement Report

Harbor Square, Inc.

04-Harbor Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	189,932.88	189,907.90	24.98	2,279,194.56	2,278,898.90	295.66	2,278,898.90
Total Assessment Income	189,932.88	189,907.90	24.98	2,279,194.56	2,278,898.90	295.66	2,278,898.90
User Fee Income							
4225 - Key Receipt	171.00	0.00	171.00	553.50	0.00	553.50	0.00
4255 - Lease Rent	5,048.57	5,172.26	(123.69)	60,582.84	62,072.26	(1,489.42)	62,072.26
4295 - Commissions	0.00	0.00	0.00	(337.12)	0.00	(337.12)	0.00
Total User Fee Income	5,219.57	5,172.26	47.31	60,799.22	62,072.26	(1,273.04)	62,072.26
Rental Income							
4400 - Rent Receipts	5,624.27	1,400.00	4,224.27	65,340.24	16,800.00	48,540.24	16,800.00
Total Rental Income	5,624.27	1,400.00	4,224.27	65,340.24	16,800.00	48,540.24	16,800.00
Collections Income							
4710 - Late Fees	1,682.30	0.00	1,682.30	11,262.72	0.00	11,262.72	0.00
Total Collections Income	1,682.30	0.00	1,682.30	11,262.72	0.00	11,262.72	0.00
Other Income							
4845 - Holiday Fund Receipts	4,004.48	0.00	4,004.48	4,208.48	0.00	4,208.48	0.00
Total Other Income	4,004.48	0.00	4,004.48	4,208.48	0.00	4,208.48	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	3.18	0.00	3.18	43.62	0.00	43.62	0.00
4910 - Interest Earned - Reserve Accounts	0.00	1,600.00	(1,600.00)	0.00	19,200.00	(19,200.00)	19,200.00
Total Investment Income	3.18	1,600.00	(1,596.82)	43.62	19,200.00	(19,156.38)	19,200.00
Total 04-Harbor Tower Income	206,466.68	198,080.16	8,386.52	2,420,848.84	2,376,971.16	43,877.68	2,376,971.16
<u>Expense</u>							
Administrative							
5000 - General Administrative	522.08	1,120.00	597.92	22,937.03	13,440.00	(9,497.03)	13,440.00
5010 - Bad Debt	0.00	0.00	0.00	83.94	0.00	(83.94)	0.00
5025 - Collection Charges	21.11	0.00	(21.11)	268.30	0.00	(268.30)	0.00

Income Statement Report

Harbor Square, Inc.

04-Harbor Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5030 - Coupon Costs	0.00	0.00	0.00	84.45	0.00	(84.45)	0.00
5085 - Loan Bank of Hawaii	1,427.31	10,748.68	9,321.37	19,596.27	128,983.68	109,387.41	128,983.68
5090 - Office Supplies	193.08	0.00	(193.08)	1,084.39	0.00	(1,084.39)	0.00
5095 - Payroll Services	115.60	0.00	(115.60)	1,392.22	0.00	(1,392.22)	0.00
5100 - Records Storage	0.00	0.00	0.00	2,897.07	0.00	(2,897.07)	0.00
5195 - Other Administrative Services	0.00	0.00	0.00	70.37	0.00	(70.37)	0.00
Total Administrative	2,279.18	11,868.68	9,589.50	48,414.04	142,423.68	94,009.64	142,423.68
Communications							
5205 - Supplies,RM/Association	633.87	550.00	(83.87)	5,141.84	6,600.00	1,458.16	6,600.00
5210 - Printing & Copying	263.82	0.00	(263.82)	1,595.10	0.00	(1,595.10)	0.00
5215 - Postage	176.04	0.00	(176.04)	1,093.77	0.00	(1,093.77)	0.00
Total Communications	1,073.73	550.00	(523.73)	7,830.71	6,600.00	(1,230.71)	6,600.00
Payroll & Benefits							
5300 - Resident/Site Manager Salaries	5,165.79	5,193.00	27.21	60,825.93	62,315.00	1,489.07	62,315.00
5302 - Administrative Salaries	1,881.21	1,892.60	11.39	22,150.81	22,713.60	562.79	22,713.60
5310 - Custodial Salaries	4,586.83	6,338.40	1,751.57	43,257.33	76,060.40	32,803.07	76,060.40
5314 - Landscaping Wages	4,282.98	2,723.63	(1,559.35)	47,315.56	32,677.63	(14,637.93)	32,677.63
5316 - Painting Wages	1,980.26	2,999.46	1,019.20	19,831.41	35,994.46	16,163.05	35,994.46
5318 - General Maintenance Salaries	5,798.64	7,450.45	1,651.81	79,305.34	89,407.45	10,102.11	89,407.45
5322 - Air Conditioning wages	2,413.71	2,107.29	(306.42)	25,621.86	25,284.29	(337.57)	25,284.29
5325 - Bonuses	7,907.72	400.00	(7,507.72)	7,907.72	4,800.00	(3,107.72)	4,800.00
5330 - Health Benefits	3,696.53	4,304.24	607.71	35,972.76	51,655.24	15,682.48	51,655.24
5335 - Employee Lodging	1,716.00	1,540.00	(176.00)	22,308.00	18,480.00	(3,828.00)	18,480.00
5355 - FICA Payroll Taxes	2,638.74	1,968.55	(670.19)	23,093.32	23,623.55	530.23	23,623.55
5360 - Payroll Taxes FUTA	0.00	146.70	146.70	299.87	1,755.70	1,455.83	1,755.70
5365 - Payroll Taxes SUTA	181.73	115.91	(65.82)	2,120.28	1,388.91	(731.37)	1,388.91
5385 - Retirement Fund	186.88	120.40	(66.48)	2,508.98	1,445.40	(1,063.58)	1,445.40

Income Statement Report

Harbor Square, Inc.

04-Harbor Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Payroll & Benefits							
5390 - Workers Compensation	1,051.65	975.64	(76.01)	9,045.56	11,704.64	2,659.08	11,704.64
5399 - EE Benefits,TDI	0.00	112.03	112.03	1,285.40	1,346.03	60.63	1,346.03
Total Payroll & Benefits	43,488.67	38,388.30	(5,100.37)	402,850.13	460,652.30	57,802.17	460,652.30
Insurance							
5410 - Fidelity Bond Insurance	12.04	12.48	0.44	144.48	144.48	0.00	144.48
5415 - D&O Insurance Premiums	1,021.28	1,204.76	183.48	12,255.36	14,453.76	2,198.40	14,453.76
5420 - Umbrella Liability Premiums	291.60	305.88	14.28	3,499.20	3,674.88	175.68	3,674.88
5440 - Mechanical Breakdown Insurance	43.22	44.00	0.78	518.64	528.00	9.36	528.00
5445 - General Liability Insurance Premium	1,264.24	1,390.72	126.48	15,170.88	16,686.72	1,515.84	16,686.72
5460 - Commercial Package Premiums	5,627.32	5,950.72	323.40	67,527.84	71,406.72	3,878.88	71,406.72
Total Insurance	8,259.70	8,908.56	648.86	99,116.40	106,894.56	7,778.16	106,894.56
Utilities							
6000 - Electric Service	18,049.95	19,034.76	984.81	228,914.31	228,414.76	(499.55)	228,414.76
6020 - Electricity,Air Conditioning	29,246.57	34,584.97	5,338.40	370,806.78	415,022.97	44,216.19	415,022.97
6025 - Water Service	4,508.37	3,574.33	(934.04)	56,996.31	42,888.33	(14,107.98)	42,888.33
6030 - Sewer Service	13,846.37	14,415.37	569.00	175,785.62	172,980.37	(2,805.25)	172,980.37
6035 - Trash and Recycling Service	2,065.09	2,549.45	484.36	25,082.36	30,590.45	5,508.09	30,590.45
6045 - Cable Service	12,433.59	12,117.80	(315.79)	148,343.90	145,417.80	(2,926.10)	145,417.80
6050 - Telephone Service	391.72	419.96	28.24	5,253.28	5,043.96	(209.32)	5,043.96
6060 - Electricity, Heat Pump	4,719.08	5,904.30	1,185.22	59,675.55	70,854.30	11,178.75	70,854.30
Total Utilities	85,260.74	92,600.94	7,340.20	1,070,858.11	1,111,212.94	40,354.83	1,111,212.94
Contracted Services							
6406 - Electrical Services	555.18	645.50	90.32	7,465.80	7,744.50	278.70	7,744.50
6408 - Elevator Services	3,623.18	575.85	(3,047.33)	38,148.53	6,911.85	(31,236.68)	6,911.85
6434 - Pest Control	266.58	226.40	(40.18)	2,837.25	2,721.40	(115.85)	2,721.40
6436 - Plumbing Services	1,359.83	1,283.00	(76.83)	38,077.55	15,400.00	(22,677.55)	15,400.00
6440 - Safety & Security	28,458.06	10,387.48	(18,070.58)	166,953.26	124,644.48	(42,308.78)	124,644.48

Income Statement Report

Harbor Square, Inc.

04-Harbor Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Contracted Services							
6446 - Window Cleaning Services	0.00	344.00	344.00	4,064.80	4,125.00	60.20	4,125.00
Total Contracted Services	34,262.83	13,462.23	(20,800.60)	257,547.19	161,547.23	(95,999.96)	161,547.23
Repair & Maintenance							
6515 - Building Repair & Maintenance	6,108.44	4,759.55	(1,348.89)	116,757.20	57,112.55	(59,644.65)	57,112.55
6540 - Amenities,Parking	0.00	16.00	16.00	0.00	198.00	198.00	198.00
6555 - Equipment Rental/Repair & Maintenance	1,896.13	1,822.42	(73.71)	26,426.88	21,868.42	(4,558.46)	21,868.42
6620 - Grounds Repair & Maintenance	125.60	493.96	368.36	8,683.30	5,928.96	(2,754.34)	5,928.96
6635 - Janitorial Supplies & Maintenance	355.70	309.36	(46.34)	6,547.96	3,717.36	(2,830.60)	3,717.36
6670 - Mechanical Systems Services & Supplies	3,518.98	2,000.96	(1,518.02)	52,401.00	24,012.96	(28,388.04)	24,012.96
6680 - Painting Services & Supplies	0.00	85.60	85.60	1,891.20	1,032.60	(858.60)	1,032.60
6700 - Pool Supplies/Repair & Maintenance	4,500.03	1,072.00	(3,428.03)	15,567.24	12,870.00	(2,697.24)	12,870.00
6715 - Reimbursable Repairs & Maintenance	0.00	0.00	0.00	(48.00)	0.00	48.00	0.00
Total Repair & Maintenance	16,504.88	10,559.85	(5,945.03)	228,226.78	126,740.85	(101,485.93)	126,740.85
Professional Services							
7000 - Audit & Tax Services	0.00	1,000.00	1,000.00	32,498.40	12,000.00	(20,498.40)	12,000.00
7030 - Legal Services - General Counsel	272.92	480.00	207.08	3,309.42	5,760.00	2,450.58	5,760.00
7040 - Management Fees	2,513.00	2,513.06	0.06	30,156.00	30,157.06	1.06	30,157.06
7095 - Professional Fees,Common	17,965.81	1,242.50	(16,723.31)	36,463.81	14,910.50	(21,553.31)	14,910.50
Total Professional Services	20,751.73	5,235.56	(15,516.17)	102,427.63	62,827.56	(39,600.07)	62,827.56
Association Owned Unit Expenses							
8900 - Maintenance Fees Expense	0.00	0.00	0.00	23,534.46	0.00	(23,534.46)	0.00
8905 - Owned Unit Repair & Maintenance	0.00	115.00	115.00	4,724.83	1,375.00	(3,349.83)	1,375.00
Total Association Owned Unit Expenses	0.00	115.00	115.00	28,259.29	1,375.00	(26,884.29)	1,375.00
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	18,595.56	0.00	(18,595.56)	0.00
9005 - State Income Tax	0.00	0.00	0.00	2,004.55	0.00	(2,004.55)	0.00

**Income Statement Report
Harbor Square, Inc.
04-Harbor Tower**

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Taxes							
9025 - General Excise Tax	451.84	542.00	90.16	5,619.41	6,504.00	884.59	6,504.00
Total Taxes	451.84	542.00	90.16	26,219.52	6,504.00	(19,715.52)	6,504.00
Other Expenses							
9105 - Reserve Contribution Expense	15,844.00	15,844.00	0.00	190,127.00	190,128.00	1.00	190,128.00
Total Other Expenses	15,844.00	15,844.00	0.00	190,127.00	190,128.00	1.00	190,128.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	4,084.91	0.00	(4,084.91)	0.00
Total Reserve Expenses	0.00	0.00	0.00	4,084.91	0.00	(4,084.91)	0.00
Total 04-Harbor Tower Expense	228,177.30	198,075.12	(30,102.18)	2,465,961.71	2,376,906.12	(89,055.59)	2,376,906.12
Total 04-Harbor Tower Income / (Loss)	(21,710.62)	5.04	(21,715.66)	(45,112.87)	65.04	(45,177.91)	65.04

Income Statement Report

Harbor Square, Inc.

05-Office 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	1,612.21	1,612.05	0.16	19,346.52	19,340.05	6.47	19,340.05
Total Assessment Income	1,612.21	1,612.05	0.16	19,346.52	19,340.05	6.47	19,340.05
User Fee Income							
4255 - Lease Rent	35.97	36.75	(0.78)	431.64	441.75	(10.11)	441.75
Total User Fee Income	35.97	36.75	(0.78)	431.64	441.75	(10.11)	441.75
Rental Income							
4400 - Rent Receipts	0.00	9.70	(9.70)	0.00	119.70	(119.70)	119.70
Total Rental Income	0.00	9.70	(9.70)	0.00	119.70	(119.70)	119.70
Other Income							
4845 - Holiday Fund Receipts	28.53	0.00	28.53	29.98	0.00	29.98	0.00
Total Other Income	28.53	0.00	28.53	29.98	0.00	29.98	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.02	0.00	0.02	0.31	0.00	0.31	0.00
4910 - Interest Earned - Reserve Accounts	0.00	11.80	(11.80)	0.00	136.80	(136.80)	136.80
Total Investment Income	0.02	11.80	(11.78)	0.31	136.80	(136.49)	136.80
Total 05-Office 1 Income	1,676.73	1,670.30	6.43	19,808.45	20,038.30	(229.85)	20,038.30
<u>Expense</u>							
Administrative							
5000 - General Administrative	3.71	7.76	4.05	163.71	95.76	(67.95)	95.76
5010 - Bad Debt	0.00	0.00	0.00	0.60	0.00	(0.60)	0.00
5025 - Collection Charges	0.15	0.00	(0.15)	1.92	0.00	(1.92)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	0.60	0.00	(0.60)	0.00
5085 - Loan Bank of Hawaii	4.53	256.04	251.51	62.22	3,071.04	3,008.82	3,071.04
5090 - Office Supplies	1.38	0.00	(1.38)	7.73	0.00	(7.73)	0.00
5095 - Payroll Services	0.82	0.00	(0.82)	9.88	0.00	(9.88)	0.00
5100 - Records Storage	0.00	0.00	0.00	20.64	0.00	(20.64)	0.00

Income Statement Report

Harbor Square, Inc.

05-Office 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	0.51	0.00	(0.51)	0.00
Total Administrative	10.59	263.80	253.21	267.81	3,166.80	2,898.99	3,166.80
Communications							
5210 - Printing & Copying	1.88	0.00	(1.88)	11.38	0.00	(11.38)	0.00
5215 - Postage	1.25	0.00	(1.25)	7.79	0.00	(7.79)	0.00
Total Communications	3.13	0.00	(3.13)	19.17	0.00	(19.17)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	13.40	13.83	0.43	157.80	161.83	4.03	161.83
5310 - Custodial Salaries	38.78	54.03	15.25	365.72	643.03	277.31	643.03
5314 - Landscaping Wages	30.52	19.83	(10.69)	337.13	232.83	(104.30)	232.83
5316 - Painting Wages	16.74	21.37	4.63	163.35	256.37	93.02	256.37
5318 - General Maintenance Salaries	41.32	62.87	21.55	587.66	755.87	168.21	755.87
5322 - Air Conditioning wages	17.20	15.09	(2.11)	183.21	180.09	(3.12)	180.09
5325 - Bonuses	56.34	3.20	(53.14)	56.34	34.20	(22.14)	34.20
5330 - Health Benefits	15.75	19.58	3.83	159.14	231.58	72.44	231.58
5355 - FICA Payroll Taxes	18.91	8.91	(10.00)	165.48	105.91	(59.57)	105.91
5360 - Payroll Taxes FUTA	0.00	0.87	0.87	2.15	7.87	5.72	7.87
5365 - Payroll Taxes SUTA	1.30	0.23	(1.07)	15.19	6.23	(8.96)	6.23
5385 - Retirement Fund	1.34	0.48	(0.86)	17.99	6.48	(11.51)	6.48
5390 - Workers Compensation	4.71	4.47	(0.24)	9.42	52.47	43.05	52.47
5399 - EE Benefits,TDI	0.00	0.03	0.03	9.21	6.03	(3.18)	6.03
Total Payroll & Benefits	256.31	224.79	(31.52)	2,229.79	2,680.79	451.00	2,680.79
Insurance							
5410 - Fidelity Bond Insurance	0.09	0.03	(0.06)	1.08	1.03	(0.05)	1.03
5415 - D&O Insurance Premiums	7.28	8.98	1.70	87.36	102.98	15.62	102.98
5420 - Umbrella Liability Premiums	2.08	2.18	0.10	24.96	26.18	1.22	26.18
5440 - Mechanical Breakdown Insurance	0.31	0.76	0.45	3.72	3.76	0.04	3.76

Income Statement Report

Harbor Square, Inc.

05-Office 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	9.01	9.89	0.88	108.12	118.89	10.77	118.89
5460 - Commercial Package Premiums	40.09	42.77	2.68	481.08	508.77	27.69	508.77
Total Insurance	58.86	64.61	5.75	706.32	761.61	55.29	761.61
Utilities							
6000 - Electric Service	273.59	288.33	14.74	3,468.78	3,463.33	(5.45)	3,463.33
6020 - Electricity,Air Conditioning	395.71	468.35	72.64	5,017.09	5,615.35	598.26	5,615.35
6025 - Water Service	11.61	15.31	3.70	158.26	185.31	27.05	185.31
6030 - Sewer Service	25.54	31.41	5.87	320.43	378.41	57.98	378.41
6035 - Trash and Recycling Service	0.00	0.00	0.00	0.61	0.00	(0.61)	0.00
6050 - Telephone Service	7.00	4.78	(2.22)	55.21	54.78	(0.43)	54.78
Total Utilities	713.45	808.18	94.73	9,020.38	9,697.18	676.80	9,697.18
Contracted Services							
6406 - Electrical Services	0.72	1.05	0.33	5.89	10.05	4.16	10.05
6408 - Elevator Services	0.01	0.00	(0.01)	0.01	0.00	(0.01)	0.00
6434 - Pest Control	0.00	0.00	0.00	0.63	0.00	(0.63)	0.00
6436 - Plumbing Services	(0.80)	0.00	0.80	(10.50)	0.00	10.50	0.00
6440 - Safety & Security	202.76	74.09	(128.67)	1,189.56	888.09	(301.47)	888.09
6446 - Window Cleaning Services	0.00	51.50	51.50	306.10	616.50	310.40	616.50
Total Contracted Services	202.69	126.64	(76.05)	1,491.69	1,514.64	22.95	1,514.64
Repair & Maintenance							
6515 - Building Repair & Maintenance	(2.33)	0.00	2.33	(21.01)	0.00	21.01	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	7.01	7.01	175.65	90.01	(85.64)	90.01
6620 - Grounds Repair & Maintenance	0.89	3.24	2.35	61.83	42.24	(19.59)	42.24
6635 - Janitorial Supplies & Maintenance	0.47	0.82	0.35	8.92	4.82	(4.10)	4.82
6670 - Mechanical Systems Services & Supplies	27.78	15.58	(12.20)	413.69	189.58	(224.11)	189.58
6680 - Painting Services & Supplies	0.00	0.34	0.34	2.47	1.34	(1.13)	1.34

Income Statement Report
Harbor Square, Inc.
05-Office 1

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.34)	0.00	0.34	0.00
Total Repair & Maintenance	26.81	26.99	0.18	641.21	327.99	(313.22)	327.99
Professional Services							
7000 - Audit & Tax Services	0.00	7.50	7.50	231.55	85.50	(146.05)	85.50
7030 - Legal Services - General Counsel	1.94	3.04	1.10	23.58	41.04	17.46	41.04
7040 - Management Fees	18.00	17.87	(0.13)	216.00	214.87	(1.13)	214.87
7095 - Professional Fees,Common	128.00	0.00	(128.00)	259.79	0.00	(259.79)	0.00
Total Professional Services	147.94	28.41	(119.53)	730.92	341.41	(389.51)	341.41
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	132.49	0.00	(132.49)	0.00
9005 - State Income Tax	0.00	0.00	0.00	14.29	0.00	(14.29)	0.00
9025 - General Excise Tax	3.22	4.36	1.14	40.04	46.36	6.32	46.36
Total Taxes	3.22	4.36	1.14	186.82	46.36	(140.46)	46.36
Other Expenses							
9105 - Reserve Contribution Expense	126.00	126.00	0.00	1,511.00	1,512.00	1.00	1,512.00
Total Other Expenses	126.00	126.00	0.00	1,511.00	1,512.00	1.00	1,512.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	23.21	0.00	(23.21)	0.00
Total Reserve Expenses	0.00	0.00	0.00	23.21	0.00	(23.21)	0.00
Total 05-Office 1 Expense	1,549.00	1,673.78	124.78	16,828.32	20,048.78	3,220.46	20,048.78
Total 05-Office 1 Income / (Loss)	127.73	(3.48)	131.21	2,980.13	(10.48)	2,990.61	(10.48)

Income Statement Report

Harbor Square, Inc.

06-Sailors Home

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	9,239.32	9,237.80	1.52	110,871.84	110,856.80	15.04	110,856.80
Total Assessment Income	9,239.32	9,237.80	1.52	110,871.84	110,856.80	15.04	110,856.80
User Fee Income							
4255 - Lease Rent	252.43	0.00	252.43	3,029.16	0.00	3,029.16	0.00
Total User Fee Income	252.43	0.00	252.43	3,029.16	0.00	3,029.16	0.00
Rental Income							
4400 - Rent Receipts	0.00	70.00	(70.00)	0.00	840.00	(840.00)	840.00
Total Rental Income	0.00	70.00	(70.00)	0.00	840.00	(840.00)	840.00
Other Income							
4845 - Holiday Fund Receipts	200.25	0.00	200.25	210.45	0.00	210.45	0.00
Total Other Income	200.25	0.00	200.25	210.45	0.00	210.45	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.17	0.00	0.17	2.18	0.00	2.18	0.00
4910 - Interest Earned - Reserve Accounts	0.00	80.00	(80.00)	0.00	960.00	(960.00)	960.00
Total Investment Income	0.17	80.00	(79.83)	2.18	960.00	(957.82)	960.00
Total 06-Sailors Home Income	9,692.17	9,387.80	304.37	114,113.63	112,656.80	1,456.83	112,656.80
<u>Expense</u>							
Administrative							
5000 - General Administrative	24.95	56.00	31.05	1,098.21	672.00	(426.21)	672.00
5005 - Annual Assn Mtg Expense	0.00	0.00	0.00	40.35	0.00	(40.35)	0.00
5010 - Bad Debt	0.00	0.00	0.00	4.19	0.00	(4.19)	0.00
5025 - Collection Charges	1.07	0.00	(1.07)	13.64	0.00	(13.64)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	4.21	0.00	(4.21)	0.00
5085 - Loan Bank of Hawaii	27.97	512.08	484.11	384.23	6,142.08	5,757.85	6,142.08
5090 - Office Supplies	9.63	0.00	(9.63)	54.17	0.00	(54.17)	0.00
5095 - Payroll Services	5.80	0.00	(5.80)	69.80	0.00	(69.80)	0.00

Income Statement Report

Harbor Square, Inc.

06-Sailors Home

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Administrative							
5100 - Records Storage	0.00	0.00	0.00	144.87	0.00	(144.87)	0.00
5195 - Other Administrative Services	0.00	0.00	0.00	3.54	0.00	(3.54)	0.00
Total Administrative	69.42	568.08	498.66	1,817.21	6,814.08	4,996.87	6,814.08
Communications							
5210 - Printing & Copying	13.18	0.00	(13.18)	79.75	0.00	(79.75)	0.00
5215 - Postage	8.79	0.00	(8.79)	54.71	0.00	(54.71)	0.00
Total Communications	21.97	0.00	(21.97)	134.46	0.00	(134.46)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	94.06	94.68	0.62	1,107.56	1,135.68	28.12	1,135.68
5310 - Custodial Salaries	155.09	214.13	59.04	1,462.70	2,572.13	1,109.43	2,572.13
5314 - Landscaping Wages	214.17	135.88	(78.29)	2,365.84	1,633.88	(731.96)	1,633.88
5316 - Painting Wages	66.99	149.78	82.79	723.10	1,799.78	1,076.68	1,799.78
5318 - General Maintenance Salaries	289.92	251.48	(38.44)	3,689.68	3,023.48	(666.20)	3,023.48
5322 - Air Conditioning wages	120.67	105.26	(15.41)	1,285.61	1,264.26	(21.35)	1,264.26
5325 - Bonuses	395.38	20.00	(375.38)	395.38	240.00	(155.38)	240.00
5330 - Health Benefits	103.42	128.07	24.65	1,084.36	1,532.07	447.71	1,532.07
5355 - FICA Payroll Taxes	104.65	58.67	(45.98)	915.88	700.67	(215.21)	700.67
5360 - Payroll Taxes FUTA	0.00	4.07	4.07	11.79	52.07	40.28	52.07
5365 - Payroll Taxes SUTA	7.22	3.19	(4.03)	84.04	41.19	(42.85)	41.19
5385 - Retirement Fund	7.41	3.87	(3.54)	99.47	42.87	(56.60)	42.87
5390 - Workers Compensation	31.19	29.16	(2.03)	206.85	347.16	140.31	347.16
5399 - EE Benefits,TDI	0.00	2.92	2.92	50.98	39.92	(11.06)	39.92
Total Payroll & Benefits	1,590.17	1,201.16	(389.01)	13,483.24	14,425.16	941.92	14,425.16
Insurance							
5410 - Fidelity Bond Insurance	0.63	0.22	(0.41)	7.12	7.22	0.10	7.22
5415 - D&O Insurance Premiums	51.07	60.69	9.62	612.84	722.69	109.85	722.69
5420 - Umbrella Liability Premiums	14.56	15.74	1.18	174.72	183.74	9.02	183.74

Income Statement Report

Harbor Square, Inc.

06-Sailors Home

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5440 - Mechanical Breakdown Insurance	2.21	2.40	0.19	26.08	26.40	0.32	26.40
5445 - General Liability Insurance Premium	63.20	69.34	6.14	758.40	834.34	75.94	834.34
5460 - Commercial Package Premiums	281.37	297.34	15.97	3,376.44	3,570.34	193.90	3,570.34
Total Insurance	413.04	445.73	32.69	4,955.60	5,344.73	389.13	5,344.73
Utilities							
6000 - Electric Service	1,803.41	1,901.33	97.92	22,865.03	22,819.33	(45.70)	22,819.33
6020 - Electricity,Air Conditioning	2,197.02	2,597.79	400.77	27,855.28	31,176.79	3,321.51	31,176.79
6025 - Water Service	204.54	257.48	52.94	2,404.43	3,085.48	681.05	3,085.48
6030 - Sewer Service	326.54	359.48	32.94	3,778.99	4,318.48	539.49	4,318.48
6035 - Trash and Recycling Service	0.00	0.00	0.00	4.31	0.00	(4.31)	0.00
6050 - Telephone Service	10.42	11.61	1.19	141.20	139.61	(1.59)	139.61
Total Utilities	4,541.93	5,127.69	585.76	57,049.24	61,539.69	4,490.45	61,539.69
Contracted Services							
6406 - Electrical Services	0.84	1.00	0.16	(3.34)	12.00	15.34	12.00
6408 - Elevator Services	0.01	0.00	(0.01)	0.01	0.00	(0.01)	0.00
6434 - Pest Control	0.00	0.00	0.00	4.39	0.00	(4.39)	0.00
6436 - Plumbing Services	(5.61)	0.00	5.61	(73.74)	0.00	73.74	0.00
6440 - Safety & Security	1,422.94	519.22	(903.72)	9,826.11	6,232.22	(3,593.89)	6,232.22
6446 - Window Cleaning Services	0.00	0.00	0.00	203.21	0.00	(203.21)	0.00
Total Contracted Services	1,418.18	520.22	(897.96)	9,956.64	6,244.22	(3,712.42)	6,244.22
Repair & Maintenance							
6515 - Building Repair & Maintenance	(16.31)	0.00	16.31	(147.37)	0.00	147.37	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	19.06	19.06	958.73	232.06	(726.67)	232.06
6620 - Grounds Repair & Maintenance	6.29	24.45	18.16	341.76	296.45	(45.31)	296.45
6635 - Janitorial Supplies & Maintenance	0.53	0.76	0.23	12.34	5.76	(6.58)	5.76
6670 - Mechanical Systems Services & Supplies	246.98	140.12	(106.86)	3,677.90	1,685.12	(1,992.78)	1,685.12
6680 - Painting Services & Supplies	0.00	0.60	0.60	(884.12)	1.60	885.72	1.60

Income Statement Report
Harbor Square, Inc.
06-Sailors Home

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(2.40)	0.00	2.40	0.00
Total Repair & Maintenance	237.49	184.99	(52.50)	3,956.84	2,220.99	(1,735.85)	2,220.99
Professional Services							
7000 - Audit & Tax Services	0.00	50.00	50.00	1,744.91	600.00	(1,144.91)	600.00
7030 - Legal Services - General Counsel	13.65	24.00	10.35	165.44	288.00	122.56	288.00
7040 - Management Fees	126.00	125.85	(0.15)	1,512.00	1,507.85	(4.15)	1,507.85
7095 - Professional Fees,Common	898.28	0.00	(898.28)	1,040.33	0.00	(1,040.33)	0.00
Total Professional Services	1,037.93	199.85	(838.08)	4,462.68	2,395.85	(2,066.83)	2,395.85
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	929.74	0.00	(929.74)	0.00
9005 - State Income Tax	0.00	0.00	0.00	100.22	0.00	(100.22)	0.00
9025 - General Excise Tax	22.59	27.20	4.61	280.91	325.20	44.29	325.20
Total Taxes	22.59	27.20	4.61	1,310.87	325.20	(985.67)	325.20
Other Expenses							
9105 - Reserve Contribution Expense	1,113.00	1,113.00	0.00	13,355.00	13,356.00	1.00	13,356.00
Total Other Expenses	1,113.00	1,113.00	0.00	13,355.00	13,356.00	1.00	13,356.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	153.01	0.00	(153.01)	0.00
Total Reserve Expenses	0.00	0.00	0.00	153.01	0.00	(153.01)	0.00
Total 06-Sailors Home Expense	10,465.72	9,387.92	(1,077.80)	110,634.79	112,665.92	2,031.13	112,665.92
Total 06-Sailors Home Income / (Loss)	(773.55)	(0.12)	(773.43)	3,478.84	(9.12)	3,487.96	(9.12)

Income Statement Report

Harbor Square, Inc.

07-Town Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
Assessment Income							
4000 - Maintenance Fees	123,394.07	123,377.64	16.43	1,480,728.84	1,480,537.64	191.20	1,480,537.64
Total Assessment Income	123,394.07	123,377.64	16.43	1,480,728.84	1,480,537.64	191.20	1,480,537.64
User Fee Income							
4225 - Key Receipt	19.00	0.00	19.00	61.50	0.00	61.50	0.00
4235 - Laundry Receipts	1,953.25	1,462.00	491.25	25,121.97	17,548.00	7,573.97	17,548.00
4255 - Lease Rent	2,313.93	2,371.00	(57.07)	27,767.16	28,450.00	(682.84)	28,450.00
4295 - Commissions	0.00	0.00	0.00	(654.41)	0.00	(654.41)	0.00
Total User Fee Income	4,286.18	3,833.00	453.18	52,296.22	45,998.00	6,298.22	45,998.00
Rental Income							
4400 - Rent Receipts	624.92	642.00	(17.08)	8,711.09	7,700.00	1,011.09	7,700.00
Total Rental Income	624.92	642.00	(17.08)	8,711.09	7,700.00	1,011.09	7,700.00
Collections Income							
4710 - Late Fees	186.92	0.00	186.92	2,393.46	0.00	2,393.46	0.00
Total Collections Income	186.92	0.00	186.92	2,393.46	0.00	2,393.46	0.00
Other Income							
4805 - Compliance Fees	146.00	0.00	146.00	146.00	0.00	146.00	0.00
4845 - Holiday Fund Receipts	1,835.39	0.00	1,835.39	1,928.89	0.00	1,928.89	0.00
Total Other Income	1,981.39	0.00	1,981.39	2,074.89	0.00	2,074.89	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	1.46	0.00	1.46	20.03	0.00	20.03	0.00
4910 - Interest Earned - Reserve Accounts	0.00	733.00	(733.00)	0.00	8,800.00	(8,800.00)	8,800.00
Total Investment Income	1.46	733.00	(731.54)	20.03	8,800.00	(8,779.97)	8,800.00
Total 07-Town Tower Income	130,474.94	128,585.64	1,889.30	1,546,224.53	1,543,035.64	3,188.89	1,543,035.64

Expense

Administrative

5000 - General Administrative	239.30	513.00	273.70	10,187.17	6,160.00	(4,027.17)	6,160.00
-------------------------------	--------	--------	--------	-----------	----------	------------	----------

Income Statement Report

Harbor Square, Inc.

07-Town Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Administrative							
5005 - Annual Assn Mtg Expense	0.00	0.00	0.00	325.74	0.00	(325.74)	0.00
5010 - Bad Debt	0.00	0.00	0.00	38.47	0.00	(38.47)	0.00
5025 - Collection Charges	9.68	0.00	(9.68)	122.96	0.00	(122.96)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	38.71	0.00	(38.71)	0.00
5085 - Loan Bank of Hawaii	1,037.90	7,677.20	6,639.30	14,249.84	92,131.20	77,881.36	92,131.20
5090 - Office Supplies	88.49	0.00	(88.49)	497.01	0.00	(497.01)	0.00
5095 - Payroll Services	52.98	0.00	(52.98)	638.08	0.00	(638.08)	0.00
5100 - Records Storage	0.00	0.00	0.00	1,327.81	0.00	(1,327.81)	0.00
5195 - Other Administrative Services	0.00	0.00	0.00	32.24	0.00	(32.24)	0.00
Total Administrative	1,428.35	8,190.20	6,761.85	27,458.03	98,291.20	70,833.17	98,291.20
Communications							
5205 - Supplies, RM/Association	518.61	450.00	(68.61)	4,206.73	5,400.00	1,193.27	5,400.00
5210 - Printing & Copying	120.92	0.00	(120.92)	731.10	0.00	(731.10)	0.00
5215 - Postage	80.69	0.00	(80.69)	501.31	0.00	(501.31)	0.00
Total Communications	720.22	450.00	(270.22)	5,439.14	5,400.00	(39.14)	5,400.00
Payroll & Benefits							
5300 - Resident/Site Manager Salaries	4,226.55	4,249.00	22.45	49,766.66	50,985.00	1,218.34	50,985.00
5302 - Administrative Salaries	862.22	867.40	5.18	10,152.46	10,410.40	257.94	10,410.40
5310 - Custodial Salaries	2,102.39	2,905.62	803.23	19,827.20	34,862.62	15,035.42	34,862.62
5314 - Landscaping Wages	1,963.03	1,248.25	(714.78)	21,686.30	14,977.25	(6,709.05)	14,977.25
5316 - Painting Wages	907.66	1,375.12	467.46	9,089.74	16,497.12	7,407.38	16,497.12
5318 - General Maintenance Salaries	2,657.71	3,415.30	757.59	36,348.65	40,980.30	4,631.65	40,980.30
5322 - Air Conditioning wages	1,106.29	965.40	(140.89)	11,784.94	11,588.40	(196.54)	11,588.40
5325 - Bonuses	3,624.37	183.00	(3,441.37)	3,624.37	2,200.00	(1,424.37)	2,200.00
5330 - Health Benefits	2,847.49	3,212.95	365.46	27,091.60	38,555.95	11,464.35	38,555.95
5335 - Employee Lodging	1,404.00	1,260.00	(144.00)	18,252.00	15,120.00	(3,132.00)	15,120.00
5355 - FICA Payroll Taxes	1,423.81	1,469.83	46.02	11,328.88	17,632.83	6,303.95	17,632.83

Income Statement Report

Harbor Square, Inc.

07-Town Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Payroll & Benefits							
5360 - Payroll Taxes FUTA	0.00	109.47	109.47	145.22	1,310.47	1,165.25	1,310.47
5365 - Payroll Taxes SUTA	88.00	86.70	(1.30)	1,026.74	1,036.70	9.96	1,036.70
5385 - Retirement Fund	90.49	89.86	(0.63)	1,214.96	1,078.86	(136.10)	1,078.86
5390 - Workers Compensation	784.97	728.45	(56.52)	7,649.84	8,736.45	1,086.61	8,736.45
5399 - EE Benefits,TDI	0.00	83.69	83.69	622.46	1,004.69	382.23	1,004.69
Total Payroll & Benefits	24,088.98	22,250.04	(1,838.94)	229,612.02	266,977.04	37,365.02	266,977.04
Insurance							
5410 - Fidelity Bond Insurance	5.52	5.22	(0.30)	66.24	66.22	(0.02)	66.22
5415 - D&O Insurance Premiums	468.09	551.64	83.55	5,617.08	6,624.64	1,007.56	6,624.64
5420 - Umbrella Liability Premiums	133.65	140.32	6.67	1,603.80	1,684.32	80.52	1,684.32
5440 - Mechanical Breakdown Insurance	19.81	20.00	0.19	237.72	242.00	4.28	242.00
5445 - General Liability Insurance Premium	579.44	637.08	57.64	6,953.28	7,648.08	694.80	7,648.08
5460 - Commercial Package Premiums	2,579.19	2,727.08	147.89	30,950.28	32,728.08	1,777.80	32,728.08
Total Insurance	3,785.70	4,081.34	295.64	45,428.40	48,993.34	3,564.94	48,993.34
Utilities							
6000 - Electric Service	12,235.28	12,905.35	670.07	155,126.68	154,860.35	(266.33)	154,860.35
6005 - Gas Service	1,311.41	1,649.00	337.59	16,261.60	19,793.00	3,531.40	19,793.00
6020 - Electricity,Air Conditioning	17,026.35	20,134.10	3,107.75	215,870.94	241,612.10	25,741.16	241,612.10
6025 - Water Service	3,685.50	2,934.02	(751.48)	46,498.81	35,204.02	(11,294.79)	35,204.02
6030 - Sewer Service	11,286.17	11,752.18	466.01	143,193.90	141,022.18	(2,171.72)	141,022.18
6035 - Trash and Recycling Service	1,689.62	2,085.55	395.93	20,490.92	25,028.55	4,537.63	25,028.55
6045 - Cable Service	10,172.93	9,915.20	(257.73)	121,442.45	118,978.20	(2,464.25)	118,978.20
6050 - Telephone Service	515.02	241.94	(273.08)	4,408.63	2,900.94	(1,507.69)	2,900.94
6060 - Electricity, Heat Pump	3,861.06	4,830.70	969.64	48,825.44	57,971.70	9,146.26	57,971.70
Total Utilities	61,783.34	66,448.04	4,664.70	772,119.37	797,371.04	25,251.67	797,371.04
Contracted Services							
6406 - Electrical Services	503.14	584.50	81.36	5,259.71	7,018.50	1,758.79	7,018.50

Income Statement Report

Harbor Square, Inc.

07-Town Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Contracted Services							
6408 - Elevator Services	2,964.99	471.15	(2,493.84)	30,972.42	5,655.15	(25,317.27)	5,655.15
6434 - Pest Control	218.13	185.60	(32.53)	2,106.00	2,226.60	120.60	2,226.60
6436 - Plumbing Services	1,152.90	1,050.00	(102.90)	25,746.78	12,600.00	(13,146.78)	12,600.00
6440 - Safety & Security	13,043.28	4,760.72	(8,282.56)	76,519.99	57,128.72	(19,391.27)	57,128.72
6446 - Window Cleaning Services	0.00	281.00	281.00	1,863.04	3,375.00	1,511.96	3,375.00
Total Contracted Services	17,882.44	7,332.97	(10,549.47)	142,467.94	88,003.97	(54,463.97)	88,003.97
Repair & Maintenance							
6515 - Building Repair & Maintenance	5,350.65	3,894.47	(1,456.18)	45,774.72	46,728.47	953.75	46,728.47
6540 - Amenities,Parking	0.00	13.00	13.00	0.00	162.00	162.00	162.00
6555 - Equipment Rental/Repair & Maintena	1,316.02	1,252.98	(63.04)	15,873.68	15,032.98	(840.70)	15,032.98
6620 - Grounds Repair & Maintenance	57.57	226.44	168.87	3,979.90	2,717.44	(1,262.46)	2,717.44
6635 - Janitorial Supplies & Maintenance	322.36	280.88	(41.48)	5,990.09	3,368.88	(2,621.21)	3,368.88
6670 - Mechanical Systems Services & Sup	1,975.57	1,122.96	(852.61)	29,418.12	13,480.96	(15,937.16)	13,480.96
6680 - Painting Services & Supplies	0.00	77.80	77.80	2,583.89	935.80	(1,648.09)	935.80
6700 - Pool Supplies/Repair & Maintenance	3,681.86	877.00	(2,804.86)	12,861.37	10,530.00	(2,331.37)	10,530.00
6715 - Reimbursable Repairs & Maintenanc	0.00	0.00	0.00	(22.00)	0.00	22.00	0.00
Total Repair & Maintenance	12,704.03	7,745.53	(4,958.50)	116,459.77	92,956.53	(23,503.24)	92,956.53
Professional Services							
7000 - Audit & Tax Services	0.00	458.00	458.00	14,895.10	5,500.00	(9,395.10)	5,500.00
7030 - Legal Services - General Counsel	125.09	220.00	94.91	1,516.83	2,640.00	1,123.17	2,640.00
7040 - Management Fees	1,152.00	1,151.98	(0.02)	13,824.00	13,821.98	(2.02)	13,821.98
7095 - Professional Fees,Common	8,234.33	1,016.50	(7,217.83)	16,712.58	12,199.50	(4,513.08)	12,199.50
Total Professional Services	9,511.42	2,846.48	(6,664.94)	46,948.51	34,161.48	(12,787.03)	34,161.48
Association Owned Unit Expenses							
8900 - Maintenance Fees Expense	0.00	0.00	0.00	11,365.71	0.00	(11,365.71)	0.00

Income Statement Report
Harbor Square, Inc.
07-Town Tower

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Association Owned Unit Expenses							
8905 - Owned Unit Repair & Maintenance	0.00	94.00	94.00	2,151.06	1,125.00	(1,026.06)	1,125.00
Total Association Owned Unit Expenses	0.00	94.00	94.00	13,516.77	1,125.00	(12,391.77)	1,125.00
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	8,522.96	0.00	(8,522.96)	0.00
9005 - State Income Tax	0.00	0.00	0.00	918.75	0.00	(918.75)	0.00
9025 - General Excise Tax	207.09	248.00	40.91	2,575.55	2,981.00	405.45	2,981.00
Total Taxes	207.09	248.00	40.91	12,017.26	2,981.00	(9,036.26)	2,981.00
Other Expenses							
9105 - Reserve Contribution Expense	8,899.00	8,899.00	0.00	106,787.00	106,788.00	1.00	106,788.00
Total Other Expenses	8,899.00	8,899.00	0.00	106,787.00	106,788.00	1.00	106,788.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	3,127.30	0.00	(3,127.30)	0.00
Total Reserve Expenses	0.00	0.00	0.00	3,127.30	0.00	(3,127.30)	0.00
Total 07-Town Tower Expense	141,010.57	128,585.60	(12,424.97)	1,521,381.51	1,543,048.60	21,667.09	1,543,048.60
Total 07-Town Tower Income / (Loss)	(10,535.63)	0.04	(10,535.67)	24,843.02	(12.96)	24,855.98	(12.96)

Income Statement Report

Harbor Square, Inc.

08-Office 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	2,255.29	2,255.53	(0.24)	27,063.48	27,060.53	2.95	27,060.53
Total Assessment Income	2,255.29	2,255.53	(0.24)	27,063.48	27,060.53	2.95	27,060.53
User Fee Income							
4255 - Lease Rent	43.96	45.20	(1.24)	527.52	540.20	(12.68)	540.20
Total User Fee Income	43.96	45.20	(1.24)	527.52	540.20	(12.68)	540.20
Rental Income							
4400 - Rent Receipts	0.00	12.30	(12.30)	0.00	146.30	(146.30)	146.30
Total Rental Income	0.00	12.30	(12.30)	0.00	146.30	(146.30)	146.30
Other Income							
4845 - Holiday Fund Receipts	34.87	0.00	34.87	36.65	0.00	36.65	0.00
Total Other Income	34.87	0.00	34.87	36.65	0.00	36.65	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.03	0.00	0.03	0.37	0.00	0.37	0.00
4910 - Interest Earned - Reserve Accounts	0.00	14.20	(14.20)	0.00	167.20	(167.20)	167.20
Total Investment Income	0.03	14.20	(14.17)	0.37	167.20	(166.83)	167.20
Total 08-Office 2 Income	2,334.15	2,327.23	6.92	27,628.02	27,914.23	(286.21)	27,914.23
<u>Expense</u>							
Administrative							
5000 - General Administrative	4.55	10.04	5.49	202.02	117.04	(84.98)	117.04
5010 - Bad Debt	0.00	0.00	0.00	0.73	0.00	(0.73)	0.00
5025 - Collection Charges	0.18	0.00	(0.18)	2.33	0.00	(2.33)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	0.74	0.00	(0.74)	0.00
5085 - Loan Bank of Hawaii	5.60	256.04	250.44	76.83	3,071.04	2,994.21	3,071.04
5090 - Office Supplies	1.68	0.00	(1.68)	9.45	0.00	(9.45)	0.00
5095 - Payroll Services	1.01	0.00	(1.01)	12.16	0.00	(12.16)	0.00
5100 - Records Storage	0.00	0.00	0.00	25.23	0.00	(25.23)	0.00

Income Statement Report

Harbor Square, Inc.

08-Office 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	0.61	0.00	(0.61)	0.00
Total Administrative	13.02	266.08	253.06	330.10	3,188.08	2,857.98	3,188.08
Communications							
5210 - Printing & Copying	2.30	0.00	(2.30)	13.89	0.00	(13.89)	0.00
5215 - Postage	1.53	0.00	(1.53)	9.52	0.00	(9.52)	0.00
Total Communications	3.83	0.00	(3.83)	23.41	0.00	(23.41)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	16.38	16.80	0.42	192.91	197.80	4.89	197.80
5310 - Custodial Salaries	38.78	54.03	15.25	365.72	643.03	277.31	643.03
5314 - Landscaping Wages	37.30	23.57	(13.73)	412.04	284.57	(127.47)	284.57
5316 - Painting Wages	16.74	26.53	9.79	168.47	313.53	145.06	313.53
5318 - General Maintenance Salaries	50.50	62.87	12.37	686.30	755.87	69.57	755.87
5322 - Air Conditioning wages	21.02	18.24	(2.78)	223.92	220.24	(3.68)	220.24
5325 - Bonuses	68.86	3.80	(65.06)	68.86	41.80	(27.06)	41.80
5330 - Health Benefits	18.43	22.32	3.89	187.51	272.32	84.81	272.32
5355 - FICA Payroll Taxes	21.05	10.54	(10.51)	184.19	124.54	(59.65)	124.54
5360 - Payroll Taxes FUTA	0.00	1.26	1.26	2.40	9.26	6.86	9.26
5365 - Payroll Taxes SUTA	1.45	0.32	(1.13)	16.92	7.32	(9.60)	7.32
5385 - Retirement Fund	1.49	0.62	(0.87)	20.02	7.62	(12.40)	7.62
5390 - Workers Compensation	5.54	4.71	(0.83)	(9.93)	61.71	71.64	61.71
5399 - EE Benefits,TDI	0.00	0.10	0.10	10.25	7.10	(3.15)	7.10
Total Payroll & Benefits	297.54	245.71	(51.83)	2,529.58	2,946.71	417.13	2,946.71
Insurance							
5410 - Fidelity Bond Insurance	0.10	0.26	0.16	1.20	1.26	0.06	1.26
5415 - D&O Insurance Premiums	8.89	10.87	1.98	106.68	125.87	19.19	125.87
5420 - Umbrella Liability Premiums	2.54	3.00	0.46	30.48	32.00	1.52	32.00
5440 - Mechanical Breakdown Insurance	0.38	0.60	0.22	4.56	4.60	0.04	4.60

Income Statement Report
Harbor Square, Inc.
08-Office 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	11.01	12.31	1.30	132.12	145.31	13.19	145.31
5460 - Commercial Package Premiums	49.00	51.83	2.83	588.00	621.83	33.83	621.83
Total Insurance	71.92	78.87	6.95	863.04	930.87	67.83	930.87
Utilities							
6000 - Electric Service	356.76	376.34	19.58	4,523.26	4,516.34	(6.92)	4,516.34
6020 - Electricity,Air Conditioning	483.21	570.97	87.76	6,126.44	6,856.97	730.53	6,856.97
6025 - Water Service	14.29	18.48	4.19	194.61	226.48	31.87	226.48
6030 - Sewer Service	31.21	38.50	7.29	391.65	462.50	70.85	462.50
6035 - Trash and Recycling Service	0.00	0.00	0.00	0.75	0.00	(0.75)	0.00
6050 - Telephone Service	8.57	5.94	(2.63)	67.42	66.94	(0.48)	66.94
Total Utilities	894.04	1,010.23	116.19	11,304.13	12,129.23	825.10	12,129.23
Contracted Services							
6406 - Electrical Services	0.87	1.15	0.28	7.10	12.15	5.05	12.15
6408 - Elevator Services	0.01	346.24	346.23	948.93	4,158.24	3,209.31	4,158.24
6434 - Pest Control	0.00	0.00	0.00	0.77	0.00	(0.77)	0.00
6436 - Plumbing Services	(0.98)	0.00	0.98	(12.83)	0.00	12.83	0.00
6440 - Safety & Security	247.82	90.45	(157.37)	1,453.89	1,085.45	(368.44)	1,085.45
6446 - Window Cleaning Services	0.00	62.50	62.50	374.14	753.50	379.36	753.50
Total Contracted Services	247.72	500.34	252.62	2,772.00	6,009.34	3,237.34	6,009.34
Repair & Maintenance							
6515 - Building Repair & Maintenance	(2.84)	0.00	2.84	(25.66)	0.00	25.66	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	9.10	9.10	214.74	110.10	(104.64)	110.10
6620 - Grounds Repair & Maintenance	1.09	4.63	3.54	75.93	51.63	(24.30)	51.63
6635 - Janitorial Supplies & Maintenance	0.56	0.83	0.27	10.76	5.83	(4.93)	5.83
6670 - Mechanical Systems Services & Supplies	33.96	19.70	(14.26)	505.08	231.70	(273.38)	231.70
6680 - Painting Services & Supplies	0.00	0.62	0.62	3.09	1.62	(1.47)	1.62

Income Statement Report
Harbor Square, Inc.
08-Office 2

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.42)	0.00	0.42	0.00
Total Repair & Maintenance	32.77	34.88	2.11	783.52	400.88	(382.64)	400.88
Professional Services							
7000 - Audit & Tax Services	0.00	8.50	8.50	283.01	104.50	(178.51)	104.50
7030 - Legal Services - General Counsel	2.38	4.16	1.78	28.81	50.16	21.35	50.16
7040 - Management Fees	21.60	21.62	0.02	259.20	262.62	3.42	262.62
7095 - Professional Fees,Common	156.45	0.00	(156.45)	317.55	0.00	(317.55)	0.00
Total Professional Services	180.43	34.28	(146.15)	888.57	417.28	(471.29)	417.28
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	161.94	0.00	(161.94)	0.00
9005 - State Income Tax	0.00	0.00	0.00	17.46	0.00	(17.46)	0.00
9025 - General Excise Tax	3.93	4.64	0.71	48.95	56.64	7.69	56.64
Total Taxes	3.93	4.64	0.71	228.35	56.64	(171.71)	56.64
Other Expenses							
9105 - Reserve Contribution Expense	154.00	154.00	0.00	1,847.00	1,848.00	1.00	1,848.00
Total Other Expenses	154.00	154.00	0.00	1,847.00	1,848.00	1.00	1,848.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	30.27	0.00	(30.27)	0.00
Total Reserve Expenses	0.00	0.00	0.00	30.27	0.00	(30.27)	0.00
Total 08-Office 2 Expense	1,899.20	2,329.03	429.83	21,599.97	27,927.03	6,327.06	27,927.03
Total 08-Office 2 Income / (Loss)	434.95	(1.80)	436.75	6,028.05	(12.80)	6,040.85	(12.80)

Income Statement Report
Harbor Square, Inc.
09-Office 3

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	4,051.52	4,050.52	1.00	48,618.24	48,606.52	11.72	48,606.52
Total Assessment Income	4,051.52	4,050.52	1.00	48,618.24	48,606.52	11.72	48,606.52
User Fee Income							
4255 - Lease Rent	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Total User Fee Income	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Rental Income							
4400 - Rent Receipts	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Total Rental Income	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Other Income							
4845 - Holiday Fund Receipts	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Total Other Income	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.05	0.00	0.05	0.70	0.00	0.70	0.00
4910 - Interest Earned - Reserve Accounts	0.00	25.00	(25.00)	0.00	304.00	(304.00)	304.00
Total Investment Income	0.05	25.00	(24.95)	0.70	304.00	(303.30)	304.00
Total 09-Office 3 Income	4,194.91	4,179.73	15.18	49,644.85	50,159.73	(514.88)	50,159.73
<u>Expense</u>							
Administrative							
5000 - General Administrative	8.27	17.80	9.53	367.72	212.80	(154.92)	212.80
5010 - Bad Debt	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5025 - Collection Charges	0.33	0.00	(0.33)	4.25	0.00	(4.25)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5085 - Loan Bank of Hawaii	10.13	512.08	501.95	139.07	6,142.08	6,003.01	6,142.08
5090 - Office Supplies	3.06	0.00	(3.06)	17.18	0.00	(17.18)	0.00
5095 - Payroll Services	1.83	0.00	(1.83)	22.04	0.00	(22.04)	0.00
5100 - Records Storage	0.00	0.00	0.00	45.87	0.00	(45.87)	0.00

Income Statement Report

Harbor Square, Inc.

09-Office 3

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	1.11	0.00	(1.11)	0.00
Total Administrative	23.62	529.88	506.26	599.90	6,354.88	5,754.98	6,354.88
Communications							
5210 - Printing & Copying	4.18	0.00	(4.18)	25.25	0.00	(25.25)	0.00
5215 - Postage	2.79	0.00	(2.79)	17.32	0.00	(17.32)	0.00
Total Communications	6.97	0.00	(6.97)	42.57	0.00	(42.57)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	29.79	29.63	(0.16)	350.73	359.63	8.90	359.63
5310 - Custodial Salaries	38.78	54.03	15.25	365.72	643.03	277.31	643.03
5314 - Landscaping Wages	67.81	43.40	(24.41)	749.14	517.40	(231.74)	517.40
5316 - Painting Wages	16.74	47.90	31.16	191.54	569.90	378.36	569.90
5318 - General Maintenance Salaries	91.81	62.87	(28.94)	1,130.04	755.87	(374.17)	755.87
5322 - Air Conditioning wages	38.22	33.33	(4.89)	407.11	400.33	(6.78)	400.33
5325 - Bonuses	125.21	6.00	(119.21)	125.21	76.00	(49.21)	76.00
5330 - Health Benefits	30.62	37.80	7.18	316.81	457.80	140.99	457.80
5355 - FICA Payroll Taxes	30.66	17.37	(13.29)	268.31	209.37	(58.94)	209.37
5360 - Payroll Taxes FUTA	0.00	1.56	1.56	3.50	15.56	12.06	15.56
5365 - Payroll Taxes SUTA	2.11	1.31	(0.80)	24.65	12.31	(12.34)	12.31
5385 - Retirement Fund	2.17	0.81	(1.36)	29.15	12.81	(16.34)	12.81
5390 - Workers Compensation	9.32	8.73	(0.59)	22.48	103.73	81.25	103.73
5399 - EE Benefits,TDI	0.00	0.93	0.93	14.94	11.93	(3.01)	11.93
Total Payroll & Benefits	483.24	345.67	(137.57)	3,999.33	4,145.67	146.34	4,145.67
Insurance							
5410 - Fidelity Bond Insurance	0.19	0.29	0.10	2.28	2.29	0.01	2.29
5415 - D&O Insurance Premiums	16.17	18.85	2.68	194.04	228.85	34.81	228.85
5420 - Umbrella Liability Premiums	4.62	5.19	0.57	55.44	58.19	2.75	58.19
5440 - Mechanical Breakdown Insurance	0.68	0.36	(0.32)	8.16	8.36	0.20	8.36

Income Statement Report

Harbor Square, Inc.

09-Office 3

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	20.02	22.21	2.19	240.24	264.21	23.97	264.21
5460 - Commercial Package Premiums	89.10	94.61	5.51	1,069.20	1,130.61	61.41	1,130.61
Total Insurance	130.78	141.51	10.73	1,569.36	1,692.51	123.15	1,692.51
Utilities							
6000 - Electric Service	648.04	683.51	35.47	8,216.28	8,203.51	(12.77)	8,203.51
6020 - Electricity,Air Conditioning	878.92	1,039.32	160.40	11,143.53	12,472.32	1,328.79	12,472.32
6025 - Water Service	25.70	34.80	9.10	350.77	411.80	61.03	411.80
6030 - Sewer Service	56.75	69.92	13.17	712.04	840.92	128.88	840.92
6035 - Trash and Recycling Service	187.74	0.00	(187.74)	2,273.80	0.00	(2,273.80)	0.00
6050 - Telephone Service	15.57	9.71	(5.86)	122.66	121.71	(0.95)	121.71
Total Utilities	1,812.72	1,837.26	24.54	22,819.08	22,050.26	(768.82)	22,050.26
Contracted Services							
6406 - Electrical Services	1.60	2.20	0.60	8.47	22.20	13.73	22.20
6408 - Elevator Services	0.02	635.44	635.42	1,739.72	7,623.44	5,883.72	7,623.44
6434 - Pest Control	0.00	0.00	0.00	1.40	0.00	(1.40)	0.00
6436 - Plumbing Services	(1.77)	0.00	1.77	(23.32)	0.00	23.32	0.00
6440 - Safety & Security	450.58	164.54	(286.04)	2,643.44	1,973.54	(669.90)	1,973.54
6446 - Window Cleaning Services	0.00	114.00	114.00	680.24	1,370.00	689.76	1,370.00
Total Contracted Services	450.43	916.18	465.75	5,049.95	10,989.18	5,939.23	10,989.18
Repair & Maintenance							
6515 - Building Repair & Maintenance	(5.17)	0.00	5.17	(46.66)	0.00	46.66	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	17.06	17.06	390.37	200.06	(190.31)	200.06
6620 - Grounds Repair & Maintenance	1.99	7.88	5.89	137.51	93.88	(43.63)	93.88
6635 - Janitorial Supplies & Maintenance	1.03	0.66	(0.37)	19.18	10.66	(8.52)	10.66
6670 - Mechanical Systems Services & Supplies	61.73	35.28	(26.45)	919.30	421.28	(498.02)	421.28
6680 - Painting Services & Supplies	0.00	(0.04)	(0.04)	5.51	2.96	(2.55)	2.96

Income Statement Report

Harbor Square, Inc.

09-Office 3

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.76)	0.00	0.76	0.00
Total Repair & Maintenance	59.58	60.84	1.26	1,424.45	728.84	(695.61)	728.84
Professional Services							
7000 - Audit & Tax Services	0.00	16.00	16.00	514.56	190.00	(324.56)	190.00
7030 - Legal Services - General Counsel	4.32	7.20	2.88	52.41	91.20	38.79	91.20
7040 - Management Fees	40.00	39.49	(0.51)	480.00	477.49	(2.51)	477.49
7095 - Professional Fees,Common	284.46	0.00	(284.46)	577.35	0.00	(577.35)	0.00
Total Professional Services	328.78	62.69	(266.09)	1,624.32	758.69	(865.63)	758.69
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	294.44	0.00	(294.44)	0.00
9005 - State Income Tax	0.00	0.00	0.00	31.74	0.00	(31.74)	0.00
9025 - General Excise Tax	7.15	8.98	1.83	88.98	102.98	14.00	102.98
Total Taxes	7.15	8.98	1.83	415.16	102.98	(312.18)	102.98
Other Expenses							
9105 - Reserve Contribution Expense	278.00	278.00	0.00	3,336.00	3,336.00	0.00	3,336.00
Total Other Expenses	278.00	278.00	0.00	3,336.00	3,336.00	0.00	3,336.00
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total Reserve Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total 09-Office 3 Expense	3,581.27	4,181.01	599.74	40,935.10	50,159.01	9,223.91	50,159.01
Total 09-Office 3 Income / (Loss)	613.64	(1.28)	614.92	8,709.75	0.72	8,709.03	0.72

Income Statement Report

Harbor Square, Inc.

10-Office 4

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	4,051.52	4,050.52	1.00	48,618.24	48,606.52	11.72	48,606.52
Total Assessment Income	4,051.52	4,050.52	1.00	48,618.24	48,606.52	11.72	48,606.52
User Fee Income							
4255 - Lease Rent	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Total User Fee Income	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Rental Income							
4400 - Rent Receipts	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Total Rental Income	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Other Income							
4845 - Holiday Fund Receipts	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Total Other Income	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.05	0.00	0.05	0.70	0.00	0.70	0.00
4910 - Interest Earned - Reserve Accounts	0.00	25.00	(25.00)	0.00	304.00	(304.00)	304.00
Total Investment Income	0.05	25.00	(24.95)	0.70	304.00	(303.30)	304.00
Total 10-Office 4 Income	4,194.91	4,179.73	15.18	49,644.85	50,159.73	(514.88)	50,159.73
<u>Expense</u>							
Administrative							
5000 - General Administrative	8.63	17.80	9.17	369.38	212.80	(156.58)	212.80
5010 - Bad Debt	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5025 - Collection Charges	0.33	0.00	(0.33)	4.25	0.00	(4.25)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5085 - Loan Bank of Hawaii	10.13	512.08	501.95	139.07	6,142.08	6,003.01	6,142.08
5090 - Office Supplies	3.06	0.00	(3.06)	17.18	0.00	(17.18)	0.00
5095 - Payroll Services	1.83	0.00	(1.83)	22.04	0.00	(22.04)	0.00
5100 - Records Storage	0.00	0.00	0.00	45.87	0.00	(45.87)	0.00

Income Statement Report
Harbor Square, Inc.
10-Office 4

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	1.11	0.00	(1.11)	0.00
Total Administrative	23.98	529.88	505.90	601.56	6,354.88	5,753.32	6,354.88
Communications							
5210 - Printing & Copying	4.18	0.00	(4.18)	25.25	0.00	(25.25)	0.00
5215 - Postage	2.79	0.00	(2.79)	17.32	0.00	(17.32)	0.00
Total Communications	6.97	0.00	(6.97)	42.57	0.00	(42.57)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	29.79	29.63	(0.16)	350.73	359.63	8.90	359.63
5310 - Custodial Salaries	38.78	54.03	15.25	365.72	643.03	277.31	643.03
5314 - Landscaping Wages	67.81	43.40	(24.41)	749.14	517.40	(231.74)	517.40
5316 - Painting Wages	16.74	47.90	31.16	191.54	569.90	378.36	569.90
5318 - General Maintenance Salaries	91.81	62.87	(28.94)	1,130.04	755.87	(374.17)	755.87
5322 - Air Conditioning wages	38.22	33.33	(4.89)	407.11	400.33	(6.78)	400.33
5325 - Bonuses	125.21	6.00	(119.21)	125.21	76.00	(49.21)	76.00
5330 - Health Benefits	30.62	37.80	7.18	316.81	457.80	140.99	457.80
5355 - FICA Payroll Taxes	30.66	17.37	(13.29)	268.31	209.37	(58.94)	209.37
5360 - Payroll Taxes FUTA	0.00	1.56	1.56	3.50	15.56	12.06	15.56
5365 - Payroll Taxes SUTA	2.11	1.31	(0.80)	24.65	12.31	(12.34)	12.31
5385 - Retirement Fund	2.17	0.81	(1.36)	29.15	12.81	(16.34)	12.81
5390 - Workers Compensation	9.32	8.73	(0.59)	22.48	103.73	81.25	103.73
5399 - EE Benefits,TDI	0.00	0.93	0.93	14.94	11.93	(3.01)	11.93
Total Payroll & Benefits	483.24	345.67	(137.57)	3,999.33	4,145.67	146.34	4,145.67
Insurance							
5410 - Fidelity Bond Insurance	0.19	0.29	0.10	2.28	2.29	0.01	2.29
5415 - D&O Insurance Premiums	16.17	18.85	2.68	194.04	228.85	34.81	228.85
5420 - Umbrella Liability Premiums	4.62	5.19	0.57	55.44	58.19	2.75	58.19
5440 - Mechanical Breakdown Insurance	0.68	0.36	(0.32)	8.16	8.36	0.20	8.36

Income Statement Report
Harbor Square, Inc.
10-Office 4

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Insurance							
5445 - General Liability Insurance Premium	20.02	22.21	2.19	240.24	264.21	23.97	264.21
5460 - Commercial Package Premiums	89.10	94.61	5.51	1,069.20	1,130.61	61.41	1,130.61
Total Insurance	130.78	141.51	10.73	1,569.36	1,692.51	123.15	1,692.51
Utilities							
6000 - Electric Service	648.04	683.51	35.47	8,216.28	8,203.51	(12.77)	8,203.51
6020 - Electricity,Air Conditioning	878.92	1,039.32	160.40	11,143.53	12,472.32	1,328.79	12,472.32
6025 - Water Service	25.34	34.80	9.46	346.97	411.80	64.83	411.80
6030 - Sewer Service	56.75	69.92	13.17	712.04	840.92	128.88	840.92
6035 - Trash and Recycling Service	187.74	0.00	(187.74)	2,273.80	0.00	(2,273.80)	0.00
6050 - Telephone Service	15.57	9.71	(5.86)	122.66	121.71	(0.95)	121.71
Total Utilities	1,812.36	1,837.26	24.90	22,815.28	22,050.26	(765.02)	22,050.26
Contracted Services							
6406 - Electrical Services	1.60	2.20	0.60	8.47	22.20	13.73	22.20
6408 - Elevator Services	0.02	635.44	635.42	1,739.72	7,623.44	5,883.72	7,623.44
6434 - Pest Control	0.00	0.00	0.00	1.40	0.00	(1.40)	0.00
6436 - Plumbing Services	(1.77)	0.00	1.77	(23.32)	0.00	23.32	0.00
6440 - Safety & Security	450.58	164.54	(286.04)	2,643.44	1,973.54	(669.90)	1,973.54
6446 - Window Cleaning Services	0.00	114.00	114.00	680.24	1,370.00	689.76	1,370.00
Total Contracted Services	450.43	916.18	465.75	5,049.95	10,989.18	5,939.23	10,989.18
Repair & Maintenance							
6515 - Building Repair & Maintenance	(5.17)	0.00	5.17	(46.66)	0.00	46.66	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	17.06	17.06	393.94	200.06	(193.88)	200.06
6620 - Grounds Repair & Maintenance	1.99	7.88	5.89	137.51	93.88	(43.63)	93.88
6635 - Janitorial Supplies & Maintenance	1.03	0.66	(0.37)	19.62	10.66	(8.96)	10.66
6670 - Mechanical Systems Services & Supplies	61.73	35.28	(26.45)	919.30	421.28	(498.02)	421.28
6680 - Painting Services & Supplies	0.00	(0.04)	(0.04)	5.62	2.96	(2.66)	2.96

Income Statement Report

Harbor Square, Inc.

10-Office 4

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.76)	0.00	0.76	0.00
Total Repair & Maintenance	59.58	60.84	1.26	1,428.57	728.84	(699.73)	728.84
Professional Services							
7000 - Audit & Tax Services	0.00	16.00	16.00	514.56	190.00	(324.56)	190.00
7030 - Legal Services - General Counsel	4.32	7.20	2.88	52.41	91.20	38.79	91.20
7040 - Management Fees	40.00	39.49	(0.51)	480.00	477.49	(2.51)	477.49
7095 - Professional Fees,Common	284.46	0.00	(284.46)	577.35	0.00	(577.35)	0.00
Total Professional Services	328.78	62.69	(266.09)	1,624.32	758.69	(865.63)	758.69
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	294.44	0.00	(294.44)	0.00
9005 - State Income Tax	0.00	0.00	0.00	31.74	0.00	(31.74)	0.00
9025 - General Excise Tax	7.15	8.98	1.83	88.98	102.98	14.00	102.98
Total Taxes	7.15	8.98	1.83	415.16	102.98	(312.18)	102.98
Other Expenses							
9105 - Reserve Contribution Expense	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Total Other Expenses	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total Reserve Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total 10-Office 4 Expense	3,581.27	4,180.73	599.46	40,937.08	50,159.73	9,222.65	50,159.73
Total 10-Office 4 Income / (Loss)	613.64	(1.00)	614.64	8,707.77	0.00	8,707.77	0.00

Income Statement Report

Harbor Square, Inc.

11-Office 5

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	4,952.93	4,952.68	0.25	59,435.16	59,428.68	6.48	59,428.68
Total Assessment Income	4,952.93	4,952.68	0.25	59,435.16	59,428.68	6.48	59,428.68
User Fee Income							
4255 - Lease Rent	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Total User Fee Income	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Rental Income							
4400 - Rent Receipts	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Total Rental Income	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Other Income							
4845 - Holiday Fund Receipts	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Total Other Income	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.05	0.00	0.05	0.70	0.00	0.70	0.00
4910 - Interest Earned - Reserve Accounts	0.00	25.00	(25.00)	0.00	304.00	(304.00)	304.00
Total Investment Income	0.05	25.00	(24.95)	0.70	304.00	(303.30)	304.00
Total 11-Office 5 Income	5,096.32	5,081.89	14.43	60,461.77	60,981.89	(520.12)	60,981.89
<u>Expense</u>							
Administrative							
5000 - General Administrative	8.27	17.80	9.53	368.40	212.80	(155.60)	212.80
5010 - Bad Debt	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5025 - Collection Charges	0.33	0.00	(0.33)	4.25	0.00	(4.25)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5085 - Loan Bank of Hawaii	10.13	512.08	501.95	139.07	6,142.08	6,003.01	6,142.08
5090 - Office Supplies	3.06	0.00	(3.06)	17.18	0.00	(17.18)	0.00
5095 - Payroll Services	1.83	0.00	(1.83)	22.04	0.00	(22.04)	0.00
5100 - Records Storage	0.00	0.00	0.00	45.87	0.00	(45.87)	0.00

Income Statement Report
Harbor Square, Inc.
11-Office 5

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	1.11	0.00	(1.11)	0.00
Total Administrative	23.62	529.88	506.26	600.58	6,354.88	5,754.30	6,354.88
Communications							
5210 - Printing & Copying	4.18	0.00	(4.18)	25.25	0.00	(25.25)	0.00
5215 - Postage	2.79	0.00	(2.79)	17.32	0.00	(17.32)	0.00
Total Communications	6.97	0.00	(6.97)	42.57	0.00	(42.57)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	29.79	29.63	(0.16)	350.73	359.63	8.90	359.63
5310 - Custodial Salaries	38.78	54.06	15.28	365.72	643.06	277.34	643.06
5314 - Landscaping Wages	67.81	43.40	(24.41)	749.14	517.40	(231.74)	517.40
5316 - Painting Wages	16.74	47.90	31.16	191.54	569.90	378.36	569.90
5318 - General Maintenance Salaries	91.81	62.87	(28.94)	1,130.04	755.87	(374.17)	755.87
5322 - Air Conditioning wages	38.22	33.33	(4.89)	407.11	400.33	(6.78)	400.33
5325 - Bonuses	125.21	6.00	(119.21)	125.21	76.00	(49.21)	76.00
5330 - Health Benefits	30.62	37.80	7.18	316.81	457.80	140.99	457.80
5355 - FICA Payroll Taxes	30.66	17.37	(13.29)	268.31	209.37	(58.94)	209.37
5360 - Payroll Taxes FUTA	0.00	1.56	1.56	3.50	15.56	12.06	15.56
5365 - Payroll Taxes SUTA	2.11	1.31	(0.80)	24.65	12.31	(12.34)	12.31
5385 - Retirement Fund	2.17	0.81	(1.36)	29.15	12.81	(16.34)	12.81
5390 - Workers Compensation	9.32	8.73	(0.59)	(1,383.76)	103.73	1,487.49	103.73
5399 - EE Benefits,TDI	0.00	0.93	0.93	14.94	11.93	(3.01)	11.93
Total Payroll & Benefits	483.24	345.70	(137.54)	2,593.09	4,145.70	1,552.61	4,145.70
Insurance							
5410 - Fidelity Bond Insurance	0.19	0.29	0.10	2.28	2.29	0.01	2.29
5415 - D&O Insurance Premiums	16.17	18.85	2.68	194.04	228.85	34.81	228.85
5420 - Umbrella Liability Premiums	4.62	5.19	0.57	55.44	58.19	2.75	58.19
5440 - Mechanical Breakdown Insurance	0.68	0.36	(0.32)	8.16	8.36	0.20	8.36

Income Statement Report

Harbor Square, Inc.

11-Office 5

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	20.02	22.21	2.19	240.24	264.21	23.97	264.21
5460 - Commercial Package Premiums	89.10	94.61	5.51	1,069.20	1,130.61	61.41	1,130.61
Total Insurance	130.78	141.51	10.73	1,569.36	1,692.51	123.15	1,692.51
Utilities							
6000 - Electric Service	648.04	683.51	35.47	8,216.28	8,203.51	(12.77)	8,203.51
6020 - Electricity,Air Conditioning	1,641.56	1,941.48	299.92	20,812.71	23,294.48	2,481.77	23,294.48
6025 - Water Service	25.70	34.80	9.10	350.77	411.80	61.03	411.80
6030 - Sewer Service	56.75	69.92	13.17	712.04	840.92	128.88	840.92
6035 - Trash and Recycling Service	187.74	0.00	(187.74)	2,273.80	0.00	(2,273.80)	0.00
6050 - Telephone Service	15.57	9.71	(5.86)	122.66	121.71	(0.95)	121.71
Total Utilities	2,575.36	2,739.42	164.06	32,488.26	32,872.42	384.16	32,872.42
Contracted Services							
6406 - Electrical Services	1.60	2.20	0.60	13.01	22.20	9.19	22.20
6408 - Elevator Services	0.02	635.44	635.42	1,739.72	7,623.44	5,883.72	7,623.44
6434 - Pest Control	0.00	0.00	0.00	1.40	0.00	(1.40)	0.00
6436 - Plumbing Services	(1.77)	0.00	1.77	(23.32)	0.00	23.32	0.00
6440 - Safety & Security	450.58	164.54	(286.04)	2,643.44	1,973.54	(669.90)	1,973.54
6446 - Window Cleaning Services	0.00	114.00	114.00	680.24	1,370.00	689.76	1,370.00
Total Contracted Services	450.43	916.18	465.75	5,054.49	10,989.18	5,934.69	10,989.18
Repair & Maintenance							
6515 - Building Repair & Maintenance	(5.17)	0.00	5.17	(46.66)	0.00	46.66	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	17.03	17.03	386.80	200.03	(186.77)	200.03
6620 - Grounds Repair & Maintenance	1.99	7.88	5.89	137.51	93.88	(43.63)	93.88
6635 - Janitorial Supplies & Maintenance	1.03	0.66	(0.37)	19.62	10.66	(8.96)	10.66
6670 - Mechanical Systems Services & Supplies	61.73	35.28	(26.45)	919.30	421.28	(498.02)	421.28
6680 - Painting Services & Supplies	0.00	(0.04)	(0.04)	6.07	2.96	(3.11)	2.96

Income Statement Report
Harbor Square, Inc.
11-Office 5

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Repair & Maintenance							
6715 - Reimbursable Repairs & Maintenan	0.00	0.00	0.00	(0.76)	0.00	0.76	0.00
Total Repair & Maintenance	59.58	60.81	1.23	1,421.88	728.81	(693.07)	728.81
Professional Services							
7000 - Audit & Tax Services	0.00	16.00	16.00	514.56	190.00	(324.56)	190.00
7030 - Legal Services - General Counsel	4.32	7.20	2.88	52.76	91.20	38.44	91.20
7040 - Management Fees	40.00	39.49	(0.51)	480.00	477.49	(2.51)	477.49
7095 - Professional Fees,Common	284.46	0.00	(284.46)	577.35	0.00	(577.35)	0.00
Total Professional Services	328.78	62.69	(266.09)	1,624.67	758.69	(865.98)	758.69
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	294.44	0.00	(294.44)	0.00
9005 - State Income Tax	0.00	0.00	0.00	31.74	0.00	(31.74)	0.00
9025 - General Excise Tax	7.15	8.98	1.83	88.98	102.98	14.00	102.98
Total Taxes	7.15	8.98	1.83	415.16	102.98	(312.18)	102.98
Other Expenses							
9105 - Reserve Contribution Expense	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Total Other Expenses	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total Reserve Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total 11-Office 5 Expense	4,343.91	5,082.89	738.98	49,201.04	60,981.89	11,780.85	60,981.89
Total 11-Office 5 Income / (Loss)	752.41	(1.00)	753.41	11,260.73	0.00	11,260.73	0.00

Income Statement Report
Harbor Square, Inc.
12-Office 6

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Assessment Income							
4000 - Maintenance Fees	4,952.93	4,952.68	0.25	59,435.16	59,428.68	6.48	59,428.68
Total Assessment Income	4,952.93	4,952.68	0.25	59,435.16	59,428.68	6.48	59,428.68
User Fee Income							
4255 - Lease Rent	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Total User Fee Income	79.94	82.21	(2.27)	959.28	983.21	(23.93)	983.21
Rental Income							
4400 - Rent Receipts	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Total Rental Income	0.00	22.00	(22.00)	0.00	266.00	(266.00)	266.00
Other Income							
4845 - Holiday Fund Receipts	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Total Other Income	63.40	0.00	63.40	66.63	0.00	66.63	0.00
Investment Income							
4900 - Interest Earned - Operating Accounts	0.05	0.00	0.05	0.70	0.00	0.70	0.00
4910 - Interest Earned - Reserve Accounts	0.00	25.00	(25.00)	0.00	304.00	(304.00)	304.00
Total Investment Income	0.05	25.00	(24.95)	0.70	304.00	(303.30)	304.00
Total 12-Office 6 Income	5,096.32	5,081.89	14.43	60,461.77	60,981.89	(520.12)	60,981.89
<u>Expense</u>							
Administrative							
5000 - General Administrative	8.27	17.80	9.53	384.86	212.80	(172.06)	212.80
5010 - Bad Debt	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5025 - Collection Charges	0.33	0.00	(0.33)	4.25	0.00	(4.25)	0.00
5030 - Coupon Costs	0.00	0.00	0.00	1.33	0.00	(1.33)	0.00
5085 - Loan Bank of Hawaii	10.13	512.08	501.95	139.07	6,142.08	6,003.01	6,142.08
5090 - Office Supplies	3.06	0.00	(3.06)	17.18	0.00	(17.18)	0.00
5095 - Payroll Services	1.83	0.00	(1.83)	22.04	0.00	(22.04)	0.00
5100 - Records Storage	0.00	0.00	0.00	45.87	0.00	(45.87)	0.00

Income Statement Report

Harbor Square, Inc.

12-Office 6

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Administrative							
5195 - Other Administrative Services	0.00	0.00	0.00	1.11	0.00	(1.11)	0.00
Total Administrative	23.62	529.88	506.26	617.04	6,354.88	5,737.84	6,354.88
Communications							
5210 - Printing & Copying	4.18	0.00	(4.18)	25.25	0.00	(25.25)	0.00
5215 - Postage	2.79	0.00	(2.79)	17.32	0.00	(17.32)	0.00
Total Communications	6.97	0.00	(6.97)	42.57	0.00	(42.57)	0.00
Payroll & Benefits							
5302 - Administrative Salaries	29.79	29.63	(0.16)	350.73	359.63	8.90	359.63
5310 - Custodial Salaries	38.78	54.03	15.25	365.72	643.03	277.31	643.03
5314 - Landscaping Wages	67.81	43.40	(24.41)	749.14	517.40	(231.74)	517.40
5316 - Painting Wages	16.74	47.90	31.16	191.54	569.90	378.36	569.90
5318 - General Maintenance Salaries	91.81	62.87	(28.94)	1,130.08	755.87	(374.21)	755.87
5322 - Air Conditioning wages	38.22	33.33	(4.89)	407.11	400.33	(6.78)	400.33
5325 - Bonuses	125.21	6.00	(119.21)	125.21	76.00	(49.21)	76.00
5330 - Health Benefits	30.62	37.80	7.18	316.81	457.80	140.99	457.80
5355 - FICA Payroll Taxes	30.66	17.37	(13.29)	268.31	209.37	(58.94)	209.37
5360 - Payroll Taxes FUTA	0.00	1.56	1.56	3.50	15.56	12.06	15.56
5365 - Payroll Taxes SUTA	2.11	1.31	(0.80)	24.65	12.31	(12.34)	12.31
5385 - Retirement Fund	2.17	0.81	(1.36)	29.15	12.81	(16.34)	12.81
5390 - Workers Compensation	9.32	8.73	(0.59)	(81.24)	103.73	184.97	103.73
5399 - EE Benefits,TDI	0.00	0.93	0.93	14.94	11.93	(3.01)	11.93
Total Payroll & Benefits	483.24	345.67	(137.57)	3,895.65	4,145.67	250.02	4,145.67
Insurance							
5410 - Fidelity Bond Insurance	0.19	0.29	0.10	2.28	2.29	0.01	2.29
5415 - D&O Insurance Premiums	16.17	18.85	2.68	194.04	228.85	34.81	228.85
5420 - Umbrella Liability Premiums	4.62	5.19	0.57	55.44	58.19	2.75	58.19
5440 - Mechanical Breakdown Insurance	0.68	0.36	(0.32)	8.16	8.36	0.20	8.36

Income Statement Report

Harbor Square, Inc.

12-Office 6

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5445 - General Liability Insurance Premium	20.02	22.21	2.19	240.24	264.21	23.97	264.21
5460 - Commercial Package Premiums	89.10	94.61	5.51	1,069.20	1,130.61	61.41	1,130.61
Total Insurance	130.78	141.51	10.73	1,569.36	1,692.51	123.15	1,692.51
Utilities							
6000 - Electric Service	648.04	683.51	35.47	8,216.28	8,203.51	(12.77)	8,203.51
6020 - Electricity,Air Conditioning	1,641.56	1,941.48	299.92	20,812.71	23,294.48	2,481.77	23,294.48
6025 - Water Service	25.70	34.80	9.10	350.77	411.80	61.03	411.80
6030 - Sewer Service	56.73	69.92	13.19	844.91	840.92	(3.99)	840.92
6035 - Trash and Recycling Service	187.70	0.00	(187.70)	1,906.17	0.00	(1,906.17)	0.00
6050 - Telephone Service	15.57	9.71	(5.86)	122.72	121.71	(1.01)	121.71
Total Utilities	2,575.30	2,739.42	164.12	32,253.56	32,872.42	618.86	32,872.42
Operations							
6320 - Depreciation Expense	0.00	0.00	0.00	54.87	0.00	(54.87)	0.00
Total Operations	0.00	0.00	0.00	54.87	0.00	(54.87)	0.00
Contracted Services							
6406 - Electrical Services	1.60	2.20	0.60	8.47	22.20	13.73	22.20
6408 - Elevator Services	0.02	635.44	635.42	1,739.72	7,623.44	5,883.72	7,623.44
6434 - Pest Control	0.00	0.00	0.00	1.40	0.00	(1.40)	0.00
6436 - Plumbing Services	(1.77)	0.00	1.77	(23.32)	0.00	23.32	0.00
6440 - Safety & Security	450.58	164.54	(286.04)	2,643.46	1,973.54	(669.92)	1,973.54
6446 - Window Cleaning Services	0.00	114.00	114.00	680.24	1,370.00	689.76	1,370.00
Total Contracted Services	450.43	916.18	465.75	5,049.97	10,989.18	5,939.21	10,989.18
Repair & Maintenance							
6515 - Building Repair & Maintenance	(5.17)	0.00	5.17	(46.66)	0.00	46.66	0.00
6555 - Equipment Rental/Repair & Maintenance	0.00	17.06	17.06	390.41	200.06	(190.35)	200.06
6620 - Grounds Repair & Maintenance	1.99	7.88	5.89	137.49	93.88	(43.61)	93.88
6635 - Janitorial Supplies & Maintenance	1.03	0.66	(0.37)	19.61	10.66	(8.95)	10.66

Income Statement Report
Harbor Square, Inc.
12-Office 6

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Repair & Maintenance							
6670 - Mechanical Systems Services & Sup	61.73	35.28	(26.45)	919.33	421.28	(498.05)	421.28
6680 - Painting Services & Supplies	0.00	(0.04)	(0.04)	5.61	2.96	(2.65)	2.96
6715 - Reimbursable Repairs & Maintenanc	0.00	0.00	0.00	(0.76)	0.00	0.76	0.00
Total Repair & Maintenance	59.58	60.84	1.26	1,425.03	728.84	(696.19)	728.84
Professional Services							
7000 - Audit & Tax Services	0.00	16.00	16.00	514.56	190.00	(324.56)	190.00
7030 - Legal Services - General Counsel	4.32	7.20	2.88	52.06	91.20	39.14	91.20
7040 - Management Fees	40.00	39.49	(0.51)	480.00	477.49	(2.51)	477.49
7095 - Professional Fees,Common	284.46	0.00	(284.46)	577.35	0.00	(577.35)	0.00
Total Professional Services	328.78	62.69	(266.09)	1,623.97	758.69	(865.28)	758.69
Taxes							
9000 - Federal Income Tax	0.00	0.00	0.00	294.44	0.00	(294.44)	0.00
9005 - State Income Tax	0.00	0.00	0.00	31.74	0.00	(31.74)	0.00
9025 - General Excise Tax	7.15	8.98	1.83	88.98	102.98	14.00	102.98
Total Taxes	7.15	8.98	1.83	415.16	102.98	(312.18)	102.98
Other Expenses							
9105 - Reserve Contribution Expense	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Total Other Expenses	278.00	277.72	(0.28)	3,336.00	3,336.72	0.72	3,336.72
Reserve Expenses							
9906 - Mechanical Equipment Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total Reserve Expenses	0.00	0.00	0.00	54.98	0.00	(54.98)	0.00
Total 12-Office 6 Expense	4,343.85	5,082.89	739.04	50,338.16	60,981.89	10,643.73	60,981.89
Total 12-Office 6 Income / (Loss)	752.47	(1.00)	753.47	10,123.61	0.00	10,123.61	0.00

**Income Statement Report
Harbor Square, Inc.
Operating**

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Expense</u>							
Insurance							
5405 - General Insurance	0.00	0.00	0.00	(3,382.00)	0.00	3,382.00	0.00
Total Insurance	0.00	0.00	0.00	(3,382.00)	0.00	3,382.00	0.00
Association Owned Unit Expenses							
8900 - Maintenance Fees Expense	3,706.21	0.00	(3,706.21)	3,706.21	0.00	(3,706.21)	0.00
8905 - Owned Unit Repair & Maintenance	654.29	0.00	(654.29)	1,004.70	0.00	(1,004.70)	0.00
Total Association Owned Unit Expenses	4,360.50	0.00	(4,360.50)	4,710.91	0.00	(4,710.91)	0.00
Total Operating Expense	4,360.50	0.00	(4,360.50)	1,328.91	0.00	(1,328.91)	0.00
Total Operating Income / (Loss)	(4,360.50)	0.00	(4,360.50)	(1,328.91)	0.00	(1,328.91)	0.00

Income Statement Report
Harbor Square, Inc.
Reserves

December 01, 2020 thru December 31, 2020

	Current Period			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Income							
Investment Income							
4905 - Reserve Contribution Income	27,806.00	0.00	27,806.00	333,665.00	0.00	333,665.00	0.00
4910 - Interest Earned - Reserve Accounts	743.21	0.00	743.21	26,775.46	0.00	26,775.46	0.00
Total Investment Income	28,549.21	0.00	28,549.21	360,440.46	0.00	360,440.46	0.00
Total Reserves Income	28,549.21	0.00	28,549.21	360,440.46	0.00	360,440.46	0.00
Expense							
Administrative							
5015 - Bank Charges	0.00	0.00	0.00	175.00	0.00	(175.00)	0.00
Total Administrative	0.00	0.00	0.00	175.00	0.00	(175.00)	0.00
Reserve Expenses							
9800 - Repair & Replacement Expenses	0.00	0.00	0.00	72,795.00	0.00	(72,795.00)	0.00
Total Reserve Expenses	0.00	0.00	0.00	72,795.00	0.00	(72,795.00)	0.00
Total Reserves Expense	0.00	0.00	0.00	72,970.00	0.00	(72,970.00)	0.00
Total Reserves Income / (Loss)	28,549.21	0.00	28,549.21	287,470.46	0.00	287,470.46	0.00

Income and Expense Trend Report
Harbor Square, Inc.
01-Commercial 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	57,716	57,703
Total Assessment Income	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	57,716	57,703
User Fee Income														
4255 - Lease Rent	53	53	53	53	53	53	53	53	53	53	53	53	636	646
Total User Fee Income	53	53	53	53	53	53	53	53	53	53	53	53	636	646
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	176
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	176
Other Income														
4845 - Holiday Fund Receipts	0	0	2	0	0	0	0	0	0	0	0	42	44	0
Total Other Income	0	0	2	0	0	0	0	0	0	0	0	42	44	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	202
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	0	202
Total Income	4,863	4,863	4,865	4,863	4,863	4,863	4,863	4,863	4,863	4,863	4,863	4,905	58,397	58,728
Administrative														
5000 - General Administrative	4	3	5	44	5	91	17	14	41	5	4	5	240	141
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	0	0	0	0	1	0	0	0	0	0	0	0	3	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	11	11	10	11	11	9	10	10	10	9	9	9	117	6,142
5090 - Office Supplies	1	1	2	1	1	0	2	0	1	0	0	2	11	0
5095 - Payroll Services	1	1	1	1	1	1	1	1	1	1	1	1	15	0
5100 - Records Storage	6	0	3	3	6	0	6	0	6	3	0	0	30	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	24	18	23	60	24	101	36	25	58	19	14	17	419	6,283

Income and Expense Trend Report
Harbor Square, Inc.
01-Commercial 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	4	4	3	0	0	0	0	0	1	1	0	3	17	0
5215 - Postage	1	1	2	1	1	0	1	0	1	1	0	2	11	0
Total Communications	5	6	5	1	1	0	1	0	2	1	0	5	28	0
Payroll & Benefits														
5302 - Administrative Salaries	20	18	20	19	20	19	20	20	19	20	19	20	233	238
5310 - Custodial Salaries	58	57	60	58	60	90	91	91	67	98	88	97	914	1,608
5314 - Landscaping Wages	42	39	42	40	42	41	42	42	42	41	39	45	497	343
5316 - Painting Wages	18	16	31	30	32	38	38	37	37	39	28	42	384	375
5318 - General Maintenance Salaries	181	179	77	72	76	77	60	58	56	63	55	61	1,014	1,890
5322 - Air Conditioning wages	22	20	22	21	22	22	23	23	22	23	22	25	268	263
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	83	83	50
5330 - Health Benefits	65	(9)	65	(3)	70	12	22	35	45	119	(3)	46	465	634
5355 - FICA Payroll Taxes	20	26	28	27	28	30	28	28	20	29	26	37	327	290
5360 - Payroll Taxes FUTA	3	1	0	(0)	0	0	0	0	(0)	0	0	0	4	22
5365 - Payroll Taxes SUTA	0	0	0	12	3	2	2	2	2	2	1	3	30	17
5385 - Retirement Fund	4	0	7	0	5	3	4	1	4	3	3	3	36	18
5390 - Workers Compensation	13	13	13	13	13	13	13	13	13	(3,022)	(37)	13	(2,931)	144
5399 - EE Benefits,TDI	0	0	5	0	0	5	9	0	0	(5)	4	0	18	17
Total Payroll & Benefits	446	362	369	288	369	352	352	351	327	(2,592)	245	474	1,342	5,907
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(17)	17	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	2	2
5415 - D&O Insurance Premiums	11	11	11	11	11	11	11	11	11	11	11	11	128	152
5420 - Umbrella Liability Premiums	3	3	3	3	3	3	3	3	3	3	3	3	36	39
5440 - Mechanical Breakdown Insurance	0	0	0	0	0	0	0	0	0	0	0	0	5	6
5445 - General Liability Insurance Premium	13	13	13	13	13	13	13	13	13	13	13	13	158	175
5460 - Commercial Package Premiums	59	59	59	59	59	59	59	59	59	59	59	59	703	750
Total Insurance	86	86	86	86	86	86	86	86	86	69	103	86	1,033	1,122

Income and Expense Trend Report
Harbor Square, Inc.
01-Commercial 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	1,058	1,000	1,044	1,156	988	1,044	984	955	1,089	1,055	1,093	982	12,449	12,422
6005 - Gas Service	0	0	0	0	0	0	1,343	0	0	0	0	0	1,343	0
6020 - Electricity,Air Conditioning	1,775	16,000	(12,648)	2,019	1,658	1,753	1,652	1,602	1,828	1,771	1,834	1,648	20,891	23,383
6025 - Water Service	58	77	165	(22)	78	99	140	1	149	(1)	54	57	855	368
6030 - Sewer Service	126	140	289	(15)	141	156	271	0	275	(1)	122	125	1,630	1,483
6035 - Trash and Recycling Service	208	188	188	188	188	188	188	188	188	188	188	188	2,273	0
6050 - Telephone Service	2	2	0	2	2	2	4	8	2	3	2	2	29	29
Total Utilities	3,226	17,407	(10,962)	3,328	3,055	3,242	4,582	2,753	3,531	3,014	3,292	3,002	39,470	37,685
Contracted Services														
6406 - Electrical Services	0	0	0	0	1	1	0	0	0	(2)	0	0	1	5
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(4)	0	0	0	(9)	0	(1)	0	(1)	(15)	0
6440 - Safety & Security	94	90	137	82	225	129	163	135	146	147	107	299	1,753	1,309
6446 - Window Cleaning Services	0	21	0	0	0	0	21	0	0	0	0	0	43	0
Total Contracted Services	94	111	138	78	225	130	185	126	146	144	107	298	1,782	1,313
Repair & Maintenance														
6515 - Building Repair & Maintenance	(4)	0	0	0	0	(2)	1	0	(4)	(19)	(1)	(3)	(31)	0
6555 - Equipment Rental/Repair & Mainten	67	3	0	11	51	8	28	0	1	2	0	0	171	144
6620 - Grounds Repair & Maintenance	6	9	3	1	12	29	23	2	0	4	1	1	91	62
6635 - Janitorial Supplies & Maintenance	1	0	1	0	0	0	1	0	0	1	0	0	5	2
6670 - Mechanical Systems Services & Su	93	0	602	36	181	27	165	27	48	27	80	93	1,379	632
6680 - Painting Services & Supplies	0	0	0	0	0	0	0	0	0	0	0	0	1	1
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(1)	0	0	0	0	(1)	0
Total Repair & Maintenance	163	12	606	48	244	63	218	29	45	16	81	91	1,616	841
Professional Services														
7000 - Audit & Tax Services	0	101	0	0	114	0	0	0	0	45	81	0	341	126
7030 - Legal Services - General Counsel	4	0	0	4	64	(41)	0	0	0	0	0	3	35	60
7040 - Management Fees	26	26	26	26	26	26	26	26	26	26	26	26	312	317

Income and Expense Trend Report
Harbor Square, Inc.
01-Commercial 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	3	1	1	0	1	23	0	164	0	0	0	189	383	0
Total Professional Services	33	129	27	31	205	8	27	190	26	71	107	218	1,071	503
Taxes														
9000 - Federal Income Tax	0	0	0	0	(4)	(4)	0	0	0	202	0	0	195	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	44	(23)	0	21	0
9025 - General Excise Tax	4	6	5	4	4	4	8	5	5	5	5	5	59	68
Total Taxes	4	6	5	4	0	1	8	5	5	251	(17)	5	275	68
Other Expenses														
9105 - Reserve Contribution Expense	417	418	418	418	418	418	418	418	418	418	418	418	5,015	5,016
Total Other Expenses	417	418	418	418	418	418	418	418	418	418	418	418	5,015	5,016
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	83	0	0	0	0	0	0	0	0	83	0
Total Reserve Expenses	0	0	0	83	0	0	0	0	0	0	0	0	83	0
Total Expense	4,497	18,553	(9,284)	4,426	4,628	4,402	5,913	3,984	4,645	1,411	4,349	4,613	52,135	58,738
Total 01-Commercial 1	366	(13,690)	14,149	437	235	461	(1,050)	879	218	3,451	514	292	6,262	(11)

Income and Expense Trend Report
Harbor Square, Inc.
02-Commercial 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	20,534	20,538
Total Assessment Income	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	1,711	20,534	20,538
User Fee Income														
4255 - Lease Rent	31	31	31	31	31	31	31	31	31	31	31	31	374	387
Total User Fee Income	31	31	31	31	31	31	31	31	31	31	31	31	374	387
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	104
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	104
Other Income														
4845 - Holiday Fund Receipts	0	0	1	0	0	0	0	0	0	0	0	25	26	0
Total Other Income	0	0	1	0	0	0	0	0	0	0	0	25	26	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	118
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	0	118
Total Income	1,742	1,742	1,744	1,742	1,742	1,742	1,742	1,742	1,742	1,742	1,742	1,767	20,934	21,147
Administrative														
5000 - General Administrative	3	2	3	26	3	53	10	8	24	3	2	3	141	83
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	0	0	0	0	0	0	0	0	0	0	0	0	2	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	4	4	4	4	4	4	4	4	4	4	4	3	48	3,071
5090 - Office Supplies	1	1	1	0	0	0	1	0	0	0	0	1	7	0
5095 - Payroll Services	1	1	1	1	1	1	1	1	1	1	1	1	9	0
5100 - Records Storage	3	0	2	2	3	0	3	0	3	2	0	0	18	0
5195 - Other Administrative Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Administrative	12	9	11	33	12	58	20	13	32	9	7	9	225	3,154

Income and Expense Trend Report
Harbor Square, Inc.
02-Commercial 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	2	2	2	0	0	0	0	0	1	0	0	2	10	0
5215 - Postage	1	1	1	1	0	0	1	0	0	0	0	1	7	0
Total Communications	3	3	3	1	0	0	1	0	1	1	0	3	17	0
Payroll & Benefits														
5302 - Administrative Salaries	12	11	12	11	12	11	12	12	11	12	11	12	137	140
5310 - Custodial Salaries	58	57	60	58	60	90	91	91	67	98	88	97	914	1,608
5314 - Landscaping Wages	25	23	25	24	25	24	25	25	25	24	23	26	292	202
5316 - Painting Wages	11	10	31	30	32	38	38	37	37	39	28	42	371	225
5318 - General Maintenance Salaries	181	179	45	42	44	45	35	34	33	37	32	36	744	1,890
5322 - Air Conditioning wages	13	12	13	13	13	13	14	14	13	14	13	15	161	158
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	49	49	30
5330 - Health Benefits	55	(7)	56	(2)	53	11	20	31	39	56	(2)	40	348	535
5355 - FICA Payroll Taxes	17	22	24	23	24	25	24	23	17	24	22	32	276	245
5360 - Payroll Taxes FUTA	3	1	0	(0)	0	0	0	0	(0)	0	0	0	4	18
5365 - Payroll Taxes SUTA	0	0	0	10	2	2	2	2	2	2	1	2	25	14
5385 - Retirement Fund	3	0	6	0	4	2	3	1	3	2	2	2	30	15
5390 - Workers Compensation	11	11	11	11	11	11	11	11	11	(1,380)	(32)	11	(1,303)	121
5399 - EE Benefits,TDI	0	0	4	0	0	4	7	0	0	(4)	4	0	15	14
Total Payroll & Benefits	388	318	286	219	279	277	281	281	257	(1,077)	191	363	2,063	5,214
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(10)	10	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	1	1
5415 - D&O Insurance Premiums	6	6	6	6	6	6	6	6	6	6	6	6	77	89
5420 - Umbrella Liability Premiums	2	2	2	2	2	2	2	2	2	2	2	2	22	23
5440 - Mechanical Breakdown Insurance	0	0	0	0	0	0	0	0	0	0	0	0	3	3
5445 - General Liability Insurance Premium	8	8	8	8	8	8	8	8	8	8	8	8	95	103
5460 - Commercial Package Premiums	35	35	35	35	35	35	35	35	35	35	35	35	422	440
Total Insurance	52	52	52	52	52	52	52	52	52	42	62	52	619	659

Income and Expense Trend Report
Harbor Square, Inc.
02-Commercial 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	111	100	110	127	104	110	104	101	115	111	115	103	1,312	1,309
6020 - Electricity,Air Conditioning	444	400	438	505	415	438	413	401	457	443	459	412	5,225	5,848
6025 - Water Service	57	76	164	(21)	77	99	140	1	149	(1)	53	57	851	366
6030 - Sewer Service	125	139	287	(15)	141	156	270	0	274	(1)	122	124	1,622	1,477
6035 - Trash and Recycling Service	1	0	0	0	0	0	0	0	0	0	0	0	1	0
6050 - Telephone Service	1	1	0	1	1	1	2	5	1	2	1	1	17	17
Total Utilities	739	717	999	597	738	804	929	507	996	553	750	698	9,027	9,017
Contracted Services														
6406 - Electrical Services	0	0	0	0	0	0	0	0	0	(2)	0	0	(2)	0
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(3)	0	0	0	(5)	0	(0)	0	(1)	(9)	0
6440 - Safety & Security	55	53	81	48	132	76	96	80	86	86	63	176	1,030	769
6446 - Window Cleaning Services	0	13	0	0	0	0	13	0	0	0	0	0	25	0
Total Contracted Services	55	65	81	46	132	76	108	74	86	84	63	175	1,045	769
Repair & Maintenance														
6515 - Building Repair & Maintenance	(2)	0	0	0	0	(1)	1	0	(2)	(11)	(1)	(2)	(18)	0
6555 - Equipment Rental/Repair & Mainten	95	2	0	6	30	5	17	0	1	1	0	0	156	83
6620 - Grounds Repair & Maintenance	3	5	2	1	7	17	13	1	0	2	1	1	53	37
6635 - Janitorial Supplies & Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6670 - Mechanical Systems Services & Su	31	0	201	12	60	9	55	9	16	9	27	31	460	211
6680 - Painting Services & Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(0)	0	0	0	0	(0)	0
Total Repair & Maintenance	127	7	202	19	97	29	86	10	14	2	27	30	650	330
Professional Services														
7000 - Audit & Tax Services	0	59	0	0	67	0	0	0	0	27	47	0	200	74
7030 - Legal Services - General Counsel	2	0	0	3	38	(24)	0	0	0	0	0	2	20	36
7040 - Management Fees	15	15	15	15	15	15	15	15	15	15	15	15	180	186
7095 - Professional Fees,Common	2	1	1	0	0	14	0	97	0	0	0	111	225	0
Total Professional Services	19	75	16	18	120	5	15	112	15	42	62	127	626	295

Income and Expense Trend Report
Harbor Square, Inc.
02-Commercial 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Taxes														
9000 - Federal Income Tax	0	0	0	0	(2)	(2)	0	0	0	119	0	0	115	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	26	(13)	0	12	0
9025 - General Excise Tax	2	3	3	2	2	3	4	3	3	3	3	3	35	40
Total Taxes	2	3	3	2	0	0	4	3	3	147	(10)	3	162	40
Other Expenses														
9105 - Reserve Contribution Expense	139	140	140	140	140	140	140	140	140	140	140	140	1,679	1,680
Total Other Expenses	139	140	140	140	140	140	140	140	140	140	140	140	1,679	1,680
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	9	0	0	0	0	0	0	0	0	9	0
Total Reserve Expenses	0	0	0	9	0	0	0	0	0	0	0	0	9	0
Total Expense	1,536	1,389	1,793	1,135	1,571	1,441	1,636	1,191	1,596	(57)	1,291	1,599	16,122	21,159
Total 02-Commercial 2	206	353	(49)	607	171	301	107	551	146	1,799	451	168	4,812	(12)

Income and Expense Trend Report
Harbor Square, Inc.
03-Garage
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	266,761	266,727
Total Assessment Income	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	22,230	266,761	266,727
User Fee Income														
4255 - Lease Rent	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	29,029	29,744
Total User Fee Income	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	2,419	29,029	29,744
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	8,050
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	8,050
Other Income														
4845 - Holiday Fund Receipts	0	0	98	0	0	0	0	0	0	0	0	1,919	2,017	0
Total Other Income	0	0	98	0	0	0	0	0	0	0	0	1,919	2,017	0
Investment Income														
4900 - Interest Earned - Operating Account	3	2	2	1	2	1	2	2	2	2	2	2	21	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	9,200
Total Investment Income	3	2	2	1	2	1	2	2	2	2	2	2	21	9,200
Total Income	24,652	24,651	24,749	24,650	24,651	24,651	24,651	24,651	24,651	24,651	24,651	26,570	297,828	313,721
Administrative														
5000 - General Administrative	224	156	236	2,012	245	4,155	787	642	1,860	246	181	251	10,994	6,440
5010 - Bad Debt	0	40	0	0	0	0	0	0	0	0	0	0	40	0
5025 - Collection Charges	19	0	21	17	23	0	21	0	14	4	0	10	129	0
5030 - Coupon Costs	0	4	10	9	8	0	10	0	0	0	0	0	40	0
5085 - Loan Bank of Hawaii	142	139	128	139	139	112	122	122	123	115	116	110	1,504	39,924
5090 - Office Supplies	45	66	98	23	27	15	92	8	29	17	7	93	520	0
5095 - Payroll Services	57	57	55	55	55	55	55	55	55	55	55	55	667	0
5100 - Records Storage	252	0	126	126	252	0	252	0	252	126	0	0	1,388	0
5195 - Other Administrative Services	0	0	29	0	0	0	2	0	2	0	0	0	34	0
Total Administrative	738	462	703	2,381	749	4,336	1,342	828	2,336	563	359	519	15,316	46,364

Income and Expense Trend Report
Harbor Square, Inc.
03-Garage
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	185	185	128	7	11	1	15	10	62	30	4	126	764	0
5215 - Postage	49	68	112	59	25	9	52	6	28	26	6	84	524	0
Total Communications	234	253	239	66	36	10	67	16	90	56	10	211	1,288	0
Payroll & Benefits														
5302 - Administrative Salaries	897	841	901	869	897	873	897	897	873	897	869	901	10,614	10,884
5310 - Custodial Salaries	11,722	283	300	289	298	450	456	456	337	490	439	485	16,004	8,038
5314 - Landscaping Wages	1,932	1,784	1,924	1,840	1,905	1,853	1,905	1,905	1,904	1,882	1,784	2,052	22,672	15,658
5316 - Painting Wages	0	0	153	149	158	190	190	187	183	193	142	209	1,754	0
5318 - General Maintenance Salaries	904	895	3,496	3,288	3,450	3,534	2,732	2,665	2,556	2,854	2,489	2,779	31,642	9,448
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	3,789	3,789	2,300
5330 - Health Benefits	1,225	(133)	1,148	(147)	1,962	(100)	574	583	847	1,734	(147)	780	8,325	11,966
5355 - FICA Payroll Taxes	317	408	434	415	431	457	433	429	306	442	403	577	5,053	5,472
5360 - Payroll Taxes FUTA	46	14	2	(1)	0	2	2	2	(0)	0	0	0	66	407
5365 - Payroll Taxes SUTA	7	6	6	183	44	36	35	29	27	30	22	40	464	322
5385 - Retirement Fund	61	0	103	0	81	40	61	20	60	41	41	41	549	335
5390 - Workers Compensation	244	244	244	244	244	244	244	244	244	212	(534)	244	2,114	2,711
5399 - EE Benefits,TDI	0	0	79	0	0	70	134	0	0	(70)	68	0	281	312
Total Payroll & Benefits	17,355	4,340	8,788	7,128	9,471	7,650	7,663	7,418	7,336	8,704	5,575	11,897	103,326	67,853
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(778)	778	0	0	0
5410 - Fidelity Bond Insurance	6	6	6	6	6	6	6	6	6	6	6	6	69	69
5415 - D&O Insurance Premiums	489	489	489	489	489	489	489	489	489	489	489	489	5,872	6,926
5420 - Umbrella Liability Premiums	140	140	140	140	140	140	140	140	140	140	140	140	1,677	1,761
5445 - General Liability Insurance Premium	606	606	606	606	606	606	606	606	606	606	606	606	7,269	7,996
5460 - Commercial Package Premiums	2,696	2,696	2,696	2,696	2,696	2,696	2,696	2,696	2,696	2,696	2,696	2,696	32,357	34,216
Total Insurance	3,937	3,937	3,937	3,937	3,937	3,937	3,937	3,937	3,937	3,159	4,715	3,937	47,245	50,967
Utilities														
6000 - Electric Service	1,332	1,200	1,315	1,516	1,245	1,315	1,240	1,202	1,372	1,329	1,376	1,237	15,679	15,637
6025 - Water Service	38	52	188	(10)	58	71	126	(1)	118	(13)	42	45	714	447

Income and Expense Trend Report
Harbor Square, Inc.
03-Garage
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6030 - Sewer Service	57	64	228	(7)	64	73	123	0	125	(1)	56	57	840	675
6035 - Trash and Recycling Service	41	0	0	0	0	0	0	0	0	0	0	0	41	0
6050 - Telephone Service	142	111	60	82	106	106	207	382	100	169	113	161	1,738	1,725
Total Utilities	1,610	1,426	1,791	1,581	1,473	1,565	1,696	1,583	1,716	1,484	1,587	1,500	19,012	18,485
Contracted Services														
6406 - Electrical Services	1	0	3	0	13	13	4	3	0	(103)	0	8	(59)	110
6408 - Elevator Services	1,433	0	0	478	2,653	1,911	0	0	1,433	0	0	0	7,908	34,652
6434 - Pest Control	0	0	42	0	0	0	0	0	0	0	0	0	42	0
6436 - Plumbing Services	0	0	0	(200)	0	0	0	(420)	0	(32)	0	(54)	(706)	0
6440 - Safety & Security	4,291	4,087	6,255	3,737	10,251	5,884	7,447	4,701	6,680	6,688	4,863	13,636	78,520	59,725
6446 - Window Cleaning Services	0	974	0	0	0	0	974	0	0	0	0	0	1,948	0
Total Contracted Services	5,725	5,061	6,300	4,015	12,917	7,808	8,424	4,284	8,113	6,553	4,863	13,590	87,652	94,487
Repair & Maintenance														
6515 - Building Repair & Maintenance	(169)	0	0	0	0	(72)	56	0	(178)	(845)	(47)	(156)	(1,412)	0
6555 - Equipment Rental/Repair & Mainten	7,414	123	0	125	2,344	360	1,282	0	56	92	0	0	11,795	6,580
6620 - Grounds Repair & Maintenance	261	408	120	60	541	1,327	1,131	102	0	181	60	60	4,250	2,841
6635 - Janitorial Supplies & Maintenance	4	0	23	5	8	4	24	6	3	26	7	5	115	53
6680 - Painting Services & Supplies	8	1	2	0	0	7	0	0	2	10	0	0	30	15
6715 - Reimbursable Repairs & Mainten	0	0	0	0	0	0	0	(23)	0	0	0	0	(23)	0
Total Repair & Maintenance	7,518	532	146	190	2,892	1,626	2,493	85	(117)	(537)	20	(91)	14,755	9,488
Professional Services														
7000 - Audit & Tax Services	(120)	4,600	0	0	5,222	0	0	0	0	2,070	3,680	0	15,452	5,750
7030 - Legal Services - General Counsel	181	18	0	203	2,918	(1,882)	17	0	0	0	0	131	1,586	2,760
7040 - Management Fees	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	1,204	14,448	14,450
7095 - Professional Fees, Common	118	64	46	5	33	1,072	10	8,285	10	5	0	8,609	18,255	0
Total Professional Services	1,383	5,886	1,250	1,412	9,378	394	1,231	9,489	1,214	3,279	4,884	9,943	49,741	22,960
Taxes														
9000 - Federal Income Tax	0	0	0	0	(164)	(164)	0	0	0	9,239	0	0	8,910	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	1,988	(1,028)	0	961	0

Income and Expense Trend Report
Harbor Square, Inc.
03-Garage
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Taxes														
9025 - General Excise Tax	168	256	245	189	186	200	346	221	213	222	233	217	2,693	3,117
Total Taxes	168	256	245	189	22	36	346	221	213	11,449	(795)	217	12,564	3,117
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	105	0	0	0	0	0	0	0	0	105	0
Total Reserve Expenses	0	0	0	105	0	0	0	0	0	0	0	0	105	0
Total Expense	38,668	22,152	23,398	21,003	40,874	27,362	27,199	27,861	24,837	34,711	21,217	41,723	351,005	313,721
Total 03-Garage	(14,016)	2,499	1,350	3,647	(16,223)	(2,711)	(2,548)	(3,210)	(186)	(10,060)	3,434	(15,153)	(53,177)	(0)

Income and Expense Trend Report
Harbor Square, Inc.
04-Harbor Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	2,279,195	2,278,899
Total Assessment Income	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	189,933	2,279,195	2,278,899
User Fee Income														
4225 - Key Receipt	23	45	23	0	23	0	0	68	0	203	0	171	554	0
4255 - Lease Rent	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	60,583	62,072
4295 - Commissions	0	(163)	0	(175)	0	0	0	0	0	0	0	0	(337)	0
Total User Fee Income	5,071	4,931	5,071	4,874	5,071	5,049	5,049	5,116	5,049	5,251	5,049	5,220	60,799	62,072
Rental Income														
4400 - Rent Receipts	3,915	5,625	5,446	0	5,309	11,295	5,626	5,625	5,623	5,626	5,625	5,624	65,340	16,800
Total Rental Income	3,915	5,625	5,446	0	5,309	11,295	5,626	5,625	5,623	5,626	5,625	5,624	65,340	16,800
Collections Income														
4710 - Late Fees	778	2,196	(856)	1,335	725	(22)	1,320	118	513	1,668	1,807	1,682	11,263	0
Total Collections Income	778	2,196	(856)	1,335	725	(22)	1,320	118	513	1,668	1,807	1,682	11,263	0
Other Income														
4845 - Holiday Fund Receipts	0	0	204	0	0	0	0	0	0	0	0	4,004	4,208	0
Total Other Income	0	0	204	0	0	0	0	0	0	0	0	4,004	4,208	0
Investment Income														
4900 - Interest Earned - Operating Account	6	4	3	3	4	3	4	4	3	4	3	3	44	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	19,200
Total Investment Income	6	4	3	3	4	3	4	4	3	4	3	3	44	19,200
Total Income	199,702	202,689	199,801	196,144	201,041	206,257	201,931	200,796	201,121	202,482	202,418	206,467	2,420,849	2,376,971
Administrative														
5000 - General Administrative	467	325	488	4,198	511	8,670	1,642	1,340	3,882	514	378	522	22,937	13,440
5010 - Bad Debt	0	84	0	0	0	0	0	0	0	0	0	0	84	0
5025 - Collection Charges	39	0	43	35	49	0	43	0	29	8	0	21	268	0
5030 - Coupon Costs	0	9	21	18	16	0	20	0	0	0	0	0	84	0
5085 - Loan Bank of Hawaii	1,846	1,809	1,665	1,809	1,809	1,456	1,590	1,590	1,597	1,492	1,508	1,427	19,596	128,984

Income and Expense Trend Report
Harbor Square, Inc.
04-Harbor Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Administrative														
5090 - Office Supplies	93	138	205	49	56	31	192	17	61	35	15	193	1,084	0
5095 - Payroll Services	118	118	116	116	116	116	116	116	116	116	116	116	1,392	0
5100 - Records Storage	527	0	263	263	527	0	527	0	527	263	0	0	2,897	0
5195 - Other Administrative Services	0	0	60	0	0	0	5	0	5	0	0	0	70	0
Total Administrative	3,090	2,483	2,860	6,489	3,083	10,272	4,135	3,062	6,217	2,429	2,015	2,279	48,414	142,424
Communications														
5205 - Supplies,RM/Association	513	303	451	325	373	654	461	344	0	578	506	634	5,142	6,600
5210 - Printing & Copying	386	386	266	15	23	3	31	21	129	63	8	264	1,595	0
5215 - Postage	103	142	233	123	52	18	109	13	58	54	12	176	1,094	0
Total Communications	1,002	831	951	462	449	675	602	377	187	695	527	1,074	7,831	6,600
Payroll & Benefits														
5300 - Resident/Site Manager Salaries	5,143	4,817	5,166	4,980	5,143	5,003	5,143	5,143	5,003	5,143	4,980	5,166	60,826	62,315
5302 - Administrative Salaries	1,873	1,754	1,881	1,813	1,873	1,822	1,873	1,873	1,822	1,873	1,813	1,881	22,151	22,714
5310 - Custodial Salaries	2,730	2,677	2,835	2,733	2,822	4,262	4,319	4,319	3,189	4,633	4,150	4,587	43,257	76,060
5314 - Landscaping Wages	4,033	3,724	4,014	3,841	3,976	3,868	3,976	3,976	3,974	3,927	3,724	4,283	47,316	32,678
5316 - Painting Wages	1,683	1,555	1,444	1,413	1,490	1,801	1,800	1,770	1,729	1,824	1,342	1,980	19,831	35,994
5318 - General Maintenance Salaries	8,559	8,466	7,296	6,861	7,200	7,375	5,702	5,563	5,335	5,957	5,193	5,799	79,305	89,407
5322 - Air Conditioning wages	2,086	1,954	2,096	2,020	2,086	2,061	2,223	2,198	2,144	2,204	2,134	2,414	25,622	25,284
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	7,908	7,908	4,800
5330 - Health Benefits	5,295	(610)	5,283	(307)	6,040	(103)	2,804	2,843	3,667	7,671	(307)	3,697	35,973	51,655
5335 - Employee Lodging	1,540	1,540	1,540	1,540	1,540	4,136	1,716	1,716	1,892	1,716	1,716	1,716	22,308	18,480
5355 - FICA Payroll Taxes	1,447	1,866	1,984	1,896	1,972	2,091	1,978	1,962	1,397	2,019	1,844	2,639	23,093	23,624
5360 - Payroll Taxes FUTA	210	62	8	(3)	0	8	8	8	(2)	0	0	0	300	1,756
5365 - Payroll Taxes SUTA	32	27	28	834	203	163	159	131	125	137	99	182	2,120	1,389
5385 - Retirement Fund	278	0	470	0	368	183	280	92	275	187	189	187	2,509	1,445
5390 - Workers Compensation	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,052	1,033	(2,504)	1,052	9,046	11,705
5399 - EE Benefits,TDI	0	0	363	0	0	320	613	0	0	(320)	310	0	1,285	1,346
Total Payroll & Benefits	35,960	28,883	35,458	28,673	35,765	34,042	33,645	32,645	31,603	38,003	24,683	43,489	402,850	460,652

Income and Expense Trend Report
Harbor Square, Inc.
04-Harbor Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(1,623)	1,623	0	0	0
5410 - Fidelity Bond Insurance	12	12	12	12	12	12	12	12	12	12	12	12	144	144
5415 - D&O Insurance Premiums	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	1,021	12,255	14,454
5420 - Umbrella Liability Premiums	292	292	292	292	292	292	292	292	292	292	292	292	3,499	3,675
5440 - Mechanical Breakdown Insurance	43	43	43	43	43	43	43	43	43	43	43	43	519	528
5445 - General Liability Insurance Premium	1,264	1,264	1,264	1,264	1,264	1,264	1,264	1,264	1,264	1,264	1,264	1,264	15,171	16,687
5460 - Commercial Package Premiums	5,627	5,627	5,627	5,627	5,627	5,627	5,627	5,627	5,627	5,627	5,627	5,627	67,528	71,407
Total Insurance	8,260	8,260	8,260	8,260	8,260	8,260	8,260	8,260	8,260	6,636	9,883	8,260	99,116	106,895
Utilities														
6000 - Electric Service	19,443	18,000	19,260	21,643	18,166	19,197	18,097	17,547	20,027	19,398	20,086	18,050	228,914	228,415
6020 - Electricity,Air Conditioning	31,504	30,000	31,102	34,234	29,434	31,106	29,322	28,432	32,450	31,431	32,545	29,247	370,807	415,023
6025 - Water Service	4,694	4,673	4,411	3,961	3,662	1,890	10,141	4,965	5,106	4,131	4,854	4,508	56,996	42,888
6030 - Sewer Service	14,634	14,133	14,651	14,493	13,770	16,819	14,996	15,044	15,306	13,553	14,539	13,846	175,786	172,980
6035 - Trash and Recycling Service	2,366	2,065	2,065	2,065	2,065	2,065	2,065	2,065	2,065	2,065	2,065	2,065	25,082	30,590
6045 - Cable Service	11,639	12,394	11,000	13,788	12,399	12,394	12,399	12,575	12,454	12,434	12,434	12,434	148,344	145,418
6050 - Telephone Service	404	517	63	388	394	395	566	960	311	562	301	392	5,253	5,044
6060 - Electricity, Heat Pump	4,924	4,839	5,921	6,377	5,189	4,870	4,431	4,393	5,032	4,244	4,736	4,719	59,676	70,854
Total Utilities	89,610	86,621	88,474	96,948	85,079	88,738	92,018	85,982	92,751	87,818	91,559	85,261	1,070,858	1,111,213
Contracted Services														
6406 - Electrical Services	68	26	185	0	621	2,474	2,344	184	0	1,009	0	555	7,466	7,745
6408 - Elevator Services	3,112	(4,339)	4,308	3,112	6,259	5,313	3,112	3,617	3,112	3,639	3,280	3,623	38,149	6,912
6434 - Pest Control	225	0	762	225	0	225	225	225	225	225	237	267	2,837	2,721
6436 - Plumbing Services	289	777	956	(418)	777	1,603	11,144	9,935	6,332	1,869	3,455	1,360	38,078	15,400
6440 - Safety & Security	8,955	8,530	13,053	7,799	21,393	12,280	15,541	12,897	13,941	13,957	10,149	28,458	166,953	124,644
6446 - Window Cleaning Services	0	2,032	0	0	0	0	2,032	0	0	0	0	0	4,065	4,125
Total Contracted Services	12,649	7,026	19,265	10,718	29,049	21,894	34,398	26,857	23,609	20,699	17,121	34,263	257,547	161,547
Repair & Maintenance														
6515 - Building Repair & Maintenance	3,930	2,022	39,178	26,026	28,004	5,552	3,050	3,371	10,633	15,499	(26,617)	6,108	116,757	57,113
6540 - Amenities,Parking	0	0	0	0	0	0	0	0	0	0	0	0	0	198

Income and Expense Trend Report
Harbor Square, Inc.
04-Harbor Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Repair & Maintenance														
6555 - Equipment Rental/Repair & Mainten	13,357	2,201	691	658	5,360	471	797	0	118	730	149	1,896	26,427	21,868
6620 - Grounds Repair & Maintenance	544	851	251	126	1,129	2,769	2,186	200	0	377	126	126	8,683	5,929
6635 - Janitorial Supplies & Maintenance	135	0	1,645	349	570	306	1,686	419	203	413	465	356	6,548	3,717
6670 - Mechanical Systems Services & Su	3,549	0	22,874	1,364	6,868	1,029	6,269	1,035	1,822	1,035	3,038	3,519	52,401	24,013
6680 - Painting Services & Supplies	295	64	135	16	39	494	17	0	107	712	11	0	1,891	1,033
6700 - Pool Supplies/Repair & Maintenance	5	0	0	5,615	949	0	4,498	0	0	0	0	4,500	15,567	12,870
6715 - Reimbursable Repairs & Maintenanc	0	0	0	0	0	0	0	(48)	0	0	0	0	(48)	0
Total Repair & Maintenance	21,816	5,138	64,774	34,154	42,919	10,620	18,503	4,977	12,883	18,766	(22,827)	16,505	228,227	126,741
Professional Services														
7000 - Audit & Tax Services	0	9,600	0	0	10,898	0	0	0	0	4,320	7,680	0	32,498	12,000
7030 - Legal Services - General Counsel	377	37	0	423	6,090	(3,927)	36	0	0	0	0	273	3,309	5,760
7040 - Management Fees	2,513	2,513	2,513	2,513	2,513	2,513	2,513	2,513	2,513	2,513	2,513	2,513	30,156	30,157
7095 - Professional Fees, Common	246	133	96	10	70	2,237	20	15,657	20	10	0	17,966	36,464	14,911
Total Professional Services	3,136	12,283	2,609	2,946	19,571	823	2,570	18,170	2,533	6,843	10,193	20,752	102,428	62,828
Association Owned Unit Expenses														
8900 - Maintenance Fees Expense	(1,946)	1,946	3,336	3,336	3,336	3,336	2,038	4,077	2,038	0	2,038	0	23,534	0
8905 - Owned Unit Repair & Maintenance	313	313	313	0	584	1,183	373	720	566	0	360	0	4,725	1,375
Total Association Owned Unit Expenses	(1,633)	2,259	3,649	3,336	3,920	4,518	2,411	4,797	2,604	0	2,398	0	28,259	1,375
Taxes														
9000 - Federal Income Tax	0	0	0	0	(343)	(343)	0	0	0	19,281	0	0	18,596	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	4,150	(2,145)	0	2,005	0
9025 - General Excise Tax	350	533	511	394	388	417	721	461	444	463	486	452	5,619	6,504
Total Taxes	350	533	511	394	45	74	721	461	444	23,893	(1,660)	452	26,220	6,504
Other Expenses														
9105 - Reserve Contribution Expense	15,843	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	190,127	190,128
Total Other Expenses	15,843	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	15,844	190,127	190,128

Income and Expense Trend Report
Harbor Square, Inc.
04-Harbor Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Reserve Expenses														
9906 - Mechanical Equipment Expenses	2,553	0	0	1,531	0	0	0	0	0	0	0	0	4,085	0
Total Reserve Expenses	2,553	0	0	1,531	0	0	0	0	0	0	0	0	4,085	0
Total Expense	192,636	170,161	242,653	209,754	243,983	195,759	213,106	201,432	196,935	221,626	149,737	228,177	2,465,962	2,376,906
Total 04-Harbor Tower	7,066	32,528	(42,852)	(13,610)	(42,942)	10,498	(11,175)	(636)	4,186	(19,144)	52,680	(21,711)	(45,113)	65

Income and Expense Trend Report
Harbor Square, Inc.
05-Office 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	19,347	19,340
Total Assessment Income	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	1,612	19,347	19,340
User Fee Income														
4255 - Lease Rent	36	36	36	36	36	36	36	36	36	36	36	36	432	442
Total User Fee Income	36	36	36	36	36	36	36	36	36	36	36	36	432	442
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	120
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	120
Other Income														
4845 - Holiday Fund Receipts	0	0	1	0	0	0	0	0	0	0	0	29	30	0
Total Other Income	0	0	1	0	0	0	0	0	0	0	0	29	30	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	137
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	0	137
Total Income	1,648	1,648	1,650	1,648	1,648	1,648	1,648	1,648	1,648	1,648	1,648	1,677	19,808	20,038
Administrative														
5000 - General Administrative	3	2	3	30	4	62	12	10	28	4	3	4	164	96
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	0	0	0	0	0	0	0	0	0	0	0	0	2	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	6	6	5	6	6	5	5	5	5	5	5	5	62	3,071
5090 - Office Supplies	1	1	1	0	0	0	1	0	0	0	0	1	8	0
5095 - Payroll Services	1	1	1	1	1	1	1	1	1	1	1	1	10	0
5100 - Records Storage	4	0	2	2	4	0	4	0	4	2	0	0	21	0
5195 - Other Administrative Services	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	15	11	14	39	15	68	23	16	38	11	8	11	268	3,167

Income and Expense Trend Report
Harbor Square, Inc.
05-Office 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	3	3	2	0	0	0	0	0	1	0	0	2	11	0
5215 - Postage	1	1	2	1	0	0	1	0	0	0	0	1	8	0
Total Communications	3	4	4	1	1	0	1	0	1	1	0	3	19	0
Payroll & Benefits														
5302 - Administrative Salaries	13	13	13	13	13	13	13	13	13	13	13	13	158	162
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	29	27	29	27	28	28	28	28	28	28	27	31	337	233
5316 - Painting Wages	12	11	12	12	13	15	15	15	15	15	11	17	163	256
5318 - General Maintenance Salaries	72	72	52	49	51	53	41	40	38	42	37	41	588	756
5322 - Air Conditioning wages	15	14	15	14	15	15	16	16	15	16	15	17	183	180
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	56	56	34
5330 - Health Benefits	24	(4)	23	(2)	33	(1)	12	12	16	34	(2)	16	159	232
5355 - FICA Payroll Taxes	10	13	14	14	14	15	14	14	10	14	13	19	165	106
5360 - Payroll Taxes FUTA	2	0	0	(0)	0	0	0	0	(0)	0	0	0	2	8
5365 - Payroll Taxes SUTA	0	0	0	6	1	1	1	1	1	1	1	1	15	6
5385 - Retirement Fund	2	0	3	0	3	1	2	1	2	1	1	1	18	6
5390 - Workers Compensation	5	5	5	5	5	5	5	5	5	(17)	(21)	5	9	52
5399 - EE Benefits,TDI	0	0	3	0	0	2	4	0	0	(2)	2	0	9	6
Total Payroll & Benefits	207	173	193	161	200	183	188	181	170	185	133	256	2,230	2,681
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(12)	12	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	1	1
5415 - D&O Insurance Premiums	7	7	7	7	7	7	7	7	7	7	7	7	87	103
5420 - Umbrella Liability Premiums	2	2	2	2	2	2	2	2	2	2	2	2	25	26
5440 - Mechanical Breakdown Insurance	0	0	0	0	0	0	0	0	0	0	0	0	4	4
5445 - General Liability Insurance Premium	9	9	9	9	9	9	9	9	9	9	9	9	108	119
5460 - Commercial Package Premiums	40	40	40	40	40	40	40	40	40	40	40	40	481	509
Total Insurance	59	59	59	59	59	59	59	59	59	47	70	59	706	762

Income and Expense Trend Report
Harbor Square, Inc.
05-Office 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	295	300	291	301	275	291	274	266	304	294	304	274	3,469	3,463
6020 - Electricity,Air Conditioning	426	400	421	469	398	421	397	385	439	425	440	396	5,017	5,615
6025 - Water Service	14	16	19	12	12	10	29	1	27	(4)	11	12	158	185
6030 - Sewer Service	28	29	30	27	26	24	54	0	53	(2)	26	26	320	378
6035 - Trash and Recycling Service	1	0	0	0	0	0	0	0	0	0	0	0	1	0
6050 - Telephone Service	7	2	5	1	4	4	5	8	4	5	4	7	55	55
Total Utilities	770	746	766	811	715	750	759	660	826	719	786	713	9,020	9,697
Contracted Services														
6406 - Electrical Services	0	0	0	0	1	3	0	0	0	(0)	0	1	6	10
6408 - Elevator Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(3)	0	0	0	(6)	0	(0)	0	(1)	(11)	0
6440 - Safety & Security	64	61	93	56	152	88	111	92	99	99	72	203	1,190	888
6446 - Window Cleaning Services	0	153	0	0	0	139	14	0	0	0	0	0	306	617
Total Contracted Services	64	214	94	53	154	229	126	86	99	99	72	203	1,492	1,515
Repair & Maintenance														
6515 - Building Repair & Maintenance	(3)	0	0	0	0	(1)	1	0	(3)	(13)	(1)	(2)	(21)	0
6555 - Equipment Rental/Repair & Mainten	106	2	0	7	35	5	19	0	1	1	0	0	176	90
6620 - Grounds Repair & Maintenance	4	6	2	1	8	20	16	1	0	3	1	1	62	42
6635 - Janitorial Supplies & Maintenance	0	0	2	0	1	0	2	1	0	1	1	0	9	5
6670 - Mechanical Systems Services & Su	28	0	181	11	54	8	49	8	14	8	24	28	414	190
6680 - Painting Services & Supplies	0	0	0	0	0	1	0	0	0	1	0	0	2	1
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(0)	0	0	0	0	(0)	0
Total Repair & Maintenance	136	8	185	19	98	33	87	10	13	1	25	27	641	328
Professional Services														
7000 - Audit & Tax Services	0	68	0	0	78	0	0	0	0	31	55	0	232	86
7030 - Legal Services - General Counsel	3	0	0	3	43	(28)	0	0	0	0	0	2	24	41
7040 - Management Fees	18	18	18	18	18	18	18	18	18	18	18	18	216	215

Income and Expense Trend Report
Harbor Square, Inc.
05-Office 1
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	2	1	1	0	1	16	0	112	0	0	0	128	260	0
Total Professional Services	22	88	19	21	140	6	18	130	18	49	73	148	731	341
Taxes														
9000 - Federal Income Tax	0	0	0	0	(2)	(2)	0	0	0	137	0	0	132	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	30	(15)	0	14	0
9025 - General Excise Tax	2	4	4	3	3	3	5	3	3	3	3	3	40	46
Total Taxes	2	4	4	3	0	1	5	3	3	170	(12)	3	187	46
Other Expenses														
9105 - Reserve Contribution Expense	125	126	126	126	126	126	126	126	126	126	126	126	1,511	1,512
Total Other Expenses	125	126	126	126	126	126	126	126	126	126	126	126	1,511	1,512
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	23	0	0	0	0	0	0	0	0	23	0
Total Reserve Expenses	0	0	0	23	0	0	0	0	0	0	0	0	23	0
Total Expense	1,404	1,431	1,462	1,315	1,507	1,454	1,392	1,270	1,353	1,409	1,281	1,549	16,828	20,049
Total 05-Office 1	244	217	187	333	141	194	256	378	295	239	367	128	2,980	(10)

Income and Expense Trend Report
Harbor Square, Inc.
06-Sailors Home
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	110,872	110,857
Total Assessment Income	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	9,239	110,872	110,857
User Fee Income														
4255 - Lease Rent	252	252	252	252	252	252	252	252	252	252	252	252	3,029	0
Total User Fee Income	252	252	252	252	252	252	252	252	252	252	252	252	3,029	0
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	840
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	840
Other Income														
4845 - Holiday Fund Receipts	0	0	10	0	0	0	0	0	0	0	0	200	210	0
Total Other Income	0	0	10	0	0	0	0	0	0	0	0	200	210	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	2	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	960
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	2	960
Total Income	9,492	9,492	9,502	9,492	9,492	9,492	9,492	9,492	9,492	9,492	9,492	9,692	114,114	112,657
Administrative														
5000 - General Administrative	23	16	22	210	24	431	42	67	194	25	19	25	1,098	672
5005 - Annual Assn Mtg Expense	0	0	0	0	0	0	40	0	0	0	0	0	40	0
5010 - Bad Debt	0	4	0	0	0	0	0	0	0	0	0	0	4	0
5025 - Collection Charges	2	0	2	2	2	0	2	0	1	0	0	1	14	0
5030 - Coupon Costs	0	0	1	1	1	0	1	0	0	0	0	0	4	0
5085 - Loan Bank of Hawaii	36	35	33	35	35	29	31	31	31	29	30	28	384	6,142
5090 - Office Supplies	5	7	10	2	3	2	10	1	3	2	1	10	54	0
5095 - Payroll Services	6	6	6	6	6	6	6	6	6	6	6	6	70	0
5100 - Records Storage	26	0	13	13	26	0	26	0	26	13	0	0	145	0

Income and Expense Trend Report
Harbor Square, Inc.
06-Sailors Home
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Administrative														
5195 - Other Administrative Services	0	0	3	0	0	0	0	0	0	0	0	0	4	0
Total Administrative	98	69	90	270	98	467	158	105	262	75	55	69	1,817	6,814
Communications														
5210 - Printing & Copying	19	19	13	1	1	0	2	1	6	3	0	13	80	0
5215 - Postage	5	7	12	6	3	1	5	1	3	3	1	9	55	0
Total Communications	24	26	25	7	4	1	7	2	9	6	1	22	134	0
Payroll & Benefits														
5302 - Administrative Salaries	94	88	94	91	94	91	94	94	91	94	91	94	1,108	1,136
5310 - Custodial Salaries	92	91	96	92	95	144	146	146	108	157	140	155	1,463	2,572
5314 - Landscaping Wages	202	186	201	192	199	193	199	199	199	196	186	214	2,366	1,634
5316 - Painting Wages	84	78	49	48	50	61	61	60	58	62	45	67	723	1,800
5318 - General Maintenance Salaries	289	286	365	343	360	369	285	278	267	298	260	290	3,690	3,023
5322 - Air Conditioning wages	104	98	105	101	104	108	111	110	107	110	107	121	1,286	1,264
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	395	395	240
5330 - Health Benefits	158	(24)	150	(15)	225	(9)	77	78	119	238	(15)	103	1,084	1,532
5355 - FICA Payroll Taxes	57	74	79	75	78	83	78	78	55	80	73	105	916	701
5360 - Payroll Taxes FUTA	8	2	0	(0)	0	0	0	0	(0)	0	0	0	12	52
5365 - Payroll Taxes SUTA	1	1	1	33	8	6	6	5	5	5	4	7	84	41
5385 - Retirement Fund	11	0	19	0	15	7	11	4	11	7	7	7	99	43
5390 - Workers Compensation	31	31	31	31	31	31	31	31	31	5	(110)	31	207	347
5399 - EE Benefits,TDI	0	0	14	0	0	13	24	0	0	(13)	12	0	51	40
Total Payroll & Benefits	1,133	911	1,204	991	1,260	1,097	1,124	1,083	1,051	1,239	801	1,590	13,483	14,425
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(81)	81	0	0	0
5410 - Fidelity Bond Insurance	1	1	1	1	1	1	1	1	1	1	1	1	7	7
5415 - D&O Insurance Premiums	51	51	51	51	51	51	51	51	51	51	51	51	613	723
5420 - Umbrella Liability Premiums	15	15	15	15	15	15	15	15	15	15	15	15	175	184
5440 - Mechanical Breakdown Insurance	2	2	2	2	2	2	2	2	2	2	2	2	26	26
5445 - General Liability Insurance Premium	63	63	63	63	63	63	63	63	63	63	63	63	758	834

Income and Expense Trend Report
Harbor Square, Inc.
06-Sailors Home
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Insurance														
5460 - Commercial Package Premiums	281	281	281	281	281	281	281	281	281	281	281	281	3,376	3,570
Total Insurance	413	413	413	413	413	413	413	413	413	332	494	413	4,956	5,345
Utilities														
6000 - Electric Service	1,943	1,800	1,918	2,161	1,815	1,918	1,808	1,753	2,001	1,939	2,007	1,803	22,865	22,819
6020 - Electricity,Air Conditioning	2,367	2,200	2,336	2,625	2,211	2,337	2,203	2,136	2,438	2,361	2,445	2,197	27,855	31,177
6025 - Water Service	281	277	349	(86)	212	193	442	(16)	406	(30)	174	205	2,404	3,085
6030 - Sewer Service	438	383	446	(65)	337	317	682	(14)	650	(23)	303	327	3,779	4,318
6035 - Trash and Recycling Service	4	0	0	0	0	0	0	0	0	0	0	0	4	0
6050 - Telephone Service	9	12	0	9	8	8	19	37	7	14	9	10	141	140
Total Utilities	5,041	4,671	5,049	4,643	4,582	4,772	5,154	3,896	5,501	4,261	4,937	4,542	57,049	61,540
Contracted Services														
6406 - Electrical Services	0	0	0	0	1	4	0	0	0	(11)	0	1	(3)	12
6408 - Elevator Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6434 - Pest Control	0	0	4	0	0	0	0	0	0	0	0	0	4	0
6436 - Plumbing Services	0	0	0	(21)	0	0	0	(44)	0	(3)	0	(6)	(74)	0
6440 - Safety & Security	448	426	653	390	1,070	614	777	2,123	697	698	507	1,423	9,826	6,232
6446 - Window Cleaning Services	0	102	0	0	0	0	102	0	0	0	0	0	203	0
Total Contracted Services	448	528	657	369	1,071	618	879	2,080	697	684	507	1,418	9,957	6,244
Repair & Maintenance														
6515 - Building Repair & Maintenance	(18)	0	0	0	0	(8)	6	0	(19)	(88)	(5)	(16)	(147)	0
6555 - Equipment Rental/Repair & Mainten	549	0	0	9	245	7	134	0	6	10	0	0	959	232
6620 - Grounds Repair & Maintenance	27	43	13	6	56	136	26	4	0	19	6	6	342	296
6635 - Janitorial Supplies & Maintenance	0	0	3	1	1	1	2	1	0	3	1	1	12	6
6670 - Mechanical Systems Services & Su	249	0	1,605	96	483	72	440	73	128	73	213	247	3,678	1,685
6680 - Painting Services & Supplies	(887)	0	0	0	0	1	0	0	0	1	0	0	(884)	2
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(2)	0	0	0	0	(2)	0
Total Repair & Maintenance	(78)	43	1,621	112	785	208	608	75	116	17	215	237	3,957	2,221
Professional Services														
7000 - Audit & Tax Services	120	480	0	0	545	0	0	0	0	216	384	0	1,745	600

Income and Expense Trend Report
Harbor Square, Inc.
06-Sailors Home
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7030 - Legal Services - General Counsel	19	2	0	21	304	(196)	2	0	0	0	0	14	165	288
7040 - Management Fees	126	126	126	126	126	126	126	126	126	126	126	126	1,512	1,508
7095 - Professional Fees, Common	12	7	5	0	3	112	1	0	1	0	0	898	1,040	0
Total Professional Services	277	614	131	148	979	41	129	126	127	342	510	1,038	4,463	2,396
Taxes														
9000 - Federal Income Tax	0	0	0	0	(17)	(17)	0	0	0	964	0	0	930	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	207	(107)	0	100	0
9025 - General Excise Tax	17	27	26	20	19	21	36	23	22	23	24	23	281	325
Total Taxes	17	27	26	20	2	4	36	23	22	1,195	(83)	23	1,311	325
Other Expenses														
9105 - Reserve Contribution Expense	1,112	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	13,355	13,356
Total Other Expenses	1,112	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	1,113	13,355	13,356
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	153	0	0	0	0	0	0	0	0	153	0
Total Reserve Expenses	0	0	0	153	0	0	0	0	0	0	0	0	153	0
Total Expense	8,486	8,415	10,328	8,237	10,306	8,734	9,621	8,914	9,312	9,263	8,551	10,466	110,635	112,666
Total 06-Sailors Home	1,006	1,077	(826)	1,254	(814)	757	(129)	578	180	228	941	(774)	3,479	(9)

Income and Expense Trend Report
Harbor Square, Inc.
07-Town Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	1,480,729	1,480,538
Total Assessment Income	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	123,394	1,480,729	1,480,538
User Fee Income														
4225 - Key Receipt	3	5	3	0	3	0	0	8	0	23	0	19	62	0
4235 - Laundry Receipts	3,714	0	3,731	0	0	6,329	2,471	1,658	0	3,132	2,135	1,953	25,122	17,548
4255 - Lease Rent	2,314	2,314	2,314	2,314	2,314	2,314	2,314	2,314	2,314	2,314	2,314	2,314	27,767	28,450
4295 - Commissions	0	(315)	0	(339)	0	0	0	0	0	0	0	0	(654)	0
Total User Fee Income	6,030	2,003	6,047	1,975	2,316	8,642	4,785	3,979	2,314	5,468	4,449	4,286	52,296	45,998
Rental Income														
4400 - Rent Receipts	435	2,076	605	0	590	1,255	625	625	625	625	625	625	8,711	7,700
Total Rental Income	435	2,076	605	0	590	1,255	625	625	625	625	625	625	8,711	7,700
Collections Income														
4710 - Late Fees	1,510	244	(1,662)	148	1,406	(43)	147	13	57	185	201	187	2,393	0
Total Collections Income	1,510	244	(1,662)	148	1,406	(43)	147	13	57	185	201	187	2,393	0
Other Income														
4805 - Compliance Fees	0	0	0	0	0	0	0	0	0	0	0	146	146	0
4845 - Holiday Fund Receipts	0	0	94	0	0	0	0	0	0	0	0	1,835	1,929	0
Total Other Income	0	0	94	0	0	0	0	0	0	0	0	1,981	2,075	0
Investment Income														
4900 - Interest Earned - Operating Account	3	2	2	1	2	1	2	2	2	2	2	1	20	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	8,800
Total Investment Income	3	2	2	1	2	1	2	2	2	2	2	1	20	8,800
Total Income	131,372	127,719	128,480	125,519	127,709	133,250	128,952	128,013	126,391	129,674	128,671	130,475	1,546,225	1,543,036
Administrative														
5000 - General Administrative	214	149	224	1,598	234	3,974	753	614	1,779	236	173	239	10,187	6,160
5005 - Annual Assn Mtg Expense	0	0	0	326	0	0	0	0	0	0	0	0	326	0
5010 - Bad Debt	0	38	0	0	0	0	0	0	0	0	0	0	38	0

Income and Expense Trend Report
Harbor Square, Inc.
07-Town Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Administrative														
5025 - Collection Charges	18	0	20	16	22	0	20	0	13	4	0	10	123	0
5030 - Coupon Costs	0	4	10	8	7	0	9	0	0	0	0	0	39	0
5085 - Loan Bank of Hawaii	1,342	1,316	1,211	1,316	1,316	1,059	1,156	1,156	1,161	1,085	1,096	1,038	14,250	92,131
5090 - Office Supplies	43	63	94	22	26	14	88	8	28	16	7	88	497	0
5095 - Payroll Services	54	54	53	53	53	53	53	53	53	53	53	53	638	0
5100 - Records Storage	241	0	121	121	241	0	241	0	241	121	0	0	1,328	0
5195 - Other Administrative Services	0	0	28	0	0	0	2	0	2	0	0	0	32	0
Total Administrative	1,913	1,624	1,758	3,460	1,899	5,100	2,322	1,831	3,279	1,514	1,329	1,428	27,458	98,291
Communications														
5205 - Supplies, RM/Association	420	248	369	266	305	535	377	281	0	473	414	519	4,207	5,400
5210 - Printing & Copying	177	177	122	7	11	1	14	10	59	29	4	121	731	0
5215 - Postage	47	65	107	56	24	8	50	6	27	25	6	81	501	0
Total Communications	644	490	598	329	340	545	442	297	86	527	424	720	5,439	5,400
Payroll & Benefits														
5300 - Resident/Site Manager Salaries	4,208	3,941	4,227	4,074	4,208	4,093	4,208	4,208	4,093	4,208	4,074	4,227	49,767	50,985
5302 - Administrative Salaries	858	804	862	831	858	835	858	858	835	858	831	862	10,152	10,410
5310 - Custodial Salaries	1,251	1,227	1,299	1,253	1,294	1,954	1,980	1,980	1,462	2,124	1,902	2,102	19,827	34,863
5314 - Landscaping Wages	1,848	1,707	1,840	1,760	1,822	1,773	1,822	1,822	1,821	1,800	1,707	1,963	21,686	14,977
5316 - Painting Wages	771	713	662	647	683	826	825	811	793	836	615	908	9,090	16,497
5318 - General Maintenance Salaries	3,923	3,880	3,344	3,145	3,300	3,380	2,613	2,550	2,445	2,730	2,380	2,658	36,349	40,980
5322 - Air Conditioning wages	956	896	961	926	956	986	1,019	1,007	983	1,010	978	1,106	11,785	11,588
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	3,624	3,624	2,200
5330 - Health Benefits	3,923	(295)	4,031	(141)	3,853	11	2,182	2,211	2,811	5,799	(141)	2,847	27,092	38,556
5335 - Employee Lodging	1,260	1,260	1,260	1,260	1,260	3,384	1,404	1,404	1,548	1,404	1,404	1,404	18,252	15,120
5355 - FICA Payroll Taxes	701	903	961	918	955	1,012	958	950	677	977	893	1,424	11,329	17,633
5360 - Payroll Taxes FUTA	102	30	4	(1)	0	4	4	4	(1)	0	0	0	145	1,310
5365 - Payroll Taxes SUTA	16	13	14	404	98	79	77	64	61	66	48	88	1,027	1,037
5385 - Retirement Fund	135	0	228	0	178	89	136	44	133	90	91	90	1,215	1,079
5390 - Workers Compensation	785	785	785	785	785	785	785	785	785	737	(937)	785	7,650	8,736

Income and Expense Trend Report
Harbor Square, Inc.
07-Town Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Payroll & Benefits														
5399 - EE Benefits,TDI	0	0	176	0	0	155	297	0	0	(155)	150	0	622	1,005
Total Payroll & Benefits	20,736	15,864	20,652	15,862	20,250	19,366	19,167	18,698	18,446	22,486	13,997	24,089	229,612	266,977
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(744)	744	0	0	0
5410 - Fidelity Bond Insurance	6	6	6	6	6	6	6	6	6	6	6	6	66	66
5415 - D&O Insurance Premiums	468	468	468	468	468	468	468	468	468	468	468	468	5,617	6,625
5420 - Umbrella Liability Premiums	134	134	134	134	134	134	134	134	134	134	134	134	1,604	1,684
5440 - Mechanical Breakdown Insurance	20	20	20	20	20	20	20	20	20	20	20	20	238	242
5445 - General Liability Insurance Premium	579	579	579	579	579	579	579	579	579	579	579	579	6,953	7,648
5460 - Commercial Package Premiums	2,579	2,579	2,579	2,579	2,579	2,579	2,579	2,579	2,579	2,579	2,579	2,579	30,950	32,728
Total Insurance	3,786	3,786	3,786	3,786	3,786	3,786	3,786	3,786	3,786	3,042	4,530	3,786	45,428	48,993
Utilities														
6000 - Electric Service	13,180	13,000	13,011	13,872	12,314	13,013	12,267	11,894	13,575	13,149	13,615	12,235	155,127	154,860
6005 - Gas Service	1,752	2,258	1,388	1,602	476	1,176	20	2,887	1,077	1,076	1,238	1,311	16,262	19,793
6020 - Electricity,Air Conditioning	18,341	17,000	18,107	20,395	17,136	18,109	17,070	16,552	18,891	18,298	18,947	17,026	215,871	241,612
6025 - Water Service	3,831	3,748	3,319	3,457	2,688	1,898	8,303	4,064	4,170	3,368	3,968	3,686	46,499	35,204
6030 - Sewer Service	11,930	11,061	12,725	11,363	10,900	14,070	12,177	12,309	12,429	11,090	11,854	11,286	143,194	141,022
6035 - Trash and Recycling Service	1,905	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	20,491	25,029
6045 - Cable Service	9,523	10,141	9,070	11,281	10,145	10,141	10,145	10,289	10,189	10,173	10,173	10,173	121,442	118,978
6050 - Telephone Service	320	357	215	296	493	353	348	574	345	381	213	515	4,409	2,901
6060 - Electricity, Heat Pump	4,029	4,032	4,772	5,217	4,245	3,985	3,626	3,595	4,117	3,472	3,875	3,861	48,825	57,972
Total Utilities	64,810	63,285	64,296	69,172	60,087	64,434	65,645	63,853	66,483	62,697	65,573	61,783	772,119	797,371
Contracted Services														
6406 - Electrical Services	62	23	168	0	829	2,242	239	167	0	1,027	0	503	5,260	7,019
6408 - Elevator Services	2,546	(3,550)	3,525	2,546	4,880	4,347	2,546	2,959	2,546	2,977	2,684	2,965	30,972	5,655
6434 - Pest Control	184	0	408	184	0	184	184	184	184	184	194	218	2,106	2,227
6436 - Plumbing Services	236	636	782	(192)	330	870	6,419	8,444	2,687	1,554	2,827	1,153	25,747	12,600
6440 - Safety & Security	4,104	3,910	5,983	3,575	9,805	5,628	7,123	5,911	6,389	6,397	4,651	13,043	76,520	57,129

Income and Expense Trend Report
Harbor Square, Inc.
07-Town Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Contracted Services														
6446 - Window Cleaning Services	0	932	0	0	0	0	932	0	0	0	0	0	1,863	3,375
Total Contracted Services	7,132	1,950	10,866	6,113	15,845	13,271	17,442	17,665	11,807	12,139	10,356	17,882	142,468	88,004
Repair & Maintenance														
6515 - Building Repair & Maintenance	(6,509)	1,759	32,692	2,587	3,711	4,597	2,579	2,758	8,834	13,316	(25,899)	5,351	45,775	46,728
6540 - Amenities, Parking	0	0	0	0	0	0	0	0	0	0	0	0	0	162
6555 - Equipment Rental/Repair & Mainten	6,490	1,767	565	359	3,147	257	1,268	0	54	528	122	1,316	15,874	15,033
6620 - Grounds Repair & Maintenance	249	390	115	58	517	1,269	1,002	92	0	173	58	58	3,980	2,717
6635 - Janitorial Supplies & Maintenance	120	0	1,491	316	517	277	1,528	380	184	433	421	322	5,990	3,369
6670 - Mechanical Systems Services & Su	1,993	0	12,841	766	3,856	578	3,519	581	1,023	581	1,706	1,976	29,418	13,481
6680 - Painting Services & Supplies	1,137	58	122	15	36	448	16	0	97	646	10	0	2,584	936
6700 - Pool Supplies/Repair & Maintenanc	4	0	0	4,594	777	0	3,804	0	0	0	0	3,682	12,861	10,530
6715 - Reimbursable Repairs & Maintenanc	0	0	0	0	0	0	0	(22)	0	0	0	0	(22)	0
Total Repair & Maintenance	3,485	3,975	47,827	8,694	12,560	7,425	13,716	3,789	10,191	15,676	(23,582)	12,704	116,460	92,957
Professional Services														
7000 - Audit & Tax Services	0	4,400	0	0	4,995	0	0	0	0	1,980	3,520	0	14,895	5,500
7030 - Legal Services - General Counsel	173	17	0	194	2,791	(1,800)	17	0	0	0	0	125	1,517	2,640
7040 - Management Fees	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	1,152	13,824	13,822
7095 - Professional Fees, Common	113	61	44	5	32	1,025	9	7,176	9	5	0	8,234	16,713	12,200
Total Professional Services	1,438	5,630	1,196	1,351	8,970	377	1,178	8,328	1,161	3,137	4,672	9,511	46,949	34,161
Association Owned Unit Expenses														
8900 - Maintenance Fees Expense	(216)	1,760	371	371	371	371	1,668	3,336	1,668	0	1,668	0	11,366	0
8905 - Owned Unit Repair & Maintenance	35	234	35	0	65	131	305	589	463	0	295	0	2,151	1,125
Total Association Owned Unit Expenses	(181)	1,994	405	371	436	502	1,973	3,925	2,131	0	1,962	0	13,517	1,125
Taxes														
9000 - Federal Income Tax	0	0	0	0	(157)	(157)	0	0	0	8,837	0	0	8,523	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	1,902	(983)	0	919	0
9025 - General Excise Tax	160	245	234	181	178	191	331	211	204	212	223	207	2,576	2,981
Total Taxes	160	245	234	181	21	34	331	211	204	10,951	(761)	207	12,017	2,981

Income and Expense Trend Report
Harbor Square, Inc.
07-Town Tower
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Other Expenses														
9105 - Reserve Contribution Expense	8,898	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	106,787	106,788
Total Other Expenses	8,898	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	8,899	106,787	106,788
Reserve Expenses														
9906 - Mechanical Equipment Expenses	2,089	0	0	1,038	0	0	0	0	0	0	0	0	3,127	0
Total Reserve Expenses	2,089	0	0	1,038	0	0	0	0	0	0	0	0	3,127	0
Total Expense	114,910	107,741	160,518	119,254	133,093	123,738	134,900	131,280	126,472	141,066	87,399	141,011	1,521,382	1,543,049
Total 07-Town Tower	16,462	19,978	(32,038)	6,265	(5,384)	9,511	(5,948)	(3,267)	(80)	(11,392)	41,272	(10,536)	24,843	(13)

Income and Expense Trend Report
Harbor Square, Inc.
08-Office 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	27,063	27,061
Total Assessment Income	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	2,255	27,063	27,061
User Fee Income														
4255 - Lease Rent	44	44	44	44	44	44	44	44	44	44	44	44	528	540
Total User Fee Income	44	44	44	44	44	44	44	44	44	44	44	44	528	540
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	146
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	146
Other Income														
4845 - Holiday Fund Receipts	0	0	2	0	0	0	0	0	0	0	0	35	37	0
Total Other Income	0	0	2	0	0	0	0	0	0	0	0	35	37	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	167
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	0	167
Total Income	2,299	2,299	2,301	2,299	2,299	2,299	2,299	2,299	2,299	2,299	2,299	2,334	27,628	27,914
Administrative														
5000 - General Administrative	4	3	4	37	4	78	14	12	34	4	3	5	202	117
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	0	0	0	0	0	0	0	0	0	0	0	0	2	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	7	7	7	7	7	6	6	6	6	6	6	6	77	3,071
5090 - Office Supplies	1	1	2	0	0	0	2	0	1	0	0	2	9	0
5095 - Payroll Services	1	1	1	1	1	1	1	1	1	1	1	1	12	0
5100 - Records Storage	5	0	2	2	5	0	5	0	5	2	0	0	25	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	18	13	17	48	18	85	28	19	46	14	10	13	330	3,188

Income and Expense Trend Report
Harbor Square, Inc.
08-Office 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	3	3	2	0	0	0	0	0	1	1	0	2	14	0
5215 - Postage	1	1	2	1	0	0	1	0	1	0	0	2	10	0
Total Communications	4	5	4	1	1	0	1	0	2	1	0	4	23	0
Payroll & Benefits														
5302 - Administrative Salaries	16	15	16	16	16	16	16	16	16	16	16	16	193	198
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	35	32	35	33	35	34	35	35	35	34	32	37	412	285
5316 - Painting Wages	15	14	12	12	13	15	15	15	15	15	11	17	168	314
5318 - General Maintenance Salaries	72	72	64	60	63	64	50	48	46	52	45	51	686	756
5322 - Air Conditioning wages	18	17	18	18	18	19	19	19	19	19	19	21	224	220
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	69	69	42
5330 - Health Benefits	28	(5)	27	(3)	40	(2)	14	14	19	40	(3)	18	188	272
5355 - FICA Payroll Taxes	12	15	16	15	16	17	16	16	11	16	15	21	184	125
5360 - Payroll Taxes FUTA	2	0	0	(0)	0	0	0	0	(0)	0	0	0	2	9
5365 - Payroll Taxes SUTA	0	0	0	7	2	1	1	1	1	1	1	1	17	7
5385 - Retirement Fund	2	0	4	0	3	1	2	1	2	1	2	1	20	8
5390 - Workers Compensation	6	6	6	6	6	6	6	6	6	(43)	(23)	6	(10)	62
5399 - EE Benefits,TDI	0	0	3	0	0	3	5	0	0	(3)	2	0	10	7
Total Payroll & Benefits	229	189	224	186	234	210	215	207	196	190	152	298	2,530	2,947
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(14)	14	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	1	1
5415 - D&O Insurance Premiums	9	9	9	9	9	9	9	9	9	9	9	9	107	126
5420 - Umbrella Liability Premiums	3	3	3	3	3	3	3	3	3	3	3	3	30	32
5440 - Mechanical Breakdown Insurance	0	0	0	0	0	0	0	0	0	0	0	0	5	5
5445 - General Liability Insurance Premium	11	11	11	11	11	11	11	11	11	11	11	11	132	145
5460 - Commercial Package Premiums	49	49	49	49	49	49	49	49	49	49	49	49	588	622
Total Insurance	72	72	72	72	72	72	72	72	72	58	86	72	863	931

Income and Expense Trend Report
Harbor Square, Inc.
08-Office 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	384	350	379	434	359	379	358	347	396	383	397	357	4,523	4,516
6020 - Electricity,Air Conditioning	521	500	514	561	486	514	484	470	536	519	538	483	6,126	6,857
6025 - Water Service	17	19	23	15	14	12	35	3	33	(5)	14	14	195	226
6030 - Sewer Service	34	35	34	36	31	29	66	1	65	(2)	31	31	392	463
6035 - Trash and Recycling Service	1	0	0	0	0	0	0	0	0	0	0	0	1	0
6050 - Telephone Service	8	2	7	1	5	5	6	10	5	6	5	9	67	67
Total Utilities	964	907	957	1,047	896	940	949	830	1,034	901	985	894	11,304	12,129
Contracted Services														
6406 - Electrical Services	0	0	0	0	1	4	0	0	0	(0)	0	1	7	12
6408 - Elevator Services	172	0	0	57	318	229	0	0	172	0	0	0	949	4,158
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(4)	0	0	0	(8)	0	(1)	0	(1)	(13)	0
6440 - Safety & Security	78	74	114	68	186	107	135	112	121	122	88	248	1,454	1,085
6446 - Window Cleaning Services	0	187	0	0	0	169	18	0	0	0	0	0	374	754
Total Contracted Services	250	261	115	122	506	510	153	105	293	121	88	248	2,772	6,009
Repair & Maintenance														
6515 - Building Repair & Maintenance	(3)	0	0	0	0	(1)	1	0	(3)	(15)	(1)	(3)	(26)	0
6555 - Equipment Rental/Repair & Mainten	130	2	0	8	43	6	23	0	1	2	0	0	215	110
6620 - Grounds Repair & Maintenance	5	7	2	1	10	24	19	2	0	3	1	1	76	52
6635 - Janitorial Supplies & Maintenance	0	0	3	1	1	0	3	1	0	1	1	1	11	6
6670 - Mechanical Systems Services & Su	34	0	221	13	66	10	61	10	18	10	29	34	505	232
6680 - Painting Services & Supplies	1	0	0	0	0	1	0	0	0	1	0	0	3	2
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(0)	0	0	0	0	(0)	0
Total Repair & Maintenance	167	9	226	23	119	40	107	12	16	2	30	33	784	401
Professional Services														
7000 - Audit & Tax Services	0	84	0	0	95	0	0	0	0	38	67	0	283	105
7030 - Legal Services - General Counsel	3	0	0	4	53	(34)	0	0	0	0	0	2	29	50
7040 - Management Fees	22	22	22	22	22	22	22	22	22	22	22	22	259	263

Income and Expense Trend Report
Harbor Square, Inc.
08-Office 2
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	2	1	1	0	1	19	0	136	0	0	0	156	318	0
Total Professional Services	27	107	22	25	170	7	22	158	22	59	88	180	889	417
Taxes														
9000 - Federal Income Tax	0	0	0	0	(3)	(3)	0	0	0	168	0	0	162	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	36	(19)	0	17	0
9025 - General Excise Tax	3	5	4	3	3	4	6	4	4	4	4	4	49	57
Total Taxes	3	5	4	3	0	1	6	4	4	208	(14)	4	228	57
Other Expenses														
9105 - Reserve Contribution Expense	153	154	154	154	154	154	154	154	154	154	154	154	1,847	1,848
Total Other Expenses	153	154	154	154	154	154	154	154	154	154	154	154	1,847	1,848
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	30	0	0	0	0	0	0	0	0	30	0
Total Reserve Expenses	0	0	0	30	0	0	0	0	0	0	0	0	30	0
Total Expense	1,888	1,721	1,796	1,712	2,170	2,018	1,708	1,561	1,839	1,708	1,580	1,899	21,600	27,927
Total 08-Office 2	412	578	505	587	129	282	591	738	461	592	719	435	6,028	(13)

Income and Expense Trend Report
Harbor Square, Inc.
09-Office 3
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	48,618	48,607
Total Assessment Income	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	48,618	48,607
User Fee Income														
4255 - Lease Rent	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Total User Fee Income	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Other Income														
4845 - Holiday Fund Receipts	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Total Other Income	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	1	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	304
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	1	304
Total Income	4,132	4,132	4,135	4,132	4,132	4,132	4,132	4,132	4,132	4,132	4,132	4,195	49,645	50,160
Administrative														
5000 - General Administrative	7	5	8	66	8	142	26	21	61	8	6	8	368	213
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	1	0	1	1	1	0	1	0	0	0	0	0	4	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	13	13	12	13	13	10	11	11	11	11	11	10	139	6,142
5090 - Office Supplies	1	2	3	1	1	0	3	0	1	1	0	3	17	0
5095 - Payroll Services	2	2	2	2	2	2	2	2	2	2	2	2	22	0
5100 - Records Storage	8	0	4	4	8	0	8	0	8	4	0	0	46	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	33	24	31	87	33	154	52	35	84	25	19	24	600	6,355

Income and Expense Trend Report
Harbor Square, Inc.
09-Office 3
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	6	6	4	0	0	0	1	0	2	1	0	4	25	0
5215 - Postage	2	2	4	2	1	0	2	0	1	1	0	3	17	0
Total Communications	8	8	8	2	1	0	2	1	3	2	0	7	43	0
Payroll & Benefits														
5302 - Administrative Salaries	30	28	30	29	30	29	30	30	29	30	29	30	351	360
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	64	59	64	61	63	61	63	63	63	62	59	68	749	517
5316 - Painting Wages	27	25	12	12	13	15	15	15	15	15	11	17	192	570
5318 - General Maintenance Salaries	72	72	116	109	114	117	90	88	84	94	82	92	1,130	756
5322 - Air Conditioning wages	33	31	33	32	33	34	35	35	34	35	34	38	407	400
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	125	125	76
5330 - Health Benefits	47	(7)	45	(5)	69	(3)	23	23	32	67	(5)	31	317	458
5355 - FICA Payroll Taxes	17	22	23	22	23	24	23	23	16	23	21	31	268	209
5360 - Payroll Taxes FUTA	2	1	0	(0)	0	0	0	0	(0)	0	0	0	4	16
5365 - Payroll Taxes SUTA	0	0	0	10	2	2	2	2	1	2	1	2	25	12
5385 - Retirement Fund	3	0	5	0	4	2	3	1	3	2	2	2	29	13
5390 - Workers Compensation	9	9	9	9	9	9	9	9	9	(39)	(32)	9	22	104
5399 - EE Benefits,TDI	0	0	4	0	0	4	7	0	0	(4)	4	0	15	12
Total Payroll & Benefits	328	261	365	301	384	331	337	325	314	328	242	483	3,999	4,146
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(26)	26	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	2	2
5415 - D&O Insurance Premiums	16	16	16	16	16	16	16	16	16	16	16	16	194	229
5420 - Umbrella Liability Premiums	5	5	5	5	5	5	5	5	5	5	5	5	55	58
5440 - Mechanical Breakdown Insurance	1	1	1	1	1	1	1	1	1	1	1	1	8	8
5445 - General Liability Insurance Premium	20	20	20	20	20	20	20	20	20	20	20	20	240	264
5460 - Commercial Package Premiums	89	89	89	89	89	89	89	89	89	89	89	89	1,069	1,131
Total Insurance	131	131	131	131	131	131	131	131	131	105	156	131	1,569	1,693

Income and Expense Trend Report

Harbor Square, Inc.

09-Office 3

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	698	650	689	773	652	689	650	630	719	696	721	648	8,216	8,204
6020 - Electricity,Air Conditioning	947	800	935	1,130	885	935	881	855	975	945	978	879	11,144	12,472
6025 - Water Service	31	35	37	31	26	22	64	1	59	(8)	25	26	351	412
6030 - Sewer Service	61	64	68	61	57	54	119	1	118	(4)	57	57	712	841
6035 - Trash and Recycling Service	209	188	188	188	188	188	188	188	188	188	188	188	2,274	0
6050 - Telephone Service	15	4	12	3	8	8	12	18	8	11	9	16	123	122
Total Utilities	1,960	1,741	1,928	2,186	1,816	1,896	1,914	1,692	2,067	1,828	1,978	1,813	22,819	22,050
Contracted Services														
6406 - Electrical Services	0	0	1	0	3	3	1	1	0	(0)	0	2	8	22
6408 - Elevator Services	315	0	0	105	584	420	0	0	315	0	0	0	1,740	7,623
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(7)	0	0	0	(14)	0	(1)	0	(2)	(23)	0
6440 - Safety & Security	142	135	207	123	339	194	246	204	221	221	161	451	2,643	1,974
6446 - Window Cleaning Services	0	340	0	0	0	308	32	0	0	0	0	0	680	1,370
Total Contracted Services	457	475	209	222	925	925	279	191	536	220	161	450	5,050	10,989
Repair & Maintenance														
6515 - Building Repair & Maintenance	(6)	0	0	0	0	(2)	2	0	(6)	(28)	(2)	(5)	(47)	0
6555 - Equipment Rental/Repair & Mainten	236	4	0	15	77	11	42	0	2	3	0	0	390	200
6620 - Grounds Repair & Maintenance	9	13	4	2	18	44	35	3	0	6	2	2	138	94
6635 - Janitorial Supplies & Maintenance	0	0	4	1	2	1	5	1	1	2	1	1	19	11
6670 - Mechanical Systems Services & Su	62	0	401	24	120	18	110	18	32	18	53	62	919	421
6680 - Painting Services & Supplies	1	0	0	0	0	1	0	0	0	2	0	0	6	3
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(1)	0	0	0	0	(1)	0
Total Repair & Maintenance	303	17	410	42	218	72	194	22	29	3	55	60	1,424	729
Professional Services														
7000 - Audit & Tax Services	0	152	0	0	173	0	0	0	0	68	122	0	515	190
7030 - Legal Services - General Counsel	6	1	0	7	96	(62)	1	0	0	0	0	4	52	91
7040 - Management Fees	40	40	40	40	40	40	40	40	40	40	40	40	480	477

Income and Expense Trend Report
Harbor Square, Inc.
09-Office 3
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	4	2	2	0	1	35	0	248	0	0	0	284	577	0
Total Professional Services	50	195	42	47	310	13	41	288	40	109	162	329	1,624	759
Taxes														
9000 - Federal Income Tax	0	0	0	0	(5)	(5)	0	0	0	305	0	0	294	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	66	(34)	0	32	0
9025 - General Excise Tax	6	8	8	6	6	7	11	7	7	7	8	7	89	103
Total Taxes	6	8	8	6	1	1	11	7	7	378	(26)	7	415	103
Other Expenses														
9105 - Reserve Contribution Expense	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,336
Total Other Expenses	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,336
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Reserve Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Expense	3,554	3,139	3,409	3,357	4,097	3,802	3,238	2,969	3,489	3,276	3,024	3,581	40,935	50,159
Total 09-Office 3	578	993	725	775	35	329	893	1,163	642	856	1,107	614	8,710	1

Income and Expense Trend Report
Harbor Square, Inc.
10-Office 4
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	48,618	48,607
Total Assessment Income	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	4,052	48,618	48,607
User Fee Income														
4255 - Lease Rent	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Total User Fee Income	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Other Income														
4845 - Holiday Fund Receipts	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Total Other Income	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	1	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	304
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	1	304
Total Income	4,132	4,132	4,135	4,132	4,132	4,132	4,132	4,132	4,132	4,132	4,132	4,195	49,645	50,160
Administrative														
5000 - General Administrative	7	5	8	66	9	142	26	21	61	8	6	9	369	213
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	1	0	1	1	1	0	1	0	0	0	0	0	4	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	13	13	12	13	13	10	11	11	11	11	11	10	139	6,142
5090 - Office Supplies	1	2	3	1	1	0	3	0	1	1	0	3	17	0
5095 - Payroll Services	2	2	2	2	2	2	2	2	2	2	2	2	22	0
5100 - Records Storage	8	0	4	4	8	0	8	0	8	4	0	0	46	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	33	24	31	87	34	154	52	35	84	25	19	24	602	6,355

Income and Expense Trend Report
Harbor Square, Inc.
10-Office 4
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	6	6	4	0	0	0	1	0	2	1	0	4	25	0
5215 - Postage	2	2	4	2	1	0	2	0	1	1	0	3	17	0
Total Communications	8	8	8	2	1	0	2	1	3	2	0	7	43	0
Payroll & Benefits														
5302 - Administrative Salaries	30	28	30	29	30	29	30	30	29	30	29	30	351	360
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	64	59	64	61	63	61	63	63	63	62	59	68	749	517
5316 - Painting Wages	27	25	12	12	13	15	15	15	15	15	11	17	192	570
5318 - General Maintenance Salaries	72	72	116	109	114	117	90	88	84	94	82	92	1,130	756
5322 - Air Conditioning wages	33	31	33	32	33	34	35	35	34	35	34	38	407	400
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	125	125	76
5330 - Health Benefits	47	(7)	45	(5)	69	(3)	23	23	32	67	(5)	31	317	458
5355 - FICA Payroll Taxes	17	22	23	22	23	24	23	23	16	23	21	31	268	209
5360 - Payroll Taxes FUTA	2	1	0	(0)	0	0	0	0	(0)	0	0	0	4	16
5365 - Payroll Taxes SUTA	0	0	0	10	2	2	2	2	1	2	1	2	25	12
5385 - Retirement Fund	3	0	5	0	4	2	3	1	3	2	2	2	29	13
5390 - Workers Compensation	9	9	9	9	9	9	9	9	9	(39)	(32)	9	22	104
5399 - EE Benefits,TDI	0	0	4	0	0	4	7	0	0	(4)	4	0	15	12
Total Payroll & Benefits	328	261	365	301	384	331	337	325	314	328	242	483	3,999	4,146
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(26)	26	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	2	2
5415 - D&O Insurance Premiums	16	16	16	16	16	16	16	16	16	16	16	16	194	229
5420 - Umbrella Liability Premiums	5	5	5	5	5	5	5	5	5	5	5	5	55	58
5440 - Mechanical Breakdown Insurance	1	1	1	1	1	1	1	1	1	1	1	1	8	8
5445 - General Liability Insurance Premium	20	20	20	20	20	20	20	20	20	20	20	20	240	264
5460 - Commercial Package Premiums	89	89	89	89	89	89	89	89	89	89	89	89	1,069	1,131
Total Insurance	131	131	131	131	131	131	131	131	131	105	156	131	1,569	1,693

Income and Expense Trend Report
Harbor Square, Inc.
10-Office 4
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	698	650	689	773	652	689	650	630	719	696	721	648	8,216	8,204
6020 - Electricity,Air Conditioning	947	800	935	1,130	885	935	881	855	975	945	978	879	11,144	12,472
6025 - Water Service	31	35	37	31	26	22	64	(5)	59	(5)	25	25	347	412
6030 - Sewer Service	61	64	68	61	57	54	119	1	118	(4)	57	57	712	841
6035 - Trash and Recycling Service	209	188	188	188	188	188	188	188	188	188	188	188	2,274	0
6050 - Telephone Service	15	4	12	3	8	8	12	18	8	11	9	16	123	122
Total Utilities	1,960	1,741	1,928	2,186	1,816	1,896	1,914	1,686	2,067	1,831	1,978	1,812	22,815	22,050
Contracted Services														
6406 - Electrical Services	0	0	1	0	3	3	1	1	0	(0)	0	2	8	22
6408 - Elevator Services	315	0	0	105	584	420	0	0	315	0	0	0	1,740	7,623
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(7)	0	0	0	(14)	0	(1)	0	(2)	(23)	0
6440 - Safety & Security	142	135	207	123	339	194	246	204	221	221	161	451	2,643	1,974
6446 - Window Cleaning Services	0	340	0	0	0	308	32	0	0	0	0	0	680	1,370
Total Contracted Services	457	475	209	222	925	925	279	191	536	220	161	450	5,050	10,989
Repair & Maintenance														
6515 - Building Repair & Maintenance	(6)	0	0	0	0	(2)	2	0	(6)	(28)	(2)	(5)	(47)	0
6555 - Equipment Rental/Repair & Mainten	236	7	0	15	77	11	42	0	2	3	0	0	394	200
6620 - Grounds Repair & Maintenance	9	13	4	2	18	44	35	3	0	6	2	2	138	94
6635 - Janitorial Supplies & Maintenance	0	0	5	1	2	1	5	1	1	2	1	1	20	11
6670 - Mechanical Systems Services & Su	62	0	401	24	120	18	110	18	32	18	53	62	919	421
6680 - Painting Services & Supplies	1	0	0	0	0	1	0	0	0	2	0	0	6	3
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(1)	0	0	0	0	(1)	0
Total Repair & Maintenance	303	21	410	42	218	72	194	22	29	3	55	60	1,429	729
Professional Services														
7000 - Audit & Tax Services	0	152	0	0	173	0	0	0	0	68	122	0	515	190
7030 - Legal Services - General Counsel	6	1	0	7	96	(62)	1	0	0	0	0	4	52	91
7040 - Management Fees	40	40	40	40	40	40	40	40	40	40	40	40	480	477

Income and Expense Trend Report
Harbor Square, Inc.
10-Office 4
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	4	2	2	0	1	35	0	248	0	0	0	284	577	0
Total Professional Services	50	195	42	47	310	13	41	288	40	109	162	329	1,624	759
Taxes														
9000 - Federal Income Tax	0	0	0	0	(5)	(5)	0	0	0	305	0	0	294	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	66	(34)	0	32	0
9025 - General Excise Tax	6	8	8	6	6	7	11	7	7	7	8	7	89	103
Total Taxes	6	8	8	6	1	1	11	7	7	378	(26)	7	415	103
Other Expenses														
9105 - Reserve Contribution Expense	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Total Other Expenses	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Reserve Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Expense	3,554	3,142	3,410	3,357	4,098	3,802	3,238	2,963	3,489	3,278	3,024	3,581	40,937	50,160
Total 10-Office 4	578	989	725	775	33	329	893	1,169	642	853	1,107	614	8,708	(0)

Income and Expense Trend Report
Harbor Square, Inc.
11-Office 5
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	59,435	59,429
Total Assessment Income	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	59,435	59,429
User Fee Income														
4255 - Lease Rent	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Total User Fee Income	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Other Income														
4845 - Holiday Fund Receipts	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Total Other Income	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	1	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	304
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	1	304
Total Income	5,033	5,033	5,036	5,033	5,033	5,033	5,033	5,033	5,033	5,033	5,033	5,096	60,462	60,982
Administrative														
5000 - General Administrative	7	5	8	66	8	142	26	21	61	8	7	8	368	213
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	1	0	1	1	1	0	1	0	0	0	0	0	4	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	13	13	12	13	13	10	11	11	11	11	11	10	139	6,142
5090 - Office Supplies	1	2	3	1	1	0	3	0	1	1	0	3	17	0
5095 - Payroll Services	2	2	2	2	2	2	2	2	2	2	2	2	22	0
5100 - Records Storage	8	0	4	4	8	0	8	0	8	4	0	0	46	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	33	24	31	87	33	154	52	35	84	25	19	24	601	6,355

Income and Expense Trend Report
Harbor Square, Inc.
11-Office 5
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	6	6	4	0	0	0	1	0	2	1	0	4	25	0
5215 - Postage	2	2	4	2	1	0	2	0	1	1	0	3	17	0
Total Communications	8	8	8	2	1	0	2	1	3	2	0	7	43	0
Payroll & Benefits														
5302 - Administrative Salaries	30	28	30	29	30	29	30	30	29	30	29	30	351	360
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	64	59	64	61	63	61	63	63	63	62	59	68	749	517
5316 - Painting Wages	27	25	12	12	13	15	15	15	15	15	11	17	192	570
5318 - General Maintenance Salaries	72	72	116	109	114	117	90	88	84	94	82	92	1,130	756
5322 - Air Conditioning wages	33	31	33	32	33	34	35	35	34	35	34	38	407	400
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	125	125	76
5330 - Health Benefits	47	(7)	45	(5)	69	(3)	23	23	32	67	(5)	31	317	458
5355 - FICA Payroll Taxes	17	22	23	22	23	24	23	23	16	23	21	31	268	209
5360 - Payroll Taxes FUTA	2	1	0	(0)	0	0	0	0	(0)	0	0	0	4	16
5365 - Payroll Taxes SUTA	0	0	0	10	2	2	2	2	1	2	1	2	25	12
5385 - Retirement Fund	3	0	5	0	4	2	3	1	3	2	2	2	29	13
5390 - Workers Compensation	9	9	9	9	9	9	9	9	9	(1,445)	(32)	9	(1,384)	104
5399 - EE Benefits,TDI	0	0	4	0	0	4	7	0	0	(4)	4	0	15	12
Total Payroll & Benefits	328	261	365	301	384	331	337	325	314	(1,079)	242	483	2,593	4,146
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(26)	26	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	2	2
5415 - D&O Insurance Premiums	16	16	16	16	16	16	16	16	16	16	16	16	194	229
5420 - Umbrella Liability Premiums	5	5	5	5	5	5	5	5	5	5	5	5	55	58
5440 - Mechanical Breakdown Insurance	1	1	1	1	1	1	1	1	1	1	1	1	8	8
5445 - General Liability Insurance Premium	20	20	20	20	20	20	20	20	20	20	20	20	240	264
5460 - Commercial Package Premiums	89	89	89	89	89	89	89	89	89	89	89	89	1,069	1,131
Total Insurance	131	131	131	131	131	131	131	131	131	105	156	131	1,569	1,693

Income and Expense Trend Report
Harbor Square, Inc.
11-Office 5
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	698	650	689	773	652	689	650	630	719	696	721	648	8,216	8,204
6020 - Electricity,Air Conditioning	1,768	1,600	1,746	2,005	1,652	1,746	1,646	1,596	1,821	1,764	1,827	1,642	20,813	23,294
6025 - Water Service	31	35	37	31	26	22	64	1	59	(8)	25	26	351	412
6030 - Sewer Service	61	64	68	61	57	54	119	1	118	(4)	57	57	712	841
6035 - Trash and Recycling Service	209	188	188	188	188	188	188	188	188	188	188	188	2,274	0
6050 - Telephone Service	15	4	12	3	8	8	12	18	8	11	9	16	123	122
Total Utilities	2,782	2,541	2,739	3,061	2,584	2,707	2,678	2,433	2,914	2,648	2,826	2,575	32,488	32,872
Contracted Services														
6406 - Electrical Services	0	0	1	0	3	7	1	1	0	(0)	0	2	13	22
6408 - Elevator Services	315	0	0	105	584	420	0	0	315	0	0	0	1,740	7,623
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(7)	0	0	0	(14)	0	(1)	0	(2)	(23)	0
6440 - Safety & Security	142	135	207	123	339	194	246	204	221	221	161	451	2,643	1,974
6446 - Window Cleaning Services	0	340	0	0	0	308	32	0	0	0	0	0	680	1,370
Total Contracted Services	457	475	209	222	925	930	279	191	536	220	161	450	5,054	10,989
Repair & Maintenance														
6515 - Building Repair & Maintenance	(6)	0	0	0	0	(2)	2	0	(6)	(28)	(2)	(5)	(47)	0
6555 - Equipment Rental/Repair & Mainten	236	0	0	15	77	11	42	0	2	3	0	0	387	200
6620 - Grounds Repair & Maintenance	9	13	4	2	18	44	35	3	0	6	2	2	138	94
6635 - Janitorial Supplies & Maintenance	0	0	5	1	2	1	5	1	1	2	1	1	20	11
6670 - Mechanical Systems Services & Su	62	0	401	24	120	18	110	18	32	18	53	62	919	421
6680 - Painting Services & Supplies	1	0	0	0	1	1	0	0	0	2	0	0	6	3
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(1)	0	0	0	0	(1)	0
Total Repair & Maintenance	303	14	410	42	218	72	194	22	29	3	55	60	1,422	729
Professional Services														
7000 - Audit & Tax Services	0	152	0	0	173	0	0	0	0	68	122	0	515	190
7030 - Legal Services - General Counsel	6	1	0	7	96	(62)	1	0	0	0	0	4	53	91
7040 - Management Fees	40	40	40	40	40	40	40	40	40	40	40	40	480	477

Income and Expense Trend Report
Harbor Square, Inc.
11-Office 5
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7095 - Professional Fees,Common	4	2	2	0	1	35	0	248	0	0	0	284	577	0
Total Professional Services	50	195	42	47	310	13	41	288	40	109	162	329	1,625	759
Taxes														
9000 - Federal Income Tax	0	0	0	0	(5)	(5)	0	0	0	305	0	0	294	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	66	(34)	0	32	0
9025 - General Excise Tax	6	8	8	6	6	7	11	7	7	7	8	7	89	103
Total Taxes	6	8	8	6	1	1	11	7	7	378	(26)	7	415	103
Other Expenses														
9105 - Reserve Contribution Expense	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Total Other Expenses	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Reserve Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Expense	4,375	3,935	4,221	4,232	4,865	4,618	4,003	3,710	4,336	2,689	3,873	4,344	49,201	60,982
Total 11-Office 5	658	1,098	815	801	168	415	1,030	1,323	697	2,344	1,159	752	11,261	(0)

Income and Expense Trend Report
Harbor Square, Inc.
12-Office 6
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	59,435	59,429
Total Assessment Income	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	4,953	59,435	59,429
User Fee Income														
4255 - Lease Rent	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Total User Fee Income	80	80	80	80	80	80	80	80	80	80	80	80	959	983
Rental Income														
4400 - Rent Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Total Rental Income	0	0	0	0	0	0	0	0	0	0	0	0	0	266
Other Income														
4845 - Holiday Fund Receipts	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Total Other Income	0	0	3	0	0	0	0	0	0	0	0	63	67	0
Investment Income														
4900 - Interest Earned - Operating Account	0	0	0	0	0	0	0	0	0	0	0	0	1	0
4910 - Interest Earned - Reserve Accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	304
Total Investment Income	0	0	0	0	0	0	0	0	0	0	0	0	1	304
Total Income	5,033	5,033	5,036	5,033	5,033	5,033	5,033	5,033	5,033	5,033	5,033	5,096	60,462	60,982
Administrative														
5000 - General Administrative	7	5	8	66	8	160	26	21	61	8	5	8	385	213
5010 - Bad Debt	0	1	0	0	0	0	0	0	0	0	0	0	1	0
5025 - Collection Charges	1	0	1	1	1	0	1	0	0	0	0	0	4	0
5030 - Coupon Costs	0	0	0	0	0	0	0	0	0	0	0	0	1	0
5085 - Loan Bank of Hawaii	13	13	12	13	13	10	11	11	11	11	11	10	139	6,142
5090 - Office Supplies	1	2	3	1	1	0	3	0	1	1	0	3	17	0
5095 - Payroll Services	2	2	2	2	2	2	2	2	2	2	2	2	22	0
5100 - Records Storage	8	0	4	4	8	0	8	0	8	4	0	0	46	0
5195 - Other Administrative Services	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Administrative	33	24	31	87	33	172	52	35	84	25	18	24	617	6,355

Income and Expense Trend Report
Harbor Square, Inc.
12-Office 6
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Communications														
5210 - Printing & Copying	6	6	4	0	0	0	1	0	2	1	0	4	25	0
5215 - Postage	2	2	4	2	1	0	2	0	1	1	0	3	17	0
Total Communications	8	8	8	2	1	0	2	1	3	2	0	7	43	0
Payroll & Benefits														
5302 - Administrative Salaries	30	28	30	29	30	29	30	30	29	30	29	30	351	360
5310 - Custodial Salaries	23	23	24	23	24	36	37	37	27	39	35	39	366	643
5314 - Landscaping Wages	64	59	64	61	63	61	63	63	63	62	59	68	749	517
5316 - Painting Wages	27	25	12	12	13	15	15	15	15	15	11	17	192	570
5318 - General Maintenance Salaries	72	72	116	109	114	117	90	88	84	94	82	92	1,130	756
5322 - Air Conditioning wages	33	31	33	32	33	34	35	35	34	35	34	38	407	400
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	125	125	76
5330 - Health Benefits	47	(7)	45	(5)	69	(3)	23	23	32	67	(5)	31	317	458
5355 - FICA Payroll Taxes	17	22	23	22	23	24	23	23	16	23	21	31	268	209
5360 - Payroll Taxes FUTA	2	1	0	(0)	0	0	0	0	(0)	0	0	0	4	16
5365 - Payroll Taxes SUTA	0	0	0	10	2	2	2	2	1	2	1	2	25	12
5385 - Retirement Fund	3	0	5	0	4	2	3	1	3	2	2	2	29	13
5390 - Workers Compensation	9	9	9	9	9	9	9	9	9	(142)	(32)	9	(81)	104
5399 - EE Benefits,TDI	0	0	4	0	0	4	7	0	0	(4)	4	0	15	12
Total Payroll & Benefits	328	261	365	301	384	331	337	325	314	224	242	483	3,896	4,146
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(26)	26	0	0	0
5410 - Fidelity Bond Insurance	0	0	0	0	0	0	0	0	0	0	0	0	2	2
5415 - D&O Insurance Premiums	16	16	16	16	16	16	16	16	16	16	16	16	194	229
5420 - Umbrella Liability Premiums	5	5	5	5	5	5	5	5	5	5	5	5	55	58
5440 - Mechanical Breakdown Insurance	1	1	1	1	1	1	1	1	1	1	1	1	8	8
5445 - General Liability Insurance Premium	20	20	20	20	20	20	20	20	20	20	20	20	240	264
5460 - Commercial Package Premiums	89	89	89	89	89	89	89	89	89	89	89	89	1,069	1,131
Total Insurance	131	131	131	131	131	131	131	131	131	105	156	131	1,569	1,693

Income and Expense Trend Report
Harbor Square, Inc.
12-Office 6
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Utilities														
6000 - Electric Service	698	650	689	773	652	689	650	630	719	696	721	648	8,216	8,204
6020 - Electricity,Air Conditioning	1,768	1,600	1,746	2,005	1,652	1,746	1,646	1,596	1,821	1,764	1,827	1,642	20,813	23,294
6025 - Water Service	31	35	38	31	26	22	64	1	59	(8)	25	26	351	412
6030 - Sewer Service	61	64	68	61	57	186	119	1	118	(4)	57	57	845	841
6035 - Trash and Recycling Service	29	188	188	188	188	0	188	188	188	188	188	188	1,906	0
6050 - Telephone Service	15	4	12	3	8	8	12	18	8	11	9	16	123	122
Total Utilities	2,602	2,541	2,740	3,061	2,584	2,652	2,678	2,433	2,914	2,648	2,826	2,575	32,254	32,872
Operations														
6320 - Depreciation Expense	0	0	0	0	0	55	0	0	0	0	0	0	55	0
Total Operations	0	0	0	0	0	55	0	0	0	0	0	0	55	0
Contracted Services														
6406 - Electrical Services	0	0	1	0	3	3	1	1	0	(0)	0	2	8	22
6408 - Elevator Services	315	0	0	105	584	420	0	0	315	0	0	0	1,740	7,623
6434 - Pest Control	0	0	1	0	0	0	0	0	0	0	0	0	1	0
6436 - Plumbing Services	0	0	0	(7)	0	0	0	(14)	0	(1)	0	(2)	(23)	0
6440 - Safety & Security	142	135	207	123	339	194	246	204	221	221	161	451	2,643	1,974
6446 - Window Cleaning Services	0	340	0	0	0	308	32	0	0	0	0	0	680	1,370
Total Contracted Services	457	475	209	222	925	925	279	191	536	220	161	450	5,050	10,989
Repair & Maintenance														
6515 - Building Repair & Maintenance	(6)	0	0	0	0	(2)	2	0	(6)	(28)	(2)	(5)	(47)	0
6555 - Equipment Rental/Repair & Mainten	236	4	0	15	77	11	42	0	2	3	0	0	390	200
6620 - Grounds Repair & Maintenance	9	13	4	2	18	44	35	3	0	6	2	2	137	94
6635 - Janitorial Supplies & Maintenance	0	0	5	1	2	1	5	1	1	2	1	1	20	11
6670 - Mechanical Systems Services & Su	62	0	401	24	120	18	110	18	32	18	53	62	919	421
6680 - Painting Services & Supplies	1	0	0	0	0	2	0	0	0	2	0	0	6	3
6715 - Reimbursable Repairs & Maintenan	0	0	0	0	0	0	0	(1)	0	0	0	0	(1)	0
Total Repair & Maintenance	303	17	410	42	217	73	194	22	29	3	55	60	1,425	729
Professional Services														
7000 - Audit & Tax Services	0	152	0	0	173	0	0	0	0	68	122	0	515	190

Income and Expense Trend Report
Harbor Square, Inc.
12-Office 6
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Professional Services														
7030 - Legal Services - General Counsel	6	1	0	6	96	(62)	1	0	0	0	0	4	52	91
7040 - Management Fees	40	40	40	40	40	40	40	40	40	40	40	40	480	477
7095 - Professional Fees, Common	4	2	2	0	1	35	0	248	0	0	0	284	577	0
Total Professional Services	50	195	42	47	310	13	41	288	40	109	162	329	1,624	759
Taxes														
9000 - Federal Income Tax	0	0	0	0	(5)	(5)	0	0	0	305	0	0	294	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	66	(34)	0	32	0
9025 - General Excise Tax	6	8	8	6	6	7	11	7	7	7	8	7	89	103
Total Taxes	6	8	8	6	1	1	11	7	7	378	(26)	7	415	103
Other Expenses														
9105 - Reserve Contribution Expense	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Total Other Expenses	278	278	278	278	278	278	278	278	278	278	278	278	3,336	3,337
Reserve Expenses														
9906 - Mechanical Equipment Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Reserve Expenses	0	0	0	55	0	0	0	0	0	0	0	0	55	0
Total Expense	4,195	3,939	4,221	4,231	4,864	4,632	4,003	3,710	4,336	3,992	3,872	4,344	50,338	60,982
Total 12-Office 6	838	1,094	815	801	169	401	1,030	1,323	697	1,041	1,161	752	10,124	(0)

Income and Expense Trend Report
Harbor Square, Inc.
Operating
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Payroll & Benefits														
5322 - Air Conditioning wages	0	0	0	0	0	0	0	0	0	(0)	0	0	0	0
5399 - EE Benefits,TDI	0	0	0	0	0	0	(586)	0	0	586	0	0	0	0
Total Payroll & Benefits	0	0	0	0	0	0	(586)	0	0	586	0	0	0	0
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	0	(3,382)	0	(3,382)	0
5410 - Fidelity Bond Insurance	(25)	25	0	0	0	0	0	0	0	0	0	0	0	0
5415 - D&O Insurance Premiums	(2,128)	2,128	0	0	0	0	0	0	0	0	0	0	0	0
5420 - Umbrella Liability Premiums	(608)	608	0	0	0	0	0	0	0	0	0	0	0	0
5440 - Mechanical Breakdown Insurance	(69)	69	0	0	0	0	0	0	0	0	0	0	0	0
5445 - General Liability Insurance Premium	(2,634)	2,634	0	0	0	0	0	0	0	0	0	0	0	0
5460 - Commercial Package Premiums	(11,724)	11,724	0	0	0	0	0	0	0	0	0	0	0	0
Total Insurance	(17,187)	17,187	0	0	0	0	0	0	0	0	(3,382)	0	(3,382)	0
Association Owned Unit Expenses														
8900 - Maintenance Fees Expense	0	0	0	0	0	0	0	(3,706)	0	3,706	0	3,706	3,706	0
8905 - Owned Unit Repair & Maintenance	0	0	0	0	0	0	0	(654)	0	654	350	654	1,005	0
Total Association Owned Unit Expenses	0	0	0	0	0	0	0	(4,361)	0	4,361	350	4,361	4,711	0
Total Expense	(17,187)	17,187	0	0	0	0	(586)	(4,361)	0	4,947	(3,032)	4,361	1,329	0
Total Operating	17,187	(17,187)	0	0	0	0	586	4,361	(0)	(4,947)	3,032	(4,361)	(1,329)	0

Income and Expense Trend Report

Harbor Square, Inc.

Reserves

As of December 31, 2020

Account Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Full Year	Total
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget
Investment Income														
4905 - Reserve Contribution Income	27,799	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	333,665	0
4910 - Interest Earned - Reserve Accounts	3,792	3,406	5,611	847	718	4,061	1,947	607	4,086	491	468	743	26,775	0
Total Investment Income	31,591	31,212	33,417	28,653	28,524	31,867	29,753	28,413	31,892	28,297	28,274	28,549	360,440	0
Total Income	31,591	31,212	33,417	28,653	28,524	31,867	29,753	28,413	31,892	28,297	28,274	28,549	360,440	0
Administrative														
5015 - Bank Charges	0	0	0	0	0	0	0	0	0	0	175	0	175	0
Total Administrative	0	0	0	0	0	0	0	0	0	0	175	0	175	0
Reserve Expenses														
9800 - Repair & Replacement Expenses	0	0	0	0	0	0	0	0	0	0	72,795	0	72,795	0
Total Reserve Expenses	0	0	0	0	0	0	0	0	0	0	72,795	0	72,795	0
Total Expense	0	0	0	0	0	0	0	0	0	0	72,970	0	72,970	0
Total Reserves	31,591	31,212	33,417	28,653	28,524	31,867	29,753	28,413	31,892	28,297	(44,696)	28,549	287,470	0

Income and Expense Trend Report

Harbor Square, Inc.

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Assessment Income														
4000 - Maintenance Fees	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	4,478,323	4,477,733
Total Assessment Income	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	373,194	4,478,323	4,477,733
User Fee Income														
4225 - Key Receipt	25	50	25	0	25	0	0	75	0	225	0	190	615	0
4235 - Laundry Receipts	3,714	0	3,731	0	0	6,329	2,471	1,658	0	3,132	2,135	1,953	25,122	17,548
4255 - Lease Rent	10,518	10,518	10,518	10,518	10,518	10,518	10,518	10,518	10,518	10,518	10,518	10,518	126,214	126,214
4295 - Commissions	0	(478)	0	(514)	0	0	0	0	0	0	0	0	(992)	0
Total User Fee Income	14,257	10,090	14,274	10,004	10,543	16,846	12,989	12,250	10,518	13,875	12,653	12,661	150,960	143,762
Rental Income														
4400 - Rent Receipts	4,350	7,701	6,051	0	5,899	12,550	6,251	6,250	6,248	6,251	6,250	6,249	74,051	35,000
Total Rental Income	4,350	7,701	6,051	0	5,899	12,550	6,251	6,250	6,248	6,251	6,250	6,249	74,051	35,000
Collections Income														
4710 - Late Fees	2,288	2,440	(2,518)	1,483	2,131	(65)	1,466	131	570	1,853	2,008	1,869	13,656	0
Total Collections Income	2,288	2,440	(2,518)	1,483	2,131	(65)	1,466	131	570	1,853	2,008	1,869	13,656	0
Other Income														
4805 - Compliance Fees	0	0	0	0	0	0	0	0	0	0	0	146	146	0
4845 - Holiday Fund Receipts	0	0	425	0	0	0	0	0	0	0	0	8,343	8,768	0
Total Other Income	0	0	425	0	0	0	0	0	0	0	0	8,489	8,914	0
Investment Income														
4900 - Interest Earned - Operating Account	12	8	7	5	8	6	8	8	7	8	7	7	91	0
4905 - Reserve Contribution Income	27,799	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	333,665	0
4910 - Interest Earned - Reserve Accounts	3,792	3,406	5,611	847	718	4,061	1,947	607	4,086	491	468	743	26,775	40,000
Total Investment Income	31,603	31,219	33,424	28,659	28,532	31,873	29,761	28,422	31,898	28,304	28,281	28,556	360,531	40,000
Total Income	425,691	424,644	424,850	413,340	420,298	434,397	423,661	420,247	422,428	423,477	422,386	431,018	5,086,436	4,696,495
Administrative														
5000 - General Administrative	972	677	1,016	8,420	1,064	18,099	3,381	2,792	8,088	1,071	787	1,088	47,454	28,000
5005 - Annual Assn Mtg Expense	0	0	0	326	0	0	40	0	0	0	0	0	366	0

Income and Expense Trend Report

Harbor Square, Inc.

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Administrative														
5010 - Bad Debt	0	175	0	0	0	0	0	0	0	0	0	0	175	0
5015 - Bank Charges	0	0	0	0	0	0	0	0	0	0	175	0	175	0
5025 - Collection Charges	82	0	90	74	102	0	90	0	61	17	0	44	559	0
5030 - Coupon Costs	0	19	44	38	33	0	42	0	0	0	0	0	176	0
5085 - Loan Bank of Hawaii	3,447	3,378	3,109	3,378	3,378	2,718	2,968	2,968	2,982	2,786	2,815	2,665	36,594	307,104
5090 - Office Supplies	194	286	426	102	117	64	400	36	127	73	30	402	2,259	0
5095 - Payroll Services	246	246	241	241	241	241	241	241	241	241	241	241	2,901	0
5100 - Records Storage	1,097	0	549	549	1,097	0	1,097	0	1,097	549	0	0	6,036	0
5195 - Other Administrative Services	0	0	126	0	0	0	10	0	10	0	0	0	147	0
Total Administrative	6,038	4,782	5,599	13,128	6,032	21,123	8,271	6,037	12,607	4,737	4,048	4,440	96,842	335,104
Communications														
5205 - Supplies,RM/Association	933	551	821	590	678	1,189	838	625	0	1,051	920	1,152	9,349	12,000
5210 - Printing & Copying	805	803	555	31	49	5	65	44	268	131	17	550	3,323	0
5215 - Postage	214	295	485	255	109	38	228	26	122	113	26	367	2,279	0
Total Communications	1,952	1,650	1,861	876	836	1,232	1,131	695	390	1,295	963	2,069	14,950	12,000
Payroll & Benefits														
5300 - Resident/Site Manager Salaries	9,350	8,758	9,392	9,054	9,350	9,096	9,350	9,350	9,096	9,350	9,054	9,392	110,593	113,300
5302 - Administrative Salaries	3,902	3,654	3,919	3,778	3,902	3,796	3,902	3,902	3,796	3,902	3,778	3,919	46,148	47,320
5310 - Custodial Salaries	16,049	4,527	4,793	4,621	4,772	7,207	7,303	7,303	5,392	7,834	7,018	7,756	84,575	128,606
5314 - Landscaping Wages	8,402	7,758	8,364	8,002	8,283	8,058	8,283	8,283	8,279	8,181	7,758	8,923	98,574	68,078
5316 - Painting Wages	2,699	2,494	2,441	2,389	2,520	3,046	3,044	2,993	2,924	3,085	2,268	3,348	33,251	57,741
5318 - General Maintenance Salaries	14,472	14,315	15,199	14,293	15,001	15,366	11,878	11,589	11,114	12,411	10,820	12,080	158,537	151,174
5322 - Air Conditioning wages	3,347	3,135	3,362	3,241	3,347	3,361	3,566	3,526	3,440	3,536	3,424	3,872	41,157	40,560
5325 - Bonuses	0	0	0	0	0	0	0	0	0	0	0	16,474	16,474	10,000
5330 - Health Benefits	10,962	(1,116)	10,962	(639)	12,553	(193)	5,795	5,899	7,690	15,959	(639)	7,670	74,901	107,213
5335 - Employee Lodging	2,800	2,800	2,800	2,800	2,800	7,520	3,120	3,120	3,440	3,120	3,120	3,120	40,560	33,600
5355 - FICA Payroll Taxes	2,648	3,415	3,632	3,471	3,609	3,827	3,620	3,591	2,558	3,695	3,375	4,976	42,417	49,032
5360 - Payroll Taxes FUTA	385	113	14	(5)	0	15	15	15	(4)	0	0	0	549	3,644
5365 - Payroll Taxes SUTA	59	49	51	1,527	372	298	291	240	230	251	181	333	3,881	2,883
5385 - Retirement Fund	510	0	860	0	674	335	513	168	503	342	346	342	4,593	3,000

Income and Expense Trend Report

Harbor Square, Inc.

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Payroll & Benefits														
5390 - Workers Compensation	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	(4,140)	(4,325)	2,183	13,362	24,294
5399 - EE Benefits,TDI	0	0	665	0	0	586	536	0	0	0	567	0	2,353	2,794
Total Payroll & Benefits	77,766	52,085	68,637	54,714	69,365	64,500	63,399	62,162	60,641	67,525	46,743	84,389	771,924	843,239
Insurance														
5405 - General Insurance	0	0	0	0	0	0	0	0	0	(3,382)	0	0	(3,382)	0
5410 - Fidelity Bond Insurance	0	50	25	25	25	25	25	25	25	25	25	25	301	301
5415 - D&O Insurance Premiums	0	4,255	2,128	2,128	2,128	2,128	2,128	2,128	2,128	2,128	2,128	2,128	25,532	30,112
5420 - Umbrella Liability Premiums	0	1,215	608	608	608	608	608	608	608	608	608	608	7,290	7,656
5440 - Mechanical Breakdown Insurance	0	139	69	69	69	69	69	69	69	69	69	69	832	847
5445 - General Liability Insurance Premium	0	5,268	2,634	2,634	2,634	2,634	2,634	2,634	2,634	2,634	2,634	2,634	31,606	34,764
5460 - Commercial Package Premiums	0	23,447	11,724	11,724	11,724	11,724	11,724	11,724	11,724	11,724	11,724	11,724	140,683	148,764
Total Insurance	0	34,374	17,187	17,187	17,187	17,187	17,187	17,187	17,187	13,805	17,187	17,187	202,862	222,444
Utilities														
6000 - Electric Service	40,538	38,350	40,086	44,303	37,875	40,025	37,731	36,585	41,755	40,445	41,878	37,633	477,203	476,256
6005 - Gas Service	1,752	2,258	1,388	1,602	476	1,176	1,363	2,887	1,077	1,076	1,238	1,311	17,605	19,793
6020 - Electricity,Air Conditioning	60,807	71,300	45,631	67,079	56,812	60,038	56,596	54,877	62,633	60,666	62,816	56,450	715,705	801,048
6025 - Water Service	9,112	9,078	8,787	7,430	6,906	4,361	19,611	9,018	10,395	7,417	9,271	8,686	110,071	84,418
6030 - Sewer Service	27,618	26,242	28,961	26,059	25,638	31,992	29,115	27,344	29,647	24,598	27,280	26,049	330,543	326,161
6035 - Trash and Recycling Service	5,182	4,693	4,693	4,693	4,693	4,506	4,693	4,693	4,693	4,693	4,693	4,693	56,622	55,619
6045 - Cable Service	21,163	22,535	20,070	25,070	22,544	22,535	22,544	22,864	22,643	22,607	22,607	22,607	269,786	264,396
6050 - Telephone Service	951	1,018	397	791	1,046	908	1,206	2,052	808	1,183	683	1,160	12,201	10,465
6060 - Electricity, Heat Pump	8,953	8,871	10,693	11,594	9,434	8,855	8,057	7,988	9,150	7,716	8,611	8,580	108,501	128,826
Total Utilities	176,076	184,344	160,706	188,620	165,424	174,396	180,916	168,308	182,801	170,401	179,077	167,169	2,098,237	2,166,982
Operations														
6320 - Depreciation Expense	0	0	0	0	0	55	0	0	0	0	0	0	55	0
Total Operations	0	0	0	0	0	55	0	0	0	0	0	0	55	0
Contracted Services														
6406 - Electrical Services	132	50	359	0	1,478	4,755	2,591	356	0	1,918	0	1,075	12,714	15,000
6408 - Elevator Services	8,525	(7,889)	7,834	6,614	16,444	13,481	5,659	6,576	8,525	6,616	5,964	6,588	84,937	81,871

Income and Expense Trend Report

Harbor Square, Inc.

As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Contracted Services														
6434 - Pest Control	408	0	1,225	408	0	408	408	408	408	408	431	485	4,998	4,948
6436 - Plumbing Services	525	1,413	1,738	(871)	1,107	2,473	17,563	17,831	9,019	3,381	6,281	2,443	62,903	28,000
6440 - Safety & Security	18,656	17,771	27,194	16,249	44,569	25,583	32,377	26,870	29,043	29,077	21,143	59,288	347,819	259,676
6446 - Window Cleaning Services	0	5,774	0	0	0	1,540	4,234	0	0	0	0	0	11,548	14,350
Total Contracted Services	28,246	17,119	38,349	22,400	63,598	48,240	62,831	52,041	46,995	41,400	33,820	69,879	524,919	403,845
Repair & Maintenance														
6515 - Building Repair & Maintenance	(2,799)	3,781	71,870	28,613	31,715	10,054	5,702	6,129	19,234	27,713	(52,577)	11,255	160,690	103,841
6540 - Amenities, Parking	0	0	0	0	0	0	0	0	0	0	0	0	0	360
6555 - Equipment Rental/Repair & Maintenance	29,154	4,113	1,256	1,243	11,564	1,160	3,737	0	245	1,377	272	3,212	57,334	44,941
6620 - Grounds Repair & Maintenance	1,133	1,773	523	262	2,351	5,766	4,553	417	0	785	262	262	18,087	12,352
6635 - Janitorial Supplies & Maintenance	264	0	3,186	675	1,104	592	3,266	812	393	885	900	689	12,768	7,200
6670 - Mechanical Systems Services & Supplies	6,227	0	40,129	2,392	12,049	1,805	10,998	1,815	3,197	1,815	5,330	6,174	91,932	42,128
6680 - Painting Services & Supplies	558	125	262	31	76	957	33	0	207	1,380	22	0	3,651	2,000
6700 - Pool Supplies/Repair & Maintenance	10	0	0	10,209	1,726	0	8,302	0	0	0	0	8,182	28,429	23,400
6715 - Reimbursable Repairs & Maintenance	0	0	0	0	0	0	0	(100)	0	0	0	0	(100)	0
Total Repair & Maintenance	34,547	9,792	117,227	43,426	60,585	20,334	36,592	9,074	23,276	33,956	(45,791)	29,773	372,790	236,222
Professional Services														
7000 - Audit & Tax Services	0	20,000	0	0	22,705	0	0	0	0	9,000	16,000	0	67,705	25,000
7030 - Legal Services - General Counsel	785	77	0	882	12,687	(8,181)	76	0	0	0	0	569	6,895	12,000
7040 - Management Fees	5,236	5,236	5,236	5,236	5,236	5,236	5,236	5,236	5,236	5,236	5,236	5,236	62,827	62,827
7095 - Professional Fees, Common	513	277	199	21	145	4,660	42	32,618	42	21	0	37,429	75,966	27,110
Total Professional Services	6,534	25,590	5,435	6,138	40,773	1,714	5,353	37,853	5,277	14,257	21,236	43,233	213,393	126,937
Association Owned Unit Expenses														
8900 - Maintenance Fees Expense	(2,162)	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	3,706	38,606	0
8905 - Owned Unit Repair & Maintenance	348	547	348	0	649	1,314	678	654	1,029	655	1,005	654	7,881	2,500
Total Association Owned Unit Expenses	(1,814)	4,253	4,054	3,706	4,355	5,020	4,384	4,361	4,735	4,361	4,711	4,361	46,487	2,500
Taxes														
9000 - Federal Income Tax	0	0	0	0	(714)	(714)	0	0	0	40,168	0	0	38,741	0
9005 - State Income Tax	0	0	0	0	0	0	0	0	0	8,645	(4,469)	0	4,176	0

Income and Expense Trend Report
Harbor Square, Inc.
As of December 31, 2020

Account Description	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Full Year Actual	Total Budget
Taxes														
9025 - General Excise Tax	729	1,111	1,064	821	808	868	1,503	961	925	964	1,012	941	11,707	13,550
Total Taxes	729	1,111	1,064	821	94	155	1,503	961	925	49,777	(3,457)	941	54,624	13,550
Other Expenses														
9105 - Reserve Contribution Expense	27,799	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	333,665	333,674
Total Other Expenses	27,799	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	27,806	333,665	333,674
Reserve Expenses														
9800 - Repair & Replacement Expenses	0	0	0	0	0	0	0	0	0	0	72,795	0	72,795	0
9906 - Mechanical Equipment Expenses	4,643	0	0	3,193	0	0	0	0	0	0	0	0	7,836	0
Total Reserve Expenses	4,643	0	0	3,193	0	0	0	0	0	0	72,795	0	80,631	0
Total Expense	362,516	362,906	447,925	382,014	456,056	381,762	409,373	386,484	382,640	429,319	359,137	451,247	4,811,378	4,696,497
All Departments Summary	63,175	61,738	(23,076)	31,325	(35,758)	52,635	14,288	33,763	39,788	(5,842)	63,249	(20,229)	275,058	(2)

Investment Listing Report

Harbor Square, Inc.

As of Thu Dec 31, 2020

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Operating Funds							
1001 - OP CASH,CIT,4827 CIT Bank	****4827	Other	5,885.53	0.050%	01/01/2012	0	
1221 - Petty Cash - HSB Debit Card HomeStreet Bank Debit Card	****0279	Other	5,000.00	0.001%	02/01/2018	0	
Total Operating Funds:			10,885.53				
Reserve Funds							
1337 - RSV ICS MOB 971 MUTUAL OF OMAHA	****4971	Money Market	2,613,577.95	0.300%	04/02/2020	0	
1340 - RSV MMK, HSB 4790 HOMESTREET BANK	****4790	Money Market	22,768.54	0.450%	03/21/2016	0	
1356 - RSV CD CPB 1866 Central Pacific Bank	****1866	Certificate of Deposit	246,438.68	0.100%	12/16/2020	6	06/16/2021
1474 - RSV SAV,HCCU,1338 HAWAII CENTRAL FEDERAL CREDIT UNION	****1338	Other	513,756.16	0.050%	04/11/2014	0	
1475 - RSV SAV MS 3794 Morgan Stanley	****3794	Savings Account	504,897.09	2.050%	09/27/2019	0	
Total Reserve Funds:			3,901,438.42				
Total Harbor Square, Inc.:			3,912,323.95				



Harbor Square



Reserve Study Annual Update January 1, 2021

Associa Hawaii Reserve Study Division

Pacific Guardian Center - Mauka Tower
737 Bishop Street #3100, Honolulu, HI 96813
reserves@associahawaii.com Phone: 808-836-0911

Disclosure Statement

A Reserve Study Annual Update was prepared using the cash flow method of analysis for **Harbor Square** utilizing data provided by the Board of Directors combined with data from prior Reserve Studies performed for the Association. This Reserve Study has been prepared for the fiscal year ending **December 31, 2021**. Before estimating the Reserve fund beginning balance for fiscal year **2021**, the remaining monthly Reserve contributions and planned capital expenditures for the current fiscal year were accounted for. Interest earned on Reserve contributions is included as part of the funding plan and must remain in the Reserve accounts. Therefore, it is estimated that the FY **2021** beginning Reserve fund balance will be approximately **\$3,867,413**.

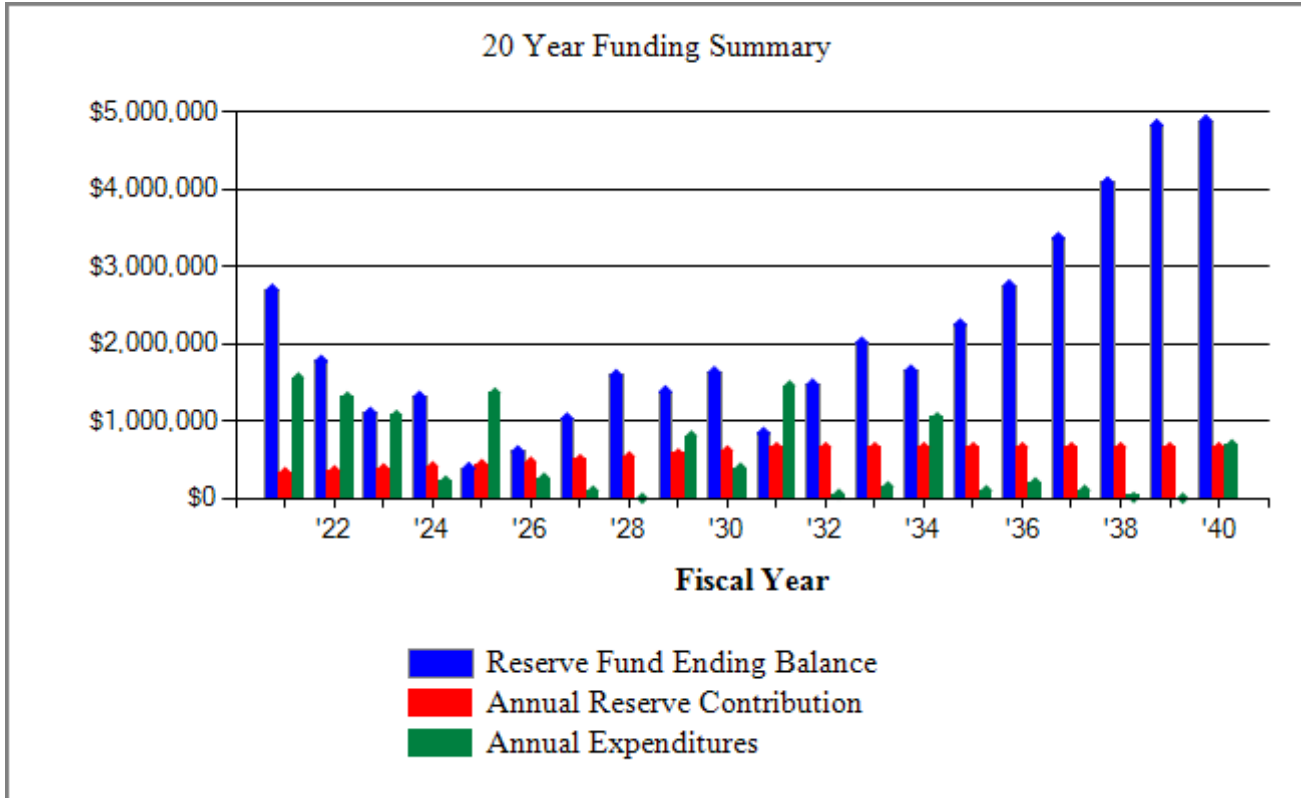
According to the cash flow funding plan the Association will collect **\$333,672** in FY **2021**. The 20-year funding plan may require future increased annual contributions as reflected in this Reserve Study. The Association's Funding Plan will meet projected future capital expenditure requirements and provides for Reserve fund balances that comply with HRS 514B-148. The Reserve Study was approved by the Board of Directors as part of the FY **2021** Budget.

The Reserve Study is a requirement of HRS 514B-148. It is important to recognize that a Reserve Study is a financial forecast of planned contributions and expenditures required to maintain the capital components of the project. Hawaii Law requires the Association to use reasonable efforts to project inflation, interest income, component inventory, component life & remaining life, and replacement costs of the project's components for a 20-year period.

By its nature, a Reserve Study is a budgeting tool, or an estimate, used for annual budgeting purposes. It is not an audit, quality inspection, or a guarantee of forecasted results. The Reserve Study is an independent report performed as an aid for planning and budgeting purposes and is not an accounting tool. Since it deals with events yet to take place, there is no assurance that the results enumerated within it will, in fact, occur as described. It has been assumed, unless otherwise noted in this report, that all assets have been designed and constructed properly and that each estimated useful life of a component will be in accordance with the industry standard or manufacturer's specifications. The predictability and replacement cost of some components may be difficult to estimate due to wide variances in the predicted useful life.

The FY **2021** Reserve Study reflects that AOA **Harbor Square** has complied with the Reserve requirements of HRS 514B-148, provided that the Association implements the funding plan as outlined in this Reserve Study. The Board of Directors provided the component data and funding plan for this study based on its experience with the project. This Reserve Study is valid only for the fiscal year it was prepared for and should be updated annually to comply with HRS 514B – 148.

Harbor Square Reserve Study Overview



This graph provides a summary of the Association's 20 year funding plan. It reflects the planned annual Reserve expenditures, annual Reserve contributions and anticipated Reserve fund ending balances. The green bar generally should not be taller than the blue bar, except for years that have planned large expenditures. The blue bar should never be \$0 or negative and the red bar should be consistent, or increase, over the 20-year funding plan and ideally does not decrease.

Reserve Study Financial Summary FY 2021

Reserve Fund Balance:	\$3,867,413
Annual Contribution:	\$333,672
Reserve Fund Expenditures:	\$1,557,708
Total Reserve Replacement Cost:	\$9,049,724
Funding Type:	Cash Flow

Reserve Funding Plan – Next 4 Years

Year	Annual Contribution
2021	\$333,672
2022	\$357,029
2023	\$382,021
2024	\$408,763

Year Built	January 1, 1971
Number of Units	370
Inflation	3%
Interest	2%
Monthly Contribution	\$27,806
Average contribution per unit per month: \$75	

Harbor Square
 Honolulu, Hi
Current Assessment Funding Model Summary

Report Date	January 1, 2021
Account Number	038
Budget Year Beginning	January 1, 2021
Budget Year Ending	December 31, 2021
Total Units	370

Report Parameters	
Inflation	3.00%
Interest Rate on Reserve Deposit	2.00%
2021 Beginning Balance	\$3,867,413

Current Assessment Funding Model Summary of Calculations	
Required Month Contribution	\$27,806.00
<i>\$75.15 per unit monthly</i>	
Average Net Month Interest Earned	<u>\$4,188.07</u>
Total Month Allocation to Reserves	\$31,994.07
<i>\$86.47 per unit monthly</i>	

**Harbor Square
Current Assessment Funding Model Projection**

Beginning Balance: \$3,867,413

Year	Current Cost	Annual Contribution	Annual Interest	Annual Expenditures	Projected Ending Reserves
2021	9,049,724	333,672	50,257	1,557,708	2,693,634
2022	9,271,163	357,029	31,832	1,309,351	1,773,144
2023	8,410,009	382,021	18,294	1,073,081	1,100,379
2024	8,644,220	408,763	22,147	223,884	1,307,404
2025	8,885,097	437,376	3,660	1,362,277	386,163
2026	9,132,830	467,992	7,639	260,410	601,385
2027	9,387,619	500,752	15,726	92,665	1,025,198
2028	9,649,668	535,804	26,533		1,587,536
2029	9,919,186	573,311	22,035	805,457	1,377,424
2030	10,196,391	613,442	26,605	390,567	1,626,905
2031	10,481,505	656,383	10,621	1,455,180	838,729
2032	10,774,756	656,383	23,040	51,708	1,466,444
2033	11,076,381	656,383	33,742	149,185	2,007,385
2034	11,386,622	656,383	26,611	1,043,427	1,646,953
2035	11,705,730	656,383	38,410	98,464	2,243,282
2036	12,033,961	656,383	48,393	200,186	2,747,872
2037	12,371,580	656,383	60,537	103,143	3,361,650
2038	12,718,860	656,383	74,784	11,066	4,081,751
2039	13,076,081	656,383	89,542		4,827,676
2040	13,443,531	656,383	90,636	691,741	4,882,955

**Harbor Square
Annual Expenditure Detail**

Description	Expenditures
Replacement Year 2021	
Domestic Water Booster Pumps	12,360
Elevator Lobby Refub-Commercial	48,410
Exhaust Fan - 1-1/4 HP (TT)	7,725
Exhaust Fans	68,495
Exterior Painting - 1st-7th Floors	546,334
Exterior Painting - Garage	55,918
Exterior Painting - Residential	536,904
Heat Pump	95,989
Insulate Chill Water Risers	20,082
Irrigation System	8,240
Laundry Room Refurbish TT	6,180
Pool Bathrooms	60,000
Pool Furniture	20,000
Pool Mechanicals	4,120
Trash Chute Door Repairs/Re-Line	66,950
Total for 2021	\$1,557,708
Replacement Year 2022	
Air Handler Unit - 27th Floor HT	26,522
Booster Pumps	47,885
Chill Water Expansion Tank	66,205
Cooling Towers VFD Controllers x 4	14,075
Fire Alarm System Upgrade	1,088,888
Fire Cabinets with Hoses	23,340
Fire Extinguishers	6,896
Metal Fire Doors	25,462
Office Equipment/Furniture	6,896
Roof Fire Doors	3,183
Total for 2022	\$1,309,351
Replacement Year 2023	
Air Handler Unit - 4th Floor Parking	18,576
Elevator Modernization - Mech (HT)	491,727
Elevator Modernization - Mech (OFF)	163,909
Elevator Modernization - Mech (TT)	327,818

**Harbor Square
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 2023 continued...</i>	
Replace Cooling Tower Fan Blades	28,961
Replace Digital Meters	42,090
Total for 2023	<u>\$1,073,081</u>
Replacement Year 2024	
Backflow Preventer - Commercial	5,535
Fresh Air Fans - (17)	184,583
Pool Tile & Plaster	33,765
Total for 2024	<u>\$223,884</u>
Replacement Year 2025	
Air Handler Unit - 6th Floor Parking	29,390
Backflow Preventer - Residential	9,875
Chiller	896,399
Elevator/Commercial Lobby Renovation	67,238
Hallway Carpet HT TT	330,393
Stairway Lighting	28,982
Total for 2025	<u>\$1,362,277</u>
Replacement Year 2026	
Emergency Generator	125,375
Hot Water Tanks (Pool Deck)	135,034
Total for 2026	<u>\$260,410</u>
Replacement Year 2027	
Elevator Cab Refurbish (HT)	50,966
Elevator Cab Refurbish (TT Apt)	41,699
Total for 2027	<u>\$92,665</u>
<i>No Replacement in 2028</i>	
Replacement Year 2029	
Fresh Air Fans Filter Rack (2)	32,619
Lighting	65,239

**Harbor Square
Annual Expenditure Detail**

Description	Expenditures
<i>Replacement Year 2029 continued...</i>	
Pool Mechanicals	5,219
Recreation Deck Waterproofing	702,380
Total for 2029	\$805,457
Replacement Year 2030	
Commercial Lobbys	82,651
Fire Extinguishers	8,735
Lobby Refurbishment HT	93,087
Lobby Refurbishment TT	101,940
Security Access System	104,154
Total for 2030	\$390,567
Replacement Year 2031	
27th and 7th Floor Riser Valves	10,677
Chill Water Air Handler Commercial 10hp Pump	3,461
Enterphone HT	3,080
Enterphone TT	3,080
Exterior Painting - 1st-7th Floors	665,978
Exterior Painting - Garage	68,164
Exterior Painting - Residential	654,483
Irrigation System	11,074
Laundry Room Refurbish TT	8,305
Pool Furniture	26,879
Total for 2031	\$1,455,180
Replacement Year 2032	
Chainlink Fence	24,238
Chill Water Air Handles Commercial 4th and 5th floor	18,203
Office Equipment/Furniture	9,267
Total for 2032	\$51,708
Replacement Year 2033	
6th Floor Riser Valves, Drains and Water Lines	149,185
Total for 2033	\$149,185

**Harbor Square
Annual Expenditure Detail**

Description	Expenditures
Replacement Year 2034	
Cooling Towers	1,043,427
Total for 2034	<u>\$1,043,427</u>
 Replacement Year 2035	
Mail Boxes	9,659
Main Lobby Furniture	70,109
Pressure Regulators	18,696
Total for 2035	<u>\$98,464</u>
 Replacement Year 2036	
Elevator Lobby Refub-Commercial	75,421
Insulate Chill Water Risers	31,287
Pool Bathrooms	93,478
Total for 2036	<u>\$200,186</u>
 Replacement Year 2037	
Booster Pumps	74,603
Cooling Towers VFD Controllers x 4	21,928
Pool Mechanicals	6,611
Total for 2037	<u>\$103,143</u>
 Replacement Year 2038	
Fire Extinguishers	11,066
Total for 2038	<u>\$11,066</u>
 <i>No Replacement in 2039</i>	
 Replacement Year 2040	
Elevator/Commercial Lobby Renovation	104,754
Hallway Carpet HT TT	514,742
Lobby Door TT	27,092
Stairway Lighting	45,153
Total for 2040	<u>\$691,741</u>

**Harbor Square
Component Summary**

Description	Date In Service	Replacement Year	Useful Life	Adjustment	Remaining Life	Current Cost	Future Cost
27th and 7th Floor Riser Valves	1/1/2011	2031	20		10	\$7,944	\$10,677
6th Floor Riser Valves, Drains and Water Lines	1/1/2011	2033	22		12	\$104,636	\$149,185
Air Handler Unit - 27th Floor HT	1/1/1992	2022	20	10	1	\$25,750	\$26,522
Air Handler Unit - 4th Floor Parking	1/1/1998	2023	25		2	\$17,510	\$18,576
Air Handler Unit - 6th Floor Parking	1/1/2000	2025	25		4	\$26,113	\$29,390
Backflow Preventer - Commercial	1/1/2001	2024	20	3	3	\$5,066	\$5,535
Backflow Preventer - Residential	1/1/2005	2025	20		4	\$8,774	\$9,875
Booster Pumps	1/1/2005	2022	15	2	1	\$46,490	\$47,885
Built-Up Roofing (HT & TT)	1/1/2011	2041	30		20	\$482,059	\$870,651
Chainlink Fence	12/31/2012	2032	20		11	\$17,510	\$24,238
Chill Water Air Handler Commercial 10hp Pump	1/1/2011	2031	20		10	\$2,575	\$3,461
Chill Water Air Handles Commercial 4th and 5th floor	1/1/2012	2032	20		11	\$13,150	\$18,203
Chill Water Expansion Tank	1/1/2002	2022	20		1	\$64,277	\$66,205
Chiller	1/1/2000	2025	25		4	\$796,439	\$896,399
Commercial Lobbys	1/1/2015	2030	15		9	\$63,345	\$82,651
Cooling Towers	1/1/2003	2034	25	6	13	\$710,523	\$1,043,427
Cooling Towers VFD Controllers x 4	1/1/2001	2022	15	6	1	\$13,665	\$14,075
Domestic Water Booster Pumps	1/1/2000	2021	20	1	0	\$12,360	\$12,360
Electric Transfer Switch Gear	1/1/2010	2050	40		29	\$406,850	\$958,769
Electric Transfer Switch Gear	12/31/2011	2051	40		30	\$205,562	\$498,954
Elevator Cab Refurbish (HT)	1/1/2012	2027	15		6	\$42,683	\$50,966
Elevator Cab Refurbish (TT Apt)	1/1/2012	2027	15		6	\$34,922	\$41,699
Elevator Lobby Refub-Commercial	1/1/2003	2021	15	3	0	\$48,410	\$48,410
Elevator Modernization - Mech (HT)	1/1/1987	2023	30	6	2	\$463,500	\$491,727
Elevator Modernization - Mech (OFF)	1/1/1987	2023	30	6	2	\$154,500	\$163,909
Elevator Modernization - Mech (TT)	1/1/1987	2023	30	6	2	\$309,000	\$327,818
Elevator/Commercial Lobby Renovation	1/1/2010	2025	15		4	\$59,740	\$67,238
Emergency Generator	12/31/1996	2026	20	10	5	\$108,150	\$125,375
Enterphone HT	1/1/2016	2031	15		10	\$2,292	\$3,080
Enterphone TT	1/1/2016	2031	15		10	\$2,292	\$3,080
Exhaust Fan - 1-1/4 HP (TT)	1/1/1992	2021	20	9	0	\$7,725	\$7,725
Exhaust Fans	1/1/1992	2021	20	9	0	\$68,495	\$68,495
Exterior Painting - 1st-7th Floors	12/31/2010	2021	10	1	0	\$546,334	\$546,334

**Harbor Square
Component Summary**

Description	Date In Service	Replacement Year	Useful Life	Adjustment	Remaining Life	Current Cost	Future Cost
Exterior Painting - Garage	12/31/2010	2021	10	1	0	\$55,918	\$55,918
Exterior Painting - Residential	12/31/2010	2021	10	1	0	\$536,904	\$536,904
Fire Alarm System Upgrade	1/1/2022	2072	50		1	\$1,088,888	\$1,088,888
Fire Cabinets with Hoses	12/31/2002	2022	20		1	\$22,660	\$23,340
Fire Extinguishers	12/31/2009	2022	8	5	1	\$6,695	\$6,896
Fresh Air Fans - (17)	1/1/2004	2024	20		3	\$168,920	\$184,583
Fresh Air Fans Filter Rack (2)	12/31/2004	2029	25		8	\$25,750	\$32,619
Hallway Carpet HT TT	12/31/2010	2025	15		4	\$293,550	\$330,393
Heat Pump	12/31/2006	2021	20	-5	0	\$95,989	\$95,989
Hot Water Tanks (Pool Deck)	12/31/2006	2026	20		5	\$116,482	\$135,034
Insulate Chill Water Risers	1/1/2001	2021	15	5	0	\$20,082	\$20,082
Irrigation System	1/1/2008	2021	10	3	0	\$8,240	\$8,240
Laundry Room Refurbish TT	12/31/2009	2021	10	2	0	\$6,180	\$6,180
Lighting	12/31/2014	2029	15		8	\$51,500	\$65,239
Loading Bay	1/1/2011	2051	40		30	\$51,658	\$125,387
Lobby Door HT	1/1/2015	2045	30		24	\$22,955	\$46,662
Lobby Door TT	1/1/2010	2040	30		19	\$15,450	\$27,092
Lobby Refurbishment HT	1/1/2015	2030	15		9	\$71,343	\$93,087
Lobby Refurbishment TT	1/1/2015	2030	15		9	\$78,129	\$101,940
Mail Boxes	1/1/2015	2035	20		14	\$6,386	\$9,659
Main Lobby Furniture	12/31/2015	2035	20		14	\$46,350	\$70,109
Metal Fire Doors	1/1/1987	2022	25	10	1	\$24,720	\$25,462
Office Equipment/Furniture	1/1/2004	2022	10	8	1	\$6,695	\$6,896
Pool Bathrooms	1/1/2016	2021	15	-10	0	\$60,000	\$60,000
Pool Furniture	12/31/2013	2021	10	-2	0	\$20,000	\$20,000
Pool Mechanicals	12/31/2005	2021	8	8	0	\$4,120	\$4,120
Pool Tile & Plaster	12/31/2004	2024	20		3	\$30,900	\$33,765
Pressure Regulators	1/1/2020	2035	15		14	\$12,360	\$18,696
Recreation Deck Waterproofing	1/1/2014	2029	15		8	\$599,474	\$702,380
Reinsulate `2" Exposed Chiller Lines	1/1/2012	2062	50		41	\$103,000	\$346,070
Replace Cooling Tower Fan Blades	1/1/2003	2023	20		2	\$27,298	\$28,961
Replace Digital Meters	1/1/2003	2023	20		2	\$39,674	\$42,090
Replace Transformer Commerical Garage 6th Flr	1/1/2007	2057	50		36	\$173,539	\$502,963
Roof Drains	12/31/2011	2041	30		20	\$14,901	\$26,913
Roof Fire Doors	1/1/1987	2022	25	10	1	\$3,090	\$3,183

**Harbor Square
Component Summary**

Description	Date In Service	Replacement Year	Useful Life	Adjustment	Remaining Life	Current Cost	Future Cost
Security Access System	1/1/2015	2030	15		9	\$79,825	\$104,154
Stairway Lighting	1/1/2010	2025	15		4	\$25,750	\$28,982
Transformers HT x4	1/1/2010	2060	50		39	\$88,760	\$281,106
Trash Chute Door Repairs/Re-Line	12/31/1996	2021	20	5	0	\$66,950	\$66,950

Harbor Square, AOA
Insurance Summary
Date Prepared: December 29, 2020

Insurance Associates, Inc.
800 Bethel Street, Suite #200
Honolulu, HI 96813

Agent: Sue Savio
Direct Line: 808.526.9271
Direct Fax: 808.792.5371
sue@insuringhawaii.com

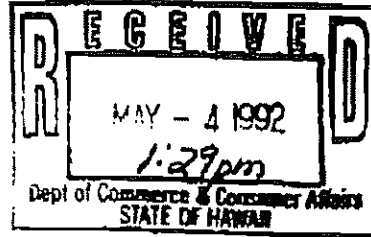
Coverage	Limits	Term	Policy Period	Annual Premium	Insurance Company	Comments
Property Including Equipment Breakdown Building Replacement Cost Building Ordinance / Increased Construction Cost Business Personal Property Deductible (all other perils excluding hurricane) Hurricane Deductible (1% of the building value)	\$ 121,300,938 \$ 2,000,000 \$ included \$ 5,000 \$ 1,213,009	Annual	12/31/20 – 12/31/21	\$ 200,874	DB Insurance Company, Ltd.	<i>Agent for this coverage is Travis Kinoshita 808.592.4234</i>
Commercial General Liability General Aggregate Personal & Advertising Injury Each Occurrence Fire Damage (any one fire) Medical Expense (any one person) Hired/Non-Owned Automobile (occurrence)	\$ 2,000,000 \$ 1,000,000 \$ 1,000,000 \$ 100,000 \$ 5,000 \$ 1,000,000	Annual	12/31/20 – 12/31/21	\$ 20,027	DB Insurance Company, Ltd..	<i>Agent for this coverage is Travis Kinoshita 808.592.4234</i>
Commercial Umbrella Each Occurrence Liability Aggregate Limit Retained Limit	\$ 10,000,000 \$ 10,000,000 \$ 0	Annual	12/31/20 – 12/31/21	\$ 7,772	Fireman's Fund Insurance Company	Provides coverage above the Directors' & Officers' Policy
Storage Tank Liability and Cleanup Each Claim Total for all Claims	\$ 1,000,000 \$ 1,000,000	Annual	08/08/20 – 08/08/21	\$ 930	Nautilus Insurance Company	
Directors' and Officers' Liability Each Claim Aggregate Limit of Liability Retention – each claim other than employment practices Retention – each employment practices claim	\$ 2,000,000 \$ 2,000,000 \$ 75,000 \$ 25,000	Annual	12/31/20 – 12/31/21	\$ 33,327	Ironshore Indemnity	
Fidelity Bond and Other Crime Coverages Deductible	\$ 200,000 \$ 1,000	Annual	12/31/20 – 12/31/21	\$ 894	Great American Insurance Company	
Workers' Compensation and Employers' Liability Bodily Injury by Accident (each accident) Bodily Injury by Accident (each employee) Bodily Injury by Accident (policy limit)	Statutory \$ 500,000 \$ 500,000 \$ 500,000	Annual	03/12/20 – 03/12/21	\$ 30,666	FirstComp Insurance Company	
Temporary Disability Insurance (TDI)	Statutory	Annual	Continuous until cancelled	Based on Payroll Audit	Hartford Life & Accident	Required by State Law, subject to audit

This summary is a brief outline of your insurance policies and is a matter of information only. It does not amend, extend or alter the coverage's afforded by the companies. You must refer to the provisions found in your policies for the details of your coverage's, terms, conditions and exclusions that apply.


STATE OF HAWAII
 DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
 Business Registration Division
 1010 Richards Street
 Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810

In the Matter of the)
 Incorporation)
 of)
 HARBOR SQUARE, INC.)

ARTICLES OF INCORPORATION



I HEREBY CERTIFY that this is a true and correct copy of the original recorded in this office.



Richard H. Thomason
 DIRECTOR OF COMMERCE AND CONSUMER AFFAIRS

By: *Stephanie Nakamura*
 BUSINESS REGISTRATION ASSISTANT

Date: *May 5, 1992*

RICHARD H. THOMASON
 DINMAN, NAKAMURA,
 ELISHA & LAHNE
 Ocean View Center, PH-1
 707 Richards Street
 Honolulu, Hawaii 96813

IN THE DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
STATE OF HAWAII

In the Matter of the Incorporation)
)
 of)
)
 HARBOR SQUARE, INC.)
_____)

ARTICLES OF INCORPORATION

The undersigned, desiring to form a nonprofit corporation under the provisions of Chapter 415B, Hawaii Revised Statutes, hereby execute the following Articles of Incorporation.

ARTICLE I

Corporate Name

The name of the Corporation shall be HARBOR SQUARE, INC.

ARTICLE II

Place of Business

The place of the principal office of the Corporation shall be in Honolulu, City and County of Honolulu, State of Hawaii. The street or mailing address of the initial office of the Corporation will be Harbor Square, Inc. c/o Chaney Brooks & Company, 606 Coral Street, Honolulu, Hawaii 96813.

ARTICLE III

Period of Duration

The duration of the Corporation shall be perpetual.

ARTICLE IV

Corporate Purposes

The specific purpose for which the Corporation is organized is for the acquisition, ownership, administration, fiscal manage-

ment, and operation of the lessors' and sublessor's interests in the land and improvements appurtenant to the HARBOR SQUARE condominium project as defined by the Declaration of Horizontal Property Regime of HARBOR SQUARE dated April 15, 1970, recorded in the Bureau of Conveyances of the State of Hawaii in Book 6978, Page 1 and also filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 499418 (the "Declaration"), and the By-Laws of the Corporation (the "By-Laws"), as each of the same have been and may hereafter be amended from time to time, for the use and benefit of the Harbor Square apartment owners and for no other purpose.

ARTICLE V

Corporate Powers

Section 5.1 Powers. The Corporation shall have all powers to effect any or all of the purposes for which the Corporation is organized or which may hereafter be provided for by law, and those which may be implied therefrom including but not limited to the powers set forth in §415B-5, as the same may be amended from time to time, and the power to sell and/or convey all or any portion of the above-referenced interests to the Harbor Square apartment lessees upon such terms and conditions, including but not limited to price, as the Board of Directors deems appropriate under the circumstances and to assign, mortgage, transfer, convey, and otherwise deal with and dispose of the above-mentioned interests.

Section 5.2 Scope. The foregoing powers shall be liberally construed and shall not be deemed to exclude by inference any powers which the Corporation is or may become empowered to exercise, whether expressly or impliedly through the reasonable construction of any applicable laws now or hereafter in effect.

ARTICLE VI

Members

The Corporation is nonprofit in nature and shall not authorize or issue any shares of stock. Each person who is an apartment owner, except the owner(s) of Apartment No. 3, of the HARBOR SQUARE condominium project shall be a member of the Corporation. As used herein, the term "apartment owner" shall have the same meaning as that term is defined in the Condominium Property Act (the "Act"), the Declaration, and the By-Laws, as each of the same have been and may hereafter be amended from time to time. No dividends shall be paid and no part of the income or profit of the Corporation shall be distributed to its members, directors, or officers except as permitted by law for services actually rendered to the Corporation, and except upon liquidation of its property as provided for in Article XIII hereof.

ARTICLE VII

Directors and Officers

Section 7.1 Board of Directors. The Board of Directors of the Corporation shall consist of nine (9) persons who shall be the persons duly elected as directors of the Association of Apartment Owners of Harbor Square (the "Association"). At all times that the laws of the State of Hawaii shall so require, at least one director shall be a resident of the State of Hawaii. The directors shall be elected or appointed, may be removed from office, and all vacancies in the office of a director shall be filled, in the manner and for the terms of office provided for in the By-Laws.

Section 7.2 Officers. The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer, who shall be the persons who fill those offices in the Association. The Corporation may have an assistant secretary and/or assistant treasurer if necessary as determined by the Board of Directors. The officers shall have the powers, perform the duties and be appointed as shall be determined by the Board of Directors and the By-Laws. Any person may hold two or more offices of the Corporation.

Section 7.3 Initial Officers and Directors. The names and residence addresses of the initial officers and directors are:

<u>NAME</u>	<u>RESIDENCE ADDRESS</u>
Robert B. Graham, Jr., President & Director	700 Richards Street, #2105 Honolulu, Hawaii 96813
Frank Spillman Vice President & Director	700 Richards Street, #1509 Honolulu, Hawaii 96813
Lorraine Hill Secretary & Director	225 Queen Street, #26F Honolulu, Hawaii 96813
Robert Paris, Treasurer & Director	850 Richards Street, #601 Honolulu, Hawaii 96813
P. Pasha Baker, Director	700 Richards Street, #2209 Honolulu, Hawaii 96813
Jeanell Bowman, Director	1634 Nuuanu Avenue, #404 Honolulu, Hawaii 96817
J. Patrick Corrigan, Director	700 Richards Street, #2709 Honolulu, Hawaii 96813

Peter R. Cumpston, Director

1088 Bishop Street, #1101
Honolulu, Hawaii 96813

Robert P. Corboy, Director

700 Richards Street, #2705
Honolulu, Hawaii 96813

ARTICLE VIII

Powers of the Board of Directors

Section 8.1 Authority. All the powers and authority of the corporation shall be vested in and may be exercised by the Board of Directors, except as otherwise provided by these Articles of Incorporation, or the By-Laws.

Section 8.2 Powers. The Board of Directors shall have the powers established therefor by the Act, the Declaration, and the By-Laws and no other powers whatsoever.

ARTICLE IX

By-Laws

The By-Laws of the Corporation shall be the by-laws of the Association of Apartment Owners of HARBOR SQUARE attached to the Declaration and incorporated therein by reference, as the same have been amended from time to time, except that those provisions of the Association's by-laws which pertain solely to the administration of the HARBOR SQUARE condominium project shall not apply. The By-Laws may be amended only as provided in the Act, the Declaration, and the By-Laws, as amended.

ARTICLE X

Director or Officer Conflicts of Interest

Section 10.1 Disclosure; Voting and Participation at Meetings. No director shall vote on any issue as to which he or she has a conflict of interest or be present when such issue is debated or discussed. Each director shall disclose the nature of any conflict of interest prior to the vote on any such matter at a Board meeting, and the minutes of the meeting shall record the fact that such a disclosure was made. As to any issue concerning which a director has a conflict of interest, the vote of a majority of the disinterested directors shall be deemed to be the vote of the Board for all purposes. In the event that the number of directors who do not have a conflict of interest with respect to a given issue is less than a quorum, then a quorum shall consist

of such disinterested directors for purposes of voting on that issue only. In the event that all directors have a conflict of interest on a given issue, the President shall appoint a committee of not less than three (3) nor more than five (5) disinterested owners who shall act as the Board for the purposes of that issue only, and the decision thereof shall be binding upon the apartment owners in the same manner as a decision of the Board.

Section 10.2 Effect. No contract or other transaction between the Corporation and any other person, firm, corporation, association or other organization, and no act of the Corporation, shall in any way be affected or invalidated by the fact that any of the directors or officers of the Corporation are parties to such contract, transaction or act or are pecuniarily or otherwise interested in the same or are directors or officers or members of any such other firm, corporation, association or other organization, provided that the interest of such director shall be disclosed and said transaction is authorized or approved by vote or consent sufficient for that purpose as provided hereinabove without counting the votes or consents of such interested officers or directors, and the contract or transaction is fair and reasonable to the Corporation.

Section 10.3 Liability. Neither any director nor officer of the Corporation, being so interested in any such contract, transaction, or act of the Corporation which shall be approved by the Board of Directors as aforesaid, nor any such other person, firm, corporation, association or other organization in which such director or officer may be a director, officer or member, shall be liable or accountable to the Corporation, or to any member thereof, solely by reason of being an interested person, for any loss incurred by the Corporation pursuant to or by reason of such contract, transaction or act, or for any gain received by any such other party pursuant thereto or by reason thereof.

Section 10.4. Scope of Article. For the purposes of this Article 10, "conflict of interest" shall mean that a director has a direct personal or pecuniary interest not common to other members of the Corporation, provided that a director shall not be deemed to have a conflict of interest solely on account of the fact that the director's apartment is or may be affected by the matter to be voted upon. A director who is a plaintiff in any proceeding against the Corporation or is a defendant in any proceeding brought by the Corporation shall be conclusively deemed to have a conflict of interest with regard to such proceeding.

ARTICLE XI

No Member Liability

No member shall be liable for the debts of the Corporation beyond the amount which represents that member's pro rata share of

such liability determined in the same manner as the member's share of the Association's common expenses as set forth in the Declaration.

ARTICLE XII

Indemnification of Directors and Officers

Section 12.1 Indemnification Generally. The Corporation shall indemnify each person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation) by reason of the fact that he is or was a director or officer of the Corporation or of any division of the Corporation, or is or was serving at the request of the Corporation as a director or officer of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines, settlements, and other amounts actually and reasonably incurred by him in connection with such action, suit or proceeding if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceedings, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the Corporation or, with respect to any criminal action or proceeding, create a presumption that the person had reasonable cause to believe that his conduct was unlawful.

Section 12.2 Suits by or in the Right of the Corporation. The Corporation shall indemnify each person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he is or was a director or officer of the Corporation or of any division of the Corporation, or is or was serving at the request of the Corporation as a director or officer of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by him in connection with the defense or settlement of such action or suit if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Corporation and except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his duty to the Corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudica-

tion of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such court shall deem proper.

Section 12.3 Effect of Success in Defense. To the extent that a director or officer of the Corporation or of any division of the Corporation, or a person serving at the request of the Corporation as a director or officer of another corporation, partnership, joint venture, trust or other enterprise, has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Sections 12.1 and 12.2, or in defense of any claim, issue or matter therein, he shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him in connection therewith.

Section 12.4 Authorization for Indemnification. Any indemnification under Section 12.1 and 12.2 of this Article (unless ordered by a court) shall be made by the Corporation only if authorized in the specific case upon a determination that indemnification of the director or officer is proper in the circumstances because he has met the applicable standard of conduct set forth in Section 12.1 or 12.2. Such determination may be made:

- (1) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding; or
- (2) if such a quorum is not obtainable, or, even if obtainable a quorum of disinterested directors so directs, by independent legal counsel in a written opinion to the Corporation;
- (3) if a quorum of disinterested directors so directs, by a majority of the members; or
- (4) the court in which such proceeding is or was pending upon application made by the Corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney or other person is opposed by the Corporation.

Section 12.5 Expenses. Expenses incurred in defending any action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Directors in a particular case upon receipt of an undertaking by or on behalf of the director or officer to repay such amount unless it shall ultimately be determined that he is entitled to be indemnified by the Corporation as authorized in this article.

Section 12.6 Indemnification Not Exclusive. The indemnification provided by this article shall not be deemed exclusive of any

other rights to which those indemnified may be entitled and shall continue as to a person who has ceased to be a director or officer and shall inure to the benefit of the heirs, executors and administrators of such person.

Section 12.7 Insurance. The Corporation shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or other agent of the Corporation or of any division of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against him and incurred by him in any such capacity or arising out of his status as such, whether or not the Corporation would have the power to indemnify him against such liability under the provisions of this article. Any such insurance may be procured from any insurance company designated by the Board of Directors, including any insurance company in which the Corporation shall have any equity or other interest, through stock ownership or otherwise.

Section 12.8 Fiduciaries of Employee Benefit Plans. Indemnification, expense advancement or the purchase of insurance for the benefit of any fiduciary of any employee benefit plan or trust for the benefit of employees of the Corporation or another corporation in which the Corporation owns shares shall be made upon the authorization of the Board of Directors.

Section 12.9 Limitation of Liability. (a) The Corporation shall have the power to eliminate or limit the personal liability of its directors in any action brought by the members or the Corporation for monetary damages against any director of the Corporation for a breach of fiduciary duty as a director.

(b) Notwithstanding the foregoing, the Corporation shall not have the power to eliminate or limit the personal liability of a director:

1. For any breach of the director's duty of loyalty to the Corporation;
2. For any act or omission of the director not performed in good faith, or which involves intentional misconduct or knowing violation of law, or which constitutes a wilful or reckless disregard of the director's fiduciary duty;
3. For the director's willful or grossly negligent violation of any provision of Chapters 415B or 514A, Hawaii Revised Statutes; or
4. For any transaction from which the director received an improper benefit.

ARTICLE XIII

Dissolution

Section 13.1 Voluntary Dissolution. The Corporation shall not be voluntarily dissolved except pursuant to a motion adopted by the Board of Directors, upon disposition of all or substantially all of the Corporation's assets or in connection with the removal of the HARBOR SQUARE condominium project from the provisions of the Act as provided therein, or in the event of the transfer of the Corporation's assets to the Harbor Square condominium project or any successor thereof.

Section 13.2 Effect of Dissolution. In the event of the dissolution of the Corporation for any reason whatsoever, including without limitation dissolution pursuant to §415B-97, Hawaii Revised Statutes, the last directors of the Corporation, acting as trustees for the creditors and members of the Corporation and/or the court-appointed trustee, if any, shall promptly wind up and settle the affairs of the Corporation as provided by law and shall cause the assets and liabilities of the Corporation to be transferred to and assumed by the Association or another corporation owned by the Association and shall have the power to do all acts and things necessary, appropriate, or convenient therefor.

ARTICLE XIV

Counterpart Signatures

These Articles and any addenda thereto, and any related documents may be executed in any number of counterparts and by different parties in separate counterparts, each of which when so signed shall be deemed to be an original and all of which taken together shall constitute one and the same document, binding on all of the parties, notwithstanding that all of the parties do not sign the same original or the same counterparts.


ARTICLE XV

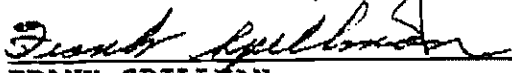
Amendment

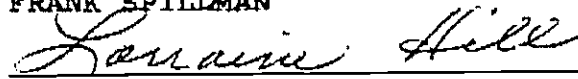
The Corporation may amend these Articles from time to time, in any and in as many respects as may be desired at a meeting of the Board of Directors pursuant to the affirmative vote of a majority of the Directors in office.

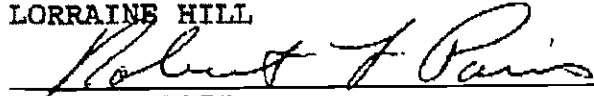
IN WITNESS WHEREOF, the undersigned certify that we have read the above statements and that the same are true and correct to the best of our knowledge and belief.

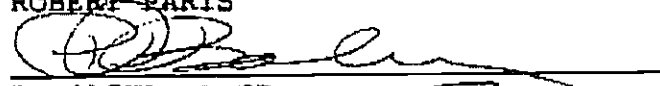
DATED: Honolulu, Hawaii, April 16, 1992


ROBERT B. GRAHAM, JR.


FRANK SPILLMAN



LORRAINE HILL

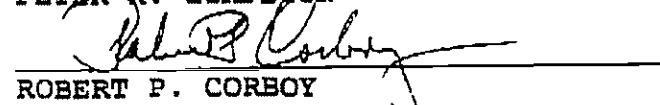

ROBERT PARIS


P. RASHA BAKER


JEANELL BOWMAN


J. PATRICK CORRIGAN


PETER R. CUMPSTON


ROBERT P. CORBOY

OFFICE OF THE
ASSISTANT REGISTRAR, LAND COURT
STATE OF HAWAII
(Bureau of Conveyances)

The original of this document was
recorded as follows:

DOCU Doc T-8129290
CT
DATE April 4, 2012 10:45 AM

THE ORIGINAL OF THE DOCUMENT
RECORDED AS FOLLOWS:
STATE OF HAWAII

BUREAU OF CONVEYANCES

DOCUMENT N Doc A-44770999

DATE - TIME April 4, 2012 10:45 AM

RETURN BY: MAIL PICKUP To:

Joyce Y. Neeley, Esq.
ANDERSON LAHNE & FUJISAKI LLP
733 Bishop Street, Suite 2301
Honolulu, HI 96813 (808) 536-8177

SECOND AMENDED AND RESTATED BY LAWS OF THE
ASSOCIATION OF APARTMENT OWNERS OF HARBOR SQUARE
(Condominium Map No. 97 and File Plan No. 167)

WHEREAS, by Declaration of Horizontal Property Regime, dated April 15, 1970, filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii ("Land Court") as Document No. 499418, duly noted on Transfer Certificate of Title No. 210,975, and also recorded in the Bureau of Conveyances of the State of Hawaii ("Bureau") in Liber 6978, Page 1, and amended and restated by instrument dated February 8, 1990, recorded in Land Court as Land Court Document No. 1711149, duly noted on Transfer Certificate of Title No. 210,975 (currently noted on the Transfer Certificates of Title attached hereto), and also recorded in the Bureau as Document No. 90-033572 (the "Declaration"); the real property described in the Declaration was submitted to a Horizontal Property Regime (now known as a Condominium Property Regime) established by the Horizontal Property Act, Chapter 514, Hawaii Revised Statutes (now known as the Condominium Property Act, Chapter 514B, HRS), as amended; and

WHEREAS, said Declaration provides for the organization of the Association of Apartment Owners of the Project and established By-Laws therefor, which By-Laws were attached to said Declaration and incorporated therein by reference;

WHEREAS, said Declaration and By-Laws were amended by instruments dated September 27, 1971, recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Land Court Document Nos. 561439 and 561440, and also recorded in the Bureau of Conveyances of the State of Hawaii in Liber 7996, Page 69; dated April 17, 1974, recorded in said Office as Land Court Document No. 677119, and also recorded in said Bureau in Liber 9855, Page 139; dated June 5, 1978, recorded in said Office as Land Court Document

No. 881388, and also recorded in said Bureau in Liber 12962, Page 129; dated June 20, 1980, recorded in said Office as Land Court Document No. 1021550, and also recorded in said Bureau in Liber 14856, Page 382; dated October 5, 1983, recorded in said Office as Land Court Document No. 1201720, and also recorded in said Bureau in Liber 17450, Page 729; dated March 26, 1985, recorded in said Office as Land Court Document No. 1317621, and also recorded in said Bureau in Liber 18877, Page 368; dated May 21, 1992, recorded in said Office as Land Court Document No. 1917295, and also recorded in said Bureau as Document No. 92-085760; dated October 25, 1994, recorded in said Office as Land Court Document No. 2191901, and also recorded in said Bureau as Document No. 94-177527; dated July 23, 1998, recorded in said Office as Land Court Document No. 2475369, and also recorded in said Bureau as Document No. 98-113655; and dated June 6, 2003, recorded in said Office as Land Court Document No. 2941145, and also recorded in said Bureau as Document No. 2003-116758; dated March 16, 2012, recorded in Land Court as Land Court Document No. T-8122437, and also recorded in the Bureau as Document No. A-44701159;

WHEREAS, Section 514B-109(a), Hawaii Revised Statutes, provides that associations of apartment owners may at any time restate the by-laws of the associations to set forth all amendments thereof by resolution adopted by the Board of Directors;

WHEREAS, Section 514B-109(b), Hawaii Revised Statutes, provides that, subject to Section 514B-23, associations of apartment owners may at any time restate the by-laws of the associations to amend the by-laws as may be required in order to conform with the provisions of Chapter 514B, Hawaii Revised Statutes, or any other statute, ordinance, rule, or regulation enacted by any governmental authority, by resolution adopted by the Board of Directors, and the restated by-laws shall be as fully effective for all purposes as if adopted by the vote or written consent of the apartment owners. Section 514B-109(b), Hawaii Revised Statutes, further provides that the by-laws as restated pursuant to that section shall: 1) identify each portion so restated; 2) contain a statement that those portions have been restated solely for the purposes of information and convenience; 3) identify the statute, ordinance, rule, or regulation implemented by the amendment; and 4) state that in the event of any conflict, the restated by-laws shall be subordinate to the cited statute, ordinance, rule, or regulation;

WHEREAS, Section 514B-109(c), Hawaii Revised Statutes, provides that upon the adoption of a resolution pursuant to Section 514B-109(a) or (b), Hawaii Revised Statutes, the restated By-Laws shall set forth all of the operative provisions of the By-Laws, as amended, together with a statement that the restated By-Laws correctly sets forth, without change, the corresponding provisions of the By-Laws, as amended, and that the restated By-Laws supersede the original By-Laws and all prior amendments thereto;

WHEREAS, the Board of Directors of the Association of Apartment Owners of Harbor Square by adoption of a resolution on March 15, 2011, voted to record a second restated version of the By-Laws which would set forth the provisions of the By-Laws, as amended and which would conform to Chapter 514B, Hawaii Revised Statutes and any other statute, ordinance, or rule, enacted by any governmental authority.

NOW, THEREFORE, the By-Laws of the Association of Apartment Owners of Harbor Square are hereby restated as set forth below. Each By-Law provision that has been restated has

been identified in the endnotes attached hereto. Said provisions have been restated solely for the purposes of information and convenience. To the extent that there is any conflict between the restated provisions of the By-Laws and the statute, ordinance, or rule enacted by any governmental authority being implemented, the provisions of the restated By-Laws shall be subordinate to said statute, ordinance, or rule enacted by any governmental authority. The restated version of the By-Laws correctly sets forth, without change, the corresponding provisions of these By-Laws, as amended. This restated version of the By-Laws shall supersede the original By-Laws and all prior amendments and restatements thereto; provided, however, that in the event of any conflict, the restated version of the By-Laws shall be subordinate to the original By-Laws and all prior amendments thereto.

TABLE OF CONTENTS

Page No.

ARTICLE I	MEMBERSHIP	6
Section 1.	Qualification	6
Section 2.	Place of Meetings.....	6
Section 3.	Annual Meetings.....	6
Section 4.	Special Meetings.....	6
Section 5.	Notice of Meetings.....	7
Section 6.	Voting	7
Section 7.	Quorum	8
Section 8.	Proxies and Pledges	9
Section 9.	Adjournment	10
Section 10.	Order of Business.....	10
ARTICLE II	BOARD OF DIRECTORS.....	10
Section 1.	Number and Qualifications.....	10
Section 2.	Powers.....	11
Section 3.	Election and Terms	11
Section 4.	Vacancies	11
Section 5.	Removal of Directors.....	11
Section 6.	Annual Meeting.	12
Section 7.	Regular Meetings.....	12
Section 8.	Special Meetings.....	12
Section 9.	Telephone Meetings.....	12
Section 10.	Board Meetings.....	12
Section 11.	Waiver of Notice.....	14
Section 12.	Quorum of Board	14
Section 13.	Fidelity Bonds.....	14
Section 14.	No Proxies.....	14
Section 15.	Robert’s Rules of Order	14
Section 16.	Documents	14
Section 17.	Conflict of Interest	14
Section 18.	Fee Conversion	14
(a)	General Authority	15
(b)	Administration of Interests Acquired by Association: Common Expenses.....	15
(c)	Termination of Lessors’ and/or Sublessors’ Rights: When	15
(d)	Conditions for Purchase	15
(e)	Sale Directly To Members	16
(f)	Authority to Advise.....	16
(g)	Limitation of Liability.....	16
(h)	Indemnification	16

ARTICLE III OFFICERS	17
Section 1. Designation	17
Section 2. Election and Term	17
Section 3. Removal	17
Section 4. President.....	17
Section 5. Vice-President.....	17
Section 6. Secretary	17
Section 7. Treasurer	17
Section 8. Auditor	17
 ARTICLE IV ADMINISTRATION	 18
Section 1. Management.....	18
Section 2. Managing Agent.....	22
Section 3. Representation.....	22
Section 4. Execution of Instruments	23
 ARTICLE V OBLIGATIONS OF APARTMENT OWNERS	 23
Section 1. Assessments	23
Section 2. Collection of Rent from Tenant and Rental Agents.....	24
Section 3. Assessment Disputes.....	25
Section 4. Common Expenses.....	26
Section 5. Judgments	26
Section 6. Misconduct.....	26
Section 7. Reallocation	26
Section 8. Voluntary Conveyance.....	26
Section 9. No Exemption	26
Section 10. Maintenance of Apartments.....	26
Section 11. Use of Project.....	28
Section 12. House Rules	30
Section 13. Expenses of Enforcement	31
Section 14. Record of Ownership	31
Section 15. Borrowing	31
Section 16. Mortgages	32
Section 17. Responsibilities of Owners	32
 ARTICLE VI MISCELLANEOUS	 32
Section 1. Amendment.....	32
Section 2. Indemnification	33
Section 3. Subordination.....	33
Section 4. Interpretation.....	33
Section 5. Right of Access	33
Section 6. Examination of Books.....	33
Section 7. Remedies To Be Liberally Administered	34

**BY-LAWS OF THE
ASSOCIATION OF APARTMENT OWNERS OF
HARBOR SQUARE**

The following by-laws shall apply to the above-named condominium project (herein called the “project”), as described in and created by Declaration of Condominium Property Regime¹ (herein called the “Declaration”) recorded and filed of record in the State of Hawaii contemporaneously herewith, and to all present and future owners, tenants and occupants of any apartments of the project and all other persons who shall at any time use the project:

ARTICLE I

MEMBERSHIP

Section 1. **Qualification.** All apartment owners of the project shall constitute the Association of Apartment Owners, herein called the “Association”. The owner of any apartment upon acquiring title thereto shall automatically become a member of the Association and shall remain a member thereof until such time as his ownership of such apartment ceases for any reason, at which time his membership in the Association shall automatically cease; provided, however, that to such extent and for such purposes, including voting, as shall be provided by agreement of sale or lease or sublease of any apartment recorded in Office of the Assistant Registrar of the Land Court and in the Bureau of Conveyances of the State of Hawaii and filed with the Board of Directors of the Association, the vendee or lessee or sublessee of such apartment shall be deemed to be the owner thereof.²

Section 2. **Place of Meetings.** Meetings of the Association shall be held at the project or such other suitable place convenient to the apartment owners as may be designated by the Board; provided that in the event of a natural disaster, such as a hurricane, an Association meeting may be held outside the State.³

Section 3. **Annual Meetings.** The annual meetings of the Association shall be held at least once a year and within three months of the end of each accounting year unless some other time has been established by the Board of Directors and announced at the prior annual meeting.⁴

Section 4. **Special Meetings.** Special meetings of the Association may be held at any time upon the call of the President, a majority of the Board, or a petition signed by at least twenty five percent (25%) of the apartment owners and presented to the Secretary or Managing Agent; provided that if the Secretary or Managing Agent fails to send out the notices for the special meeting within fourteen days of receipt of the petition, the petitioners shall have the authority to set the time, date, and place for the special meeting and to send out the notices and proxies for the special meeting at the Association’s expense in accordance with the requirements

of the by-laws and the law; provided that a special meeting based upon a petition to the Secretary or Managing Agent shall be set no later than sixty days from receipt of the petition.⁵

Section 5. Notice of Meetings. (a) If the Board intends to use Association funds to distribute proxies, including the standard proxy form referred to in the Act, it shall first post notice of its intent to distribute proxies in prominent locations within the project at least twenty-one days before its distribution of proxies. If the Board receives within seven days of the posted notice a request by any owner for use of Association funds to solicit proxies accompanied by a statement, the Board shall mail to all owners either:

(1) A proxy form containing the names of all owners who have requested the use of Association funds for soliciting proxies accompanied by their statements; or

(2) A proxy form containing no names, but accompanied by a list of names of all owners who have requested the use of Association funds for soliciting proxies and their statements.

The statement, which shall be limited to black text on white paper, shall not exceed one single sided 8 1/2" x 11" page, indicating the owner's qualifications to serve on the Board or reasons for wanting to receive proxies.⁶

(b) The Secretary shall give written or printed notice of each annual and special meeting to every apartment owner according to the Association's record of ownership, at least fourteen days before the date set for such meeting, stating whether it is an annual or special meeting, the authority for the call thereof, the place, day and hour of such meeting and the purpose therefor. The notice must include the items on the agenda for such meeting including the general nature and rationale of any proposed amendment to the Declaration or these by-laws and any proposal to remove a member of the Board, provided, that this shall not prevent a member from proposing an amendment to the Declaration or by-laws or to remove a member of the Board at any annual meeting. The notice shall be delivered in any of the following ways: (a) by delivering it to the owner⁷ personally, or (b) by leaving it at the owner's apartment in the project or at the owner's usual residence or place of business, or (c) by mailing it, postage prepaid, addressed to the owner's at his address as it appears on the Association's record of ownership, or, (d) at the option of the owner, expressed in writing, by electronic mail to the electronic mailing address designated in writing by the apartment owner. If notice is given pursuant to the provisions of this section, the failure of any apartment owner to receive actual notice of any meeting shall in no way invalidate such meeting or any proceedings thereat. The presence of any apartment owner in person or by proxy at any meeting shall be deemed a waiver of any required notice to such owner unless he shall at the opening thereof object to the holding of such meeting because of the failure to give notice in accordance with the provisions hereof.⁸

Section 6. Voting. (a) The total number of votes on all issues shall be 100. On all issues which relate solely to a limited common element, its use or the use of the apartment(s) to which it appertains, only the owners of the apartment(s) in whose favor the limited common element is reserved shall be entitled to vote and they shall vote the same percentage of the total

votes as equals the percentage allocation of the expenses to or among such apartments with respect to such limited common element as set forth in the Declaration. On all other issues all apartment owners shall be entitled to vote the percentage of the total votes equal to the percentage of the common interests appertaining to their respective apartments as set forth in the Declaration. Votes may be cast in person or by proxy by the respective apartment owners as shown in the record of ownership of the Association. An executor, administrator, guardian or trustee may vote in person or by proxy at any meeting of the Association the vote of any apartment owned or controlled by him in such capacity, whether or not the same shall have been transferred to his name in the Association's record of ownership, provided that he shall first present evidence satisfactory to the Secretary that he owns or controls such apartment in such capacity. The vote for any apartment owned of record by two or more persons may be exercised by any one of them present at any meeting in the absence of protest by the other or others, and in case of protest each cotenant shall be entitled to only a share of such vote in proportion to his share of ownership in such apartment.

(b) Votes allocated to an apartment may be cast pursuant to a proxy duly executed by an apartment owner. An apartment owner may vote by mail or electronic transmission through a duly executed proxy. If an apartment is owned by more than one person, each owner of the apartment may vote or register protest to the casting of votes by the other owners of the apartment through a duly executed proxy. In the absence of protest, any owner may cast the votes allocated to the apartment by proxy. An apartment owner may revoke a proxy given pursuant to this section only by actual notice of revocation to the Secretary of the Association or the Managing Agent. A proxy is void if it purports to be revocable without notice.⁹

(c) No votes allocated to an apartment owned by the Association may be cast for the election or reelection of directors.¹⁰

(d) The Board or a member of the Board may use Association funds to solicit proxies as part of the distribution of proxies. If a member of the Board, as an individual, seeks to solicit proxies using Association funds, the Board member shall proceed as an apartment owner as provided herein.¹¹

(e) No Managing Agent or resident manager, or their employees, shall solicit, for use by the Managing Agent or resident manager, any proxies from any apartment owner of the Association during the period the Association retains the Managing Agent or employs the resident manager, nor shall the Managing Agent or resident manager cast any proxy vote at any Association meeting except for the purpose of establishing a quorum.¹²

(f) No Board shall adopt any rule prohibiting the solicitation of proxies or distribution of materials relating to Association matters on the common elements by unit owners¹³; provided that the Board may adopt rules regulating reasonable time, place, and manner of the solicitations or distributions, or both.¹⁴

Section 7. Quorum. The presence at any meeting in person or by proxy of a majority of apartment owners qualified to vote on any issue duly coming before the meeting shall

constitute a quorum with respect to such issue, and the acts of a majority of the quorum present with respect to such issue shall be the acts of the Association except as otherwise provided herein. Except as provided herein, the term “majority” or “majority of apartment owners” herein means the owners of apartments entitled to vote on a particular issue who represent more than fifty per cent (50%) in interest of those entitled to vote as determined by Paragraph K of the Declaration, and any other specified percentage of the apartment owners means the owners of apartments entitled to vote who represent that percentage in interest of those entitled to vote.¹⁵

Section 8. Proxies and Pledges. The authority given by any apartment owner to another person to represent him at meetings of the Association shall be in writing, signed by such owner and filed with the Secretary or the Managing Agent, if any, no later than 4:30 p.m. on the second business day prior to the date of the meeting to which it pertains, and must contain at least: the name of the Association, the date of the meeting of the Association, the printed names and signatures of the persons giving the proxy, the apartments for which the proxy is given, the date that the proxy is given and the names of persons to whom the proxy is given. The proxy shall be valid only for the meeting to which the notice pertains and its adjournments, may designate any person as proxy, and may be limited as the apartment owner desires and indicates; provided that no proxy shall be irrevocable unless coupled with a financial interest in the unit. A proxy is void if it purports to be revocable without notice.

If it is a standard proxy form authorized by the Association, it shall contain boxes wherein the owner may indicate that the owner wishes the proxy:

- (a) To be given for quorum purposes only;
- (b) To be given to a specific individual whose name is printed next to this box;
- (c) To be given to the Board of Directors as a whole and that the vote is to be made on the basis of the preference of the majority of the directors present at the meeting; or
- (d) To be given to those directors present at the meeting and the vote to be shared with each Board member receiving an equal percentage.

The proxy form shall also contain a box wherein the owner may indicate he wants a copy of the annual audit as provided by the Act.

A copy, facsimile telecommunication, or other reliable reproduction of a proxy may be used in lieu of the original proxy for any and all purposes for which the original proxy could be used; provided that any copy, facsimile telecommunication, or other reproduction shall be a complete reproduction of the entire original proxy.

Nothing in this section shall affect the holder of any proxy under a first mortgage of record encumbering an apartment or under an agreement of sale affecting an apartment.

Voting rights transferred or pledged by mortgage, deed of trust or agreement of sale of any apartment or interest therein, a true copy of which is filed with the Board through the Secretary or Managing Agent, shall be exercised only by the person designated in such

instrument until the written release or other termination thereof is filed with the Board in like manner.

The Board shall not adopt any rule prohibiting the solicitation of proxies or distribution of materials relating to association matters on the common elements by apartment owners; provided that the Board may adopt rules regulating reasonable time, place, and manner of such solicitations or distributions, or both. The Board may prohibit commercial solicitations.¹⁶

Section 9. Adjournment. Any meeting of the Association may be adjourned from time to time as may be determined by majority vote of the apartment owners present, whether or not a quorum be present, without notice other than the announcement at such meeting. At any such adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted by a quorum at the meeting as originally called.

Section 10. Order of Business. The order of business at all annual meetings of the Association shall be as follows:

- (a) Roll call.
- (b) Proof of notice of meeting.
- (c) Reading of minutes of preceding meeting.
- (d) Report of officers.
- (e) Report of committees.
- (f) Election of Directors.
- (g) Unfinished business.
- (h) New business.
- (i) Adjournment.¹⁷

ARTICLE II

BOARD OF DIRECTORS

Section 1. Number and Qualifications. (a) The affairs of the Association shall be governed by a Board of Directors composed of nine (9) persons. Members of the Board shall be apartment owners or co-owners, vendees under an agreement of sale, a trustee of a trust which owns an apartment, or an officer, partner, member, or other person authorized to act on behalf of any other legal entity which owns an apartment. The resident manager of the project, if any, may not serve on the Board. There shall not be more than one representative on the Board from any one apartment. The directors shall serve without compensation; provided that, with the approval of the Board, directors may be reimbursed for actual expenditures incurred on behalf of the

Association. The minutes shall reflect in detail the items and amounts of the reimbursements. Directors shall not expend Association funds for their travel, directors' fees, and per diem, unless owners are informed and a majority approve of these expenses; provided that, with the approval of the Board, directors may be reimbursed for actual expenditures incurred on behalf of the Association. The minutes shall reflect in detail the items and amounts of the reimbursements. The directors may expend Association funds, which shall not be deemed to be compensation to the directors, to educate and train themselves in subject areas directly related to their duties and responsibilities as directors; provided that the approved annual operating budget shall include these expenses as separate line items. These expenses may include registration fees, books, videos, tapes, other educational materials, and economy travel expenses. Except for economy travel expenses within the State, all other travel expenses incurred under this subsection shall be subject to the requirements herein.

(b) An owner shall not act as an officer of the Association and an employee of the Managing Agent retained by the Association. Any owner who is a Board member of the Association and an employee of the Managing Agent retained by the Association shall not participate in any discussion regarding a management contract at a Board meeting and shall be excluded from any executive session of the Board where the management contract or the property manager will be discussed.¹⁸

Section 2. Powers. The Board of Directors shall have all powers necessary for the administration of the affairs of the Association and may do all such acts and things therefor unless prohibited by law, the Declaration or by these by-laws or unless directed to be exercised or done only by the apartment owners. In the performance of their duties, officers and members of the Board shall owe the Association a fiduciary duty and exercise the degree of care and loyalty required of an officer or director of a corporation organized under Chapter 414D.¹⁹

Section 3. Election and Terms. Election of Directors shall be by cumulative voting by secret ballot at each annual meeting and any special meeting called for the purpose. Provided, however, in the event that there are the same number of candidates for election as seats available on the Board and there is no contest as to who holds which seat, the election can take place by acclamation. Directors shall hold office for a period of three years and until their respective successors have been elected, subject to removal as herein provided.²⁰

Section 4. Vacancies. Vacancies in the Board of Directors caused by any reason other than removal of a director by the Association shall be filled by a vote of a majority of the remaining directors, even though they may constitute less than a quorum, and each person so elected shall be a director until his successor is elected at the next annual meeting of the Association. Death, incapacity, or resignation of any director, or his continuous absence from the State of Hawaii for more than six months, shall cause his office to become vacant.

Section 5. Removal of Directors. At any regular or special meeting of the Association duly called, any one or more of the directors may be removed with or without cause by a vote of a majority of apartment owners and a successor shall then and there be elected for the remainder of the term to fill the vacancy thus created. Such removal and replacement shall be in accordance with all applicable requirements and procedures in the by-laws for the removal and replacement of Directors, including, but not limited to, any provisions relating to cumulative

voting. If such removal and replacement is to occur at a special Association meeting, the call for such meeting shall be by the President or by a petition to the Secretary or Managing Agent signed by not less than twenty five per cent of the apartment owners as shown in the Association's record of ownership; and provided further that if the Secretary or Managing Agent shall fail to send out the notices for the special meeting within fourteen days of receipt of the petition, then the petitioners shall have the authority to set the time, date and place for the special meeting and to send out the notices for the special meeting in accordance with the requirements of these by-laws²¹. Any director whose removal has been proposed by the apartment owners shall be given an opportunity to be heard at such meeting.²²

Section 6. Annual Meeting. An organizational meeting of the Board of Directors shall be held at the place of and immediately following each annual meeting of the Association, and no notice shall be necessary to any directors in order validly to constitute such meeting, provided that a majority of the whole Board shall be present. At such meeting the Board shall elect the officers of the Association for the ensuing year.

Section 7. Regular Meetings. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the Directors, but at least one such meeting shall be held during each calendar year. Notice of regular meetings of the Board shall be given to each director, personally or by mail, telephone, facsimile or other form of electronic communication at least one day prior to the date of such meeting.²³

Section 8. Special Meetings. Special meetings of the Board of Directors may be called by the President on at least eight hours' notice to each director, given personally or by telephone, facsimile or other form of electronic communication, which notice shall state the time, place and purpose of the meeting. Special meetings of the Board shall be called by the President or Secretary in like manner and with like notice on the written request of at least two directors.²⁴

Section 9. Telephone Meetings. The Board may permit any meeting to be conducted by any means of communication through which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting. If permitted by the Board, any apartment owner may participate in a meeting conducted by a means of communication through which all participants may simultaneously hear each other during the meeting, provided that the Board may require that the apartment owner pay for the costs associated with the participation.²⁵

Section 10. Board Meetings.

(a) All meetings of the Board of Directors, other than executive sessions, shall be open to all members of the Association, and Association members who are not on the Board of Directors may participate in any deliberation or discussion, other than executive sessions, unless a majority of a quorum of the Board of Directors votes otherwise. Notice of all Board meetings shall be posted by the Managing Agent, the resident manager or a member of the Board in prominent locations within the project seventy-two hours prior to the meeting or simultaneously with notice to the Board.

(b) The Board of Directors, with the approval of a majority of a quorum of its members, may adjourn a meeting and reconvene in executive session to discuss and vote upon matters:

- (i) Concerning personnel;
- (ii) Concerning litigation in which the Association is or may become involved;
- (iii) Necessary to protect the attorney-client privilege of the Association; or
- (iv) Necessary to protect the interests of the Association while negotiating contracts, leases, and other commercial transactions.

The general nature of any and all business to be considered in executive session shall first be announced in open session.

(c) Minutes of meetings of the Board of Directors shall include the recorded vote of each Board member on all motions except motions voted on in executive session. The minutes of meetings of the Board of Directors shall be approved no later than the second succeeding regular meeting.

(d) Minutes of meetings of the Board of Directors, once approved, for the current and prior year shall either

(i) be available to any owner at no cost or on twenty-four hour loan, at a convenient location designated by the Board; or

(ii) be transmitted to any apartment owner making a request for the minutes, by the Board, the Managing Agent, or the Association's representative, within fifteen days of receipt of the request; provided that the minutes shall be transmitted by mail, electronic mail transmission, or facsimile, by the means indicated by the owner, if the owner indicated a preference at the time of the request; and provided further that the owner shall pay a reasonable fee for administrative costs associated with handling the request.

(iii) No unit owner who requests legal or other information from the Association, the Board, the Managing Agent, or their employees or agents, shall be charged for the reasonable cost of providing the information unless the Association notifies the unit owner that it intends to charge the unit owner for the reasonable cost. The Association shall notify the unit owner in writing at least ten days prior to incurring the reasonable cost of providing the information, except that no prior notice shall be required to assess the reasonable cost of providing information on delinquent assessments or in connection with proceedings to enforce the law or the Association's governing documents.

After being notified of the reasonable cost of providing the information, the unit owner may withdraw the request, in writing. A unit owner who withdraws a request for information shall not be charged for the reasonable cost of providing the information.²⁶

Section 11. Waiver of Notice. Before or at any meeting of the Board of Directors any director may in writing waive notice of such meeting, and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a director at any meeting of the Board shall be a waiver of notice to him of such meeting. If all the Directors are present at any meeting of the Board, no notice thereof shall be required, and any business may be transacted at such meeting.

Section 12. Quorum of Board. At all meetings of the Board of Directors a majority of the total number of directors established by these by-laws shall constitute a quorum for the transaction of business, and the acts of a majority of the directors present at any meeting at which a quorum is present shall be the acts of the Board. If less than a quorum shall be present at any meeting of the Board, a majority of those present may adjourn the meeting from time to time. At any such adjourned meeting at which a quorum is present, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

Section 13. Fidelity Bonds. The Board of Directors shall require that all officers, employees and agents of the Association handling or responsible for the funds shall furnish adequate fidelity bonds. The premiums on such bonds shall be paid by the Association. The Board shall also register the Association as required by the Condominium Property Act.²⁷

Section 14. No Proxies. A director shall not vote by proxy at Board meetings.²⁸

Section 15. Robert's Rules of Order. All Board meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*.²⁹

Section 16. Documents. The Association at its own expense shall provide all Board members with a current copy of the Association's Declaration, by-laws, house rules, and, annually, a copy of the Condominium Property Act with amendments.³⁰

Section 17. Conflict of Interest. A director shall not vote at any Board meeting on any issue in which the director has a conflict of interest. A director who has a conflict of interest on any issue before the Board shall disclose the nature of the conflict of interest prior to a vote on that issue at the Board meeting, and the minutes of the meeting shall record the fact that a disclosure was made. "Conflict of interest," as used in this subsection, means an issue in which a director has a direct personal or pecuniary interest not common to other members of the Association.³¹

Section 18. Fee Conversion. (a) General Authority. Notwithstanding any other provision contained in the Declaration or these by-laws to the contrary: (i) the Board of Directors shall have the power to do all such things as it deems necessary or appropriate to arrange for the purchase by the Association and/or its members of the interests of the lessors and/or sublessor in the project, and to facilitate the completion of any such purchase, and (ii) if the lessors and/or sublessor agree to sell one or more of those interests, then the Board of Directors, on behalf of and in the name of the Association, shall have the power to purchase all or any portion of such interests, to arrange for and pay whatever compensation shall be agreed to, whether monetary or otherwise, to arrange for and obtain any needed financing in connection with any such acquisition, and to sign any documents and do any and all other acts or things incidental to the consummation of any such transaction(s), including but not limited to the creation of a

corporation and/or land trust in which to hold title to the interest(s) so acquired (or the incorporation of the Association for that purpose).

(b) Administration of Interests Acquired by Association: Common Expenses.

In the event that the Association acquires all or any portion of the interests of the lessors and/or the sublessor in the project in the manner stated in the preceding paragraph, the Board of Directors shall be empowered to take all such action as it deems necessary or appropriate to administer the interest(s) so acquired, including but not limited to conveying such interest(s) into a land trust, setting, arbitrating, and collecting lease rents, and selling and/or conveying all or any portion of such interest(s) upon such terms and conditions, including but not limited to price, as the Board of Directors deems appropriate under the circumstances. All costs incurred by the Board of Directors in connection with the acquisition or administration of all or any portion of such interest(s), or any efforts toward that end, including but not limited to all costs associated with obtaining any needed financing in connection with such acquisition and all payments that become owing to the lender(s) under the terms of any note(s) or mortgage(s) entered into in connection with such financing, shall constitute a common expense of the Association; provided however, that pursuant to Section 514A-15(a), Hawaii Revised Statutes (which provides that common expenses in a condominium project containing apartments for both residential and commercial use may be apportioned in a fair and equitable manner as set forth in the Declaration), the owners of Apartment 3 shall not be assessed for any such amounts, due to the fact that Apartment 3 is already a fee simple apartment and the owner(s) of Apartment 3 will therefore not receive any direct benefit from *[sic]* expenditures made by the Board of Directors in connection with the acquisition or administration of any such interests.

(c) Termination of Lessors' and/or Sublessors' Rights: When.

Upon the acquisition of the interests of the lessors and/or sublessor in the project by the Association as aforesaid, all approval and other requirements pertaining to the lessors and/or sublessor, as contained in the Declaration or these by-laws shall thereupon become null and void and of no effect.

(d) Conditions for Purchase.

The Board may, but shall not be required to, condition any purchase in accordance with this Section upon:

1. The execution of Individual Sales Agreements by such percentage or number of Association members or others as the Board deems appropriate under the circumstances in its sole and absolute discretion and the deposit of such Individual Sales Agreements into Escrow, together with the deposits set forth therein;

2. The deposit into Escrow of sufficient funds from Association members or others (or their lenders) and the occurrence of all other things necessary to permit the closing of sales pursuant to the Individual Sales Agreements representing such percentage or number of Association members or others as the Board deems appropriate under the circumstances in its sole and absolute discretion on the Closing Date, and the actual closing of those sales on the Closing Date; or

3. The obtaining by the Association of satisfactory financing for the acquisition of any portion of the property not acquired by Association members or others,

as determined by the Board in its sole and absolute discretion, and the approval of such financing in accordance with Section 514A-82.3, Hawaii Revised Statutes, or as required by any lender.

(e) Sale Directly To Members. If some or all of the lessors offer to sell their interests in the Property directly to Association members in accordance with Chapter 514C, Hawaii Revised Statutes, the Board of Directors shall have the power to waive the right of first refusal as set forth in said Chapter 514C, and to negotiate the sale and to take all other actions incidental to the consummation of such sale as it shall, in its sole judgment, deem necessary to assist the Association's members. This authority shall also be deemed to be the written authorization to represent the Association's members as described in said Chapter 514C.

(f) Authority to Advise. The Board of Directors shall have the authority to advise the Association's members with respect to any proposals from the lessors, including without limitation any sale pursuant to Chapter 514C, Hawaii Revised Statutes, or any ordinance or statute directly or indirectly providing for the mandatory sale of the lessors' leased fee interests to some or all of the Association's members.

(g) Limitation of Liability. No officer, director, employee, or agent of the Association shall be liable for any damage, injury, or loss to the Association, any Association member, or any other person caused by or resulting from the exercise of the authority and powers granted by this Section, unless such damage, injury, or loss was caused by the gross negligence or willful misconduct of such officer, director, employee, or agent in the discharge of such person's duty to the Association.

(h) Indemnification. Every director, officer and agent of the Association shall be indemnified by the Association against all reasonable costs, expenses and liabilities (including reasonable attorneys' fees) actually and necessarily incurred by or imposed upon such person in connection with or resulting from any claim, action, suit, procedure, investigation, or inquiry of nature whatsoever arising out of or related to the exercise of the authority and powers granted by this Section in which such person may be involved as a party or otherwise by reason of being or having been a director, officer, or agent of the Association, except in relation to matters as to which such person shall be finally adjudged to be liable for willful misconduct or gross negligence in the discharge of such person's duties to the Association.

(i) Expenses incurred in defending any proceeding may be paid by the Association in advance of the final disposition of the proceeding upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount unless it shall ultimately be determined that the indemnitee is entitled to be indemnified by the Association as authorized in this subsection.

(ii) The foregoing right of indemnification shall be in addition to and not in limitation of all other rights to which such person may be entitled as a matter of law, and shall inure to the benefit of the legal representative of such person.³²

ARTICLE III

OFFICERS

Section 1. Designation. The principal officers of the Association shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be elected by the Board of Directors. All officers shall be members of the Board of Directors. The Board may appoint an assistant treasurer, an assistant secretary and such other officers as in its judgment may be necessary.³³

Section 2. Election and Term. The officers of the Association shall be elected annually by the Board of Directors at its annual meeting and shall hold office at the pleasure of the Board.

Section 3. Removal. Any officer may be removed either with or without cause by vote of a majority of the members of the Board of Directors, and his or her successor elected, at any regular meeting of the Board or any special meeting called for such purpose.

Section 4. President. The President shall be the chief executive officer of the Association and shall preside at all meetings of the Association and of the Board of Directors. Subject to the control of the Board, he or she shall exercise general supervision and direction over the management and conduct of the business and affairs of the Association. He or she shall also have such other powers and duties as may be provided by these by-laws or assigned to him from time to time by the Board.

Section 5. Vice-President. The Vice-President shall assume and perform the duties of the President in the absence or disability of the President or whenever the office of the President is vacant. He or she shall also have such other powers and duties as may be assigned to him from time to time by the Board.

Section 6. Secretary. The Secretary shall attend and keep the minutes of all meetings of the Association and of the Board of Directors, give all notices thereof as provided by these by-laws, maintain and keep a continuous and accurate record of ownership of all apartments, have charge of such books, documents and records of the Association as the Board may direct, and in general perform all the duties incident to the office of Secretary.

Section 7. Treasurer. The Treasurer shall supervise the Managing Agent's custody of all funds of the Association, maintenance of accounts and records thereof and preparation of financial reports thereof.

Section 8. Auditor. The Association shall appoint annually a public accountant or accounting firm as auditor, who shall not be an officer of the Association nor own any interest in any apartment, to audit the books and financial records of the Association as required by law or directed additionally by the Board of Directors and to conduct no less than one (1) yearly unannounced cash verification of the Association's cash balance. The Board shall make available a copy of the annual audit to each apartment owner at least thirty days prior to the annual meeting which follows the end of the fiscal year. The Board shall not be required to submit a copy of the annual audit report to an owner if the proxy form issued pursuant to Section

514B-123(d) is not marked to indicate that the owner wishes to obtain a copy of the report. If the annual audit has not been completed by that date, the Board shall make available:

(a) An unaudited year end financial statement for the fiscal year to each apartment owner at least thirty days prior to the annual meeting; and

(b) The annual audit to all owners at the annual meeting, or as soon as the audit is completed, but not later than six months after the annual meeting.

(c) If the Association's fiscal year ends less than two months prior to the convening of the annual meeting, the year-to-date unaudited financial statement may cover the period from the beginning of the Association's fiscal year to the end of the month preceding the date on which notice of the annual meeting is mailed.³⁴

ARTICLE IV

ADMINISTRATION

Section 1. Management. The Board of Directors shall at all times manage and operate the common elements of the project and have such powers and duties as may be necessary or proper therefor including without limitation the following:

(a) Supervision of their immediate management and operation;

(b) Maintenance, repair, replacement and restoration of the common elements and any additions and alterations thereto;

(c) Purchase, maintenance and replacement of any equipment and provision of all water and utility services required for the common elements;

(d) Provision at each apartment of all water, sewer, electricity and such other utility services and utilities as the Board shall deem necessary either at the expense of such apartment or as a common expense as determined by the Board;

(e) Employment, supervision and dismissal of such personnel as may be necessary for the maintenance and operation of the project; provided the Association's employees shall not engage in selling or renting apartments in the project except Association owned units, unless such activity is approved by sixty-seven percent of the Association members;³⁵

(f) Preparation at least 60 days before each fiscal year of a proposed budget and schedule of assessments for such year.

(1) At a minimum, the budget shall include at least the following:

(i) The estimated revenues and operating expenses of the Association;

(ii) Information as to whether the budget has been prepared on a cash or accrual basis;

(iii) The total replacement reserves of the Association as of the date of the budget;

(iv) The estimated replacement reserves the Association will require to maintain the property based on a reserve study performed by the Association;

(v) A general explanation of how the estimated replacement reserves are computed;

(vi) The amount the Association must collect for the fiscal year to fund the estimated replacement reserves; and

(vii) Information as to whether the amount the Association must collect for the fiscal year to fund the estimated replacement reserves was calculated using a per cent funded or cash flow plan. The method or plan shall not circumvent the estimated replacement reserves amount determined by the reserve study pursuant to paragraph (4).

(2) The Board shall assess the unit owners to either fund a minimum of fifty per cent of the estimated replacement reserves or fund one hundred per cent of the estimated replacement reserves when using a cash flow plan. For each fiscal year, the Association shall collect the amount assessed to fund the estimated replacement for that fiscal year reserves, as determined by the Association's plan.

(3) The Board shall compute the estimated replacement reserves by a formula that is based on the estimated life and the estimated capital expenditure or major maintenance required for each part of the property. The estimated replacement reserves shall include:

(i) Adjustments for revenues which will be received and expenditures which will be made before the beginning of the fiscal year to which the budget relates; and

(ii) Separate, designated reserves for each part of the property for which capital expenditures or major maintenance will exceed \$10,000. Parts of the property for which capital expenditures or major maintenance will not exceed \$10,000 may be aggregated in a single designated reserve.

(4) The Association or unit owner, director, officer, managing agent, or employee of the Association who makes a good faith effort to calculate the estimated replacement reserves for the Association shall not be liable if the estimate subsequently proves incorrect.

(5) Except in emergency situations or with the approval of a majority of the unit owners, the Board may not exceed its total adopted annual operating budget by more than twenty per cent during the fiscal year to which the budget relates. Before imposing or collecting an assessment under this subsection that has not been approved by a majority of the

unit owners, the Board shall adopt a resolution containing written findings as to the necessity of the extraordinary expense involved and why the expense was not or could not have been reasonably foreseen in the budgeting process, and the resolution shall be distributed to the members with the notice of assessment.

(6) As used herein:

"Capital expenditure" means an expense that results from the purchase or replacement of an asset whose life is greater than one year, or the addition of an asset that extends the life of an existing asset for a period greater than one year.

"Cash flow plan" means a minimum twenty-year projection of the Association's future income and expense requirements to fund fully its replacement reserves requirements each year during that twenty-year period, except in an emergency; provided that it does not include a projection of special assessments or loans during that twenty-year period, except in an emergency.

"Emergency situation" means any extraordinary expenses:

- (i) Required by an order of a court;
- (ii) Necessary to repair or maintain any part of the property for which the Association is responsible where a threat to personal safety on the property is discovered;
- (iii) Necessary to repair any part of the property for which the Association is responsible that could not have been reasonably foreseen by the Board in preparing and distributing the annual operating budget;
- (iv) Necessary to respond to any legal or administrative proceeding brought against the association that could not have been reasonably foreseen by the board in preparing and distributing the annual operating budget; or
- (v) Necessary for the association to obtain adequate insurance for the property which the association must insure.

"Major maintenance" means an expenditure for maintenance or repair that will result in extending the life of an asset for a period greater than one year.

"Replacement reserves" means funds for the upkeep, repair, or replacement of those parts of the property, including but not limited to roofs, walls, decks, paving, and equipment, that the association is obligated to maintain

Apartment owners shall be notified of any increase in their assessments at least thirty days prior to the increase;³⁶

(g) Collection of all installments of assessments levied and payment of all common expenses authorized by the Board;

(h) Purchase and maintenance in effect of all policies of hazard and liability insurance for the project required by the Declaration and Chapter 514B, Hawaii Revised Statutes, and such other insurance and bonds as may be required or authorized by the Declaration or the Board;³⁷

(i) Custody and control of all funds of the Association, maintenance of full and accurate books of account and records of such funds and preparation of regular financial reports thereof;

(j) Impose charges and penalties, including late fees and interest, for late payment of assessments and levy reasonable fines for violations of the Declaration, these by-laws, house rules of the Association, in accordance with these by-laws pursuant to a resolution adopted by the Board that establishes a fining procedure that states the basis for the fine and allows an appeal to the Board of the fine with notice and an opportunity to be heard. If the fine is paid, the apartment owner shall have the right to initiate a dispute resolution process as provided by Sections 514B 161, 514B 162, or by filing a request for an administrative hearing under a pilot program administered by the Department of Commerce and Consumer Affairs;³⁸

(k) Acquire, hold, encumber, and convey in its own name any right, title, or interest to real or personal property; provided that:

(1) Designation of additional areas to be common elements or subject to common expenses shall require the approval of at least sixty seven percent of the apartment owners;

(2) Notwithstanding any provision to the contrary, an apartment for a resident manager may be purchased solely with the approval of the Board.³⁹

(l) Subject to Section 514B-38, grant easements, leases, licenses, and concessions through or over the common elements and permit encroachments on the common elements.⁴⁰

(m) Impose and receive any payments, fees, or charges for the use, rental, or operation of the common elements, other than limited common elements described in Section 514B 35(2) and (4), and for services provided to apartment owners.⁴¹

(n) If a tenant of an owner violates the Declaration, these by-laws, or the house rules of the Association, in addition to exercising any of its powers against the owner, the Association may:

(1) Exercise directly against the tenant the powers described in subsection (j);

(2) After giving notice to the tenant and the owner and an opportunity to be heard, levy reasonable fines against the tenant for the violation, provided that an owner shall be responsible for the conduct of the owner's tenant and for any fines levied against the

tenant or any legal fees incurred in enforcing the Declaration, these by-laws, or house rules of the Association against the tenant; and

(3) Enforce any other rights against the tenant for the violation which the owner as landlord could lawfully have exercised under the lease, including eviction, or which the Association could lawfully have exercised directly against the owner, or both.

The rights granted under this subsection (3) above may only be exercised if the tenant or owner fails to cure the violation within ten days after the Association notifies the tenant and owner of that violation; provided that no notice shall be required when the breach by the tenant causes or threatens to cause damage to any person or constitutes a violation of Section 521-51(1) or 521-51(6), Hawaii Revised Statutes.⁴²

(o) Impose reasonable charges for the preparation and recordation of amendments to the Declaration, documents requested for resale of apartments, or statements of unpaid assessments.⁴³

(p) Provide for the indemnification of its officers, Board, committee members, and agents, and maintain directors' and officers' liability insurance.⁴⁴

(q) Assign its right to future income, including the right to receive common expense assessments, but only to the extent Section 514B 105(e) expressly so provides.⁴⁵

(r) Exercise any other powers conferred by the Declaration or these by-laws.⁴⁶

(s) Exercise all other powers that may be exercised in this State by legal entities of the same type as the Association, except to the extent inconsistent with the Act.⁴⁷

(t) Exercise any other powers necessary and proper for the governance and operation of the Association.⁴⁸

Provided, however, that the Board shall have no power to impair the use and enjoyment of an apartment and its appurtenant limited common elements in a manner inconsistent with the Declaration and these by-laws.

Section 2. Managing Agent. The Board of Directors shall at all times employ a responsible corporate managing agent or a qualified person, as determined by the Board, as General Manager to manage and control the project subject at all times to direction by the Board, with all the administrative functions set forth specifically in the preceding Section 1 and such other powers and duties and at such compensation as the Board may establish. As used in the Declaration and these by-laws, the term "Managing Agent" shall mean and include any such General Manager employed by the Board.⁴⁹

Section 3. Representation. The Association can institute, defend, or intervene in litigation or administrative proceedings in its own name on behalf of itself or two or more

apartment owners on matters affecting the Association. For the purposes of actions under Chapter 480, the Association shall be deemed to be a "consumer."⁵⁰

Section 4. Execution of Instruments. All checks, drafts, notes, acceptances, conveyances, contracts and other instruments shall be signed on behalf of the Association by such person or persons as shall be provided by general or special resolution of the Board of Directors or, in the absence of any such resolution applicable to such instrument, by any two officers.⁵¹

ARTICLE V

OBLIGATIONS OF APARTMENT OWNERS

Section 1. Assessments. (a) All apartment owners shall pay to the Managing Agent in advance on the first day of each and every month the monthly installments of assessments against their respective apartments for common expenses of the project in accordance with the Declaration. The Board of Directors or Resident Manager shall notify the apartment owners in writing of maintenance fee increases at least thirty (30) days prior to such an increase.

(b) If an annual assessment proves inadequate for any reason, the Board may levy a special assessment against all owners; provided, however, that if the assessment would exceed 20% of the operating budget, except in an emergency situation, the owners representing 50% of the common interest must approve.

(c) All sums assessed by the Association but unpaid for the share of the common expenses chargeable to any apartment shall constitute a lien on the apartment with priority over all other liens, except:

(1) Liens for taxes and assessments lawfully imposed by governmental authority against the unit; and

(2) All sums unpaid on any mortgage of record that was recorded prior to the recordation of a notice of a lien by the Association, and costs and expenses including attorneys' fees provided in such mortgages.

The lien of the Association may be foreclosed by action or by nonjudicial or power of sale foreclosure procedures set forth in chapter 667, by the Managing Agent or Board, acting on behalf of the Association, in like manner as a mortgage of real property. In any such foreclosure, the owner shall be required to pay a reasonable rental for the apartment, if so provided in the by-laws, and the plaintiff in the foreclosure shall be entitled to the appointment of a receiver to collect the rental owed. The Managing Agent or Board, acting on behalf of the Association, unless prohibited by the Declaration, may bid on the apartment at foreclosure sale, and acquire and hold, lease, mortgage, and convey the apartment. Action to recover a money judgment for unpaid common expenses shall be maintainable without foreclosing or waiving the lien securing the unpaid common expenses owed.

(d) In conjunction with or as an alternative to foreclosure proceedings under subsection (b), where an apartment is owner-occupied, the Association may authorize its Managing Agent or Board to, after sixty days' written notice to the apartment owner and to the apartment's first mortgagee of the nonpayment of the apartment's share of the common expenses, terminate the delinquent apartment's access to the common elements and cease supplying a delinquent apartment with any and all services normally supplied or paid for by the Association. Any terminated services and privileges shall be restored upon payment of all delinquent assessments but need not be restored until payment in full is received.⁵²

Section 2. Collection of Rent from Tenant and Rental Agents.

(a) If the owner of an apartment rents or leases the apartment and is in default for thirty days or more in the payment of the apartment's share of the common expenses, the Board, for as long as the default continues, may demand in writing and receive each month from any tenant occupying the apartment or rental agent renting the apartment, an amount sufficient to pay all sums due from the apartment owner to the Association, including interest, if any, but the amount shall not exceed the tenant's rent due each month. The tenant's payment under this section shall discharge that amount of payment from the tenant's rent obligation, and any contractual provision to the contrary shall be void as a matter of law.

(b) Before taking any action under this section, the Board shall give to the delinquent apartment owner written notice of its intent to collect the rent owed. The notice shall:

(1) Be sent both by first class and certified mail;

(2) Set forth the exact amount the Association claims is due and owing by the apartment owner; and

(3) Indicate the intent of the Board to collect such amount from the rent, along with any other amounts that become due and remain unpaid.

(c) The apartment owner shall not take any retaliatory action against the tenant for payments made under this section.

(d) The payment of any portion of the apartment's share of common expenses by the tenant pursuant to a written demand by the Board is a complete defense, to the extent of the amount demanded and paid by the tenant, in an action for nonpayment of rent brought by the apartment owner against a tenant.

(e) The Board may not demand payment from the tenant pursuant to this section if:

(1) A commissioner or receiver has been appointed to take charge of the premises pending a mortgage foreclosure;

- (2) A mortgagee is in possession pending a mortgage foreclosure; or
- (3) The tenant is served with a court order directing payment to a third party.⁵³

Section 3. Assessment Disputes. (a) No owner shall withhold any assessment claimed by the Association. An owner who disputes the amount of an assessment may request a written statement clearly indicating:

- (1) The amount of common expenses included in the assessment, including the due date of each amount claimed;
- (2) The amount of any penalty, late fee, lien filing fee, and any other charge included in the assessment;
- (3) The amount of attorneys' fees and costs, if any, included in the assessment;
- (4) That under Hawai'i law, an owner has no right to withhold assessments for any reason;
- (5) That an owner has a right to demand mediation or arbitration to resolve disputes about the amount or validity of an Association's assessment, provided the owner immediately pays the assessment in full and keeps assessments current; and
- (6) That payment in full of the assessment does not prevent the owner from contesting the assessment or receiving a refund of amounts not owed.

Nothing in this section shall limit the rights of an owner to the protection of all fair debt collection procedures mandated under federal and state law.

(b) An owner who pays the Association the full amount claimed by the Association may file in small claims court or require the Association to mediate to resolve any disputes concerning the amount or validity of the Association's claim. If the owner and the Association are unable to resolve the dispute through mediation, either party may file for arbitration under Section 514B-162; provided that an owner may only file for arbitration if all amounts claimed by the Association are paid in full on or before the date of filing. If the owner fails to keep all Association assessments current during the arbitration, the Association may ask the arbitrator to temporarily suspend the arbitration proceedings. If the owner pays all Association assessments within thirty days of the date of suspension, the owner may ask the arbitrator to recommence the arbitration proceedings. If the owner fails to pay all Association assessments by the end of the thirty-day period, the Association may ask the arbitrator to dismiss the arbitration proceedings. The owner shall be entitled to a refund of any amounts paid to the Association which are not owed.⁵⁴

Section 4. Common Expenses. All common expenses shall be assessed against all the apartments in accordance with the allocations under Section 514B-41 and as provide in the Declaration. Any past due common expense assessment or installment thereof shall bear interest at the rate established by the Association, provided that the rate shall not exceed eighteen percent per year.⁵⁵

Section 5. Judgments. Assessments to pay a judgment against the Association under Section 514B-147(a) may be made only against the apartments in proportion to their common expense allocations under Section 514B-41 and the Declaration.⁵⁶

Section 6. Misconduct. If any common expense is caused by the misconduct of any apartment owner, the owner's tenant, occupant and/or guest, the Association may assess that expense exclusively against such owner's apartment.⁵⁷

Section 7. Reallocation. If common expense liabilities are reallocated, common expense assessments and any installment thereof not yet due shall be recalculated in accordance with the reallocated common expense liabilities.⁵⁸

Section 8. Voluntary Conveyance. In the case of a voluntary conveyance, the grantee of an apartment shall be jointly and severally liable with the grantor for all unpaid assessments against the latter for the grantor's share of the common expenses up to the time of the grant or conveyance, without prejudice to the grantee's right to recover from the grantor the amounts paid by the grantee therefor. Any such grantor or grantee is, however, entitled to a statement from the Board, either directly or through its Managing Agent or resident manager, setting forth the amount of the unpaid assessments against the grantor, and except as to the amount of subsequently dishonored checks mentioned in such statement as having been received within the thirty-day period immediately preceding the date of such statement, the grantee is not liable for, nor is the apartment conveyed subject to a lien for, any unpaid assessments against the grantor in excess of the amount therein set forth.⁵⁹

Section 9. No Exemption. No apartment owner may exempt the apartment owner from liability for the apartment owner's contribution towards the common expenses by waiver of the use or enjoyment of any of the common elements or by abandonment of the apartment owner's apartment.⁶⁰

Section 10. Maintenance of Apartments. (a) Every apartment owner shall at his own expense at all times well and substantially repair, maintain, amend and keep his apartment, including without limitation all internal installations therein such as water, electricity, gas, telephone, sewer, sanitation, air conditioning, lights and all other fixtures and accessories belonging to such apartment and the interior decorated or finished surfaces of all walls, floors and ceilings of such apartment, and all glass walls, doors and windows, with all necessary reparations and amendments whatsoever in good order and condition except as otherwise provided by law or the Declaration, and shall be liable for all loss or damage whatsoever caused by his failure to perform any such work diligently, and in case of such failure after reasonable notice to perform shall reimburse to the Association promptly on demand all expenses incurred by it in performing any such work authorized by the Board of Directors or the Managing Agent.

Every apartment owner and occupant shall reimburse the Association promptly on demand all expenses incurred by it in repairing or replacing any uninsured loss or damage to the common elements or any furniture, furnishings, and equipment thereof caused by such owner or occupant or any person under either of them and shall give prompt notice to the Managing Agent of any such loss or damage or other defect in the project when discovered. If the owner fails to reimburse the Association, the amount due will become a lien on the owner's apartment subject to foreclosure.⁶¹

(b) High Risk Components.

(1) The Board, after notice to all apartment owners and an opportunity for owner comment, may determine that certain portions of the apartments, or certain objects or appliances within the apartments such as washing machine hoses and water heaters, pose a particular risk of damage to other apartments or the common elements if they are not properly inspected, maintained, repaired, or replaced by owners. Those items determined by the Board to pose a particular risk are "high risk components" for the purposes of this section.

(2) With regard to items designated as high risk components, the Board may require any or all of the following:

(i) Inspection:

(A) At specified intervals; or

(B) Upon replacement or repair by the Association or by inspectors designated by the Association;

(ii) Replacement or repair at specified intervals whether or not the component is deteriorated or defective; and

(iii) Replacement or repair:

(A) Meeting particular standards or specifications established by the board;

(B) Including additional components or installations specified by the Board; or

(C) Using contractors with specific licensing, training, or certification approved by the board.

(3) The imposition of requirements by the Board under subsection (2) shall not relieve apartment owners of obligations regarding high risk components as set forth in the Declaration or these by-laws including, without limitation, the obligation to maintain, repair, and replace the components.

(4) If an apartment owner fails to follow requirements imposed by the Board pursuant to this section, the Association, after reasonable notice, may enter the apartment to perform the requirements with regard to such high risk components at the sole cost and expense of the apartment owner, which costs and expenses shall be a lien on the apartment as provided in Section 514B 146. Nothing in this section shall be deemed to limit the remedies of the Association for damages, or injunctive relief, or both.⁶²

(c) Disposition of Unclaimed Possessions.

(1) When personalty in or on the common elements of the project has been abandoned, the Board may sell the personalty in a commercially reasonable manner, store the personalty at the expense of its owner, donate the personalty to a charitable organization, or otherwise dispose of the personalty in its sole discretion; provided that no sale, storage, or donation shall occur until sixty days after the Board complies with the following:

(i) The Board notifies the owner in writing of:

(A) The identity and location of the personalty; and

(B) The Board's intent to so sell, store, donate, or dispose of the personalty.

Notification shall be by certified mail, return receipt requested, to the owner's address as shown by the records of the Association or to an address designated by the owner for the purpose of notification or, if neither of these is available, to the owner's last known address, if any; or

(ii) If the identity or address of the owner is unknown, the Board shall first advertise the sale, donation, or disposition at least once in a daily paper of general circulation within the circuit in which the personalty is located.

(2) The proceeds of any sale or disposition of personalty hereunder, after deduction of any accrued costs of mailing, advertising, storage, and sale, shall be held for the owner for thirty days. Any proceeds not claimed within this period shall become the property of the Association.⁶³

Section 11. Use of Project.

(a) The apartments of the project shall be used only for their respective purposes, as set forth in the Declaration.

(b) The common elements of the project shall be used only for the purposes for which they were designed.

(c) No apartment owner or occupant shall place, store or maintain in the halls, lobbies, stairways, walkways, grounds or other common elements of similar nature any furniture, packages or objects of any kind or otherwise obstruct transit through such common elements.

(d) Every apartment owner and occupant shall at all times keep his apartment in a strictly clean and sanitary condition and observe and perform all terms and conditions of the Association and these by-laws, all laws, ordinances, rules and regulations now or hereafter made by any governmental authority or the Association applicable thereto.

(e) Except as expressly permitted in the Declaration, no apartment owner or occupant shall make or suffer any strip or waste of his apartment or alter or remove any furniture, furnishings or equipment of the common elements and no owner or occupant shall make or suffer any unlawful or improper use of his apartment or the project.

(f) Except as expressly permitted in the Declaration, no apartment owner or occupant shall erect or place in the project any building or structure, including fences and walls, nor make any additions or alterations to any common elements of the project, nor in the case of a residential owner or occupant place or maintain thereon any signs, posters or bills whatsoever, except in accordance with plans and specifications including detailed plot plan, prepared by a licensed architect if so required by the Board and also approved by a majority in interest of apartment owners involved (or such larger percentage required by law or the Declaration).

(g) Except as expressly permitted in the Declaration, no apartment owner shall decorate or landscape any entrance, hallway, planting area, court or lanai appurtenant to his apartment and generally visible, except in accordance with standards therefor established by the Board of Directors or specific plans approved in writing by the Board.

(h) The occupants of the residential portions of the project shall exercise extreme care about making noises and in the use of musical instruments, radios, televisions and amplifiers that may disturb other residential occupants.

(i) No garments, rugs, or other objects shall be hung from the windows or facades of the project.

(j) No rugs, or other objects shall be dusted or shaken from the windows of the project or cleaned by beating or sweeping on any hallway or exterior part of the project.

(k) No refuse, garbage or trash of any kind shall be thrown, placed or kept on any common elements of the project outside of the disposal facilities provided for such purpose.

(l) No livestock, poultry, rabbits or other animals whatsoever shall be allowed or kept in any part of the project; except that dogs, cats and other household pets which were being kept in reasonable number in the project on April 23, 1974 and which were registered with the Resident Manager within fifteen (15) days after such effective date may continue to be kept by their owners in their respective apartments, but shall not be kept, bred or used therein for any commercial purpose nor allowed on any common elements except in transit when carried or on leash. Notwithstanding anything to the contrary contained in the Declaration, these by-laws, or the house rules, and subject to reasonable administrative requirements as set forth in the house rules, occupants with a disability as defined by the Fair Housing Act may keep guide dogs, signal dogs or other service animals as defined in Chapter 515, Hawaii Revised Statutes, upon which they depend for assistance, and such animals shall be allowed to walk throughout the common elements on a leash. This exception shall also apply to guide dogs, signal dogs, or other service animals as defined in Chapter 515, Hawaii Revised Statutes, depended upon by disabled guests

of occupants to assist the person with his or her disability.. Except as provided herein, no such pet shall be allowed on the roofs and recreation decks at any time or for any purpose and further provided that any such pet causing a nuisance or unreasonable disturbance to any other occupant of the project shall be permanently removed therefrom promptly upon notice given by the Board of Directors or Managing Agent. The Board of Directors may from time to time promulgate such rules and regulations regarding the continued keeping of such pets as the circumstances may then require or the Board may deem advisable.⁶⁴

(m) No apartment owner or occupant shall without the written approval of the Board of Directors or pursuant to the Antenna Policy adopted by the Board of Directors install any wiring for electrical or telephone installations, television antenna, machines or air conditioning units, or other equipment or appurtenances whatsoever on the exterior of the project or protruding through the walls, windows or roof thereof.⁶⁵

(n) Nothing shall be allowed, done or kept in any apartments or common elements of the project which would overload or impair the floors, walls or roof thereof, or cause any increase in the premium rates ordinarily prevailing for the use allowed or the cancellation or invalidation of any insurance thereon maintained by or for the Association.

(o) In order for the project to present a uniform exterior appearance, all drapes, curtains, shades, or other material placed against any window visible from the exterior shall be white or off-white in color or shall be lined with a material of that color.

Section 12. House Rules. The Board of Directors, upon giving notice to all residential apartment owners in the same manner as herein provided for notice of meetings of the Association and opportunity to be heard thereon, may adopt, amend or repeal any supplemental rules and regulations governing details of the operation and use of the common elements exclusively appertaining to the residential apartments of the project which are not inconsistent with any provision of law, the Declaration or these by-laws. House rules governing the operation and use of common elements exclusively appertaining to other apartments of the project shall only be adopted by majority vote of the owners thereof at a meeting of the Association duly called and held. Any such house rules shall also be consistent with applicable laws, the Declaration and these by-laws. The Association may adopt house rules that affect the use of or behavior in apartments that may be used for residential purposes only to:

(a) Prevent any use of an apartment which violates the Declaration or these by-laws;

(b) Regulate any behavior in or occupancy of an apartment which violates the Declaration or these by-laws or unreasonably interferes with the use and enjoyment of other apartments or the common elements by other apartment owners; or

(c) Restrict the leasing of residential apartments to the extent those rules are reasonably designed to meet underwriting requirements of institutional lenders who regularly lend money secured by first mortgages on apartments in condominiums or regularly purchase those mortgages.⁶⁶

Section 13. Expenses of Enforcement.

(a) All costs and expenses, including reasonable attorneys' fees, incurred by or on behalf of the Association for:

(1) Collecting any delinquent assessments against any owner's apartment;

(2) Foreclosing any lien thereon; or

(3) Enforcing any provision of the Declaration, by-laws, house rules, and the Condominium Property Act, or the rules of the Real Estate Commission; against an owner, occupant, tenant, employee of an owner, or any other person who may in any manner use the property, shall be promptly paid on demand to the Association by such person or persons; provided that if the claims upon which the Association takes any action are not substantiated, all costs and expenses, including reasonable attorneys' fees, incurred by any such person or persons as a result of the action of the Association, shall be promptly paid on demand to such person or persons by the Association.

(b) If any claim by an owner is substantiated in any action against the Association, any of its officers or directors, or its Board to enforce any provision of the Declaration, by-laws, house rules, or the Condominium Property Act, then all reasonable and necessary expenses, costs, and attorneys' fees incurred by an owner shall be awarded to such owner; provided that no such award shall be made in any derivative action unless:

(1) The owner first shall have demanded and allowed reasonable time for the board to pursue such enforcement; or

(2) The owner demonstrates to the satisfaction of the court that a demand for enforcement made to the board would have been fruitless.

If any claim by an owner is not substantiated in any court action against the Association, any of its officers or directors, or its Board to enforce any provision of the Declaration, by-laws, house rules, or the Condominium Property Act, then all reasonable and necessary expenses, costs, and attorneys' fees incurred by the Association shall be awarded to the Association, unless before filing the action in court the owner has first submitted the claim to mediation, or to arbitration under subpart D of Chapter 514B, Hawaii Revised Statutes, and made a good faith effort to resolve the dispute under any of those procedures.⁶⁷

Section 14. Record of Ownership. Every apartment owner shall promptly cause to be duly recorded and filed of record the deed, lease, sublease, assignment or other conveyance to him of such apartment or other evidence of his title thereto and shall file a copy of such document of title with the Board of Directors through the Managing Agent, and the Secretary shall maintain all such information in the record of ownership of the Association.

Section 15. Borrowing. The Association may authorize the Board to borrow money for the repair, replacement, maintenance, operation, or administration of the common elements and personal property of the project, or the making of any additions, alterations, and improvements thereto; provided that written notice of the purpose and use of the funds is first

sent to all unit owners and owners representing fifty per cent of the common interest vote or give written consent to the borrowing. In connection with the borrowing, the Board may grant to the lender the right to assess and collect monthly or special assessments from the unit owners and to enforce the payment of the assessments or other sums by statutory lien and foreclosure proceedings. The cost of the borrowing, including, without limitation, all principal, interest, commitment fees, and other expenses payable with respect to the borrowing or the enforcement of the obligations under the borrowing, shall be a common expense of the project. For purposes of this section, the financing of insurance premiums by the Association within the policy period shall not be deemed a loan and no lease shall be deemed a loan if it provides that at the end of the lease the Association may purchase the leased equipment for its fair market value.⁶⁸

Section 16. Mortgages. The Board of Directors or Managing Agent at the request of any mortgagee or prospective purchaser of any apartment or interest therein shall report to such person the amount of any assessments against such apartment then due and unpaid.⁶⁹

Section 17. Responsibilities of Owners. An apartment owner shall, upon the reasonable request of the Board or Managing Agent, immediately take steps to abate and remove, at his expense, any structure, thing or condition that may exist with regard to the occupancy of his apartment by his lessee(s), renter(s) or guest(s) which is a violation hereof, or of the Declaration, the Condominium Property Act or of any rules and regulations adopted by the Board, or, if the apartment owner is unable to control the conduct of his lessee(s), renter(s) or guest(s), the apartment owner shall, upon the request of the Board or Managing Agent, immediately take steps to remove such lessee(s), renter(s), or guest(s) from the premises, without compensation for lost rentals or any other loss or damages resulting therefrom.⁷⁰

ARTICLE VI

MISCELLANEOUS

Section 1. Amendment. These by-laws may be amended in any respect not inconsistent with provisions of law or the Declaration by vote or written consent of sixty-seven per cent (67%) of all the apartment owners. Any proposed by-law together with the detailed rationale for the proposal may be submitted by the Board or by a volunteer unit owners group. If submitted by that group, the proposal shall be accompanied by a petition signed by not less than twenty-five per cent of the apartment owners as shown in the Association's record of ownership. The proposed by-laws, rationale, and ballots for voting on any proposed by-law shall be mailed by the Board to the owners at the expense of the Association for vote or written consent without change within thirty days of the receipt of the petition by the Board. The vote or written consent, to be valid, must be obtained within three hundred sixty-five days after mailing for a proposed by-law submitted by either the Board or a volunteer unit owners group. If the by-law is duly adopted, the Board shall cause the by-law amendment to be recorded. The volunteer unit owners group shall be precluded from submitting a petition for a proposed by-law that is substantially similar to that which has been previously mailed to the owners within three hundred sixty-five days after the original petition was submitted to the Board. This section shall not preclude any owner or volunteer unit owners group from proposing any by-law amendment at any annual Association meeting.⁷¹

Section 2. Indemnification. The Association shall indemnify every director and officer and his executors and administrators against all expenses reasonably incurred by or imposed on him in connection with any action, suit or proceeding to which he may be made a party by reason of being or having been a director or officer of the Association, except in relation to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct; and in the absence of such final adjudication, indemnification shall be provided only in connection with such matters as to which the Association is advised by its legal counsel that the person to be indemnified committed no such breach of duty. The foregoing right of indemnification shall not be exclusive of any other rights to which such person may be entitled.⁷²

Section 3. Subordination. These by-laws are subordinate and subject to all provisions of the Declaration and any amendments thereto, the Condominium Property Act (Chapter 514B, Hawaii Revised Statutes, as amended), which shall control in case of any conflict. All terms herein (except where clearly repugnant to the context) shall have the same meaning as in the Declaration or said Condominium Property Act.⁷³

Section 4. Interpretation. In case any provision of these by-laws shall be held invalid, such invalidity shall not render invalid any other provision hereof which can be given effect. Nothing in these by-laws shall be deemed or construed to authorize the Association or Board of Directors to conduct or engage in active business for profit on behalf of any or all of the apartment owners.

Section 5. Right of Access. (a) Each apartment owner shall afford to the Association and the other apartment owners, and to employees, independent contractors, or agents of the Association or other apartment owners, during reasonable hours, access through the owner's apartment reasonably necessary for those purposes. Unless entry is made pursuant to subsection (b), if damage is inflicted on the common elements or on any apartment through which access is taken, the apartment owner responsible for the damage, or the Association, if it is responsible, is liable for the prompt repair thereof; provided that the Association shall not be responsible to pay the costs of removing or replacing any finished surfaces or other barriers that impede its ability to maintain and repair the common elements.

(b) The Association shall have the irrevocable right, to be exercised by the Board, to have access to each apartment at any time as may be necessary for making emergency repairs to prevent damage to the common elements or to another apartment or apartments.⁷⁴

Section 6. Examination of Books. (a) The Association shall keep financial and other records sufficiently detailed to enable the Association to comply with requests for information and disclosures related to resale of apartments. Except as otherwise provided by law, all financial and other records shall be made reasonably available for examination by any apartment owner and the owner's authorized agents. Association records shall be stored on the island on which the Association's project is located.

(b) No apartment owner who requests legal or other information from the Association, the Board, the Managing Agent, or their employees or agents, shall be charged for the reasonable cost of providing the information unless the Association notifies the unit owner

that it intends to charge the apartment owner for the reasonable cost. The Association shall notify the apartment owner in writing at least ten days prior to incurring the reasonable cost of providing the information, except that no prior notice shall be required to assess the reasonable cost of providing information on delinquent assessments or in connection with proceedings to enforce the law or the Association's governing documents.

After being notified of the reasonable cost of providing the information, the apartment owner may withdraw the request, in writing. An apartment owner who withdraws a request for information shall not be charged for the reasonable cost of providing the information.⁷⁵

Section 7. Remedies To Be Liberally Administered. (a) The remedies provided by the Declaration, by-laws and Chapter 514B, HRS shall be liberally administered to the end that the aggrieved party is put in as good a position as if the other party had fully performed. Punitive damages may not be awarded, however, except as specifically provided in the Declaration, the by-laws or in Chapter 514B, HRS or by other rule of law.

(b) Any deed, the Declaration, these by-laws, or the Condominium Map shall be liberally construed to facilitate the operation of the Condominium Property Regime.

(c) Any right or obligation declared by the Declaration, the by-laws or Chapter 514B, HRS is enforceable by judicial proceeding.⁷⁶

IN WITNESS WHEREOF, the undersigned have executed these presents, this 16th day of March, 2012.

ASSOCIATION OF APARTMENT OWNERS
OF HARBOR SQUARE

By [Signature]

Type Name: ANN E. COLLINS

Type Title: PRESIDENT

By [Signature]

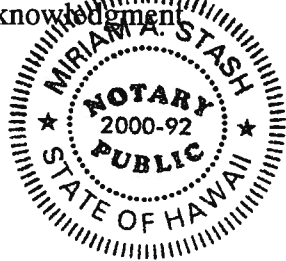
Type Name: JAMES VRECHER

Type Title: TREASURER

STATE OF HAWAII)
)
CITY AND COUNTY OF HONOLULU) ss.

On this 16th day of March, 2012, in the First Circuit, State of Hawai'i, before me appeared Ann E. Collins, to me personally known (or proved to me on the basis of satisfactory evidence), who, being by me duly sworn, did say that such person(s) executed the foregoing instrument identified or described as Second Amended and Restated By-Laws of the Association of Apartment Owners of Harbor Square as the free act and deed of such person(s), and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

The foregoing instrument is dated 3/16/2012 and contained 42 pages at the time of this acknowledgment.



Miriam A. Stash
Print Name: MIRIAM A. STASH
Notary Public, State of Hawaii

My Commission Expires: 2/27/2016

STATE OF HAWAII)
)
CITY AND COUNTY OF HONOLULU) ss.

On this 16th day of March, 2012, in the First Circuit, State of Hawai'i, before me appeared James Vrechet, to me personally known (or proved to me on the basis of satisfactory evidence), who, being by me duly sworn, did say that such person(s) executed the foregoing instrument identified or described as Second Amended and Restated By-Laws of the Association of Apartment Owners of Harbor Square as the free act and deed of such person(s), and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

The foregoing instrument is dated 3/16/2012 and contained 42 pages at the time of this acknowledgment.



Miriam A. Stash
Print Name: MIRIAM A. STASH
Notary Public, State of Hawaii

My Commission Expires: 2/27/2016

SECOND AMENDED AND RESTATED BY-LAWS
OF THE ASSOCIATION OF APARTMENT OWNERS
OF HARBOR SQUARE

ENDNOTES

The following By-Law provisions have been restated for the reasons set forth below:

- 1 The By-Laws have been restated where appropriate to reference "Condominium Property Act" which is the new name for the "Horizontal Property Act" and to refer to "Chapter 514B" which has superseded "Chapter 514A" pursuant to the instrument recorded in the Bureau of Conveyances of the State of Hawaii as Document No. T-8122437 and in the Office of the Assistant Registrar of the Land Court of the State of Hawaii Document No. A-44701159.
- 2 Article I, §1 of the By-Laws has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.
- 3 Article I, §2 of the By-Laws has been restated to conform to §514B-121(e), HRS.
- 4 Article I, §3 of the By-Laws has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.
- 5 Article I, §4 of the By-Laws has been restated to conform to §514B-121(b), HRS.
- 6 Article I, §5(a) has been added to the By-Laws to conform to §514B-123(h), HRS.
- 7 The By-Laws have been restated to revise all references to gender to be gender neutral pursuant to the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- 8 Article I, §5 of the By-Laws has been restated to conform to §514B-121(c), HRS.
- 9 Article I, §6(b) has been added to the By-Laws to conform to §514B-123(b), HRS.
- 10 Article I, §6(c) has been added to the By-Laws to conform to §514B-123(c), HRS.
- 11 Article I, §6(d) has been added to the By-Laws to conform to §514B-123(h)(2), HRS.
- 12 Article I, §6(e) has been added to the By-Laws to conform to §514B-123(i), HRS.
- 13 The By-Laws have been restated to use the term "unit" interchangeably with "apartment" throughout the document pursuant to the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- 14 Article I, §6(f) has been added to the By-Laws to conform to §514B-123(j), HRS.
- 15 Article I, §7 of the By-Laws has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.
- 16 Article I, §8 of the By-Laws has been restated to conform to §514B-123(b), (d), (e), (f), (g) and (j), HRS.
- 17 Article I, §10 of the By-Laws has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.
- 18 Article II, §1 of the By-Laws has been restated to incorporate the language in the instruments recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document Nos. 1021550 and T-8122437 and in Bureau of Conveyances of the State of Hawaii in Liber 14856 at Page 382 and as Document No. A-44701159 and to conform to §514B-107(a), (d) and (f). Article II, §1(b) has been added to the By-Laws to conform to §514B-107(c), HRS.
- 19 Article II, §2 of the By-Laws has been restated to conform to §514B-106(a), HRS.
- 20 Article II, §3 of the By-Laws has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.

-
- 21 The By-Laws have been restated to change “By-Laws” to “by-laws” throughout the document pursuant to the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- 22 Article II, §5 of the By-Laws has been restated to conform to §§514B-106(f) and 514B-121(b), HRS.
- 23 Article II, §7 of the By-Laws has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.
- 24 Article II, §8 of the By-Laws has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.
- 25 A new § 9 has been added to Article II of the By-Laws to conform to §514B-125(c), HRS and all subsequent sections have been renumbered.
- 26 A new §10 has been added to Article II of the By-Laws [restates previous §§9 and 15] to conform to §§514B-105(d), 514B-125(a), (b) and (d), 514B-126(a) and (b) and 514B-154(a)(2), HRS and all subsequent sections have been renumbered.
- 27 Article II, §13 of the By-Laws has been restated to conform to §514B-103, HRS.
- 28 A new §14 has been added to Article II of the By-Laws to conform to §514B-125(e), HRS and all subsequent sections have been renumbered.
- 29 A new §15 has been added to Article II of the By-Laws to conform to §514B-125(c), HRS and all subsequent sections have been renumbered.
- 30 A new §16 has been added to Article II of the By-Laws [restates previous §14] to conform to §514B-107(e), HRS and all subsequent sections have been renumbered.
- 31 A new §17 has been added to Article II of the By-Laws [restates previous §13] to conform to §514B-125(f), HRS and all subsequent sections have been renumbered.
- 32 A new §18 [originally incorrectly referred to as §12] has been added to Article II of the By-Laws and restated to incorporate the language in the instruments recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document Nos. 1917295 and 2475369 and in Bureau of Conveyances of the State of Hawaii as Document Nos. 92-085760 and 98-113655.
- 33 Article III, §1 of the By-Laws has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.
- 34 Article III, §8 of the By-Laws has been restated to conform to §514B-150, HRS.
- 35 Article IV, §1(e) of the By-Laws has been restated to conform to §514B-133(b), HRS.
- 36 Article IV, §1(f) of the By-Laws has been restated to conform to §§514B-144(h) and 514B-148, HRS.
- 37 Article IV, §1(h) of the By-Laws has been restated to conform to §514B-143, HRS.
- 38 Article IV, §1(j) of the By-Laws has been deleted in its entirety pursuant to the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159. A new Article IV, §1(j) has been added to the By-Laws to conform to §514B-104(a)(11), HRS.
- 39 Article IV, §1(k) has been added to the By-Laws to conform to §514B-104(a)(8), HRS.
- 40 Article IV, §1(l) has been added to the By-Laws to conform to §514B-104(a)(9), HRS.
- 41 Article IV, §1(m) has been added to the By-Laws to conform to §514B-104(a)(10), HRS.
- 42 Article IV, §1(n) has been added to the By-Laws to conform to §514B-104(b), (c) and (d), HRS.
- 43 Article IV, §1(o) has been added to the By-Laws to conform to §514B-104(a)(12), HRS.
- 44 Article IV, §1(p) has been added to the By-Laws to conform to §514B-104(a)(14), HRS.
- 45 Article IV, §1(q) has been added to the By-Laws to conform to §514B-104(a)(15), HRS.
- 46 Article IV, §1(r) has been added to the By-Laws to conform to §514B-104(a)(16), HRS.
- 47 Article IV, §1(s) has been added to the By-Laws to conform to §514B-104(a)(17), HRS.
- 48 Article IV, §1(t) has been added to the By-Laws to conform to §514B-104(a)(18), HRS.
- 49 Article IV, §2 of the By-Laws has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 2475369 and in Bureau of Conveyances of the State of Hawaii as Document No. 98-113655.

50 Article IV, §3 of the By-Laws has been restated to incorporate the language in the instrument recorded in the
Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in
Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.

51 Article IV, §4 of the By-Laws has been restated to incorporate the language in the instrument recorded in the
Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in
Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.

52 Article V, §1 of the By-Laws has been restated to conform to §§514B-146(a), (e), (f) and (g), and 514B-148(c),
HRS.

53 A new §2 has been added to Article V of the By-Laws to conform to §514B-145, HRS and all subsequent
sections have been renumbered.

54 A new §3 has been added to Article V of the By-Laws to conform to §514B-146(c) and (d), HRS and all
subsequent sections have been renumbered.

55 A new §4 has been added to Article V of the By-Laws to conform to §514B-144(b), HRS and all subsequent
sections have been renumbered.

56 A new §5 has been added to Article V of the By-Laws to conform to §514B-144(c), HRS and all subsequent
sections have been renumbered.

57 Article V, §6 has been added to the By-Laws to incorporate the language in the instrument recorded in the
Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in
Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159 and all subsequent Sections have
been renumbered.

58 A new §7 has been added to Article V of the By-Laws to conform to §514B-144(e), HRS and all subsequent
sections have been renumbered.

59 A new §8 has been added to Article V of the By-Laws to conform to §514B-144(f), HRS and all subsequent
sections have been renumbered.

60 A new §9 has been added to Article V of the By-Laws to conform to §514B-144(g), HRS and all subsequent
sections have been renumbered.

61 Article V, §10 of the By-Laws has been restated to incorporate the language in the instrument recorded in the
Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in
Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.

62 Article V, §10(b) has been added to the By-Laws to conform to §514B-138, HRS.

63 Article V, §10(c) has been added to the By-Laws to conform to §514B-139, HRS.

64 Article V, §11(l) of the By-Laws has been restated to incorporate the language in the instrument recorded in the
Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 677119 and in
Bureau of Conveyances of the State of Hawaii in Liber 9855 at Page 139 and to conform to the State and
Federal Fair Housing Acts.

65 Article V, §11(m) of the By-Laws has been restated to conform to the Federal Communications Commission
Rules.

66 Article V, §12 of the By-Laws has been restated to conform to §514B-105(b), HRS.

67 Article V, §13 of the By-Laws has been restated to conform to §514B-157, HRS.

68 A new §15 has been added to Article V of the By-Laws to conform to §514B-105(e), HRS and all subsequent
sections have been renumbered.

69 Article V, §16 of the By-Laws has been restated to incorporate the language in the instrument recorded in the
Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in
Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.

70 A new §17 [formerly §8] has been added to Article V of the By-Laws and has been restated to incorporate the
language in the instruments recorded in the Office of the Assistant Registrar of the Land Court of the State of
Hawaii as Document Nos. 881388 and T-8122437 and in Bureau of Conveyances of the State of Hawaii in
Liber 12962 at Page 129 and as Document No. A-44701159.

71 Article VI, §1 of the By-Laws has been restated to conform to §514B-108(e), HRS and to incorporate the
language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of
Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No.
A-44701159.

72 Article VI, §2 of the By-Laws has been restated to incorporate the language in the instrument recorded in the
Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in
Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.

-
- ⁷³ Article VI, §3 of the By-Laws has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in Bureau of Conveyances of the State of Hawai`i as Document No. A-44701159.
- ⁷⁴ A new §5 has been added to Article VI of the By-Laws to conform to §514B-137, HRS.
- ⁷⁵ A new §6 has been added to Article VI of the By-Laws to conform to §§514B-105(d) and 514B-152, HRS.
- ⁷⁶ A new §7 has been added to Article VI of the By-Laws to conform to §514B-10, HRS.

Harbor Square
Land Court Condo Map No. 97

Unit No.	TCT No.
7A	955,796
7B	790,190
7C	949,643
7D	666,039
7E	666,921
7F	786,493
7G	910,885
7H	778,360
8A	640,580
8B	714,736
8C	657,483
8D	786,486
8E	989,038
8F	918,722
8G	640,580
8H	703,902
9A	733,607
9B	1,024,704
9C	827,121
9D	953,409
9E	672,001
9F	672,002
9G	784,026
9H	655,098
10A	927,423
10B	672,003
10C	671,108
10D	1,035,884
10E	668,973
10F	668,972
10G	737,706
10H	662,439
11A	792,764
11B	946,709
11C	741,124
11D	659,688
11E	667,524
11F	948,317
11G	1,001,097
11H	926,952
12A	640,580
12B	661,060
12C	640,580
12D	665,197

Unit No.	TCT No.
12E	734,622
12F	960,842
12G	799,823
12H	810,175
14A	874,872
14B	654,999
14C	676,694
14D	1,039,025
14E	882,312
14F	1,038,906
14G	937,236
14H	718,130
15A	775,913
15B	975,469
15C	663,797
15D	984,986
15E	658,319
15F	743,937
15G	772,926
15H	662,440
16A	662,747
16B	826,314
16C	844,504
16D	909,900
16E	655,099
16F	702,752
16G	905,744
16H	861,121
17A	805,506
17B	1,016,235
17C	695,018
17D	672,757
17E	934,946
17F	675,069
17G	965,346
17H	780,396
18A	665,478
18B	744,888
18C	734,465
18D	742,870
18E	701,170
18F	855,123
18G	1,020,203
18H	950,089

Unit No.	TCT No.
19A	955,236
19B	744,977
19C	661,867
19D	965,475
19E	695,901
19F	761,152
19G	730,949
19H	658,628
20A	806,731
20B	1,028,933
20C	671,269
20D	655,001
20E	663,470
20F	640,580
20G	985,186
20H	692,415
21A	890,189
21B	901,786
21C	829,236
21D	949,367
21E	1,034,335
21F	920,930
21G	1,019,495
21H	963,753
22A	668,155
22B	980,206
22C	668,015
22D	660,243
22E	730,624
22F	737,316
22G	664,098
22H	677,982
23A	670,709
23B	640,580
23C	986,915
23D	655,002
23E	908,259
23F	792,173
23G	786,494
23H	1,027,552
24A	663,278
24B	1,013,888
24C	667,297
24D	696,421

Harbor Square
Land Court Condo Map No. 97

Unit No.	TCT No.
24E	911,401
24F	997,235
24G	1,034,269
24H	663,798
25A	660,649
25B	954,089
25C	657,685
25D	673,029
25E	889,462
25F	808,242
25G	924,343
25H	966,998
26A	883,313
26B	662,442
26C	893,874
26D	679,524
26E	782,076
26F	672,758
26G	845,372
26H	1,029,782
27A	679,672
27B	679,676
27C	679,675
27D	658,163
27E	1,015,799
27F	679,674
27G	815,035
27H	803,341
701	753,794
702	668,593
703	992,774
704	785,165
705	730,144
706	970,270
707	794,923
708	1,033,098
709	669,634
710	904,786
801	981,586
802	640,580
803	1,008,483
804	675,627
805	1,020,835
806	1,037,899

Unit No.	TCT No.
807	666,252
808	795,006
809	929,378
810	668,594
901	661,634
902	640,580
903	660,556
904	1,010,719
905	668,971
906	655,661
907	966,053
908	899,889
909	869,853
910	660,532
1001	842,454
1002	957,997
1003	940,451
1004	987,476
1005	1,029,098
1006	889,039
1007	938,999
1008	977,183
1009	723,569
1010	861,755
1101	687,616
1102	984,518
1103	660,531
1104	810,837
1105	952,903
1106	785,584
1107	802,768
1108	740,131
1109	846,759
1110	958,504
1201	1,002,469
1202	744,591
1203	659,274
1204	984,521
1205	655,953
1206	663,475
1207	674,560
1208	856,399
1209	794,478
1210	840,716

Unit No.	TCT No.
1401	849,450
1402	701,559
1403	1,038,112
1404	660,559
1405	640,580
1406	737,495
1407	680,788
1408	751,705
1409	770,505
1410	663,571
1501	1,001,532
1502	655,679
1503	743,078
1504	664,100
1505	950,245
1506	640,580
1507	845,371
1508	655,663
1509	658,159
1510	851,126
1601	1,032,883
1602	1,011,686
1603	721,139
1604	707,083
1605	1,030,228
1606	658,424
1607	874,845
1608	983,354
1609	673,116
1610	658,856
1701	658,320
1702	665,479
1703	786,081
1704	676,804
1705	1,029,602
1706	682,930
1707	781,916
1708	654,994
1709	669,622
1710	661,208
1801	659,573
1802	973,365
1803	940,606
1804	841,891

Harbor Square
Land Court Condo Map No. 97

Unit No.	TCT No.
1805	665,812
1806	669,342
1807	1,032,204
1808	655,680
1809	663,486
1810	1,039,517
1901	667,627
1902	1,039,516
1903	640,580
1904	726,288
1905	702,750
1906	654,990
1907	654,991
1908	664,012
1909	655,095
1910	663,184
2001	910,905
2002	723,791
2003	942,274
2004	659,574
2005	995,099
2006	657,843
2007	1,031,696
2008	1,032,540
2009	654,781
2010	654,782
2101	661,994
2102	661,997
2103	683,203
2104	715,990
2105	660,557
2106	1,013,911
2107	839,862
2108	658,043
2109	655,295
2110	961,275

Unit No.	TCT No.
2201	899,849
2202	640,580
2203	1,004,423
2204	913,480
2205	672,352
2206	977,382
2207	978,284
2208	1,027,437
2209	664,010
2210	664,011
2301	950,243
2302	672,760
2303	670,775
2304	985,397
2305	664,625
2306	769,124
2307	655,409
2308	843,693
2309	662,982
2310	710,558
2401	773,063
2402	660,834
2403	681,869
2404	680,787
2405	666,360
2406	654,995
2407	659,757
2408	660,648
2409	679,772
2410	640,580
2501	727,540
2502	670,199
2503	658,935
2504	785,586
2505	1,036,569
2506	860,061

Unit No.	TCT No.
2507	657,842
2508	657,998
2509	655,867
2510	1,032,659
2601	655,357
2602	839,164
2603	751,258
2604	854,884
2605	663,789
2606	983,385
2607	662,238
2608	852,504
2609	672,763
2610	664,102
2701	662,236
2702	662,267
2703	655,226
2704	920,927
2705	667,614
2706	912,513
2707	660,842
2708	911,922
2709	785,702
2710	788,103
2	668,289
4	640,580
3	640,580
1	640,580
5	663,276
6	1,009,762
7	672,840
8	672,841
9	672,839
10	672,838

42

OFFICE OF THE
ASSISTANT REGISTRAR, LAND COURT
STATE OF HAWAII
(Bureau of Conveyances)

The original of this document was
recorded as follows:

DOCUMENT NO. Doc T-8129289
DATE CT AS LISTED HEREIN
April 4, 2012 10:45 AM

THE ORIGINAL OF THE DOCUMENT
RECORDED AS FOLLOWS:
STATE OF HAWAII

BUREAU OF CONVEYANCES

DOCUMENT NO. Doc A-44770998

DATE - TIME April 4, 2012 10:45 AM

Return by: Mail [] Pickup [XX] To:
Joyce Y. Neeley, Esq.
ANDERSON LAHNE & FUJISAKI
A Limited Liability Law Partnership
733 Bishop Street, Suite 2301
Honolulu, Hawaii 96813 (808) 536-8177

SECOND AMENDED AND RESTATED DECLARATION OF
CONDOMINIUM PROPERTY REGIME OF HARBOR SQUARE
(Condominium Map No. 97 and File Plan No. 167)

WHEREAS, by Declaration of Horizontal Property Regime, dated April 15, 1970, filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii ("Land Court") as Document No. 499418, duly noted on Transfer Certificate of Title No. 210,975, and also recorded in the Bureau of Conveyances of the State of Hawaii ("Bureau") in Liber 6978, Page 1, and amended and restated by instrument dated February 8, 1990, recorded in Land Court as Land Court Document No. 1711149, duly noted on Transfer Certificate of Title No. 210,975 (currently noted on the Transfer Certificates of Title attached hereto), and also recorded in the Bureau as Document No. 90-033572 (the "Declaration"); the real property described in the Declaration was submitted to a Horizontal Property Regime (now known as a Condominium Property Regime) established by the Horizontal Property Act, Chapter 514, Hawaii Revised Statutes (now known as the Condominium Property Act, Chapter 514B, HRS), as amended; and

WHEREAS, said Declaration provides for the organization of the Association of Apartment Owners of the Project and established By-Laws therefor, which By-Laws were attached to said Declaration and incorporated therein by reference;

WHEREAS, said Declaration and By-Laws were duly amended by instruments dated September 27, 1971, recorded in the Land Court as Land Court Document Nos. 561439 and 561440, and also recorded in the Bureau in Liber 7996, Page 69; dated April 17, 1974, recorded in Land Court as Land Court Document No. 677119, and also recorded in the Bureau in Liber 9855, Page 139; dated June 5, 1978, recorded in Land Court as Land Court Document No. 881388, and also recorded in the Bureau in Liber 12962, Page 129; dated June 20, 1980,

recorded in Land Court as Land Court Document No. 1021550, and also recorded in the Bureau in Liber 14856, Page 382; dated October 5, 1983, recorded in Land Court as Land Court Document No. 1201720, and also recorded in the Bureau in Liber 17450, Page 729; dated March 26, 1985, recorded in Land Court as Land Court Document No. 1317621, and also recorded in the Bureau in Liber 18877, Page 368; dated May 21, 1992, recorded in Land Court as Land Court Document No. 1917295, and also recorded in the Bureau as Document No. 92-085760; dated October 25, 1994, recorded in Land Court as Land Court Document No. 2191901, and also recorded in the Bureau as Document No. 94-177527; dated July 23, 1998, recorded in Land Court as Land Court Document No. 2475369, and also recorded in the Bureau as Document No. 98-113655; dated June 6, 2003, recorded in Land Court as Land Court Document No. 2941145, and also recorded in the Bureau as Document No. 2003-116758; dated March 16, 2012, recorded in Land Court as Land Court Document No. T-8122437, and also recorded in the Bureau as Document No. A-44701159; and

WHEREAS, Section 514B-109(a), Hawaii Revised Statutes, provides that associations of apartment owners may at any time restate the declaration of the associations to set forth all amendments thereof by resolution adopted by the Board of Directors;

WHEREAS, Section 514B-109(b), Hawaii Revised Statutes, provides that, subject to Section 514B-23, associations of apartment owners may at any time restate the declaration of the associations to amend the declaration as may be required in order to conform with the provisions of Chapter 514B, Hawaii Revised Statutes, or any other statute, ordinance, rule, or regulation enacted by any governmental authority, by resolution adopted by the Board of Directors, and the restated declaration shall be as fully effective for all purposes as if adopted by the vote or written consent of the apartment owners. Section 514B-109(b), Hawaii Revised Statutes, further provides that the declaration as restated pursuant to that section shall: 1) identify each portion so restated; 2) contain a statement that those portions have been restated solely for the purposes of information and convenience; 3) identify the statute, ordinance, rule, or regulation implemented by the amendment; and 4) state that in the event of any conflict, the restated declaration shall be subordinate to the cited statute, ordinance, rule, or regulation;

WHEREAS, Section 514B-109(c), Hawaii Revised Statutes, provides that upon the adoption of a resolution pursuant to Section 514B-109(a) or (b), Hawaii Revised Statutes, the restated declaration shall set forth all of the operative provisions of the declaration, as amended, together with a statement that the restated declaration correctly sets forth, without change, the corresponding provisions of the declaration, as amended, and that the restated declaration supersedes the original declaration and all prior amendments thereto;

WHEREAS, the Board of Directors of the Association of Apartment Owners of Harbor Square by adoption of a resolution on March 15, 2011, voted to record a second restated version of the Declaration which would set forth the provisions of the Declaration, as amended and which would conform to Chapter 514B, Hawaii Revised Statutes and the State and Federal Fair Housing Acts, as amended or any other statute, ordinance, or rule, enacted by any governmental authority.

NOW, THEREFORE, the Declaration of Condominium Property Regime of Harbor Square is hereby restated as set forth below. Each Declaration provision that has been restated has been identified in the endnotes attached hereto. Said provisions have been restated solely for the purposes of information and convenience. To the extent that there is any conflict between the restated provisions of the Declaration and the statute, ordinance, or rule enacted by any governmental authority being implemented, the provisions of the restated Declaration shall be subordinate to said statute, ordinance, or rule enacted by any governmental authority. The restated version of the Declaration correctly sets forth, without change, the corresponding provisions of this Declaration, as amended. This restated version of the Declaration shall supersede the original declaration and all prior amendments and restatements thereto; provided, however, that in the event of any conflict, the restated version of the Declaration shall be subordinate to the original Declaration and all prior amendments thereto.

TABLE OF CONTENTS

Page No.

A. DESCRIPTION OF BUILDING..... 8

B. DIVISION OF PROPERTY 8

 1. Residential Apartments..... 8

 2. Commercial Apartments 10

 3. Sailors' Home Apartment..... 11

 4. Garage Apartment..... 12

 5. Office Apartments..... 13

 6. Common Elements..... 13

C. LIMITED COMMON ELEMENTS AND EXPENSES 14

D. COMMON INTEREST 23

E. EASEMENTS 24

F. ALTERATION AND TRANSFER OF INTERESTS..... 25

G. USE..... 25

H. ADMINISTRATION OF PROJECT 26

I. MANAGING AGENT..... 27

J. COMMON EXPENSES 27

K. VOTING 27

L. COMPLIANCE WITH DECLARATION AND BY-LAWS..... 28

M. INSURANCE..... 28

 1. Property Insurance 28

 2. Comprehensive Liability Insurance 30

 3. Apartment Insurance 30

N. CONDEMNATION 30

O. UNINSURED CASUALTY 31

P. ALTERATION OF PROJECT 31

Q. ALTERATIONS BY DISABLED OCCUPANTS..... 32

R. MAINTENANCE RESERVE FUND..... 33

S. AMENDMENT OF DECLARATION..... 33

T. DEFINITIONS..... 33

U. FEE PURCHASE..... 33

V. PURCHASE AND ALTERATION OF RESIDENTIAL APARTMENT 33

WHEREAS, THE QUEEN'S MEDICAL CENTER, a Hawaii eleemosynary corporation, herein called "Queen's" and HONOLULU SAILORS' HOME SOCIETY, also a Hawaii eleemosynary corporation, herein called "Sailors' Home", Queen's and Sailors' Home being collectively referred to herein as "Lessors", owned in fee simple certain real property described as follows:¹

PARCEL 1: All of that certain parcel of land situate on the New Southwest side of Queen Street, between Alakea and Richards Streets, Honolulu, City and County of Honolulu, State of Hawaii, described as follows:

Lot 13, area 39,542.0 square feet as shown on Map 4, filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii with Land Court Application No. 685 of Bruce Cartwright, Trustee under the Will and of the Estate of Emma Kaleleonalani, deceased, and being a portion of the land described in Transfer Certificate of Title No. 47,593 issued to The Queen's Medical Center.

SUBJECT, to Easement A shown on Map 3 of said Application over and across said Lot 13 for pedestrian access purposes.

SUBJECT, ALSO, to a Grant in favor of the City and County of Honolulu dated November 9, 1955, filed as Land Court Document No. 214410; granting the right to permanently seal the artesian well located on said lot.

SUBJECT, FURTHER, to the setback established by Ordinance No. 3217 of the City and County of Honolulu adopted July 5, 1968, providing for a 6-foot setback along the Queen Street boundary of the demised premises.

PARCEL 2: All of that certain parcel of land (being a portion of the premises conveyed to the Honolulu Sailors' Home Society by Deed of the Minister of Interior dated March 21, 1893, recorded in the Bureau of Conveyances of the State of Hawaii in Book 142 on pages 96 and 97) situated at the north corner of Halekauwila and Richards Streets, Honolulu aforesaid, more particularly described as follows:

Beginning at the east corner of this piece of land, the south corner of Lot 13 as shown on Map 4 filed with the Land Court Application 685 and on the northwesterly side of Richards Street, and running by true azimuths measured clockwise from south:

1. 54° 34' 106.40 feet along the northwesterly side of Richards Street;

Thence along the northerly side of Richards and Halekauwila Streets on a curve to the right with a radius of 45.00 feet, the azimuth and distance of the chord being:

2. 102° 02' 30" 66.33 feet;
3. 149° 31' 69.12 feet along the northeasterly side of Halekauwila Street;
4. 159° 28' 10.04 feet along the northeasterly side of Halekauwila Street;
5. 231° 03' 136.29 feet along Grant 3474 to Honolulu Sailors' Home Society;
6. 321° 54' 30" 135.98 feet along Lot 13 of Land Court Application 685 to the point of beginning and containing an area of 18,744 square feet.

SUBJECT, HOWEVER to the restriction of vehicle access over and across courses 2, 3 and 4.

SUBJECT, ALSO, to a Grant in favor of the City and County of Honolulu, dated November 9, 1955, recorded in said Bureau in Liber 3528, at page 335, granting the right to permanently seal and keep sealed that certain Artesian Well designated as No. 102 located on said parcel (corner of Halekauwila and Richards Streets).

PARCEL 3: All of that certain parcel of land (being a portion of the premises conveyed to the Honolulu Sailors' Home Society by King Kalakaua by Royal Patent Grant No. 3474. dated March 27, 1890 and recorded in said Bureau in Liber 16 at page 309) situated at the east corner of Alakea and Halekauwila Streets, Honolulu aforesaid, more particularly described as follows:

Beginning at the north corner of this piece of land, the west corner of Lot 13 as shown on Map 4 filed with Land Court Application 685 and on the new southeasterly side of Alakea Street, and running by true azimuths measured clockwise from south:

1. 321° 45' 30" 79.92 feet along Lot 13 of Land Court Application 685;
2. 51° 03' 136.29 feet along Deed of Minister of Interior to Honolulu Sailors' Home Society dated March 21, 1893 and recorded in Book 142 on pages 96 and 97;
3. 159° 28' 30.00 feet along the northeasterly side of Halekauwila Street;
4. 159° 28' 12.73 feet along the northeasterly side of Halekauwila Street;

Thence along the easterly side of Halekauwila and Alakea Streets on a curve to the right with a radius of 66.30 feet, the azimuth and distance of the chord being:

5. 178° 34' 57" 43.42 feet;

Thence along the new southeasterly side of Alakea Street on a curve to the right with a radius of 30.00 feet, the azimuth and distance of the chord being:

6. 214° 22' 27" 17.22 feet;

7. 231° 03' 25.00 feet along the new southeasterly side of Alakea Street;

8. 231° 03' 30.00 feet along the new southeasterly side of Alakea Street;

9. 231° 03' 25.84 feet along the new southeasterly side of Alakea Street to the point of beginning and containing an area of 9,621 square feet.

SUBJECT, to the restriction of vehicular access over and across courses 4, 5, 6, 7 and 9; and subject further to limitation of vehicle access over and across course 3 for ingress only, and course 8 for egress only.

SUBJECT, ALSO, to the restrictions imposed by said Royal Patent Grant No. 3474 requiring the establishment and strict enforcement of certain rules relating to the operation of the Sailors' Home.

SUBJECT, FURTHER to the reservation in favor of the State of Hawaii of all mineral and metallic mines as reserved in Royal Patent Grant No. 3474.²

WHEREAS, HARBOR PROPERTIES, LTD., a Hawaii corporation, as General Partner of Puget-Pacific, a registered Hawaii limited partnership, herein called the "Lessee", was the holder of a lease from Queen's which is filed in said Office as Document No. 486189 and noted on said certificate of title and of a lease from Sailors' Home, which is recorded in the Bureau of Conveyances of the State of Hawaii in Liber 6728, at Page 281;

AND WHEREAS, pursuant to the terms of said leases the Lessee and Sailors' Home contracted with ALAKEA PROPERTIES, INC., a Delaware corporation authorized to do business in Hawaii, to improve said land by constructing thereon certain improvements hereinafter described in accordance with plans incorporated herein by reference and filed in said Office as Condominium Map No. 97 and in said Bureau as Condominium File Plan No. 167 and Queen's consented to such contract;

NOW, THEREFORE, in order to create a condominium project consisting of said land and improvements (herein called the "Project")³ and to be known as "HARBOR SQUARE" the Lessors, Lessee and Alakea Properties, Inc. hereby submit said property to the Horizontal Property Regime established by the Horizontal Property Act, Chapter 514, Hawaii Revised Statutes, (now known as the Condominium Property Act and Chapter 514B, Hawaii Revised Statutes)⁴ as amended, and in furtherance thereof make the following declarations as to divisions, limitations, restrictions, covenants and conditions and hereby declare and agree that said property is held and shall be held, conveyed, mortgaged, encumbered, leased, rented, used, occupied and improved subject to said declarations, which declarations shall constitute covenants running with the land and shall be binding on and for the benefit of the parties hereto, their respective successors and assigns, and all subsequent owners and lessees of all or any part of the Project and their respective successors, heirs, executors, administrators and assigns.⁵

A. DESCRIPTION OF BUILDING. The improvements consist of a single building, constructed principally of reinforced concrete, steel, aluminum and glass, having two 26-story towers, designated as the "Harbor Tower" and "Town Tower", which partly include and partly rise above a 6-story multi-purpose structure, containing office, commercial and parking facilities and the Honolulu Sailors' Home. Each tower has a penthouse structure used for building machinery and equipment.

"Apartment" or "unit", as used in this Declaration means a physical or spatial portion of the Project designated for separate ownership or occupancy, the boundaries of which are described below. To the extent walls, floors, or ceilings are designated as boundaries of the Apartments/units described below, all lath, furring, wallboard, plasterboard, plaster, paneling, tiles, wallpaper, paint, finished flooring, and any other materials constituting any part of the finished surfaces thereof are a part of the Apartments/units, and all other portions of the walls, floors, or ceilings, are a part of the common elements or limited common elements. Except as otherwise provided herein, all spaces, interior non-load bearing partitions, and other fixtures and improvements within the boundaries of an Apartment are a part of the Apartment.⁶

B. DIVISION OF PROPERTY. The Project is divided into the following separate estates:

1. Residential Apartments. Three hundred sixty (360) estates are hereby designated as residential apartments in the spaces within the perimeter walls, concrete floors and ceilings and the adjacent lanais and courts of each of the 360 apartments contained in the top twenty stories of the two 26-story towers. 200 are in the Harbor Tower and 160 are in the Town Tower. The residential apartments are designated on said plans and described as follows:

(a) In the Harbor Tower there are ten Apartments on each floor designated by numbers 01 through 10, preceded by the number of the floor. The floors are numbered 7 through 12 and 14 through 27 in ascending order. In the Town Tower there are eight Apartments on each floor designated by letters A through H, preceded by the number of the floor. The floors are likewise numbered 7 through 12 and 14 through 27.

(b) Each residential apartment contains the number of rooms and approximate gross floor area according to its respective plan, which plans are designated A to I, inclusive, as follows:

Plan A. Eighty residential apartments in the Harbor Tower designated as Apartments 01, 04, 06 and 09 on each ascending floor starting with the seventh contain six rooms (including two bedrooms and two bathrooms) and a lanai and an approximate floor area of 1,100 square feet, except that the apartments designated as 701, 704, 706 and 709 on the seventh floor each contain a court rather than a lanai and an approximate floor area of 1,695, 1,785, 1,860, and 1,695 square feet, respectively.

Plan B. Forty residential apartments in the Harbor Tower designated as Apartments 05 and 10 on each ascending floor starting with the seventh contain six rooms (including two bedrooms and two bathrooms) and a lanai and an approximate floor area of 1,180 square feet, except that the apartments designated as 705 and 710 on the seventh floor contain a court rather than a lanai and an approximate floor area of 1,400 square feet each.

Plan C. Eighty residential apartments in the Harbor Tower designated as Apartments 02, 03, 07 and 08 on each ascending floor starting with the seventh contain four rooms (including one bedroom and one bathroom) and a lanai, and an area of 870 square feet, except that the apartments designated as 702, 703, 707 and 708 on the seventh floor contain a court rather than a lanai and an approximate floor area of 1,025 square feet each.

Plan D. Forty residential apartments in the Town Tower designated as Apartments A and B on each ascending floor starting with the seventh contain five rooms (including two bedrooms and two bathrooms) and a lanai and an approximate floor area of 840 square feet, except that the apartments designated as 7A and 7B on the seventh floor each contain a court rather than a lanai and an approximate floor area of 1,550 and 1,330 square feet, respectively.

Plan E. Thirty-nine residential apartments in the Town Tower, designated as Apartment C on each ascending floor starting with the seventh and as Apartment D on each ascending floor starting with the eighth contain four rooms (including one bedroom and one bathroom) and a lanai and an approximate floor area of 590 square feet, except that the apartment designated as 7C on the seventh floor contains a court rather than a lanai and an approximate floor area of 975 square feet.

Plan F. Thirty-nine residential apartments in the Town Tower, designated as Apartment E on each ascending floor starting with the seventh and as Apartment F on each ascending floor starting with the eighth contain four rooms (including a kitchen, a living room, two bedrooms and two bathrooms) and a lanai and an approximate floor area of 725 square feet, except that the apartment designated as 7E on the seventh floor contains a court rather than a lanai and an approximate floor area of 1,020 square feet.

Plan G. One residential apartment in the Town Tower, designated as Apartment D on the seventh floor and numbered 7D, contains four rooms (including one bedroom and one bathroom) and a court and an approximate floor area of 865 square feet.

Plan H. One residential apartment in the Town Tower designated as Apartment F on the seventh floor and numbered 7F, contains four rooms (including one bedroom and one bathroom) and a court and approximate floor area of 985 square feet.

Plan I. Forty residential apartments in the Town Tower designated as Apartments G and H on each ascending floor starting with the seventh contain five rooms (including two bedrooms and two bathrooms) and a lanai and an approximate floor area of 750 square feet, except that the apartments designated as G and H on the seventh floor each contain a court and an approximate floor area of 1,350 square feet.

(c) Each residential apartment has immediate access to the hallways, entrances, stairways, and elevators of its tower, permitting ingress and egress to and from the residential floors and the walkways, driveways and ramps connecting the tower to the adjacent public streets.

(d) Except as specifically otherwise provided, the respective residential apartments shall not be deemed to include the undecorated or unfinished surfaces of the perimeter walls or interior load-bearing walls, the unfinished surfaces of the concrete floors and ceilings surrounding each apartment or any pipes, wires, conduits or other utility or service lines running through such apartment which are utilized for or serve more than one apartment, the same being deemed common elements as hereinafter provided. Each apartment shall be deemed to include its adjacent lanai or court, all the walls and partitions which are not load-bearing within its perimeter walls, all furred ceilings, the inner decorated or finished surfaces of all walls, floors and ceilings, and all fixtures and appliances originally installed therein for its exclusive use, including dishwasher, refrigerator, stove and garbage disposer. Each residential apartment in the Harbor Tower shall also include a clothes washer and dryer. Each lanai shall be deemed to include the rail or railings which surround it, and each court shall be deemed to extend to the interior edge of the perimeter concrete planter and to the edge of the concrete planter separating it from the adjacent apartment court. All doors, windows and glass walls serving an apartment shall be deemed a part of such apartment.⁷

2. Commercial Apartments. Two (2) estates are hereby designated as commercial apartments in the spaces within the perimeter walls and the concrete floors and ceiling are designated on said plans and described as follows:

(a) They are designated as Apartments 1 and 2. Apartment 1 is contained on the ground floor and Apartment 2 is contained on the ground floor and mezzanine of the Harbor Tower.

(b) Each commercial apartment contains one room, which may be partitioned and subdivided into several rooms. The approximate gross floor area of each commercial apartment, according to its respective plan, is as follows:

(i) Apartment 1, contains 3,930 square feet.

(ii) Apartment 2, contains 2,289 square feet⁸

(c) Each commercial apartment shall have immediate access to the lobby, entrances and the service corridor of the Harbor Tower; provided, however, that if the Association relocates the doorways of Commercial Apartment 1 and Commercial Apartment 2 from the Harbor Tower lobby to the Diamond Head side of the Project, then each such commercial apartment shall instead have access to the stairway and/or walkway constructed by the Association to connect such Commercial Apartment to the adjacent public street, and shall also have access to the aforesaid service corridor and service corridor entrance, and to the walkways (exclusive of the lobby area between Commercial Apartment 1 and Commercial Apartment 2), driveways and ramps connecting the Harbor Tower to the adjacent public streets.⁹

(d) Except as specifically otherwise provided, the respective commercial apartments shall not be deemed to include the undecorated or unfinished surfaces of the perimeter walls or interior load-bearing walls, the unfinished surfaces of the concrete floors and ceiling surrounding each apartment or any pipes, wires, conduit or other utility, or service lines running through such apartment which are utilized for or serve more than one apartment, the same being deemed common elements as hereinafter provided. Apartment 1 shall be deemed to include the ventilation chase which runs to the roof of the Harbor Tower. Each apartment shall be deemed to include all the walls and partitions which are not load-bearing within its perimeter walls, all furred ceilings, the interior decorated or finished surfaces of all walls, floors and ceilings, and all fixtures and equipment installed therein. All doors, windows and glass walls serving an apartment shall be considered a part of such apartment.

3. Sailors' Home Apartment. One (1) estate is hereby designated as the Sailors' Home Apartment in the spaces within the perimeter walls, and the concrete floors and ceilings of the Project and is designated on said plans and described as follows:

(a) Said apartment contains 17,195 square feet on four (4) floors, and an elevator, machine room and penthouse, and is designated as Apartment 3.

(b) Each floor contains the approximate floor area and number of rooms, as follows:

(i) The first floor contains nine rooms, hallways and a lobby and has a floor area of 3,650 square feet.

(ii) The second, third and fourth floors each contain sixteen rooms and a hallway, and a floor area of 4,515 square feet.

(c) Said apartment has immediate access to the adjacent walkways connecting the apartment to the adjacent public streets.

(d) Except as specifically otherwise provided, the Sailors' Home Apartment shall not be deemed to include the undecorated or unfinished surfaces of the perimeter walls, or interior load-bearing walls which do not exclusively serve said apartment, the unfinished surfaces of the perimeter concrete ceilings surrounding the apartment or any pipes, wires, conduits or other utility or service lines running through such apartment which are utilized for or serve more than one apartment, the same being deemed common elements as hereinafter provided. The Sailors' Home Apartment shall be deemed to include all walls and partitions which are not load-bearing within its perimeter, or which if load-bearing exclusively serve said apartment, all floors, the inner decorated or finished surfaces of all walls and the perimeter ceiling, all furred ceilings and all fixtures, appliances and equipment originally installed therein, including the elevator exclusively serving said apartment, together with its appurtenant equipment and housing. All doors, windows and glass walls serving the apartment shall be considered a part of the apartment.

4. Garage Apartment. One (1) estate is hereby designated as the Garage Apartment in the space within the perimeter walls, floors and ceilings of the Project and is designated on said plans and described as follows:

(a) Said apartment contains 180,980 square feet with seven levels on the mauka side, eight levels on the makai side, and one level immediately above the Sailors' Home Apartment and is designated as Apartment 4.

(b) Each level contains the following floor area:

(i) Makai levels 1 through 8, respectively, contain approximately 9,280, 9,280, 11,595, 12,630, 12,630, 12,630, 12,630 and 12,630 square feet.

(ii) Mauka levels 1 through 7, respectively, contain approximately 11,000, 11,365, 11,365, 12,450, 12,235, 12,450, and 12,020 square feet.

(iii) The level immediately above the Sailors' Home Apartment contains approximately 4,790 square feet and is adjacent to and not separated from makai level 6.

(c) Said apartment has immediate access to the adjacent public streets and by way of connecting stairways, ramps and corridors has access to the elevators contained within and the courts and walkways adjacent to the Town Tower.

(d) Except as specifically otherwise provided, the Garage Apartment shall not be deemed to include the undecorated or unfinished surfaces of the perimeter walls or interior load-bearing walls, the unfinished surfaces of the perimeter ceilings surrounding the apartment or any stairways, corridors, pipes, wires, conduits or other utility service lines running through such apartment, or any mechanical, utility or equipment rooms or enclosures or equipment contained therein which are utilized for or serve more than one apartment, the same being deemed common elements as hereinafter provided. Said apartment shall be deemed to include all walls and partitions which are not load-bearing within its perimeter walls, all floors, the

inner decorated or finished surfaces of all walls and the perimeter ceiling, and all fixtures and equipment originally installed therein for its exclusive use.

5. Office Apartments. Six (6) estates are hereby designated as office apartments in the spaces within the perimeter walls, floors and concrete ceilings of each of the six office apartments in the Town Tower and are designated on said plans and described as follows:

(a) There is one office apartment on each of the first six floors of the Town Tower and they are designated by numbers 5 through 10. Apartment 5 is on the first floor, Apartment 6 is on the second floor, Apartment 7 is on the third floor, Apartment 8 is on the fourth floor, Apartment 9 is on the fifth floor, and Apartment 10 is on the sixth floor of the Town Tower.

(b) Each office apartment contains one general room, which may be partitioned and subdivided into several rooms, and, except for Apartment 5, two (2) rooms with restroom facilities, and an approximate floor area as follows:

- (i) Apartment 5 has a floor area of 2,580 square feet.
- (ii) Apartment 6 has a floor area of 3,185 square feet.
- (iii) Apartment 7 has a floor area of 5,795 square feet.
- (iv) Apartment 8 has a floor area of 5,795 square feet.
- (v) Apartment 9 has a floor area of 5,770 square feet.
- (vi) Apartment 10 has a floor area of 5,770 square feet.

(c) Each office apartment has immediate access to the entrances, stairways and elevators of the Town Tower, permitting ingress and egress to and from the office floors and the walkways, driveways and ramps connecting the Town Tower to the adjacent public streets.

(d) Except as specifically otherwise provided, the respective office apartments shall not be deemed to include the undecorated or unfinished surfaces of the perimeter walls or interior load-bearing walls, the unfinished surfaces of the floors and concrete ceilings surrounding such apartment or any pipes, wires, conduits or other utility or service lines running through such apartment which are utilized for or serve more than one apartment, the same being deemed common elements as hereinafter provided. Each apartment shall be deemed to include all the walls and partitions which are not load-bearing within its perimeter walls, the furred ceilings, the interior decorated or finished surfaces of all walls, floors and ceilings and all fixtures and equipment originally installed for its exclusive use. All doors, windows and glass walls serving an apartment shall be considered a part of such apartment.

6. Common Elements. One estate is hereby designated in all remaining portions of the Project, herein called the "common elements", including specifically but not limited to:

- (a) The land described above.

(b) The foundations, columns, girders, beams, supports, load-bearing walls not exclusively serving a particular apartment, roofs, common halls, corridors, lobbies, stairs, stairways and fire escapes, and entrances and exits of the building not exclusively serving a particular apartment.

(c) The yards, gardens, recreational facilities, parking and loading ramp areas, storage spaces and docks, and trash facilities.

(d) The premises for the lodging or use of janitors and other persons employed for the operation of the property.

(e) Central facilities and appurtenant installations for services such as power, light, gas, hot and cold water, refrigeration and air conditioning.

(f) The elevators which do not exclusively serve a particular apartment, tanks, pumps, motors, fans, compressors, ducts, and in general all other apparatus and installations existing for common use.

(g) All other parts of the property, necessary or convenient to its existence, maintenance, and safety, or normally in common use and which serve more than one apartment.

C. LIMITED COMMON ELEMENTS AND EXPENSES. Certain parts of the common elements, herein called the "limited common elements", are hereby designated and set aside for the exclusive use of certain apartments. Unless otherwise stated herein, if any chute, duct, wire, conduit, or any other fixture lies partially within and partially outside the designated boundaries of an apartment, any portion thereof serving only that apartment is a limited common element appurtenant solely to that apartment and any portion thereof serving more than one apartment or any portion of the common elements is a part of the common elements. Any awnings, doorsteps, lanais, patios, and all exterior doors and windows or other fixtures designed to serve a single apartment, but are located outside the apartment's boundaries are limited common elements appurtenant exclusively to that apartment., Such apartments shall have appurtenant thereto exclusive easements for the use of such limited common elements and shall be charged with the expenses relating thereto as follows:¹⁰

1. The following designated common elements are reserved for the exclusive use and are appurtenant to all the Residential Apartments in the Harbor Tower:

(a) All central installations for services such as power, light, gas, hot and cold water, refrigeration, air conditioning, and trash disposal, all elevators with their appurtenant equipment and housings, tanks, pumps, motors, fans, ducts, chases, halls, corridors, lobbies, stairways, the finished exterior vertical surfaces, the roof and deck surface thereon, which are in or form a part of and are designed for the exclusive use of the Residential Apartments in the Harbor Tower. At all times during which Commercial Apartment 1 and Commercial Apartment 2 have doorways located on the Diamond Head side of the Project, the lobby area situated between Commercial Apartment 1 and Commercial Apartment 2, as well

as the stairway, walkway, and/or ramp connecting that lobby area to the adjacent public street, will constitute limited common elements appurtenant to all the Residential Apartments in the Harbor Tower; provided, however, that during all such times, each Residential and Office Apartment in the Town Tower, as well as the Commercial Apartment, the Sailor's Home Apartment, and the Garage Apartment, shall have a non-exclusive easement across the aforesaid common elements for pedestrian access to the Resident Manager's office, subject to such security system as may be installed or maintained by the Association from time to time.¹¹

(b) Five levels of parking within the Harbor Tower and two levels of parking forming the second and third levels of parking above the Sailors' Home Apartment, except for five spaces on said second level which are reserved for, specifically designated and appurtenant to the Sailors' Home Apartment.

(c) One parking space located within the limited common elements appurtenant to the Harbor Tower residential apartments shall be assigned to each residential apartment in the Harbor Tower and shall be appurtenant to and for the exclusive use of such apartment. Each such space shall bear the same number as the apartment to which it is appurtenant.

(d) One storage space located on one of the parking levels or on the same floor as the apartment to which it is appurtenant shall be assigned to each of the residential apartments in the Harbor Tower and shall be appurtenant to and for the exclusive use of such apartment. Each such space shall bear the same number appurtenant as the apartment to which it is appurtenant.

Expenses which are incurred in connection therewith shall be borne by each residential apartment in the Harbor Tower according to its respective apartment plan, as follows:

Plan A	.5400%;
Plan B	.5800%; and
Plan C	.4200%.

2. The following designated common elements are reserved for the exclusive use and are appurtenant to all the Residential Apartments in the Town Tower:

(a) All central installations for services such as power, light, gas, hot and cold water, refrigeration, air conditioning, and trash disposal, all elevators with their appurtenant equipment and housings, tanks, pumps, motors, fans, ducts, chases, halls, corridors, lobbies, stairways, the finished exterior vertical surfaces and the roof, which are in or form a part of the residential portion of the Town Tower or which are designed for the exclusive use of the residential apartments in the Town Tower.

(b) The laundry facilities and equipment located on the mezzanine level above the Garage Apartment and the adjacent corridor which connects the residential portion of the Town Tower with the recreation deck, together with all components thereof which are designed to exclusively serve the residential apartments in the Town Tower.

(c) One storage space shall be assigned to each of the residential apartments in the Town Tower and shall be appurtenant to and for the exclusive use of such apartment. Each such space shall bear the same number as the apartment to which it is appurtenant.

Expenses which are incurred in connection therewith shall be borne by each residential apartment in the Town Tower according to its respective apartment plans, as follows:

Plan D	.7200%;
Plan E	.5000%;
Plan F	.6300%;
Plan G	.5100%;
Plan H	.6200%; and
Plan I	.6500%.

3. The following designated common elements are reserved for the exclusive use and are appurtenant to all the Residential Apartments in the Project:

(a) The resident manager's unit located on the mezzanine level of the Harbor Tower, together with one parking space within the Harbor Tower parking facilities for the use of said manager.

(b) The roof and deck surface covering the lower portion of the building, including the landscaping thereon, the recreational and restroom facilities, the hot water storage tanks, the concrete planters and the swimming pool, with its attendant equipment room and equipment.¹²

Expenses which are incurred in connection therewith, including without limiting the generality of the foregoing, all costs and expenses with respect to the Resident Manager, shall be borne by each residential apartment in the two towers according to their respective apartment plans, as follows:

Plan A	.2970%;
Plan B	.3190%;
Plan C	.2310%;
Plan D	.3240%;
Plan E	.2250%;
Plan F	.2835%;
Plan G	.2295%;
Plan H	.2790%; and
Plan I	.2925%.

4. The following designated common elements are reserved for the exclusive use and are appurtenant to the Commercial Apartments:

(a) All finished exterior vertical surfaces which form a part of the exterior of the building adjacent to the Commercial Apartments, together with any stairway and/or walkway which the Association may build from the Diamond Head side of either or both of the Commercial Apartments to the sidewalk fronting the adjacent public street. The expense of relocating the doorway(s) of either or both of the Commercial Apartments from the lobby of the Harbor Tower to the Diamond Head side of such apartments, together with the expense of constructing a stairway and/or walkway to such relocated doorway(s) from the adjacent public street, shall be borne by the Residential Apartments in the Harbor Tower in the same manner as is provided herein for additions to the limited common elements appurtenant to such Residential Apartments, if the Board¹³ proceeds with such modifications following receipt of written approval to do so by the owner(s) of the affected Commercial Apartment(s). All other expenses which are incurred in connection with the common elements reserved for the exclusive use of the Commercial Apartments, including but not limited to the cost of maintaining and repairing such doorways and any stairway and/or walkway constructed by the Association on the Diamond Head side of the Commercial Apartments, as aforesaid, shall be borne by each Commercial Apartment as follows:

Commercial Apartment 1	70.0000%; and
Commercial Apartment 2	30.0000%. ¹⁴

5. The following designated common elements are reserved for the exclusive use and are appurtenant to the Sailors' Home Apartment:

(a) All finished exterior vertical surfaces which form a part of the exterior of the building adjacent to the Sailors' Home Apartment.

(b) Five parking spaces located on the second level of parking above the Sailors' Home Apartment shall be assigned to the Sailors' Home Apartment and shall be appurtenant to and for the exclusive use of such apartment. The spaces are numbered SH-1 through SH-5, inclusive.

Expenses which are incurred in connection therewith shall be borne wholly by said apartment.

6. The following designated common elements are reserved for the exclusive use and are appurtenant to the Garage Apartment:

(a) All finished exterior vertical surfaces which form a part of the exterior of the building adjacent to the Garage Apartment.

Expenses which are incurred in connection therewith shall be borne wholly by said apartment.

7. The following designated common elements are reserved for the exclusive use and are appurtenant to all the Office Apartments:

(a) All central installations for services such as power, light, gas, hot and cold water, refrigeration, air conditioning, tanks, pumps, motors, fans, ducts, chases, the finished exterior surfaces, which are in or form a part of that portion of the building occupied by and which exclusively serve the office apartments.

Expenses which are incurred in connection therewith shall be borne by each apartment as follows:

Apartment 5	9.0%
Apartment 6	11.0%
Apartment 7	20.0%
Apartment 8	20.0%
Apartment 9	20.0% and
Apartment 10	20.0%

8. The following designated common elements are reserved for the exclusive use and are appurtenant to all the Office and Residential Apartments in the Town Tower:

(a) The mauka stairway of the Town Tower and its appurtenant ventilation equipment.

Expenses which are incurred in connection therewith shall be borne by each apartment according to its number or place, as follows:

Apartment 5	1.80%;
Apartment 6	2.20%;
Apartment 7	4.0%;
Apartment 8	4.0%;
Apartment 9	4.0%;
Apartment 10	4.0%;
Plan D	.5760%;
Plan E	.4000%;
Plan F	.5040%.
Plan G	.4080%;
Plan H	.4960%; and
Plan I	.5200%.

9. The following designated common elements are reserved for the exclusive use and are appurtenant to all the Office and Residential Apartments in the Town Tower and the Garage Apartment:

(a) The makai stairway below the seventh floor of the Town Tower.

(b) The public foyer of the courtyard, private walks and arcades adjacent to the Town Tower, together with any landscaping thereof.

Expenses which are incurred in connection therewith shall be borne by each apartment according to its number or plan, as follows:

Apartment 4	35.0000%
Apartment 5	3.1500%
Apartment 6	3.850%
Apartment 7	7.0%
Apartment 8	7.0%
Apartment 9	7.0% and
Apartment 10	7.0%.
Plan D	.2160%;
Plan E	.1500%;
Plan F	.1890%;
Plan G	.1530%;
Plan H	.1860%; and
Plan I	.1950%.

10. The following designated common elements are reserved for the exclusive use and are appurtenant to the Garage Apartment and Office Apartments 6, 7, 8, 9, and 10:

(a) The Diamond Head bank of elevators in the Town Tower which exclusively serves the top five Office Apartments and the Garage Apartment, together with all appurtenant equipment, shafts and housings, and the hallways and lobbies designed to serve such elevators exclusively.

Expenses which are incurred in connection therewith shall be borne by each, as follows:

Apartment 4	50.0%;
Apartment 6	6.0%;
Apartment 7	11.0%;
Apartment 8	11.0%;
Apartment 9	11.0%; and
Apartment 10	11.0%.

11. The following designated common elements are reserved for the exclusive use and are appurtenant to all the Residential Apartments, all the Commercial Apartments, all Office Apartments and the Sailors' Home Apartment:

(a) The central air conditioning system, including but not limited to the cooling towers, the pumps, chillers, compressors, pipes, tubes and wiring, which is designed to generate and distribute coolant to each of the apartments served by air conditioning. Any part of the system which exclusively serves an apartment or a class of apartments shall be appurtenant only to such apartment or class of apartments as set forth in the paragraphs above.

(b) The costs and expenses of repair and maintenance of the central air conditioning system as aforesaid shall be borne by each apartment according to its number or plan, as follows:

Apartment 1	1.5000%;
Apartment 2	.5000%;
Apartment 3	4.0000%;
Apartment 5	.4500%;
Apartment 6	.5500%;
Apartment 7	1.0000%;
Apartment 8	1.0000%;
Apartment 9	1.0000%;
Apartment 10	1.0000%;
Plan A	.3078%;
Plan B	.3306%;
Plan C	.2394%;
Plan D	.2304%;
Plan E	.1600%;
Plan F	.2016%;
Plan G	.1632%;
Plan H	.1984%; and
Plan I	.2080%.

(c) The cost of electricity to operate the central air conditioning system shall be allocated to and borne by each apartment according to its number or plan, as follows:

Apartment 1	3.0000%;
Apartment 2	.7500%;
Apartment 3	4.0000%;
Apartment 5	.7200%;
Apartment 6	.8800%;
Apartment 7	1.6000%;
Apartment 8	1.6000%;
Apartment 9	1.6000%;
Apartment 10	1.6000%;
Plan A	.28755%;
Plan B	.30885%;
Plan C	.22365%;
Plan D	.2232%;
Plan E	.1550%;
Plan F	.1953%;
Plan G	.1581%;
Plan H	.1922%; and

12. The following designated common element is reserved for the exclusive use and is appurtenant to Office Apartment 6:

(a) The "T" shaped open space located at the makai end of the equipment penthouse housing on the Town Tower which contains approximately 376 square feet enclosed by hollow-tile concrete block walls and is open to the sky, together with easements for ingress thereto and egress therefrom over and across the common elements of the Town Tower as may be necessary for the utilization of said space for such commercial purposes as may be permitted hereby.

Expenses which are incurred in connection therewith shall be borne wholly by said apartment.¹⁶

13. The Board shall have the power to do all such things as it deems necessary or appropriate to arrange for the purchase of the interests of the Lessors and/or the Lessee in the Project by the Association and/or its members and to facilitate the completion of any such purchase(s). However, Apartment 3 is a fee simple apartment, whereas all other apartments in the Project are leasehold apartments. Therefore, no portion of any expenses incurred by the Board in connection with the purchase of any of the interests of the Lessors and/or the Lessee in the Project shall be assessed to the owner(s) of Apartment 3. Rather, notwithstanding anything to the contrary contained elsewhere in this Declaration, all costs and expenses incurred in connection with the acquisition of the interest(s) of the Lessors and/or the Lessee, as well as all efforts made toward that objective, shall constitute limited common expenses to be borne by the owners of residential apartments and all other apartments except Apartment 3, as follows:

Plan A apartments (80 in all)	.2656% each
Plan B apartments (40 in all)	.2852% each
Plan C apartments (80 in all)	.2066% each
Plan D apartments (40 in all)	.1623% each
Plan E apartments (39 in all)	.1127% each
Plan F apartments (39 in all)	.1420% each
Plan G apartment (01 in all)	.1150% each
Plan H apartment (01 in all)	.1398% each
Plan I apartments (40 in all)	.1465% each

Total, all residential apartments: 71.7241%

Apartment 1	.5164%
Apartment 2	.3033%
Apartment 4	23.5627%
Apartment 5	.3504%
Apartment 6	.4283%
Apartment 7	.7787%
Apartment 8	.7787%

Apartment 9	.7787%
Apartment 10	.7787%

Total, all apartments except Apartment 3: 100.0000%¹⁷

14. Each of the reinforced concrete lanai balconies on the eighth through twelfth and the fourteenth through twenty-seventh floors of the Harbor Tower and Town Tower, respectively, and the rail or railings which surround it, including without limitation, the anchors, posts and uprights supporting such rail or railings, is reserved for the exclusive use of and is appurtenant to the immediately adjoining Residential Apartment having exclusive access thereto. The reinforced concrete slab which comprises the lanai balcony together with the rail, railings, anchors, posts and uprights is hereinafter collectively called the "Residential Lanai".

(a) In order to preserve and protect the reinforced concrete slab of each Residential Lanai, the Board of the Association shall establish from time to time reasonable and uniform rules concerning the required application of a waterproof sealant to each of the concrete slabs and the frequency at which reapplication or replacement of the waterproof sealant to the concrete slab shall be required.

(b) In order to preserve and protect the integrity of the waterproof sealant applied to the concrete slab of each Residential Lanai, the Board of the Association shall establish from time to time reasonable and uniform rules concerning the application of any other sealants, mastics, glues, paint, carpet, tile, or other substances and coverings to the surface of the concrete slab of each Residential Lanai.

(c) The rail or railings, including the anchors, posts and uprights supporting such rails or railings, on each of the Residential Lanais shall be of uniform appearance and color in accordance with reasonable and uniform rules established from time to time by the Board of the Association. The Board of the Association shall not require the replacement of those rails or railings now existing unless required to do so by law, ordinance, code, governmental rule or regulation, or by reason of age or obsolescence.

(d) Subject to the rules adopted in accordance with subparagraphs a, b, and c hereinabove, the owners of the respective Residential Apartments shall be entitled (but not required) at such owner's own cost and expense to lay carpet, tile or other outdoor floor covering on the surface of the appurtenant Residential Lanai. The Association shall not be responsible to pay the costs of removing or replacing any finished surfaces or other barriers that impede its ability to maintain and repair the Residential Lanais.¹⁸

(e) The Association¹⁹ shall cause all rails or railings of the Residential Lanais to be secured to the exterior walls of the Harbor Tower or Town Tower, respectively, in accordance with the advice of a Hawaii licensed structural engineer and with due regard to function and appearance. All costs and expenses in connection with securing the rails or railings of each of the Residential Lanais to the exterior walls of the Harbor Tower or Town Tower shall be assessed to and paid by the owners of the Residential Apartment to which the Residential Lanai is appurtenant.

(f) The costs, expenses and fees for contractors, engineers, architects and other related services incurred by the Association incident to the maintenance, repair or replacement of the Residential Lanais which by reason of their general character cannot reasonably be allocated to specific Residential Lanais as shall be determined from time to time by the Board of the Association, shall be borne by the owners of all Residential Apartments in the Harbor Tower and the Town Tower according to their respective apartment plans as set forth in paragraph 3 of this Section C.

(g) Except as may otherwise be expressly provided in this Declaration, all costs and expenses of the repair, maintenance, replacement and upkeep of each Residential Lanai from and after January 1, 1993, shall be borne by the owner of the Residential Apartment to which the Residential Lanai is appurtenant.

(h) The Association shall have the right, to be exercised by its Board or Managing Agent, to enter any Residential Apartment for the purpose of inspecting the Residential Lanais to determine the state of repair and condition thereof. The owner of each Residential Apartment shall be responsible for and shall at each such owner's sole cost and expense repair and make good all deficiencies or defects in said Residential Lanai of which notice shall be given by the Association within thirty (30) days after receipt of such notice and if such owner fails to perform such repair work as herein required then and in such event the Association shall have the right to cause all such repair work to be performed and such owner shall promptly pay on demand to the Association all costs and expenses incurred by it in performing any such required maintenance or repairs to the Residential Lanai.²⁰

15. Any element of the Project which is not otherwise herein specifically designated as either a common element or a limited common element, and which by its design, purpose and intended function is for the exclusive use or service of one or more but not all apartments of the Project, is declared to be a limited common element appurtenant to the apartment or apartments having exclusive use or service thereof according to its design, purpose and intended function.

(a) All costs and expenses, including but not limited to, maintenance, repair, replacement, additions and improvements to any of the aforementioned limited common elements shall be charged to the owner of the apartment or apartments to which the limited common element is appurtenant. If such a limited common element is appurtenant to more than one apartment then all such costs and expenses shall be allocated among and borne by the owners of such apartments in proportion to their respective common interest in the Project.²¹

D. COMMON INTEREST. Each apartment shall have appurtenant thereto an undivided percentage interest in all common elements of the Project (herein called the "common interest"), and the same proportionate share in the common expenses of the Project, except for expenses related to the limited common elements, and for all other purposes including voting on issues of common concern, as follows:

Plan A apartments	.2592%
Plan B apartments	.2784%
Plan C apartments	.2016%
Plan D apartments	.1584%
Plan E apartments	.1100%
Plan F apartments	.1386%
Plan G apartments	.1122%
Plan H apartments	.1364%
Plan I apartments	.1430%
Apartment 1	.5040%
Apartment 2	.2960%
Apartment 3	2.4000%
Apartment 4	23.0000%
Apartment 5	.3420%
Apartment 6	.4180%
Apartment 7	.7600%
Apartment 8	.7600%
Apartment 9	.7600%
Apartment 10	.7600%

E. **EASEMENTS.** In addition to any easements herein designated in the limited common elements, the apartments and common elements shall have and be subject to the following easements:

1. Each apartment shall have appurtenant thereto nonexclusive easements in the common elements designed for such purposes for ingress to, egress from, utility services for and support of such apartment; in the other common elements for use according to their respective purposes, subject always to the exclusive or limited use of the limited common elements as herein provided; and in all other apartments of the building for support.

2. If any part of the common elements encroaches upon any apartment or limited common element, a valid easement for such encroachment and the maintenance thereof, so long as it continues, shall and does exist. If any portion of the Project shall be partially or totally destroyed and then rebuilt, minor encroachments of any parts of the common elements due to construction shall be permitted, and valid easements for such encroachments and the maintenance thereof shall exist.

3. The Association shall have the right, to be exercised by its Board or Managing Agent, to enter any apartments and limited common elements from time to time during reasonable hours as may be necessary for the operation of the Project or for making emergency repairs therein required to prevent damage to any apartments or common elements or for the installation, repair or replacement of any common elements.

(a) Except to the extent provided by this Declaration or the by-laws, the Association is responsible for the operation of the property, and each unit owner is responsible

for maintenance, repair, and replacement of the owner's unit. Each unit owner shall afford to the Association and the other unit owners, and to employees, independent contractors, or agents of the Association or other unit owners, during reasonable hours, access through the owner's unit reasonably necessary for those purposes. Unless entry is made pursuant to subsection (b), if damage is inflicted on the common elements or on any unit through which access is taken, the unit owner responsible for the damage, or the Association, if it is responsible, is liable for the prompt repair thereof; provided that the Association shall not be responsible to pay the costs of removing or replacing any finished surfaces or other barriers that impede its ability to maintain and repair the common elements.

(b) The Association shall have the irrevocable right, to be exercised by the board, to have access to each unit at any time as may be necessary for making emergency repairs to prevent damage to the common elements or to another unit or units.²²

4. Each Residential Apartment in the Harbor Tower, the Sailors' Home Apartment, and the Resident Manager's unit shall have a non-exclusive easement for vehicular ingress and egress through the Garage Apartment by the most direct means necessary to reach the parking space appurtenant to it.

5. Each Residential and Office Apartment in the Town Tower shall have a non-exclusive easement through the Garage Apartment by the most direct means possible to allow use by such apartments of the Project loading ramps and docks located adjacent to the Ewa end of the Garage Apartment.

6. Each residential apartment in the Harbor Tower shall have a non-exclusive easement for pedestrian ingress and egress through the Garage Apartment by the most direct means possible to reach the recreation deck covering the lower portion of the building.

7. Each apartment in the Project and the Resident Manager's unit shall have a non-exclusive easement for pedestrian egress through any other portion of the Project by the most direct means possible for purposes of emergency exit from the Project.

F. ALTERATION AND TRANSFER OF INTERESTS. The common interest elements, and easements appurtenant to each apartment shall have a permanent character, shall not be altered without the consent of all owners of apartments affected thereby as expressed in an amendment to this Declaration duly recorded, shall not be separated from such apartment and shall be deemed to be conveyed or encumbered with such apartment even though not expressly mentioned or described in the conveyance or other instrument. The common elements shall remain undivided, and no right shall exist to partition or divide any part thereof except as provided by said Condominium Property Act.²³

G. USE. The apartments shall be occupied and used only as follows:

1. The residential apartments shall be occupied and used for residential purposes only, and for no other purpose whatsoever, except that a full-time residential occupant may use a portion of the apartment (or a consolidated apartment) so occupied for his own secondary general office purposes to the extent that such use does not impair the residential use and enjoyment of that portion of the building by others. The apartments shall not be used primarily for office purposes nor be rented for transient or hotel purposes, which are defined as (a) rental for any period less than thirty (30) days, or (b) any rental in which the occupants of the

apartment are provided customary hotel services such as room service for food and beverage, maid service, laundry and linen or bellboy service. The residential apartments in the Project or any interest therein shall not be sold, transferred, conveyed, leased, occupied, rented or used for or in connection with any time-sharing purpose or under any time-sharing plan, arrangement or program, including without limitation any so-called "vacation license", "travel club or other membership" or "time-interval ownership" arrangement. The term "time-sharing" as used herein shall be deemed to include, but shall not be limited to, any plan, program or arrangement under which the right to use, occupy, own, lease or possess an apartment or apartments in the Project rotates among various persons on a periodically recurring basis according to a fixed or floating interval or period of time, whether by way of deed, lease, association or club membership, license, beneficial interest under a Hawaii Land Trust, rental or use agreement, co-tenancy agreement, partnership or otherwise.²⁴

2. The Commercial Apartments shall be occupied and used only for general commercial purposes and may include any lawful commercial enterprise therein.

3. The Sailors' Home Apartment shall be occupied and used for all purposes permitted by the Society's charter of incorporation.

4. The Garage Apartment shall be occupied and used for all lawful commercial purposes consistent with its design.

5. The Office Apartments shall be occupied and used for general office or commercial purposes.

Except for the above expressed restrictions, the owners of the respective apartments shall have the absolute right to lease such apartments subject to all provisions of this Declaration.

H. ADMINISTRATION OF PROJECT. Administration of the Project shall be vested in its Association of Apartment Owners, herein called the "Association", consisting of all apartment owners of the Project in accordance with the by-laws of the Association. Operation of the Project and maintenance, repair, replacement and restoration of the common elements, and any additions and alterations thereto, shall be in accordance with the provisions of said Condominium Property Act, this Declaration, and the by-laws, and specifically but without limitation the Association shall²⁵:

1. Make, build, maintain and repair all fences, sewers, drains, roads, curbs, sidewalks and parking areas which may be required by law to be made, built, maintained and repaired upon or adjoining or in connection with or for the use of the Project or any part thereof.

2. Keep all common elements of the Project in a strictly clean and sanitary condition, and observe and perform all laws, ordinances, rules and regulations now or hereafter made by any governmental authority for the time being applicable to the Project or the use thereof.

3. Well and substantially repair, maintain, amend and keep all common elements of the Project, including without limitation the building thereof, with all necessary reparations and amendments whatsoever in good order and condition except as otherwise provided herein, and maintain and keep said land and all adjacent land between any street boundary of the Project and the established curb or street line in a neat and attractive condition and all trees, shrubs and grass thereon in good cultivation and replant the same as may be

necessary, and repair and make good all defects in the common elements of the Project herein required to be repaired by the Association, of which notice shall be given by any owner or his agent, within 30 days after the giving of such notice.

4. Before commencing or permitting construction of any major improvement (as determined by the Board) on the Project, obtain a bond or certificate thereof naming as obligees collectively all apartment owners as their interests may appear, in a penal sum not less than the cost of such construction and with a corporate surety authorized to do business in Hawaii, guaranteeing completion of such construction free and clear of all mechanics' and materialmen's liens.²⁶

5. Observe any setback lines affecting the Project and not erect, place or maintain any building or structure whatsoever except approved fences or walls between any street boundary of the Project and the setback line along such boundary.

6. Not erect or place on the Project any building or structure including fences and walls, nor make additions or structural alterations to or exterior changes of any common elements of the Project, nor place or maintain thereon any signs, posters or bills whatsoever, except in accordance with plans and specifications including detailed plot plan, prepared by a licensed architect if so required by the Board, first approved in writing by the Board, and complete any such improvements diligently after the commencement thereof.²⁷

7. Not make or suffer any strip or waste except as permitted by this Declaration nor make or suffer any unlawful, improper or offensive use of the Project.

I. MANAGING AGENT. Operation of the Project shall be conducted for the Association by a responsible corporate managing agent or a qualified person, as determined by the Board, as General Manager who shall be appointed by the Board in accordance with the by-laws. As used in this Declaration and the by-laws, the term "managing agent" shall mean and include any such General Manager employed by the Board. The Managing Agent is hereby authorized to receive service of legal process in all cases provided in said Condominium Property Act.²⁸

J. COMMON EXPENSES. All charges, costs and expenses whatsoever incurred for or in connection with the administration of the Project, including without limitation the operation thereof, any maintenance, repair, replacement and restoration of the common elements and any additions and alterations thereto, any labor, services, materials, utilities, supplies and equipment therefor, any liability whatsoever for loss or damage arising out of or in connection with the common elements or any accident, fire or nuisance thereon, and any premiums for hazard and liability insurance herein required with respect to the Project shall constitute common expenses of the Project and except as otherwise specifically provided in paragraph C of this Declaration all apartment owners shall be severally liable for such common expenses in the same proportion as their percentage share in the common interests. The Board of Directors of the Association (herein called the "Board") shall from time to time assess the common expenses against all the apartments according to their respective obligations therefor and the unpaid amount of such assessments against any apartment shall constitute a lien against such apartment which may be foreclosed by the Board or a Managing Agent as provided by said Condominium Property Act.²⁹

K. VOTING. The total number of votes on all issues shall be 100. On all issues which relate solely to the use of a limited common element, or the use of the apartment(s) to

which it appertains, only the owners of the apartment(s) in whose favor the limited common element is reserved shall be entitled to vote and they shall vote the same percentage of the total votes as equals the percentage allocation of the expenses to or among such apartment(s) with respect to such limited common element, as set forth in paragraph C hereof. No amendment of this Declaration affecting any of the limited common elements shall be effective without the consent of the owner or owners of the unit or units to which the limited common elements are appurtenant. On all other issues all apartment owners shall be entitled to vote the percentage of the total votes equal to the percentage of the common interests appertaining to their respective apartments.³⁰

L. COMPLIANCE WITH DECLARATION AND BY-LAWS. All apartment owners, their tenants, families, employees, personnel and guests, and any other persons who may in any manner use the Project, shall be bound by and comply strictly with the provisions of this Declaration, the by-laws of the Association, and all agreements, decisions and determinations of the Association duly and lawfully made or amended from time to time, and failure to comply with any of the same shall be grounds for an action to recover sums due, for damages or injunctive relief, or both, maintainable by the Board or Managing Agent on behalf of the Association or, in a proper case, by any aggrieved apartment owner.

1. All unit owners, tenants of owners, employees of owners and tenants, or any other persons that may in any manner use property or any part thereof submitted to Chapter 514B are subject to that chapter and to this Declaration and by-laws of the Association adopted pursuant to that chapter.

2. All agreements, decisions, and determinations lawfully made by the Association in accordance with the voting percentages established in the chapter, this Declaration, or the by-laws are binding on all unit owners.

3. Each unit owner, tenants and employees of an owner, and other persons using the property shall comply strictly with the covenants, conditions, and restrictions set forth in this Declaration, the by-laws, and the house rules adopted pursuant thereto. Failure to comply with any of the same shall be grounds for an action to recover sums due, for damages or injunctive relief, or both, maintainable by the Managing Agent, Resident Manager, or Board on behalf of the Association or, in a proper case, by an aggrieved unit owner.³¹

M. INSURANCE.

1. Property Insurance. The Board on behalf of the Association at its common expense shall procure and maintain for all common elements the following:

(a) Property insurance:

(i) On the common elements;

(ii) Providing coverage for special form causes of loss; and

(iii) In a total amount of not less than the full insurable replacement cost of the insured property, less deductibles, but including coverage for the increased costs of construction due to building code requirements, at the time the insurance is purchased and at each renewal date.

These policies shall be obtained from an insurance company authorized to do business in Hawaii in an amount as near as practicable to the full replacement cost thereof

without deduction for depreciation, in the name of the Association as trustee for all apartment owners and mortgagees according to the loss or damage to their respective apartments and appurtenant common interests and payable in case of loss to such bank or trust company authorized to do business in Hawaii as the Board shall designate for the custody and disposition as herein provided of all proceeds of such insurance without prejudice to the right of each apartment owner to insure his apartment for his own benefit. In every case of such loss or damage all insurance proceeds shall be used as soon as reasonably possible by the Association for rebuilding, repairing or otherwise reinstating the building in a good and substantial manner according to the original plan and elevation thereof or such modified plans conforming to laws and ordinances then in effect as shall be first approved as herein provided, and the Association at its common expense shall make up any deficiency in such insurance proceeds. Any loss covered by the insurance maintained under subsection (1) above shall be adjusted by and with the Association. The insurance proceeds shall be payable to the Association or to a trustee, if so designated by the Association. The insurance maintained under subsection (1) above, to the extent reasonably available, shall include the units, the limited common elements, except as otherwise determined by the Board, and the common elements. The insurance need not cover improvements and betterments to the units installed by unit owners, but if improvements and betterments are covered, any increased cost may be assessed by the Association against the units affected. For the purposes of this section, "improvements and betterments" means all decorating, fixtures, and furnishings installed or added to and located within the boundaries of the unit, including electrical fixtures, appliances, air conditioning and heating equipment, water heaters, or built-in cabinets installed by unit owners. Notwithstanding anything contained herein to the contrary, (i) the Association shall not be required to insure fixtures, improvements, alterations and/or appliances within the respective apartments; (ii) the Association shall be permitted to secure a policy which includes a deductible in an amount as determined appropriate by the Board of Directors in its sole discretion; and (iii) in the event of a claim, any deductible amount shall be (1) paid by the Association; (2) after notice and opportunity to be heard, by the owners who caused the damage or (3) from whose units the damage or cause of loss originated, or (4) by the unit owners of the units affected as determined by the Board. Every such policy of insurance shall:

(a) Provide that the liability of the insurer thereunder shall not be affected by, and that the insurer shall not claim any right of set-off, counterclaim, apportionment, proration or contribution by reason of, any other insurance obtained by or for any apartment owner;

(b) Contain no provision relieving the insurer from liability for loss occurring while the hazard to such buildings is increased, whether or not within the knowledge or control of the Board, or because of any breach of warranty or condition or any other act or neglect by the Board or any apartment or any other persons under either of them;

(c) Provide that such policy may not be cancelled (whether or not requested by the Board) except by the insurer giving at least 30 days' prior written notice thereof to the Board and every other person in interest who shall have requested such notice of the insurer;

(d) Contain a waiver by the insurer of any right of subrogation to any right of the Board or apartment owners against any of them or any other persons under them; and

(e) Contain a standard mortgagee clause.

2. Comprehensive Liability Insurance. (a) The Board on behalf of the Association at its common expense shall also effect and maintain at all times comprehensive general liability insurance, covering all apartment owners, the Board and its employees with respect to the Project and naming the Lessors and Lessee as additional assureds, in an insurance company authorized to do business in Hawaii with minimum limits of not less than \$300,000 for injury to one person and \$1,000,000 for injury to more than one person in any one accident or occurrence and \$100,000 for property damage, and from time to time upon receipt thereof deposit promptly with the Lessors and Lessee current certificates of such insurance, without prejudice to the right of any apartment owners to maintain additional liability insurance for their respective apartments.

The expense of maintaining such insurance shall be borne, as follows:

1. That portion of the cost which is attributable to an apartment or a class of apartments and the limited common elements which appertain thereto shall be borne as an expense of the limited common elements in the manner provided by paragraph C of this Declaration.

2. That portion of the cost which is attributable to the other common elements of the Project shall be borne as a common expense as provided in paragraph J hereof.

The allocation of such costs shall be made by the Managing Agent on the basis of cost determinations made by the insurer(s) in accordance with standard underwriting practices from time to time prevailing in Honolulu, taking into account the prevailing rates, the existing uses and the area insured.

(b) The Board shall obtain directors and officers liability coverage at a level deemed reasonable by the Board, if not otherwise limited by this Declaration or the by-laws.

3. Apartment Insurance. The Board may require unit owners to obtain reasonable types and levels of insurance. The liability of a unit owner shall include but not be limited to the deductible of the owner whose unit was damaged, any damage not covered by insurance required by this subsection, as well as the decorating, painting, wall and floor coverings, trim, appliances, equipment, and other furnishings.

If the unit owner does not purchase or produce evidence of insurance requested by the Board, the directors may, in good faith, purchase the insurance coverage and charge the reasonable premium cost back to the unit owner. In no event is the Association or Board liable to any person either with regard to the failure of a unit owner to purchase insurance or a decision by the Board not to purchase the insurance for the owner, or with regard to the timing of its purchase of the insurance or the amounts or types of coverages obtained.³²

N. CONDEMNATION. In case at any time or times the Project or any part thereof shall be taken or condemned by any authority having the power of eminent domain, all compensation and damages for or on account of any land shall be payable to and be the sole

property of the Lessors, as their respective interests may appear, and all compensation and damages for or on account of any improvements of the Project shall be payable to the Board or to such bank or trust company authorized to do business in Hawaii as the Board may designate as trustee, if it chooses to do so, for all apartment owners and mortgagees according to the loss or damage to their respective apartments and appurtenant common interests and shall be used promptly by the Association to the extent necessary for restoring or replacing such improvements on the remaining land according to plans therefor first approved as herein provided unless such restoration or replacement is impractical in the circumstances. Unless such restoration or replacement is undertaken within a reasonable time after such condemnation the Association at its common expense shall remove all remains of such improvements so taken or condemned and restore the site thereof to good orderly condition and even grade.³³

O. UNINSURED CASUALTY. In case at any time or times any improvements of the Project shall be substantially damaged or destroyed by any casualty not herein required to be insured against, whether to rebuild, repair or restore such improvements shall be determined by vote of seventy-five percent (75%) of the affected apartment owners, voting in accordance with the provisions of paragraph J, above. Any such approved restoration of the common elements shall be completed diligently by the Association, with the costs thereof being allocated in a manner consistent with paragraphs C and J hereof, and the affected apartment owners shall be solely responsible for any restoration of their respective apartments so damaged or destroyed. Unless such restoration is undertaken within a reasonable time after such casualty, the Association shall remove all remains of improvements so damaged or destroyed and restore the site thereof to good orderly condition and even grade, with the costs thereof being allocated in a manner consistent with paragraphs C and J hereof.

P. ALTERATION OF PROJECT. Restoration or replacement of the Project or any portion thereof or construction of any additional building, material structural alteration or material addition to any building shall not be undertaken by the Association or any apartment owners without in every such case the consent of sixty-seven percent (67%) of the apartment owners, together with the consent of all apartment owners whose apartments or limited common elements appurtenant thereto are directly affected, being first obtained. Upon obtaining such approval, the Association shall proceed with such restoration, replacement, or construction in accordance with complete plans and specifications therefor first approved in writing by the Board. Notwithstanding the foregoing, non-material structural alterations or additions to the common elements, or additions to or alterations of an apartment made within such apartment or within a limited common element appurtenant to such apartment shall be permitted if approved in accordance with the provisions of paragraph H(6) of this Declaration. "Non-material structural alterations or additions to the common elements", as used herein, shall mean a structural alteration or addition to the common elements which does not jeopardize the soundness or safety of the Project, reduce the value thereof, impair any easement or hereditament, detract from the appearance of the Project, interfere with or deprive any non-consenting owner of the use or enjoyment of any part of Project, or directly affect any non-consenting owner. Any non-material structural alterations or additions to the common elements approved in accordance with said paragraph H(6), including but not limited to the renovation and/or remodeling of the lobby/entry area between Commercial Apartment 1 and Commercial Apartment 2 in the Harbor Tower, the relocation of the doorway(s) to either or both such Commercial Apartments from said lobby to the Diamond Head side of the Harbor Tower, the addition of stairs and/or walkways from such doorway(s) to the sidewalk fronting the adjacent

public street, and the re-landscaping of the adjacent area, shall be deemed to have been properly approved, irrespective of whether this provision was effective at the time that such approval was obtained.

Without Board approval, the owner of any two apartments separated only by a common element which is a wall or floor (including a common element which constitutes a floor of one of the apartments and a ceiling of the other) may alter or remove all or portions of the intervening wall or floor, if the structural integrity of the building is not thereby affected and if the finish of the common element then remaining is restored to a condition substantially comparable to that of the common element prior to such alteration. The owner of such adjacent apartments may install in and attach to such opening or openings in such common element elevators, lifts, tubes and other service devices and may remove and retain ownership of the installed equipment. Upon the termination of the common ownership of such adjacent apartments, if the intervening wall or floor shall have been altered or removed pursuant to the foregoing provisions, each of the owners of such apartments shall be obligated to restore such intervening wall or floor to substantially the condition in which the same existed prior to such alteration or removal. Additions to or alterations and physical partition of an apartment made within such apartment or within a limited common element appurtenant to and for the exclusive use of such apartment shall be permitted, provided that no work shall be done which would jeopardize the soundness or safety of the Project, reduce the value thereof, violate the uniform external appearance of the apartment, or impair any easement, without in every such case the prior consent of all other apartment owners directly affected thereby.³⁴

Q. ALTERATIONS BY DISABLED OCCUPANTS. Regardless of anything to the contrary in this Declaration, the by-laws, or the House Rules, disabled occupants shall: (1) be permitted to make reasonable modifications to their apartments and/or the common elements, at their expense, if the modifications are necessary to enable them to use and enjoy their apartments and/or the common elements; provided that any disabled occupant wishing to make modifications or to obtain an exemption first submits a written request to the Board, and the Board consents in writing to the request. The request must state in detail the nature of the request and the reason that the disabled occupant needs to make modifications or to be granted an exemption. The Board shall not unreasonably withhold or delay its consent to the request, and any request shall be deemed to be granted if the Board does not respond in writing, within forty-five (45) days of the Board's receipt of the request. The Board may condition its consent upon the disabled occupant complying with the following conditions:

1. The disabled occupant must provide plans and specifications, including detailed plot plans, if requested, at the disabled occupant's expense;
2. The disabled occupant must agree to, if necessary, submit the plans and specifications to an engineer or other expert selected by the board for review and approval, at the disabled occupant's expense;
3. The disabled occupant must agree to, if necessary, an inspection of the proposed additions or alterations during the course of construction and/or following completion of construction, by an engineer or other expert selected by the Board at the disabled occupant's expense;

4. The disabled occupant must strictly comply with all applicable laws, ordinances, and regulations of any governmental entity; and

5. The disabled occupant must obtain any necessary building permits, at the disabled occupant's expense.³⁵

R. MAINTENANCE RESERVE FUND. Subject to Section 514B-148, Hawaii Revised Statutes, the Board shall establish and maintain a Maintenance Reserve Fund by the assessment of and payment by all the apartment owners in equal monthly installments of their respective shares of such reasonable annual amount as the Board may estimate as adequate to cover each apartment owner's obligations to the Association. The Board may include reserves for contingencies in such assessment, and such assessment may from time to time be increased or reduced in the discretion of the Board. The interest of each apartment owner in said Fund cannot be withdrawn or separately assigned but shall be deemed to be transferred with such apartment even though not expressly mentioned or described in the conveyance thereof. In case the condominium property regime hereby created shall be terminated, said Fund remaining after full payment of all common expenses of the Association shall be distributed to all apartment owners in their respective proportionate shares, except for the owners of any apartments then reconstituted as a new condominium property regime.³⁶

S. AMENDMENT OF DECLARATION. Except as otherwise provided herein or in said Condominium Property Act this Declaration may be amended by vote or written consent of sixty-seven percent (67%) of the apartment owners effective only upon the recording of an instrument setting forth such amendment and vote, duly executed by such owners or by the proper officers of the Association. In the case of a modification or amendment to the by-laws, this Declaration may be amended to set forth such modification or amendment pursuant to such percentage vote as is required by the by-laws to render the modification or amendment thereof effective.³⁷

T. DEFINITIONS. The terms "majority" or "majority of apartment owners" herein means the owners of apartments entitled to vote on a particular issue who represent more than fifty percent (50%) in interest of those entitled to vote as determined by paragraph K of this Declaration, and any specified percentage of the apartment owners means the owners of apartments entitled to vote who represent that percentage in interest of those entitled to vote.

U. FEE PURCHASE. Upon the acquisition of the interest(s) of the Lessors and/or Lessee in the Project by the Association and/or the apartment owners, all approval and other requirements pertaining to the Lessors and/or Lessee who sold their interest(s) in the Project as aforesaid, as contained in this Declaration and/or the by-laws³⁸, shall thereupon become null and void and of no effect.³⁹

V. PURCHASE AND ALTERATION OF RESIDENTIAL APARTMENT. Notwithstanding anything to the contrary contained herein:

1. The Board of Directors is authorized to purchase Apartment 7B on the 7th Floor of the Town Tower at foreclosure or other judicial sale, on the open market, or otherwise, for use to provide access to the recreation areas and as otherwise may be deemed necessary or appropriate by the Board subject, at all times to the provisions of the Declaration and the by-laws

and to thereafter lease, sell, mortgage the leasehold interest, to purchase the leased fee interest appurtenant thereto, to vote the common interest appurtenant thereto, and to otherwise take such action as the Board believes is necessary or appropriate with regard to such apartment.

2. The Board of Directors may authorize the borrowing of money to be used for the purchase of the apartment and the making of any additions, alterations, and improvements thereto. Board of Directors shall execute and deliver all necessary documents and take all action necessary to obtain such financing. The costs of such borrowing, including, without limitation, all principal, interest, commitment fees, and other expenses payable with respect to such borrowing, shall be a common expense of the Project.

3. Notwithstanding any other provision in the Declaration or the by-laws to the contrary, the Board shall have the authority to renovate such apartment as may be necessary to accomplish the proposed use for access to the recreation areas or for any other use that the Board may believe is necessary or appropriate. Such construction shall not be deemed (i) to constitute an infringement, alteration or transfer of any easement appurtenant to any apartment in violation of Paragraphs E or F, or any subparagraphs thereof, of the Declaration; or (ii) to constitute the construction of any additional building or structural alteration or addition to any building different in any material respect from the Condominium File Plan of the Project as described in Paragraph P of the Declaration; or (iii) to constitute a material structure under §514B-140, Hawaii Reviews Statutes.

4. All costs of acquisition, renovation and future costs related to such apartment including, without limitation, property taxes and common expenses assessed against such apartments shall be deemed a limited common expense for all Residential Apartments in the Project and assessed as provided in Paragraph C.3 of the Declaration. The common interest appurtenant to any apartment shall not be altered on account of such purchase.⁴⁰

IN WITNESS WHEREOF, the undersigned have executed these presents, this 16th day of March, 2012.

ASSOCIATION OF APARTMENT OWNERS
OF HARBOR SQUARE

By [Signature]

Type Name: Ann E Collins

Type Title: President

By [Signature]

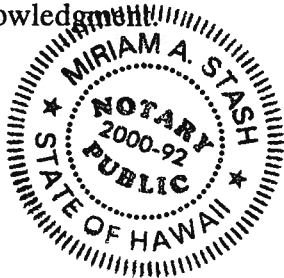
Type Name: JAMES VRECHER

Type Title: TREASURER

STATE OF HAWAII)
)
CITY AND COUNTY OF HONOLULU) ss.

On this 16th day of March, 2012, in the First Circuit, State of Hawai'i, before me appeared Ann E. Collins, to me personally known (or proved to me on the basis of satisfactory evidence), who, being by me duly sworn, did say that such person(s) executed the foregoing instrument identified or described as Second Amended and Restated Declaration of Condominium Property Regime of Harbor Square as the free act and deed of such person(s), and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

The foregoing instrument is dated March 16, 2012 and contained 41 pages at the time of this acknowledgment.



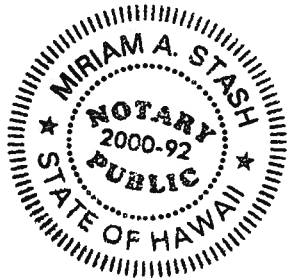
Miriam A. Stash
Print Name: MIRIAM A. STASH
Notary Public, State of Hawaii

My Commission Expires: 2/27/2016

STATE OF HAWAII)
)
CITY AND COUNTY OF HONOLULU) ss.

On this 16th day of March, 2012, in the First Circuit, State of Hawai'i, before me appeared James Vrechek, to me personally known (or proved to me on the basis of satisfactory evidence), who, being by me duly sworn, did say that such person(s) executed the foregoing instrument identified or described as Second Amended and Restated Declaration of Condominium Property Regime of Harbor Square as the free act and deed of such person(s), and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

The foregoing instrument is dated March 16, 2012 and contained 41 pages at the time of this acknowledgment.



Miriam A. Stash
Print Name: MIRIAM A. STASH
Notary Public, State of Hawaii

My Commission Expires: 2/27/2016

SECOND AMENDED AND RESTATED DECLARATION OF
CONDOMINIUM PROPERTY REGIME OF HARBOR SQUARE

ENDNOTES

The following By-Law provisions have been restated for the reasons set forth below:

- ¹ The Association purchased the interest of Queen’s and Sailors’ Home and [the sandwich lessor] and the Association is now the leased fee owner of the property that has not been resold to apartment owners.
- ² The legal description of the land beneath the Project has been restated to incorporate the language in the instrument filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 561439 and recorded in the Bureau of Conveyances of the State of Hawaii in Liber 7996, Page 69.
- ³ The Declaration has been restated to capitalize the defined term “Project” throughout the document pursuant to the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- ⁴ The Declaration has been restated to change references from Chapter 514A, HRS and the Horizontal Property Act to the successor statutes Chapter 514B, HRS and the Condominium Property Act pursuant to the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- ⁵ This paragraph beginning with “NOW THEREFORE” has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 2941145 and in the Bureau of Conveyances of the State of Hawaii as Document No. 2003-116758.
- ⁶ Paragraph A has been restated to conform to §514B-3 and §514B-35(1), HRS and to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- ⁷ Paragraph B.1 has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- ⁸ Paragraph B.2(b)(ii) has been restated to incorporate the language in the instrument filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 561439 and recorded in the Bureau of Conveyances of the State of Hawaii in Liber 7996, Page 69.
- ⁹ Paragraph B.2.(c) has been restated to incorporate the language in the instrument filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 1317621 and recorded in the Bureau of Conveyances of the State of Hawaii in Liber 18877, Page 368.
- ¹⁰ Paragraph C has been restated to conform to §514B-35(2) and (4), HRS.
- ¹¹ Paragraph C.1(a) has been restated to incorporate the language in the instrument filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 1317621 and recorded in the Bureau of Conveyances of the State of Hawaii in Liber 18877, Page 368.
- ¹² Paragraph C.3(b) has been restated to incorporate the language in the instrument filed or recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and recorded in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.

- ¹³ The Declaration has been restated to change references from “Board of Directors” to “Directors” throughout the document pursuant to the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- ¹⁴ Paragraph C.4 has been restated to incorporate the language in the instrument filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 1317621 and recorded in the Bureau of Conveyances of the State of Hawaii in Liber 18877, Page 368.
- ¹⁵ Paragraph C.11 has been restated to incorporate the language in the instrument filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 1201720 and recorded in the Bureau of Conveyances of the State of Hawaii in Liber 17450, Page 729.
- ¹⁶ Paragraph C.12 has been added to incorporate the language in the instrument filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 561439 and recorded in the Bureau of Conveyances of the State of Hawaii in Liber 7996, Page 69.
- ¹⁷ Paragraph C.13 has been added to incorporate the language in the instrument filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 1917295 and recorded in the Bureau of Conveyances of the State of Hawaii as Document No. 92-085760.
- ¹⁸ Paragraph C.14(d) has been restated to incorporate the language in the instrument filed or recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and recorded in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- ¹⁹ The Declaration has been restated to change references from “Association of Apartment Owners” or “Association of Apartment Owners of the project” to “Association” throughout the document pursuant to the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- ²⁰ Paragraph C.14 has been added to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 2191901 and in the Bureau of Conveyances of the State of Hawaii as Document No. 94-177527 and the Paragraph Number has been corrected from C.13 to C.14.
- ²¹ Paragraph C.15 has been added to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 2191901 and in the Bureau of Conveyances of the State of Hawaii as Document No. 94-177527 and the Paragraph Number has been corrected from C.14 to C.15.
- ²² Paragraph D.3 has been restated to conform to §514B-137, HRS.
- ²³ All references in the Declaration to the “Horizontal Property Act” have been restated to reference the redesignated “Condominium Property Act” pursuant to the instrument filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 1711149 and recorded in the Bureau of Conveyances of the State of Hawaii as Document No. 90-033572.
- ²⁴ Paragraph G.1 has been restated to incorporate the language in the instruments filed or recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document Nos. 1021550, 1711149 and T-8122437 and recorded in the Bureau of Conveyances of the State of Hawaii in Liber 14856 at Page 382 and as Document Nos. 90-033572 and A-44701159.
- ²⁵ The reference to Exhibit “A” has been deleted pursuant to Section 514B-108, HRS which requires that the By-Laws be recorded separately.
- ²⁶ Paragraph H.4 has been restated to delete references to the Lessor, Lessee pursuant to Article II, §18(c) of the By-Laws and to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- ²⁷ Paragraph H.6 has been restated to incorporate the language in the instrument filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 1317621 and

-
- recorded in the Bureau of Conveyances of the State of Hawaii in Liber 18877 at Page 368 and to delete references to the Lessor, Lessee pursuant to Article II, §18(c) of the By-Laws.
- 28 Paragraph I has been restated to incorporate the language in the instruments recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document Nos. 2475369 and T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document Nos. 98-113655 and A-44701159.
- 29 Paragraph J has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- 30 Paragraph K has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- 31 Paragraph L has been restated to conform to Section 514B-112, HRS.
- 32 Paragraph M has been restated to delete references to the Lessor, Lessee pursuant to Article II, §18(c) of the By-Laws and to conform to §514B-143(b), (d) and (f), HRS and to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- 33 Paragraph N has been restated to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- 34 Paragraph P has been added to incorporate the language in the instruments filed or recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document Nos. 1317621 and T-8122437 and recorded in the Bureau of Conveyances of the State of Hawaii in Liber 18877 at Page 368 and as Document No. A-44701159 and to delete references to the Lessor, Lessee pursuant to Article II, §18(c) of the By-Laws.
- 35 Paragraph Q has been added to conform to the Federal Fair Housing Act, as amended (42 U.S.C. Sections 3601 *et seq.*)
- 36 Paragraph R has been restated to conform to Section 514B-148, HRS.
- 37 Paragraph S has been restated to incorporate the language in the instruments recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document Nos. 1711149 and T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document Nos. 90-033572 and A-44701159.
- 38 The Declaration has been restated change “By-Laws” to “by-laws” throughout the document pursuant to the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.
- 39 Paragraph U [originally Paragraph T] has been added to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. 1917295 and in the Bureau of Conveyances of the State of Hawaii as Document No. 92-085760.
- 40 Paragraph V has been added to incorporate the language in the instrument recorded in the Office of the Assistant Registrar of the Land Court of the State of Hawaii as Document No. T-8122437 and in the Bureau of Conveyances of the State of Hawaii as Document No. A-44701159.

Harbor Square
Land Court Condo Map No. 97

Unit No.	TCT No.
7A	955,796
7B	790,190
7C	949,643
7D	666,039
7E	666,921
7F	786,493
7G	910,885
7H	778,360
8A	640,580
8B	714,736
8C	657,483
8D	786,486
8E	989,038
8F	918,722
8G	640,580
8H	703,902
9A	733,607
9B	1,024,704
9C	827,121
9D	953,409
9E	672,001
9F	672,002
9G	784,026
9H	655,098
10A	927,423
10B	672,003
10C	671,108
10D	1,035,884
10E	668,973
10F	668,972
10G	737,706
10H	662,439
11A	792,764
11B	946,709
11C	741,124
11D	659,688
11E	667,524
11F	948,317
11G	1,001,097
11H	926,952
12A	640,580
12B	661,060
12C	640,580
12D	665,197

Unit No.	TCT No.
12E	734,622
12F	960,842
12G	799,823
12H	810,175
14A	874,872
14B	654,999
14C	676,694
14D	1,039,025
14E	882,312
14F	1,038,906
14G	937,236
14H	718,130
15A	775,913
15B	975,469
15C	663,797
15D	984,986
15E	658,319
15F	743,937
15G	772,926
15H	662,440
16A	662,747
16B	826,314
16C	844,504
16D	909,900
16E	655,099
16F	702,752
16G	905,744
16H	861,121
17A	805,506
17B	1,016,235
17C	695,018
17D	672,757
17E	934,946
17F	675,069
17G	965,346
17H	780,396
18A	665,478
18B	744,888
18C	734,465
18D	742,870
18E	701,170
18F	855,123
18G	1,020,203
18H	950,089

Unit No.	TCT No.
19A	955,236
19B	744,977
19C	661,867
19D	965,475
19E	695,901
19F	761,152
19G	730,949
19H	658,628
20A	806,731
20B	1,028,933
20C	671,269
20D	655,001
20E	663,470
20F	640,580
20G	985,186
20H	692,415
21A	890,189
21B	901,786
21C	829,236
21D	949,367
21E	1,034,335
21F	920,930
21G	1,019,495
21H	963,753
22A	668,155
22B	980,206
22C	668,015
22D	660,243
22E	730,624
22F	737,316
22G	664,098
22H	677,982
23A	670,709
23B	640,580
23C	986,915
23D	655,002
23E	908,259
23F	792,173
23G	786,494
23H	1,027,552
24A	663,278
24B	1,013,888
24C	667,297
24D	696,421

Harbor Square
Land Court Condo Map No. 97

Unit No.	TCT No.
24E	911,401
24F	997,235
24G	1,034,269
24H	663,798
25A	660,649
25B	954,089
25C	657,685
25D	673,029
25E	889,462
25F	808,242
25G	924,343
25H	966,998
26A	883,313
26B	662,442
26C	893,874
26D	679,524
26E	782,076
26F	672,758
26G	845,372
26H	1,029,782
27A	679,672
27B	679,676
27C	679,675
27D	658,163
27E	1,015,799
27F	679,674
27G	815,035
27H	803,341
701	753,794
702	668,593
703	992,774
704	785,165
705	730,144
706	970,270
707	794,923
708	1,033,098
709	669,634
710	904,786
801	981,586
802	640,580
803	1,008,483
804	675,627
805	1,020,835
806	1,037,899

Unit No.	TCT No.
807	666,252
808	795,006
809	929,378
810	668,594
901	661,634
902	640,580
903	660,556
904	1,010,719
905	668,971
906	655,661
907	966,053
908	899,889
909	869,853
910	660,532
1001	842,454
1002	957,997
1003	940,451
1004	987,476
1005	1,029,098
1006	889,039
1007	938,999
1008	977,183
1009	723,569
1010	861,755
1101	687,616
1102	984,518
1103	660,531
1104	810,837
1105	952,903
1106	785,584
1107	802,768
1108	740,131
1109	846,759
1110	958,504
1201	1,002,469
1202	744,591
1203	659,274
1204	984,521
1205	655,953
1206	663,475
1207	674,560
1208	856,399
1209	794,478
1210	840,716

Unit No.	TCT No.
1401	849,450
1402	701,559
1403	1,038,112
1404	660,559
1405	640,580
1406	737,495
1407	680,788
1408	751,705
1409	770,505
1410	663,571
1501	1,001,532
1502	655,679
1503	743,078
1504	664,100
1505	950,245
1506	640,580
1507	845,371
1508	655,663
1509	658,159
1510	851,126
1601	1,032,883
1602	1,011,686
1603	721,139
1604	707,083
1605	1,030,228
1606	658,424
1607	874,845
1608	983,354
1609	673,116
1610	658,856
1701	658,320
1702	665,479
1703	786,081
1704	676,804
1705	1,029,602
1706	682,930
1707	781,916
1708	654,994
1709	669,622
1710	661,208
1801	659,573
1802	973,365
1803	940,606
1804	841,891

Harbor Square
Land Court Condo Map No. 97

Unit No.	TCT No.
1805	665,812
1806	669,342
1807	1,032,204
1808	655,680
1809	663,486
1810	1,039,517
1901	667,627
1902	1,039,516
1903	640,580
1904	726,288
1905	702,750
1906	654,990
1907	654,991
1908	664,012
1909	655,095
1910	663,184
2001	910,905
2002	723,791
2003	942,274
2004	659,574
2005	995,099
2006	657,843
2007	1,031,696
2008	1,032,540
2009	654,781
2010	654,782
2101	661,994
2102	661,997
2103	683,203
2104	715,990
2105	660,557
2106	1,013,911
2107	839,862
2108	658,043
2109	655,295
2110	961,275

Unit No.	TCT No.
2201	899,849
2202	640,580
2203	1,004,423
2204	913,480
2205	672,352
2206	977,382
2207	978,284
2208	1,027,437
2209	664,010
2210	664,011
2301	950,243
2302	672,760
2303	670,775
2304	985,397
2305	664,625
2306	769,124
2307	655,409
2308	843,693
2309	662,982
2310	710,558
2401	773,063
2402	660,834
2403	681,869
2404	680,787
2405	666,360
2406	654,995
2407	659,757
2408	660,648
2409	679,772
2410	640,580
2501	727,540
2502	670,199
2503	658,935
2504	785,586
2505	1,036,569
2506	860,061

Unit No.	TCT No.
2507	657,842
2508	657,998
2509	655,867
2510	1,032,659
2601	655,357
2602	839,164
2603	751,258
2604	854,884
2605	663,789
2606	983,385
2607	662,238
2608	852,504
2609	672,763
2610	664,102
2701	662,236
2702	662,267
2703	655,226
2704	920,927
2705	667,614
2706	912,513
2707	660,842
2708	911,922
2709	785,702
2710	788,103
2	668,289
4	640,580
3	640,580
1	640,580
5	663,276
6	1,009,762
7	672,840
8	672,841
9	672,839
10	672,838

OFFICE OF THE
ASSISTANT REGISTRAR, LAND COURT
STATE OF HAWAII
(Bureau of Conveyances)

The original of this document was
recorded as follows:

DOCUMENT Doc T-8122437
CT AS LISTED HEREIN
DATE March 28, 2012 9:00 AM

THE ORIGINAL OF THE DOCUMENT
RECORDED AS FOLLOWS:
STATE OF HAWAII

BUREAU OF CONVEYANCES

DOCUMENT NO. Doc A-44701159

DATE - TIME March 28, 2012 1:00 PM

Return by: Mail [] Pickup [XX] To:
ANDERSON LAHNE & FUJISAKI LLP
A Limited Liability Law Partnership
Joyce Y. Neeley (3134-0)
733 Bishop Street, Suite 2301
Honolulu, Hawaii 96813 (808) 536-8177

**AMENDMENT TO THE DECLARATION OF HORIZONTAL PROPERTY REGIME
AND THE BY-LAWS OF THE ASSOCIATION OF APARTMENT OWNERS
OF HARBOR SQUARE
(Condominium Map No. 97 and File Plan No. 167)**

WHEREAS, Harbor Square ("the Project") was created by Declaration of Horizontal Property Regime dated April 15, 1970, filed in the Office of the Assistant Registrar of the Land Court of the State of Hawaii ("Land Court") as Document No. 499418 (the "Declaration"), duly noted on Transfer Certificate of Title No. 210,975, and also recorded in the Bureau of Conveyances of the State of Hawaii ("Bureau") in Liber 6978, Page 1, and amended and restated by instrument dated February 8, 1990, recorded in said Land Court as No. 1711149 and duly noted on the Transfer Certificates of Title attached hereto, and also recorded in the Bureau as Document No. 90-033572;

WHEREAS, said Declaration, as amended and restated (hereinafter referred to as the "Declaration"), provided for the organization of the ASSOCIATION OF APARTMENT OWNERS OF HARBOR SQUARE (hereinafter referred to as the "Association") and established By-Laws therefor, which said By-Laws were attached to the Declaration and incorporated therein by reference; and

WHEREAS, §514B-23, Hawai'i Revised Statutes, provides that: "(a) the declaration, bylaws, condominium map, or other constituent documents of any condominium created before July 1, 2006 may be amended to achieve any result permitted by this chapter, regardless of what applicable law provided before July 1, 2006," and "(b) an amendment to the declaration, bylaws, condominium map or other constituent documents authorized by this section may be adopted by the vote or written consent of a majority of the owners;" and

WHEREAS, Section 514B-32, Hawai`i Revised Statutes, provides that the Declaration may be amended by the vote or written consent of at least sixty-seven percent (67%) of the apartment owners; and

WHEREAS, Section 514B-108(e), Hawai`i Revised Statutes, provides that the By-Laws may be amended by the vote or written consent of at least sixty-seven percent (67%) of the apartment owners; and

WHEREAS, by written consent owners holding the requisite percentage of the common interest have consented to amend the Declaration and the By-Laws as hereinafter set forth;

NOW, THEREFORE, the Declaration and the By-Laws of Harbor Square are hereby amended as follows:

1. The Declaration and the By-Laws are amended to change references from Chapter 514A, Hawaii Revised Statutes and the Horizontal Property Act with the successor statutes Chapter 514B, Hawai`i Revised Statutes, and the Condominium Property Act.

2. The Declaration and the By-Laws are amended to revise all references to gender to be gender neutral.

3. The Declaration and the By-Laws are amended to use the term "unit" interchangeably with "apartment" as provided in Chapter 514B, Hawai`i Revised Statutes.

4. The Declaration is amended to change references from "Board of Directors" to "Directors."

5. The Declaration and the By-Laws are amended to change references from "Association of Apartment Owners" or "Association of Apartment Owners of the Project" to "Association."

6. The Declaration and the By-Laws are amended to change "By-Laws" to "by-laws."

7. The Declaration is amended to capitalize the defined term "Project."

8. Paragraph A of the Declaration is amended to read as follows:

A. DESCRIPTION OF BUILDING. The improvements consist of a single building, constructed principally of reinforced concrete, steel, aluminum and glass, having two 26-story towers, designated as the "Harbor Tower" and "Town Tower", which partly include and partly rise above a 6-story multi-purpose structure, containing office, commercial and parking facilities and the Honolulu Sailors' Home. Each tower has a penthouse structure used for building machinery and equipment.

“Apartment” or “unit”, as used in this Declaration means a physical or spatial portion of the Project designated for separate ownership or occupancy, the boundaries of which are described below. To the extent walls, floors, or ceilings are designated as boundaries of the Apartments/units described below, all lath, furring, wallboard, plasterboard, plaster, paneling, tiles, wallpaper, paint, finished flooring, and any other materials constituting any part of the finished surfaces thereof are a part of the Apartments/units, and all other portions of the walls, floors, or ceilings, are a part of the common elements or limited common elements. Except as otherwise provided herein, all spaces, interior non-load bearing partitions, and other fixtures and improvements within the boundaries of an Apartment are a part of the Apartment.

9. Paragraph B.1 of the Declaration is amended to read as follows:

B. DIVISION OF PROPERTY. The Project is divided into the following separate estates:

1. Residential Apartments. Three hundred sixty (360) estates are hereby designated as residential apartments in the spaces within the perimeter walls, concrete floors and ceilings and the adjacent lanais and courts of each of the 360 apartments contained in the top twenty stories of the two 26-story towers. 200 are in the Harbor Tower and 160 are in the Town Tower. The residential apartments are designated on said plans and described as follows:

(a) In the Harbor Tower there are ten Apartments on each floor designated by numbers 01 through 10, preceded by the number of the floor. The floors are numbered 7 through 12 and 14 through 27 in ascending order. In the Town Tower there are eight Apartments on each floor designated by letters A through H, preceded by the number of the floor. The floors are likewise numbered 7 through 12 and 14 through 27.

(b) Each residential apartment contains the number of rooms and approximate gross floor area according to its respective plan, which plans are designated A to I, inclusive, as follows:

Plan A. Eighty residential apartments in the Harbor Tower designated as Apartments 01, 04, 06 and 09 on each ascending floor starting with the seventh contain six rooms (including two bedrooms and two bathrooms) and a lanai and an approximate floor area of 1,100 square feet, except that the apartments designated as 701, 704, 706 and 709 on the seventh floor each contain a court rather than a lanai and an approximate floor area of 1,695, 1,785, 1,860, and 1,695 square feet, respectively.

Plan B. Forty residential apartments in the Harbor Tower designated as Apartments 05 and 10 on each ascending floor starting with the seventh contain six rooms (including two bedrooms and two bathrooms) and a lanai and an approximate floor area of 1,180 square feet, except that the apartments designated as 705 and 710 on the seventh floor contain a court rather than a lanai and an approximate floor area of 1,400 square feet each.

Plan C. Eighty residential apartments in the Harbor Tower designated as Apartments 02, 03, 07 and 08 on each ascending floor starting with the seventh contain four rooms (including one bedroom and one bathroom) and a lanai, and an area of 870 square feet, except that the apartments designated as 702, 703, 707 and 708 on the seventh floor contain a court rather than a lanai and an approximate floor area of 1,025 square feet each.

Plan D. Forty residential apartments in the Town Tower designated as Apartments A and B on each ascending floor starting with the seventh contain five rooms (including two bedrooms and two bathrooms) and a lanai and an approximate floor area of 840 square feet, except that the apartments designated as 7A and 7B on the seventh floor each contain a court rather than a lanai and an approximate floor area of 1,550 and 1,330 square feet, respectively.

Plan E. Thirty-nine residential apartments in the Town Tower, designated as Apartment C on each ascending floor starting with the seventh and as Apartment D on each ascending floor starting with the eighth contain four rooms (including one bedroom and one bathroom) and a lanai and an approximate floor area of 590 square feet, except that the apartment designated as 7C on the seventh floor contains a court rather than a lanai and an approximate floor area of 975 square feet.

Plan F. Thirty-nine residential apartments in the Town Tower, designated as Apartment E on each ascending floor starting with the seventh and as Apartment F on each ascending floor starting with the eighth contain four rooms (including a kitchen, a living room, two bedrooms and two bathrooms) and a lanai and an approximate floor area of 725 square feet, except that the apartment designated as 7E on the seventh floor contains a court rather than a lanai and an approximate floor area of 1,020 square feet.

Plan G. One residential apartment in the Town Tower, designated as Apartment D on the seventh floor and numbered 7D, contains four rooms (including one bedroom and one bathroom) and a court and an approximate floor area of 865 square feet.

Plan H. One residential apartment in the Town Tower designated as Apartment F on the seventh floor and numbered 7F, contains four rooms

(including one bedroom and one bathroom) and a court and approximate floor area of 985 square feet.

Plan I. Forty residential apartments in the Town Tower designated as Apartments G and H on each ascending floor starting with the seventh contain five rooms (including two bedrooms and two bathrooms) and a lanai and an approximate floor area of 750 square feet, except that the apartments designated as G and H on the seventh floor each contain a court and an approximate floor area of 1,350 square feet.

(c) Each residential apartment has immediate access to the hallways, entrances, stairways, and elevators of its tower, permitting ingress and egress to and from the residential floors and the walkways, driveways and ramps connecting the tower to the adjacent public streets.

(d) Except as specifically otherwise provided, the respective residential apartments shall not be deemed to include the undecorated or unfinished surfaces of the perimeter walls or interior load-bearing walls, the unfinished surfaces of the concrete floors and ceilings surrounding each apartment or any pipes, wires, conduits or other utility or service lines running through such apartment which are utilized for or serve more than one apartment, the same being deemed common elements as hereinafter provided. Each apartment shall be deemed to include its adjacent lanai or court, all the walls and partitions which are not load-bearing within its perimeter walls, all furred ceilings, the inner decorated or finished surfaces of all walls, floors and ceilings, and all fixtures and appliances originally installed therein for its exclusive use, including dishwasher, refrigerator, stove and garbage disposer. Each residential apartment in the Harbor Tower shall also include a clothes washer and dryer. Each lanai shall be deemed to include the rail or railings which surround it, and each court shall be deemed to extend to the interior edge of the perimeter concrete planter and to the edge of the concrete planter separating it from the adjacent apartment court. All doors, windows and glass walls serving an apartment shall be deemed a part of such apartment.

10. Paragraph C.3(b) of the Declaration is amended to read as follows:

(b) The roof and deck surface covering the lower portion of the building, including the landscaping thereon, the recreational and restroom facilities, the hot water storage tanks, the concrete planters and the swimming pool, with its attendant equipment room and equipment.

11. Paragraph C.14(d) of the Declaration is amended to read as follows:

(d) Subject to the rules adopted in accordance with subparagraphs a, b, and c hereinabove, the owners of the respective Residential

Apartments shall be entitled (but not required) at such owner's own cost and expense to lay carpet, tile or other outdoor floor covering on the surface of the appurtenant Residential Lanai. The Association shall not be responsible to pay the costs of removing or replacing any finished surfaces or other barriers that impede its ability to maintain and repair the Residential Lanais.

12. Paragraph G.1 of the Declaration is amended to read as follows:

1. The residential apartments shall be occupied and used for residential purposes only, and for no other purpose whatsoever, except that a full-time residential occupant may use a portion of the apartment (or a consolidated apartment) so occupied for his own secondary general office purposes to the extent that such use does not impair the residential use and enjoyment of that portion of the building by others. The apartments shall not be used primarily for office purposes nor be rented for transient or hotel purposes, which are defined as (a) rental for any period less than thirty (30) days, or (b) any rental in which the occupants of the apartment are provided customary hotel services such as room service for food and beverage, maid service, laundry and linen or bellboy service. The residential apartments in the Project or any interest therein shall not be sold, transferred, conveyed, leased, occupied, rented or used for or in connection with any time-sharing purpose or under any time-sharing plan, arrangement or program, including without limitation any so-called "vacation license", "travel club or other membership" or "time-interval ownership" arrangement. The term "time-sharing" as used herein shall be deemed to include, but shall not be limited to, any plan, program or arrangement under which the right to use, occupy, own, lease or possess an apartment or apartments in the Project rotates among various persons on a periodically recurring basis according to a fixed or floating interval or period of time, whether by way of deed, lease, association or club membership, license, beneficial interest under a Hawaii Land

13. Paragraph H of the Declaration is amended to read as follows:

H. ADMINISTRATION OF PROJECT. Administration of the Project shall be vested in its Association of Apartment Owners, herein called the "Association", consisting of all apartment owners of the Project in accordance with the by-laws of the Association. Operation of the Project and maintenance, repair, replacement and restoration of the common elements, and any additions and alterations thereto, shall be in accordance with the provisions of said Condominium Property Act, this Declaration, and the by-laws, and specifically but without limitation the Association shall:

1. Make, build, maintain and repair all fences, sewers, drains, roads, curbs, sidewalks and parking areas which may be required by law to be made, built, maintained and repaired upon or adjoining or in connection with or for the use of the Project or any part thereof.

2. Keep all common elements of the Project in a strictly clean and sanitary condition, and observe and perform all laws, ordinances, rules and regulations now or hereafter made by any governmental authority for the time being applicable to the Project or the use thereof.

3. Well and substantially repair, maintain, amend and keep all common elements of the Project, including without limitation the building thereof, with all necessary reparations and amendments whatsoever in good order and condition except as otherwise provided herein, and maintain and keep said land and all adjacent land between any street boundary of the Project and the established curb or street line in a neat and attractive condition and all trees, shrubs and grass thereon in good cultivation and replant the same as may be necessary, and repair and make good all defects in the common elements of the Project herein required to be repaired by the Association, of which notice shall be given by any owner or his agent, within 30 days after the giving of such notice.

4. Before commencing or permitting construction of any major improvement (as determined by the Board) on the Project, obtain a bond or certificate thereof naming as obligees collectively all apartment owners as their interests may appear, in a penal sum not less than the cost of such construction and with a corporate surety authorized to do business in Hawaii, guaranteeing completion of such construction free and clear of all mechanics' and materialmen's liens.

5. Observe any setback lines affecting the Project and not erect, place or maintain any building or structure whatsoever except approved fences or walls between any street boundary of the Project and the setback line along such boundary.

6. Not erect or place on the Project any building or structure including fences and walls, nor make additions or structural alterations to or exterior changes of any common elements of the Project, nor place or maintain thereon any signs, posters or bills whatsoever, except in accordance with plans and specifications including detailed plot plan, prepared by a licensed architect if so required by the Board, first approved in writing by the Board, and complete any such improvements diligently after the commencement thereof.

7. Not make or suffer any strip or waste except as permitted by this Declaration nor make or suffer any unlawful, improper or offensive use of the Project.

14. Paragraph I of the Declaration is amended to read as follows:

I. MANAGING AGENT. Operation of the Project shall be conducted for the Association by a responsible corporate managing agent or a

qualified person, as determined by the Board, as General Manager who shall be appointed by the Board in accordance with the by-laws. As used in this Declaration and the by-laws, the term "managing agent" shall mean and include any such General Manager employed by the Board. The Managing Agent is hereby authorized to receive service of legal process in all cases provided in said Condominium Property Act.

15. Paragraph J of the Declaration is amended to read as follows:

J. COMMON EXPENSES. All charges, costs and expenses whatsoever incurred for or in connection with the administration of the Project, including without limitation the operation thereof, any maintenance, repair, replacement and restoration of the common elements and any additions and alterations thereto, any labor, services, materials, utilities, supplies and equipment therefor, any liability whatsoever for loss or damage arising out of or in connection with the common elements or any accident, fire or nuisance thereon, and any premiums for hazard and liability insurance herein required with respect to the Project shall constitute common expenses of the Project and except as otherwise specifically provided in paragraph C of this Declaration all apartment owners shall be severally liable for such common expenses in the same proportion as their percentage share in the common interests. The Board of Directors of the Association (herein called the "Board") shall from time to time assess the common expenses against all the apartments according to their respective obligations therefor and the unpaid amount of such assessments against any apartment shall constitute a lien against such apartment which may be foreclosed by the Board or a Managing Agent as provided by said Condominium Property Act.

16. Paragraph K of the Declaration is amended to read as follows:

K. VOTING. The total number of votes on all issues shall be 100. On all issues which relate solely to the use of a limited common element, or the use of the apartment(s) to which it appertains, only the owners of the apartment(s) in whose favor the limited common element is reserved shall be entitled to vote and they shall vote the same percentage of the total votes as equals the percentage allocation of the expenses to or among such apartment(s) with respect to such limited common element, as set forth in paragraph C hereof. No amendment of this Declaration affecting any of the limited common elements shall be effective without the consent of the owner or owners of the unit or units to which the limited common elements are appurtenant. On all other issues all apartment owners shall be entitled to vote the percentage of the total votes equal to the percentage of the common interests appertaining to their respective apartments.

17. Paragraph M of the Declaration is amended to read as follows:

M. INSURANCE.

1. Property Insurance. The Board on behalf of the Association at its common expense shall procure and maintain for all common elements the following:

(a) Property insurance:

(i) On the common elements;

(ii) Providing coverage for special form causes of loss;

and

(iii) In a total amount of not less than the full insurable replacement cost of the insured property, less deductibles, but including coverage for the increased costs of construction due to building code requirements, at the time the insurance is purchased and at each renewal date.

These policies shall be obtained from an insurance company authorized to do business in Hawaii in an amount as near as practicable to the full replacement cost thereof without deduction for depreciation, in the name of the Association as trustee for all apartment owners and mortgagees according to the loss or damage to their respective apartments and appurtenant common interests and payable in case of loss to such bank or trust company authorized to do business in Hawaii as the Board shall designate for the custody and disposition as herein provided of all proceeds of such insurance without prejudice to the right of each apartment owner to insure his apartment for his own benefit. In every case of such loss or damage all insurance proceeds shall be used as soon as reasonably possible by the Association for rebuilding, repairing or otherwise reinstating the building in a good and substantial manner according to the original plan and elevation thereof or such modified plans conforming to laws and ordinances then in effect as shall be first approved as herein provided, and the Association at its common expense shall make up any deficiency in such insurance proceeds. Any loss covered by the insurance maintained under subsection (1) above shall be adjusted by and with the Association. The insurance proceeds shall be payable to the Association or to a trustee, if so designated by the Association. The insurance maintained under subsection (1) above, to the extent reasonably available, shall include the units, the limited common elements, except as otherwise determined by the Board, and the common elements. The insurance need not cover improvements and betterments to the units installed by unit owners, but if improvements and betterments are covered, any increased cost may be assessed by the Association against the units affected. For the purposes of this section, "improvements and betterments" means all decorating, fixtures, and furnishings

installed or added to and located within the boundaries of the unit, including electrical fixtures, appliances, air conditioning and heating equipment, water heaters, or built-in cabinets installed by unit owners. Notwithstanding anything contained herein to the contrary, (i) the Association shall not be required to insure fixtures, improvements, alterations and/or appliances within the respective apartments; (ii) the Association shall be permitted to secure a policy which includes a deductible in an amount as determined appropriate by the Board of Directors in its sole discretion; and (iii) in the event of a claim, any deductible amount shall be (1) paid by the Association; (2) after notice and opportunity to be heard, by the owners who caused the damage or (3) from whose units the damage or cause of loss originated, or (4) by the unit owners of the units affected as determined by the Board. Every such policy of insurance shall:

(a) Provide that the liability of the insurer thereunder shall not be affected by, and that the insurer shall not claim any right of set-off, counterclaim, apportionment, proration or contribution by reason of, any other insurance obtained by or for any apartment owner;

(b) Contain no provision relieving the insurer from liability for loss occurring while the hazard to such buildings is increased, whether or not within the knowledge or control of the Board, or because of any breach of warranty or condition or any other act or neglect by the Board or any apartment or any other persons under either of them;

(c) Provide that such policy may not be cancelled (whether or not requested by the Board) except by the insurer giving at least 30 days' prior written notice thereof to the Board and every other person in interest who shall have requested such notice of the insurer;

(d) Contain a waiver by the insurer of any right of subrogation to any right of the Board or apartment owners against any of them or any other persons under them; and

(e) Contain a standard mortgagee clause.

2. Comprehensive Liability Insurance. (a) The Board on behalf of the Association at its common expense shall also effect and maintain at all times comprehensive general liability insurance, covering all apartment owners, the Board and its employees with respect to the Project and naming the Lessors and Lessee as additional assureds, in an insurance company authorized to do business in Hawaii with minimum limits of not less than \$300,000 for injury to one person and \$1,000,000 for injury to more than one person in any one accident or occurrence and \$100,000 for property damage, and from time to time upon receipt thereof deposit promptly with the Lessors and Lessee current certificates

of such insurance, without prejudice to the right of any apartment owners to maintain additional liability insurance for their respective apartments.

The expense of maintaining such insurance shall be borne, as follows:

1. That portion of the cost which is attributable to an apartment or a class of apartments and the limited common elements which appertain thereto shall be borne as an expense of the limited common elements in the manner provided by paragraph C of this Declaration.

2. That portion of the cost which is attributable to the other common elements of the Project shall be borne as a common expense as provided in paragraph J hereof.

The allocation of such costs shall be made by the Managing Agent on the basis of cost determinations made by the insurer(s) in accordance with standard underwriting practices from time to time prevailing in Honolulu, taking into account the prevailing rates, the existing uses and the area insured.

(b) The Board shall obtain directors and officers liability coverage at a level deemed reasonable by the Board, if not otherwise limited by this Declaration or the by-laws.

3. Apartment Insurance. The Board may require unit owners to obtain reasonable types and levels of insurance. The liability of a unit owner shall include but not be limited to the deductible of the owner whose unit was damaged, any damage not covered by insurance required by this subsection, as well as the decorating, painting, wall and floor coverings, trim, appliances, equipment, and other furnishings.

If the unit owner does not purchase or produce evidence of insurance requested by the Board, the directors may, in good faith, purchase the insurance coverage and charge the reasonable premium cost back to the unit owner. In no event is the Association or Board liable to any person either with regard to the failure of a unit owner to purchase insurance or a decision by the Board not to purchase the insurance for the owner, or with regard to the timing of its purchase of the insurance or the amounts or types of coverages obtained.

18. Paragraph N of the Declaration is amended to read as follows:

N. CONDEMNATION. In case at any time or times the Project or any part thereof shall be taken or condemned by any authority having the power of eminent domain, all compensation and damages for or on account of any land shall be payable to and be the sole property of the Lessors, as their respective

interests may appear, and all compensation and damages for or on account of any improvements of the Project shall be payable to the Board or to such bank or trust company authorized to do business in Hawaii as the Board may designate as trustee, if it chooses to do so, for all apartment owners and mortgagees according to the loss or damage to their respective apartments and appurtenant common interests and shall be used promptly by the Association to the extent necessary for restoring or replacing such improvements on the remaining land according to plans therefor first approved as herein provided unless such restoration or replacement is impractical in the circumstances. Unless such restoration or replacement is undertaken within a reasonable time after such condemnation the Association at its common expense shall remove all remains of such improvements so taken or condemned and restore the site thereof to good orderly condition and even grade.

19. Paragraph P of the Declaration is amended to read as follows:

P. ALTERATION OF PROJECT. Restoration or replacement of the Project or any portion thereof or construction of any additional building, material structural alteration or material addition to any building shall not be undertaken by the Association or any apartment owners without in every such case the consent of sixty-seven percent (67%) of the apartment owners, together with the consent of all apartment owners whose apartments or limited common elements appurtenant thereto are directly affected, being first obtained. Upon obtaining such approval, the Association shall proceed with such restoration, replacement, or construction in accordance with complete plans and specifications therefor first approved in writing by the Board. Notwithstanding the foregoing, non-material structural alterations or additions to the common elements, or additions to or alterations of an apartment made within such apartment or within a limited common element appurtenant to such apartment shall be permitted if approved in accordance with the provisions of paragraph H(6) of this Declaration. "Non-material structural alterations or additions to the common elements", as used herein, shall mean a structural alteration or addition to the common elements which does not jeopardize the soundness or safety of the Project, reduce the value thereof, impair any easement or hereditament, detract from the appearance of the Project, interfere with or deprive any non-consenting owner of the use or enjoyment of any part of Project, or directly affect any non-consenting owner. Any non-material structural alterations or additions to the common elements approved in accordance with said paragraph H(6), including but not limited to the renovation and/or remodeling of the lobby/entry area between Commercial Apartment 1 and Commercial Apartment 2 in the Harbor Tower, the relocation of the doorway(s) to either or both such Commercial Apartments from said lobby to the Diamond Head side of the Harbor Tower, the addition of stairs and/or walkways from such doorway(s) to the sidewalk fronting the adjacent public street, and the re-landscaping of the adjacent area, shall be deemed to have been

properly approved, irrespective of whether this provision was effective at the time that such approval was obtained.

Without Board approval, the owner of any two apartments separated only by a common element which is a wall or floor (including a common element which constitutes a floor of one of the apartments and a ceiling of the other) may alter or remove all or portions of the intervening wall or floor, if the structural integrity of the building is not thereby affected and if the finish of the common element then remaining is restored to a condition substantially comparable to that of the common element prior to such alteration. The owner of such adjacent apartments may install in and attach to such opening or openings in such common element elevators, lifts, tubes and other service devices and may remove and retain ownership of the installed equipment. Upon the termination of the common ownership of such adjacent apartments, if the intervening wall or floor shall have been altered or removed pursuant to the foregoing provisions, each of the owners of such apartments shall be obligated to restore such intervening wall or floor to substantially the condition in which the same existed prior to such alteration or removal. Additions to or alterations and physical partition of an apartment made within such apartment or within a limited common element appurtenant to and for the exclusive use of such apartment shall be permitted, provided that no work shall be done which would jeopardize the soundness or safety of the Project, reduce the value thereof, violate the uniform external appearance of the apartment, or impair any easement, without in every such case the prior consent of all other apartment owners directly affected thereby.

20. Paragraph S of the Declaration is amended to read as follows:

S. AMENDMENT OF DECLARATION. Except as otherwise provided herein or in said Condominium Property Act this Declaration may be amended by vote or written consent of sixty-seven percent (67%) of the apartment owners effective only upon the recording of an instrument setting forth such amendment and vote, duly executed by such owners or by the proper officers of the Association. In the case of a modification or amendment to the by-laws, this Declaration may be amended to set forth such modification or amendment pursuant to such percentage vote as is required by the by-laws to render the modification or amendment thereof effective.

21. Paragraph V is added to the Declaration to read as follows:

V. PURCHASE AND ALTERATION OF RESIDENTIAL APARTMENT. Notwithstanding anything to the contrary contained herein:

1. The Board of Directors is authorized to purchase Apartment 7B on the 7th Floor of the Town Tower at foreclosure or other judicial sale, on the open market, or otherwise, for use to provide access to the recreation areas and as

otherwise may be deemed necessary or appropriate by the Board subject, at all times to the provisions of the Declaration and the by-laws and to thereafter lease, sell, mortgage the leasehold interest, to purchase the leased fee interest appurtenant thereto, to vote the common interest appurtenant thereto, and to otherwise take such action as the Board believes is necessary or appropriate with regard to such apartment.

2. The Board of Directors may authorize the borrowing of money to be used for the purchase of the apartment and the making of any additions, alterations, and improvements thereto. Board of Directors shall execute and deliver all necessary documents and take all action necessary to obtain such financing. The costs of such borrowing, including, without limitation, all principal, interest, commitment fees, and other expenses payable with respect to such borrowing, shall be a common expense of the Project.

3. Notwithstanding any other provision in the Declaration or the by-laws to the contrary, the Board shall have the authority to renovate such apartment as may be necessary to accomplish the proposed use for access to the recreation areas or for any other use that the Board may believe is necessary or appropriate. Such construction shall not be deemed (i) to constitute an infringement, alteration or transfer of any easement appurtenant to any apartment in violation of Paragraphs E or F, or any subparagraphs thereof, of the Declaration; or (ii) to constitute the construction of any additional building or structural alteration or addition to any building different in any material respect from the Condominium File Plan of the Project as described in Paragraph P of the Declaration; or (iii) to constitute a material structure under §514B-140, Hawaii Revised Statutes.

4. All costs of acquisition, renovation and future costs related to such apartment including, without limitation, property taxes and common expenses assessed against such apartments shall be deemed a limited common expense for all Residential Apartments in the Project and assessed as provided in Paragraph C.3 of the Declaration. The common interest appurtenant to any apartment shall not be altered on account of such purchase.

22. Article I, §1 of the By-Laws is amended to read as follows:

Section 1. Qualification. All apartment owners of the project shall constitute the Association of Apartment Owners, herein called the "Association". The owner of any apartment upon acquiring title thereto shall automatically become a member of the Association and shall remain a member thereof until such time as his ownership of such apartment ceases for any reason, at which time his membership in the Association shall automatically cease; provided, however, that to such extent and for such purposes, including voting, as shall be provided by agreement of sale or lease or sublease of any apartment recorded in Office of the Assistant Registrar of the Land Court and in the Bureau of Conveyances of the

State of Hawaii and filed with the Board of Directors of the Association, the vendee or lessee or sublessee of such apartment shall be deemed to be the owner thereof.

23. Article I, §3 of the By-Laws is amended to read as follows:

Section 3. Annual Meetings. The annual meetings of the Association shall be held at least once a year and within three months of the end of each accounting year unless some other time has been established by the Board of Directors and announced at the prior annual meeting.

24. Article I, §7 of the By-Laws is amended to read as follows:

Section 7. Quorum. The presence at any meeting in person or by proxy of a majority of apartment owners qualified to vote on any issue duly coming before the meeting shall constitute a quorum with respect to such issue, and the acts of a majority of the quorum present with respect to such issue shall be the acts of the Association except as otherwise provided herein. Except as provided herein, the term “majority” or “majority of apartment owners” herein means the owners of apartments entitled to vote on a particular issue who represent more than fifty per cent (50%) in interest of those entitled to vote as determined by Paragraph K of the Declaration, and any other specified percentage of the apartment owners means the owners of apartments entitled to vote who represent that percentage in interest of those entitled to vote.

25. Article I, §10 of the By-Laws is amended to read as follows:

Section 10. Order of Business. The order of business at all annual meetings of the Association shall be as follows:

- (a) Roll call.
- (b) Proof of notice of meeting.
- (c) Reading of minutes of preceding meeting.
- (d) Report of officers.
- (e) Report of committees.
- (f) Election of Directors.
- (g) Unfinished business.
- (h) New business.

(i) Adjournment.

26. Article II, §1 of the By-Laws is amended to read as follows:

Section 1. Number and Qualifications. (a) The affairs of the Association shall be governed by a Board of Directors composed of nine (9) persons. Members of the Board shall be apartment owners or co-owners, vendees under an agreement of sale, a trustee of a trust which owns an apartment, or an officer, partner, member, or other person authorized to act on behalf of any other legal entity which owns an apartment. The resident manager of the project, if any, may not serve on the Board. There shall not be more than one representative on the Board from any one apartment. The directors shall serve without compensation; provided that, with the approval of the Board, directors may be reimbursed for actual expenditures incurred on behalf of the Association. The minutes shall reflect in detail the items and amounts of the reimbursements. Directors shall not expend Association funds for their travel, directors' fees, and per diem, unless owners are informed and a majority approve of these expenses; provided that, with the approval of the Board, directors may be reimbursed for actual expenditures incurred on behalf of the Association. The minutes shall reflect in detail the items and amounts of the reimbursements. The directors may expend Association funds, which shall not be deemed to be compensation to the directors, to educate and train themselves in subject areas directly related to their duties and responsibilities as directors; provided that the approved annual operating budget shall include these expenses as separate line items. These expenses may include registration fees, books, videos, tapes, other educational materials, and economy travel expenses. Except for economy travel expenses within the State, all other travel expenses incurred under this subsection shall be subject to the requirements herein.

(b) An owner shall not act as an officer of the Association and an employee of the Managing Agent retained by the Association. Any owner who is a Board member of the Association and an employee of the Managing Agent retained by the Association shall not participate in any discussion regarding a management contract at a Board meeting and shall be excluded from any executive session of the Board where the management contract or the property manager will be discussed.

27. Article II, §3 of the By-Laws is amended to read as follows:

Section 3. Election and Terms. Election of Directors shall be by cumulative voting by secret ballot at each annual meeting and any special meeting called for the purpose. Provided, however, in the event that there are the same number of candidates for election as seats available on the Board and there is no contest as to who holds which seat, the election can take place by acclamation.

Directors shall hold office for a period of three years and until their respective successors have been elected, subject to removal as herein provided.

28. Article II, §7 of the By-Laws is amended to read as follows:

Section 7. Regular Meetings. Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of the Directors, but at least one such meeting shall be held during each calendar year. Notice of regular meetings of the Board shall be given to each director, personally or by mail, telephone, facsimile or other form of electronic communication at least one day prior to the date of such meeting.

29. Article II, §8 of the By-Laws is amended to read as follows:

Section 8. Special Meetings. Special meetings of the Board of Directors may be called by the President on at least eight hours' notice to each director, given personally or by telephone, facsimile or other form of electronic communication, which notice shall state the time, place and purpose of the meeting. Special meetings of the Board shall be called by the President or Secretary in like manner and with like notice on the written request of at least two directors.

30. Article III, §1 of the By-Laws is amended to read as follows:

Section 1. Designation. The principal officers of the Association shall be a President, a Vice President, a Secretary and a Treasurer, all of whom shall be elected by the Board of Directors. All officers shall be members of the Board of Directors. The Board may appoint an assistant treasurer, an assistant secretary and such other officers as in its judgment may be necessary.

31. Article IV, §1(j) of the By-Laws is deleted in its entirety and all subsequent subsections are relettered as appropriate.

32. Article IV, §3 of the By-Laws is amended to read as follows:

Section 3. Representation. The Association can institute, defend, or intervene in litigation or administrative proceedings in its own name on behalf of itself or two or more apartment owners on matters affecting the Association. For the purposes of actions under Chapter 480, the Association shall be deemed to be a "consumer."

33. Article IV, §4 of the By-Laws is amended to read as follows:

Section 4. Execution of Instruments. All checks, drafts, notes, acceptances, conveyances, contracts and other instruments shall be signed on

behalf of the Association by such person or persons as shall be provided by general or special resolution of the Board of Directors or, in the absence of any such resolution applicable to such instrument, by any two officers.

34. Article V, §6 is added to the By-Laws to read as follows and all subsequent Sections are renumbered:

Section 6. Misconduct. If any common expense is caused by the misconduct of any apartment owner, the owner's tenant, occupant and/or guest, the Association may assess that expense exclusively against such owner's apartment.

35. Article V, §10 of the By-Laws is amended to read as follows:

Section 10. Maintenance of Apartments. (a) Every apartment owner shall at his own expense at all times well and substantially repair, maintain, amend and keep his apartment, including without limitation all internal installations therein such as water, electricity, gas, telephone, sewer, sanitation, air conditioning, lights and all other fixtures and accessories belonging to such apartment and the interior decorated or finished surfaces of all walls, floors and ceilings of such apartment, and all glass walls, doors and windows, with all necessary repairs and amendments whatsoever in good order and condition except as otherwise provided by law or the Declaration, and shall be liable for all loss or damage whatsoever caused by his failure to perform any such work diligently, and in case of such failure after reasonable notice to perform shall reimburse to the Association promptly on demand all expenses incurred by it in performing any such work authorized by the Board of Directors or the Managing Agent. Every apartment owner and occupant shall reimburse the Association promptly on demand all expenses incurred by it in repairing or replacing any uninsured loss or damage to the common elements or any furniture, furnishings, and equipment thereof caused by such owner or occupant or any person under either of them and shall give prompt notice to the Managing Agent of any such loss or damage or other defect in the project when discovered. If the owner fails to reimburse the Association, the amount due will become a lien on the owner's apartment subject to foreclosure.

(b) High Risk Components.

(1) The Board, after notice to all apartment owners and an opportunity for owner comment, may determine that certain portions of the apartments, or certain objects or appliances within the apartments such as washing machine hoses and water heaters, pose a particular risk of damage to other apartments or the common elements if they are not properly inspected, maintained, repaired, or replaced by owners. Those items determined by the

Board to pose a particular risk are "high risk components" for the purposes of this section.

(2) With regard to items designated as high risk components, the Board may require any or all of the following:

(i) Inspection:

(A) At specified intervals; or

(B) Upon replacement or repair by the Association or by inspectors designated by the Association;

(ii) Replacement or repair at specified intervals whether or not the component is deteriorated or defective; and

(iii) Replacement or repair:

(A) Meeting particular standards or specifications established by the board;

(B) Including additional components or installations specified by the Board; or

(C) Using contractors with specific licensing, training, or certification approved by the board.

(3) The imposition of requirements by the Board under subsection (2) shall not relieve apartment owners of obligations regarding high risk components as set forth in the Declaration or these by-laws including, without limitation, the obligation to maintain, repair, and replace the components.

(4) If an apartment owner fails to follow requirements imposed by the Board pursuant to this section, the Association, after reasonable notice, may enter the apartment to perform the requirements with regard to such high risk components at the sole cost and expense of the apartment owner, which costs and expenses shall be a lien on the apartment as provided in Section 514B 146. Nothing in this section shall be deemed to limit the remedies of the Association for damages, or injunctive relief, or both.

(c) Disposition of Unclaimed Possessions.

(1) When personalty in or on the common elements of the project has been abandoned, the Board may sell the personalty in a commercially reasonable manner, store the personalty at the expense of its owner,

donate the personalty to a charitable organization, or otherwise dispose of the personalty in its sole discretion; provided that no sale, storage, or donation shall occur until sixty days after the Board complies with the following:

(i) The Board notifies the owner in writing of:

(A) The identity and location of the personalty; and

(B) The Board's intent to so sell, store, donate, or dispose of the personalty.

Notification shall be by certified mail, return receipt requested, to the owner's address as shown by the records of the Association or to an address designated by the owner for the purpose of notification or, if neither of these is available, to the owner's last known address, if any; or

(ii) If the identity or address of the owner is unknown, the Board shall first advertise the sale, donation, or disposition at least once in a daily paper of general circulation within the circuit in which the personalty is located.

(2) The proceeds of any sale or disposition of personalty hereunder, after deduction of any accrued costs of mailing, advertising, storage, and sale, shall be held for the owner for thirty days. Any proceeds not claimed within this period shall become the property of the Association.

36. Article V, §16 of the By-Laws is amended to read as follows:

Section 16. Mortgages. The Board of Directors or Managing Agent at the request of any mortgagee or prospective purchaser of any apartment or interest therein shall report to such person the amount of any assessments against such apartment then due and unpaid.

37. Article V, §17 of the By-Laws is amended to read as follows:

Section 17. Responsibilities of Owners. An apartment owner shall, upon the reasonable request of the Board or Managing Agent, immediately take steps to abate and remove, at his expense, any structure, thing or condition that may exist with regard to the occupancy of his apartment by his lessee(s), renter(s) or guest(s) which is a violation hereof, or of the Declaration, the Condominium Property Act or of any rules and regulations adopted by the Board, or, if the apartment owner is unable to control the conduct of his lessee(s), renter(s) or guest(s), the apartment owner shall, upon the request of the Board or Managing Agent, immediately take steps to remove such lessee(s), renter(s), or guest(s) from

the premises, without compensation for lost rentals or any other loss or damages resulting therefrom.

38. Article VI, §1 of the By-Laws is amended to read as follows:

Section 1. Amendment. These by-laws may be amended in any respect not inconsistent with provisions of law or the Declaration by vote or written consent of sixty-seven per cent (67%) of all the apartment owners. Any proposed by-law together with the detailed rationale for the proposal may be submitted by the Board or by a volunteer unit owners group. If submitted by that group, the proposal shall be accompanied by a petition signed by not less than twenty-five per cent of the apartment owners as shown in the Association's record of ownership. The proposed by-laws, rationale, and ballots for voting on any proposed by-law shall be mailed by the Board to the owners at the expense of the Association for vote or written consent without change within thirty days of the receipt of the petition by the Board. The vote or written consent, to be valid, must be obtained within three hundred sixty-five days after mailing for a proposed by-law submitted by either the Board or a volunteer unit owners group. If the by-law is duly adopted, the Board shall cause the by-law amendment to be recorded. The volunteer unit owners group shall be precluded from submitting a petition for a proposed by-law that is substantially similar to that which has been previously mailed to the owners within three hundred sixty-five days after the original petition was submitted to the Board. This section shall not preclude any owner or volunteer unit owners group from proposing any by-law amendment at any annual Association meeting.

39. Article VI, §2 of the By-Laws is amended to read as follows:

Section 2. Indemnification. The Association shall indemnify every director and officer and his executors and administrators against all expenses reasonably incurred by or imposed on him in connection with any action, suit or proceeding to which he may be made a party by reason of being or having been a director or officer of the Association, except in relation to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct; and in the absence of such final adjudication, indemnification shall be provided only in connection with such matters as to which the Association is advised by its legal counsel that the person to be indemnified committed no such breach of duty. The foregoing right of indemnification shall not be exclusive of any other rights to which such person may be entitled.

40. Article VI, §3 of the By-Laws is amended to read as follows:

Section 3. Subordination. These by-laws are subordinate and subject to all provisions of the Declaration and any amendments thereto, the

Condominium Property Act (Chapter 514B, Hawaii Revised Statutes, as amended), which shall control in case of any conflict. All terms herein (except where clearly repugnant to the context) shall have the same meaning as in the Declaration or said Condominium Property Act.

In all other respects the Declaration and the By-Laws, as amended, are hereby confirmed and shall be binding upon and inure to the benefit of owners and their respective successors and permitted assigns.

The undersigned officers of the Association hereby certify that the foregoing Declaration and By-Law amendments were duly adopted by the written consent of owners holding the requisite percentage of the common interest.

IN WITNESS WHEREOF, the undersigned have executed this instrument this 16th day of March, 2012.

ASSOCIATION OF APARTMENT OWNERS
OF HARBOR SQUARE

By:  _____

TYPE NAME: Ann E Collins

TYPE TITLE: President

By:  _____

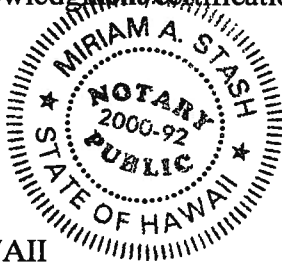
TYPE NAME: James Vrecheh

TYPE TITLE: Treasurer

STATE OF HAWAII)
)
CITY AND COUNTY OF HONOLULU) SS:

On this 16th day of March, 2012, in the First Circuit, State of Hawai'i, before me appeared Ann E. Collins, to me personally known (or proved to me on the basis of satisfactory evidence), who, being by me duly sworn, did say that such person(s) executed the foregoing instrument identified or described as Amendment To the Declaration of Horizontal Property Regime and the By-Laws of the Association Of Apartment Owners of Harbor Square as the free act and deed of such person(s), and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

The foregoing instrument is dated 3/16/2012 and contained 26 pages at the time of this acknowledgment/certification.

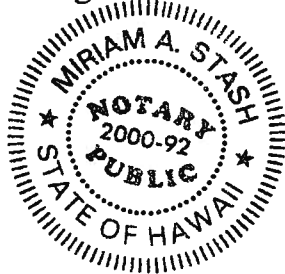


Miriam A. Stash
Print Name: MIRIAM A. STASH
Notary Public, State of Hawai'i
My Commission Expires: 2/27/2016

STATE OF HAWAII)
)
CITY AND COUNTY OF HONOLULU) SS:

On this 16th day of March, 2012, in the First Circuit, State of Hawai'i, before me appeared James Vrechet, to me personally known (or proved to me on the basis of satisfactory evidence), who, being by me duly sworn, did say that such person(s) executed the foregoing instrument identified or described as Amendment To the Declaration of Horizontal Property Regime and the By-Laws of the Association Of Apartment Owners of Harbor Square as the free act and deed of such person(s), and if applicable in the capacity shown, having been duly authorized to execute such instrument in such capacity.

The foregoing instrument is dated 3/16/2012 and contained 26 pages at the time of this acknowledgment/certification.



Miriam A. Stash
Print Name: MIRIAM A. STASH
Notary Public, State of Hawai'i
My Commission Expires: 2/27/2016

Harbor Square
Land Court Condo Map No. 97

Unit No.	TCT No.
7A	955,796
7B	790,190
7C	949,643
7D	666,039
7E	666,921
7F	786,493
7G	910,885
7H	778,360
8A	640,580
8B	714,736
8C	657,483
8D	786,486
8E	989,038
8F	918,722
8G	640,580
8H	703,902
9A	733,607
9B	1,024,704
9C	827,121
9D	953,409
9E	672,001
9F	672,002
9G	784,026
9H	655,098
10A	927,423
10B	672,003
10C	671,108
10D	1,035,884
10E	668,973
10F	668,972
10G	737,706
10H	662,439
11A	792,764
11B	946,709
11C	741,124
11D	659,688
11E	667,524
11F	948,317
11G	1,001,097
11H	926,952
12A	640,580
12B	661,060
12C	640,580
12D	665,197

Unit No.	TCT No.
12E	734,622
12F	960,842
12G	799,823
12H	810,175
14A	874,872
14B	654,999
14C	676,694
14D	1,039,025
14E	882,312
14F	1,038,906
14G	937,236
14H	718,130
15A	775,913
15B	975,469
15C	663,797
15D	984,986
15E	658,319
15F	743,937
15G	772,926
15H	662,440
16A	662,747
16B	826,314
16C	844,504
16D	909,900
16E	655,099
16F	702,752
16G	905,744
16H	861,121
17A	805,506
17B	1,016,235
17C	695,018
17D	672,757
17E	934,946
17F	675,069
17G	965,346
17H	780,396
18A	665,478
18B	744,888
18C	734,465
18D	742,870
18E	701,170
18F	855,123
18G	1,020,203
18H	950,089

Unit No.	TCT No.
19A	955,236
19B	744,977
19C	661,867
19D	965,475
19E	695,901
19F	761,152
19G	730,949
19H	658,628
20A	806,731
20B	1,028,933
20C	671,269
20D	655,001
20E	663,470
20F	640,580
20G	985,186
20H	692,415
21A	890,189
21B	901,786
21C	829,236
21D	949,367
21E	1,034,335
21F	920,930
21G	1,019,495
21H	963,753
22A	668,155
22B	980,206
22C	668,015
22D	660,243
22E	730,624
22F	737,316
22G	664,098
22H	677,982
23A	670,709
23B	640,580
23C	986,915
23D	655,002
23E	908,259
23F	792,173
23G	786,494
23H	1,027,552
24A	663,278
24B	1,013,888
24C	667,297
24D	696,421

Harbor Square
Land Court Condo Map No. 97

Unit No.	TCT No.
24E	911,401
24F	997,235
24G	1,034,269
24H	663,798
25A	660,649
25B	954,089
25C	657,685
25D	673,029
25E	889,462
25F	808,242
25G	924,343
25H	966,998
26A	883,313
26B	662,442
26C	893,874
26D	679,524
26E	782,076
26F	672,758
26G	845,372
26H	1,029,782
27A	679,672
27B	679,676
27C	679,675
27D	658,163
27E	1,015,799
27F	679,674
27G	815,035
27H	803,341
701	753,794
702	668,593
703	992,774
704	785,165
705	730,144
706	970,270
707	794,923
708	1,033,098
709	669,634
710	904,786
801	981,586
802	640,580
803	1,008,483
804	675,627
805	1,020,835
806	1,037,899

Unit No.	TCT No.
807	666,252
808	795,006
809	929,378
810	668,594
901	661,634
902	640,580
903	660,556
904	1,010,719
905	668,971
906	655,661
907	966,053
908	899,889
909	869,853
910	660,532
1001	842,454
1002	957,997
1003	940,451
1004	987,476
1005	1,029,098
1006	889,039
1007	938,999
1008	977,183
1009	723,569
1010	861,755
1101	687,616
1102	984,518
1103	660,531
1104	810,837
1105	952,903
1106	785,584
1107	802,768
1108	740,131
1109	846,759
1110	958,504
1201	1,002,469
1202	744,591
1203	659,274
1204	984,521
1205	655,953
1206	663,475
1207	674,560
1208	856,399
1209	794,478
1210	840,716

Unit No.	TCT No.
1401	849,450
1402	701,559
1403	1,038,112
1404	660,559
1405	640,580
1406	737,495
1407	680,788
1408	751,705
1409	770,505
1410	663,571
1501	1,001,532
1502	655,679
1503	743,078
1504	664,100
1505	950,245
1506	640,580
1507	845,371
1508	655,663
1509	658,159
1510	851,126
1601	1,032,883
1602	1,011,686
1603	721,139
1604	707,083
1605	1,030,228
1606	658,424
1607	874,845
1608	983,354
1609	673,116
1610	658,856
1701	658,320
1702	665,479
1703	786,081
1704	676,804
1705	1,029,602
1706	682,930
1707	781,916
1708	654,994
1709	669,622
1710	661,208
1801	659,573
1802	973,365
1803	940,606
1804	841,891

Harbor Square
Land Court Condo Map No. 97

Unit No.	TCT No.
1805	665,812
1806	669,342
1807	1,032,204
1808	655,680
1809	663,486
1810	1,039,517
1901	667,627
1902	1,039,516
1903	640,580
1904	726,288
1905	702,750
1906	654,990
1907	654,991
1908	664,012
1909	655,095
1910	663,184
2001	910,905
2002	723,791
2003	942,274
2004	659,574
2005	995,099
2006	657,843
2007	1,031,696
2008	1,032,540
2009	654,781
2010	654,782
2101	661,994
2102	661,997
2103	683,203
2104	715,990
2105	660,557
2106	1,013,911
2107	839,862
2108	658,043
2109	655,295
2110	961,275

Unit No.	TCT No.
2201	899,849
2202	640,580
2203	1,004,423
2204	913,480
2205	672,352
2206	977,382
2207	978,284
2208	1,027,437
2209	664,010
2210	664,011
2301	950,243
2302	672,760
2303	670,775
2304	985,397
2305	664,625
2306	769,124
2307	655,409
2308	843,693
2309	662,982
2310	710,558
2401	773,063
2402	660,834
2403	681,869
2404	680,787
2405	666,360
2406	654,995
2407	659,757
2408	660,648
2409	679,772
2410	640,580
2501	727,540
2502	670,199
2503	658,935
2504	785,586
2505	1,036,569
2506	860,061

Unit No.	TCT No.
2507	657,842
2508	657,998
2509	655,867
2510	1,032,659
2601	655,357
2602	839,164
2603	751,258
2604	854,884
2605	663,789
2606	983,385
2607	662,238
2608	852,504
2609	672,763
2610	664,102
2701	662,236
2702	662,267
2703	655,226
2704	920,927
2705	667,614
2706	912,513
2707	660,842
2708	911,922
2709	785,702
2710	788,103
2	668,289
4	640,580
3	640,580
1	640,580
5	663,276
6	1,009,762
7	672,840
8	672,841
9	672,839
10	672,838

HOUSE RULES AND REGULATIONS
ASSOCIATION OF APARTMENT OWNERS OF HARBOR SQUARE
As amended on May 25, 2015

Section A - General Residency

A1 Owners must strictly comply with the specific requirements of the Act, the Declaration of Condominium Property Regime, the Association By-Laws, House Rules and other governing documents. Owners shall be responsible for the actions of their tenants, guests, employees, tradesmen, and any other person using Harbor Square on their behalf. Any costs incurred by the Association as a result of a violation of the governing documents by the above persons shall be the responsibility of the owner.

A2 These House Rules shall apply to all apartment owners, their families, tenants, guests, employees, or any other persons using Harbor Square on their behalf.

A3 Owners who rent their apartments, and are not full time residents of the Island of Oahu, must have an appointed rental agent residing on Oahu who is registered with the Resident Manager.

A4 All new residents are required to register with the Resident Manager's office prior to their initial move-in. They will fill out a Resident Registration Form, and provide complete and accurate information as requested. It is the responsibility of the owner to ensure that the registration is completed and that the information is current.

A5 No person at Harbor Square shall make or permit any disturbance that unreasonably interferes with the quiet enjoyment of Harbor Square by other residents.

A6 Hallways, stairwells, building entrances, and similar common elements must be kept free of all obstructions, including personal possessions such as bicycles and door mats.

A7 Storage in the storage lockers is at the sole risk of the resident. Storage of goods on common elements such as outside the lockers is prohibited, and such goods shall be deemed abandoned and subject to confiscation.

A8 Household pets are not permitted, except small birds and fish.

Notwithstanding anything to the contrary contained in the Declaration, the By-Laws, or these House Rules, and subject to reasonable requirements as set forth herein, occupants with a disability as defined by the Fair Housing Act may keep guide dogs, signal dogs or other service animals specially trained to assist handicapped individuals as defined in Chapter 515, Hawaii Revised Statutes, upon which they depend for assistance, and such animals shall be allowed to walk on the common elements only on a leash or in a carrier as described in more detail below. This exception shall also apply to guide dogs, signal dogs, or other trained service animals as defined in Chapter 515, Hawaii Revised Statutes, depended upon by disabled guests of occupants to assist the person with use of the Project given his or her disability. This exception to the "no pet" rule at the Project does not allow animals that are not used by disabled persons and are not trained as contemplated by applicable law.

a. Screening/Registration. Animal owners must complete an Application and Registration form and receive approval by the Board of Directors before allowing the animal to occupy the apartment or the Project. A current photograph of the animal must be attached.

b. Restrictions

1. Animals shall not be kept, bred or used for any commercial purpose. All animals must be spayed or neutered.

2. Animals must be confined to the animal owner's apartment, must not be allowed to roam free and may not be tied unattended in any common element including lanais. Animals in transit are to be carried, restrained by a leash no longer than 5' designed to restrain the animal next to the owner at all times or placed in an animal carrier.

3. All service animals must wear a vest or other identifying information.

4. If the owner of the animal is waiting to enter an elevator with the animal and is asked by a person already an occupant of the elevator not to use the elevator because the person is allergic to the animal or has a phobia with regard to animals, the animal owner shall await another elevator, except in the event of an emergency threatening person or property. On the other hand, if the owner of the animal is already occupying the elevator with the animal, any person who does not want to be in an enclosed space with the animal shall await the next elevator.

5. Animals shall be exercised only off the Project.

6. Except as necessary for its owner to use and enjoy such areas, no animal shall be allowed on the recreation decks at any time or for any purpose.

7. No animal waste shall (1) be disposed of in the toilets or (2) be dropped down trash chutes unless securely bagged.

8. Animal owners are responsible for any damage to the common elements or other apartments caused by their animals. Any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of each animal owner.

9. No animal shall be allowed to become a nuisance or create any unreasonable disturbance to any other occupant of the Project. Any such animal causing a nuisance or creating an unreasonable disturbance shall be promptly and permanently removed upon notice given by the Board of Directors or Managing Agent. Examples of nuisance behavior for the purposes of this paragraph are:

(a) Personal injury or property damage caused by unruly behavior.

(b) Animals who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for 1/2 hour or more to the disturbance of any person at any time of day or night.

(c) Animals in common elements who are not under the complete control of a responsible human companion, and on a short hand-held leash or in an animal carrier.

(d) Animals who relieve themselves on walls or floors of common areas.

(e) Animals who exhibit aggressive or vicious behavior toward humans or other animals.

(f) Animals who are conspicuously, unhealthy, unclean or parasite-infested.

10. Owners and tenants are responsible for visiting animals with disabled persons, who are subject to the same restrictions as resident animals.

11. Animal owners shall indemnify the Association and hold it harmless against loss or liability of any kind arising from their animal(s). Animal owners shall also carry adequate liability insurance as determined by the Board with the Association as an additional “named insured” to expressly protect the Association from any claims related to the service animal and shall prove evidence of such insurance to an appropriate Association representative (*e.g.*, General Manager or Managing Agent) prior to the animal being brought onto the Project.

12. Enforcement

Any owner, resident, or personnel observing an infraction of any of these rules shall report the same to a proper authority at the Project who shall discuss the infraction in a neighborly fashion with the animal owner in an effort to secure voluntary compliance unless safety is an issue.

If the complaint is not promptly satisfied voluntarily, the complaint shall be put in writing, signed and presented to the Board of Directors, Managing Agent, or Resident Manager, unless safety is an issue in which case, the Board can demand immediate removal of the animal.

If the Board is in agreement with such complaint, the animal owner will receive written notice of the violation. If the animal presents a safety problem, the owner will be notified of the need to remove the animal promptly and in such manner as shall be reasonable to protect others given the circumstances.

If after more than one violation the problem is still unresolved, arrangements will be made for a hearing. (Arrangements for a hearing will be made as promptly as is possible if the nature of the complaint involves personal injury or the imminent threat thereof.) The Board of Directors may require the prompt and permanent removal of any animal prior to the hearing, if such animal is determined by available directors or Association representatives to be a nuisance or a danger to the complex and/or its residents or other animals. If the animal presents a danger to other residents or animals, the Association may require its immediate removal and without the necessity of any prior hearing. The hearing, if needed, shall be held post-removal.

If so determined, the animal owner will have a reasonable period as determined by the Board to remove the animal from the Project. The Board of Directors also has the authority to assess and collect fines for violations of these House Rules pertaining to animals, to assess and collect amounts necessary to repair or replace damaged areas or objects and to file a law suit for all legal and equitable remedies as may be necessary. The remedies herein are not exclusive.

13. The Board of Directors may from time to time promulgate such rules and regulations regarding the continued keeping of such service animals as the circumstances may then require or the Board may deem advisable.

A9 Movement of large furniture, major household appliances, or large quantities of construction materials or household goods, must be scheduled in advance with the office and are subject to our move-in/move-out policy. There is a \$20.00 move-in/move-out fee, payable in advance.

All delivery vehicles or those providing vendor services to building units are required to use the Alakea Street loading bay when available and after securing approval from building management. Short term delivery vehicles may park curbside on Richards Street and must comply with on-street parking regulations.

Residents may schedule the use of the elevators for move in/move out, deliveries, or removal of bulky items, on a first come, first served basis. All reservations must be made a minimum of 48 hours in advance, except for good cause that will be determined at the sole discretion of the on-duty Manager. Reservations may be made at the Resident Manager's office or by telephone at 537-2637, Monday through Friday, from 8:00 a.m. to 4:30 p.m. Moving hours are 8:00 a.m. to 4:00 p.m. There will no moving allowed on Sundays or New Years, Independence, Thanksgiving, Christmas, President's, Memorial, Labor, or Veteran's Day.

A10 Harbor Square staff is under no obligation to accept deliveries on behalf of residents, and acceptance of an item shall not be deemed to imply any responsibility whatsoever by the Association or its employees for the item's safety, condition, or delivery. The Association, the Board of Directors, and the Association staff, shall not have any responsibility for packages or other deliveries left in halls, at doors of units, or any other place on the premises, or for any personal property left in or about Harbor Square.

A11 Large recreational equipment such as bicycles and surfboards is permitted in the elevators, provided that there are no other passengers already in the elevator cab, and the equipment is clean and dry and will not mark or damage the elevator.

A12 Ball playing and related activities are not permitted in the common elements. The riding of wheeled equipment including skates and skateboards is prohibited in the common elements. No one shall loiter or play in the corridors, lobbies, stairways, elevators, parking areas, or landscaped areas.

A13 Furniture, furnishings, picnic tables, and equipment of the common elements shall not be altered, removed, or transferred to other areas.

A14 Harbor Square does not provide a lockout service. It is the resident's responsibility to hire a locksmith to gain entry.

A15 Soliciting at Harbor Square is prohibited; except solicitation of proxies or distribution of materials relating to Association matters is permitted, by owners, on the common elements, provided such solicitation occurs at a reasonable time, place and manner. Posters are prohibited.

A16 Smoking in the hallways, lobbies, elevators and within 20 feet of the buildings entrances or venting systems is prohibited. No one shall discard cigarettes or other smoking material in any common elements except in provided containers.

A17 No person shall use, or permit to be brought to Harbor Square, any hazardous material, except labeled household products as defined by state or federal law, including but not limited to hazardous material that is explosive or highly combustible.

A18 Fireworks and firecracker use are specifically banned on any portion of Harbor Square.

Section B - Rules Pertaining to Apartments

B1 Apartments may not be rented for periods less than 30 days, or used in a manner in which the occupants of the apartment are provided any customary hotel services.

B2 If emergency access is required, the unit owner shall be responsible for all costs associated with the emergency entry.

B3 Access by Association staff and contractors to any apartment is allowed for the operation of the Harbor Square. This may include making emergency repairs, or installation, repair, or replacement of any common element. Each apartment owner shall afford to the Association and the other owners, and to employees, contractors, or agents of the Association, or other owners, during reasonable hours, access through the owner's apartment, reasonably necessary for the operation of Harbor Square. The Association shall have the irrevocable right, to be exercised by the Board; to have access to each Apartment at any time as may be necessary, for making emergency repairs to prevent damage to the common elements, or to another Apartment or Apartments. The Association shall have no responsibility for damage to an Apartment if entry is required due to an emergency, and shall have no responsibility for damage to an Apartment if entry is made for any other reason, unless it is shown to have caused such damage. The Association shall not be responsible for paying the costs of removal of any finished surfaces of an Apartment that impedes its ability to maintain and repair the common elements.

B4 The repair and maintenance of apartment interiors is the responsibility of the individual owners. The cost of repair and maintenance of elements in a common area wall, which serves that unit only, such as plumbing, electrical, and air conditioning lines, will be assessed to the owner, even if those elements are in a wall other than the wall of the apartment. Every apartment owner is required, at the owners expense, to substantially repair, maintain, amend, and keep his or her apartment, including without limitation, all internal installations therein such as water, electricity, gas, telephone, sewer, sanitation, air conditioning, lights, and all other fixtures and accessories belonging to such apartment, or serving only that apartment, and the interior decorated or finished surfaces of all walls, floors, and ceilings of such apartment, and all glass walls, doors, and windows, with all necessary reparations and amendments whatsoever, in good order and condition, except as otherwise provided by law or the Declaration, and shall be liable for all loss or damage whatsoever caused by his failure to perform any such work diligently. In case of such failure after reasonable notice to perform such work, the owner shall reimburse to the Association, on demand, all expenses incurred by it in performing any such work authorized by the Board of Directors.

B5 Corridor doors to apartments shall be kept closed at all times except when in actual use for ingress and egress. No signage, nameplate, or decoration, may be placed on or around the outer face of the door, except doorknockers and doorbells. The original design and appearance of the outer face of the door may not be altered, except by prior written approval of the Board of Directors. Tasteful seasonal displays may be permitted, if they do not interfere with the common elements, and are promptly removed at the end of the season.

B6 No awning, shade, blind, window guard, or antennae shall be attached to or hung from the exterior of the building or lanai, or allowed to protrude through the walls, window, or roof. No notice, advertisement, bill, poster, illuminated sign, or other graphic, shall be inscribed or posted on or about the complex, unless first approved in writing by the Board of Directors.

B7 The Resident Manager shall be allowed access to any unit where there is reason to suspect the presence of vermin, insects, or other pests, or when responding to a complaint regarding the presence of such pests. It is the responsibility of residents to maintain their apartments in a clean and sanitary condition, so as not to interfere with the right of others to use and enjoy Harbor Square.

B8 All radio, television, or other electrical equipment of any kind or nature that is installed or used in each apartment unit shall fully comply with all rules, regulations, requirements or recommendations of the public authorities having jurisdiction. The apartment owner(s) shall be responsible for any damage or injury caused by any such equipment, and shall indemnify and hold the Association and its directors and employees harmless for any claims related thereto.

B9 Residential apartments shall be used only for residential purposes. However, a full-time residential occupant may use a portion of the apartment for a secondary office purpose, provided that such use does not impair the residential use and enjoyment of that portion of the building by others. The residential apartments shall not be used primarily for office purposes.

B10 The governing documents and applicable ordinances prohibit Town Tower residents from installing and/or using washing machines inside their apartments.

B11 Household garbage is to be bagged before disposal down the trash chute. Large boxes, heavy items and items that are too bulky to easily drop down the chute are to be placed on the floor or shelves for later staff removal. Explosive or hazardous material may not be disposed of down the trash chute. No hazardous material(s) as defined by state or federal law, shall be brought onto the property, stored therein, or disposed of at Harbor Square, except labeled household products which must be stored and disposed of in accordance with state and federal law.

B12 All drapery, or other window and door cover which face toward the exterior of the buildings, shall be neutral white in color, and maintained in good repair, to enhance the outward appearance of Harbor Square.

B13 Window tint shall have a light gray color, approved in advance, in writing, by the Board of Directors. Such tinting must be replaced if damaged or deteriorated.

B14 Residents shall not stack furniture against nor hang bed sheets or blankets on the windows and glass doors of apartments, where such arrangements will be visible from any public street or any other apartment.

B15 Nothing shall be thrown or dropped from windows or lanais.

Section C - Apartment Repairs

C1 No apartment owner or occupant shall do any work that could jeopardize the soundness or safety of the property, reduce the value thereof, or impair any easement, as reasonably determined by the Board. No apartment owner or occupant shall overload or impair the floor, wall, or ceiling of the apartment, or cause any increase in the ordinary premium rates, or cancellation or invalidation of any insurance maintained by or for the Association.

C2 Apartment owners are required to submit plans or sketches, and a copy of the building permit where required for major apartment renovation or repair to the Resident Manager for review, and be granted written approval prior to the work by the Board of Directors as may be necessarily consistent with the Declaration, the By-Laws, and the Condominium Property Act. The approval will become a permanent part of the Resident Manager's records.

C3 Installation of any flooring other than carpet and pad shall require a sound transmission barrier of no less than a 70 rating for both Impact Class (IIC) and Sound Transmission Class (STC).

C4 Renovation and repairs can only be made between the hours of 8 AM and 4 PM, Monday through Friday.

C5 Construction materials that could cause dust, debris or markings of any kind, must be enclosed in plastic or other comparable material when being transported through common elements. Any spills or markings that do occur must be removed immediately. The Resident Manager must be notified, and the affected areas cleaned, repaired, and restored to the original condition at the apartment owner's expense.

C6 No television cable, water or sewer pipes, telephone or electrical lines, inside a wall, shall be removed, added or relocated except in accordance with the plans first approved by the Board of Directors.

C7 The Board may require that any item designated by the Association as a high risk component be (1) inspected at regular intervals and/or upon replacement or repair by the Association or its designee, (2) be replaced or repaired at specified intervals whether or not the component is deteriorated or defective; and (3) be replaced or repaired to standards or specifications established by the Board, including additional components or installations specified by the Board, and using contractors with specific licensing, training, or certification required by the Board.

C8 The Apartment Owner shall be responsible to ensure that the appropriate permits are obtained as required by any governmental agency for any work done at Harbor Square. The Apartment Owner shall use licensed contractors as required by law (for example, electrical and plumbing work require a licensed contractor) and shall ensure that the contractor, and any

subcontractor, coming onto the site carry adequate insurance to protect the Association from liability as determined by the Board.

C9 None of the provisions of the Harbor Square documents are intended to be in contravention of the State or Federal Fair Housing Act. The Board will at all times comply with the provisions of those Acts, when acting upon requests by disabled persons covered by those Acts, to make reasonable modifications, at their cost, to apartments and/or to the common elements of Harbor Square, if the proposed modifications are necessary for their full enjoyment of Harbor Square. The Board will also comply with the provisions of those Acts, when acting upon requests by such disabled persons, for exemptions from any of the provisions of the Harbor Square documents which would interfere with said persons' equal opportunity to use and/or enjoyment of their apartments and/or the common elements of Harbor Square.

Section D - Lanais

D1 Lanais can only be furnished with what is generally considered to be lanai furniture. Lanais may not be used as a storage area for any purpose, including but not limited to sports and play equipment, bicycles, surfboards, exercise equipment, cartons, coolers, mops, brooms, or any other item, except as otherwise provided herein or approved by the Board of Directors. D2

No addition or alteration to the original lanai design, which is visible from any surrounding unit, is permitted.

D3 **Only** electric barbecue equipment is permitted on the lanais and in the recreation area per Uniform Fire code 10.11.7. No charcoal or wood fires are permitted anywhere at Harbor Square.

D4 Pots with plants may be placed on lanais, provided they are large enough to be prevented from falling through the lanai rail or off the edge. Excess water must be contained so as not to drip on lower lanais. Dead plants and other potential fire hazards must be removed.

D5 Sweeping or mopping of lanais shall be done so as not to create a nuisance to persons residing in adjacent or lower apartments. Nothing shall be thrown or swept from the apartment or lanai onto any other part of the building or premises. **Fines will be assessed in accordance with Section I.**

D6 Hanging clothes or drying laundry on the lanai is prohibited.

D7 Feeding of wild or feral birds on the lanais is prohibited.

D8 Windbreaks, decorative wraps, and other items may not be attached to the lanai railing. During holiday seasons, appropriate decorations may be displayed on lanais and lanai rails for a reasonable period of time, provided that no portion of any decoration extends outward from the edge of the lanai, and that the decorations are firmly secured and do not affect the structural integrity of the lanai railings during windy conditions.

D9 Owners must consult with the Resident Manager before installing tile on lanais. Any floor coverings installed by an owner may be removed at the owner's expense if it interferes with the ability of the Association to maintain the building, and/or in the event it is necessary for the Association to obtain access to the unfinished surfaces to perform its obligations.

D10 Residents must remove all plants, pots, furniture, and other non-attached personal property from their lanai during any period of hurricane watch or alert or other high winds.

D11 Nothing shall be thrown or dropped from windows or lanais, including, without limitation, cans, bottles, lit cigarettes, matches, or cigarette butts. **Violators will be subject to an automatic fine of \$500 and such action may result in a demand to the owner for eviction and/or police action.** If the recipient of such fine believes that the fine is unfair, he or she may appeal it at the next regularly scheduled meeting of the Board of Director.

D12 The throwing of fireworks from windows or lanais and the explosion of any fireworks anywhere on the premises, including within any apartment, is prohibited. **Violators will be subject to an automatic fine of \$500 and such action may result in a demand to the owner for eviction and/or police action.** If the recipient of such fine believes that the fine is unfair, he or she may appeal it at the next regularly scheduled meeting of the Board of Directors.

Section E - Pool Area

E1 There is no lifeguard on duty at the pool. All persons using the pool do so at their own risk. Non-swimmers must exercise extreme caution when in the pool area and should be accompanied by a responsible resident or guest who is a capable swimmer.

E2 The pool and gated area enclosed by fence is for the exclusive use of residents and their guests between the hours of 7 AM and 9 PM. No more than four non-resident guests per apartment shall use the pool area at any one time except by permission of the Resident Manager.

E3 All residents and guests should adhere to the “Regulations for Use of Public Pools”, posted adjacent to the swimming pool.

E4 All swimmers must shower before entering the water. A bather leaving the pool to use the toilet shall take a second cleansing shower before returning to the swimming pool. Swimmers are to dry off before leaving the pool area.

E5 Any person having an infectious or communicable disease shall be excluded from the swimming pool. All persons suffering from cough, cold, sores, or wearing bandages, shall be excluded from bathing in the pool. Spitting, spouting water, or blowing the nose in the swimming pool is prohibited. Persons who are incontinent or not toilet trained shall not use the pool.

E6 Scuba equipment, inner tubes, and other inappropriate equipment are not allowed in the pool. This provision does not prevent use of flotation devices for disabled persons.

E7 Pool users must wear swimsuits. Cutoff jeans, tee shirts, and the like are prohibited in the water.

E8 Diving, horseplay, running, loud music, or boisterous conduct, is not permitted in the pool area.

E9 No food or drink, except non alcoholic beverages in plastic containers, is allowed in the pool area.

E10 Tampering with pool safety equipment is prohibited.

E11 The swimming pool shall be immediately closed for cleaning in the event of an accidental fecal or vomitus discharge. All bathers shall be ordered to leave the swimming pool until such substances are removed.

E12 Smoking is prohibited in the pool area. Violators will be subject to fines in accordance with Section I.

Section F - Seventh Floor Recreation Deck

F1 The recreation deck and its facilities are available to residents between the hours of 7 AM and 9 PM.

F2 Requests for reservation of the recreation deck for group functions of more than twelve people must be made in advance to the Resident Manager. Reservations will be on a “first come-first served basis.” A \$100 refundable deposit, made by the host resident of Harbor Square, is required.

F3 Requests for reservation of the recreation deck for group functions of more than twenty-five people must be made in writing to the Board of Directors. A \$200 refundable deposit, made by the host resident of Harbor Square, is required.

F4 If, in the opinion of the Resident Manager, the group function has become unruly, or is causing an unreasonable disturbance to other residents, then the function will be stopped, and the deposit may be forfeited. If cleanup or repair is required as a result of the group function, the Association expense will be taken from the deposit, and the owner of the subject apartment will be liable for any additional costs.

F5 Reservation of the deck does not entitle a group to exclusive use, and other residents may use the facility in a normal manner.

F6 Features of the deck or pool area, such as barbeque grills and benches, are on a first come first served basis, and may not be reserved for exclusive use.

Section G - Harbor Tower Residential Parking

G1 All motor vehicles including, without limitation, cars, trucks, mopeds, motorcycles, and bicycles, using the residential parking area, must be registered with the Resident Manager, either by Harbor Square decal or license plate.

G2 All motor vehicles parked in the garage must be in operating condition with current registration, license and safety sticker.

G3 The Association shall not be liable for fire, theft, or any other damage of motor vehicles or bicycles using the parking facilities, or any area designated for bicycle storage.

G4 Vehicles shall be parked within the stall lines and shall not impede ready access by other vehicles to adjacent stalls or exits from the building. Only one automobile shall be parked in any stall. Additional mopeds or motorcycles may be parked within the confines of the stall so long as they do not impede access.

G5 Vehicles shall not exceed five miles per hour while inside the parking structure. The use of headlights while driving in the structure is strongly recommended.

G6 No items, except bicycles, mopeds, or motorcycles shall be stored in parking stalls.

G7 Motor vehicle repair is not permitted on the property, except minor emergency repairs necessary to move the vehicle from the garage.

G8 Residents are responsible for the cleanliness of their respective parking spaces, including removal of any oil or other fluids discharged from a parked vehicle. Washing down spaces with a hose is not permitted. In the event a citation is issued under this rule, and the space is not cleaned within five (5) calendar days, Association staff will perform the clean-up service and charge the owner of the apartment with the right to use the stall or the stall user a minimum of \$30. Failure to clean the stall within five (5) calendar days will be deemed a violation subject to the rule entitled "Enforcement of Rules and Fines". Fluids or other items creating a risk of slips and falls shall be cleaned immediately.

G9 Leaking vehicles must use a metal drip pan. Materials such as cardboard or absorbent material subject to scattering may not be used as a substitute for the metal drip pan.

G10 Washing vehicles in the garage is not permitted.

Section H - Security Keys

H1 Key fobs are the property of the Association.

H2 Two keys fobs were issued to each apartment owner or their agent free of charge. No free key fobs will be issued to non-owner occupants of a residential apartment.

H3 Two additional key fobs are available to the apartment owner, their agent, and registered tenants, on payment of a deposit of twenty-five dollars (\$25) per fob. This deposit is refundable to the owner. Registered tenants may not, however, receive extra key fobs if the apartment owner or agent has previously left written instructions with the Resident Manager to the contrary.

H4 Unless otherwise approved by the Board of Directors, there is a limit of four key fobs per apartment. The owner is responsible for all fobs.

H5 In the event of key fob loss, the Association may issue a replacement at a cost of fifty dollars (\$50), twenty-five dollars (\$25) of which is a deposit refundable to the apartment owner.

Section I - Enforcement of Rules and Fines

I1 The Resident Manager has authority to maintain compliance with these House Rules.

I2 Enforcement of rules and fines may be grounds for legal action to recover sums due, for damages or injunctive relief, or both. The Board shall have available all remedies of the Association including, but not limited to, fining and filing suit as may be necessary or appropriate under the circumstances. Fining is not an exclusive remedy. Appeals of fines should be referred to the Board of Directors.

First Notice

A written citation given or sent to the violator with a copy to the owner, as applicable, provided, however, serious infractions (violations which, for example, threaten person or property) shall be the basis for immediate action without any requirement of prior notice.

Second Notice

A written citation given or sent to the violator with a copy to the owner, as applicable, and a fine of not less than \$100 assessed against the owner.

Third Notice

A written citation given or sent to the violator with a copy to the owner, as applicable, and a fine of not less than \$300 assessed against the owner.

Subsequent Notice

Referral by the Board of Directors to the Association attorney for appropriate action.

If the owner wants to appeal the imposition of the fine, he or she shall notify the Board in writing and may appear at the next regularly scheduled Board meeting.

ASSOCIATION OF APARTMENT OWNERS OF HARBOR SQUARE

NON-DISCRIMINATION POLICY

Pursuant to Hawaii Revised Statutes (“HRS”) Chapter 515, Title VIII of the Civil Rights Act of 1968 as amended by the Fair Housing Amendments Act of 1988 (the “Federal Fair Housing Act”), and this non-discrimination policy, the Association of Apartment Owners of Harbor Square, a Hawaii nonprofit corporation (“Association”) does not discriminate on the basis of race, sex, including gender identity or expression, sexual orientation, color, religion, marital status, familial status, ancestry, national origin, disability, age, or HIV (human immunodeficiency virus infection) in housing or real estate transactions. It is the Association’s policy to extend to all individuals the full and equal enjoyment of the facilities, privileges and services consistent with HRS Chapter 515 and the Federal Fair Housing Act. When providing services and facilities or enforcing the rules at the property, the Association will not allow any discrimination prohibited by state and federal law. In particular, the Association shall not, acting by and through its Board, employees, or authorized agents, violate HRS Chapter 515 or the Federal Fair Housing Act:

1. By refusing to make reasonable accommodations in rules, policies, practices, or services when the accommodations may be necessary to afford a person with a disability equal opportunity to use and enjoy an apartment and/or the common elements; provided that if reasonable accommodations include the use of an animal, reasonable restrictions may be imposed. See HRS §515-3(9).
2. By refusing to permit, at the expense of a person with a disability, reasonable modifications to an apartment occupied or to be occupied by the person and/or to the common elements if the modifications may be necessary to afford the person full enjoyment of the premises. See HRS §515-3(8).

If you are a person who has a physical or mental condition which substantially limits one or more of your major life activities, such as walking, seeing, hearing, breathing or caring for oneself, and you need a reasonable modification to your apartment and/or the common elements or a reasonable accommodation in order to use and enjoy your apartment and/or the common elements, please contact the Board of Directors, c/o Associa Hawaii, the Association’s managing agent, or c/o the Association’s general manager if you have any questions.

3. By retaliating, threatening or discriminating against a person because of the exercise or enjoyment of any right granted by or protected by HRS Chapter 515 or because the person has opposed a discriminatory practice, or because the person has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under HRS Chapter 515. See HRS §515-16(a).
4. By aiding, abetting, inciting, or coercing another person to engage in a discriminatory practice prohibited by Chapter 515. See HRS §515-16(2).

5. By interfering with any person in the exercise or enjoyment of any right granted or protected by HRS Chapter 515 or with the performance of a duty or exercise of a power of the civil rights commission. See HRS §515-16(3).
6. By obstructing or preventing a person from complying with HRS Chapter 515 or an order issued pursuant to HRS Chapter 515. See HRS §515-16(4).
7. By intimidating or threatening any person engaging in activities designed to make other persons aware of, or encouraging such persons to exercise rights granted or protected by HRS Chapter 515. See HRS §515-16(5).
8. By threatening, intimidating, or interfering with persons in their enjoyment of an apartment and/or the common elements because of race, sex, including gender identity or expression, sexual orientation, color, religion, marital status, familial status, ancestry, national origin, disability, age, or HIV (human immunodeficiency virus infection) of the persons, or of visitors or associates of the persons. See HRS §515-16(6).

If you have any questions or concerns regarding any suspected or known discriminatory practice, please contact:

HAWAI‘I CIVIL RIGHTS COMMISSION
830 Punchbowl Street, Room 411
Honolulu, Hawaii 96813
(808) 586-8636
(808) 586-8655 (fax)

E-Mail: DLIR.HCRC.INFOR@hawaii.gov

Website: <http://hawaii.gov/labor/hcrc/>

Neighbor Islands call (toll-free):

Kaua`I: 274-3141, ext. 6-8636#

Maui: 984-2400, ext. 6-8636#

Hawai`i: 974-4000, ext. 6-8636#

Lana`I & Moloka`I: 1-800-468-4644, ext. 6-8636#

**ASSOCIATION OF APARTMENT OWNERS OF HARBOR SQUARE
REASONABLE ACCOMMODATION
AND MODIFICATION POLICY & PROCEDURES**

POLICY

The Association of Apartment Owners of Harbor Square (“Association”) complies with the requirements of HRS Chapter 515 and the federal Fair Housing Act with respect to providing reasonable accommodations or modifications that are necessary to afford an equal opportunity to use and enjoy a housing accommodation because of a disability. As used herein, the term disability means “*having a physical or mental impairment which substantially limits one or more major life activities, having a record of such an impairment, or being regarded as having such an impairment. The term does not include current illegal use of or addiction to a controlled substance or alcohol or drug abuse that threatens the property or safety of others.*” See Hawaii Revised Statutes, Section 515-1.

The Association’s Reasonable Accommodation and Modification Policy prohibits refusing to:

- 1) Permit, at the expense of a person with a disability, reasonable modifications to existing premises occupied or to be occupied by the person if the modifications are necessary to afford the person an equal opportunity to use and enjoy the premises; and
- 2) Make reasonable accommodations in rules, policies, practices, or services, when the accommodations are necessary to afford a person with a disability equal opportunity to use and enjoy a housing accommodation.

If you are a person with a physical or mental condition that substantially limits one or more of your major life activities, such as walking, seeing, hearing, breathing or caring for oneself, and you need to make a modification to your unit or to a common use area or you need to make an accommodation to the rules, policies, practices, or services of the Association in order to use and enjoy your housing unit, please contact the Association via its General Manager/Resident Manager or Managing Agent (currently, Associa Hawaii) for assistance in conveying your request. Hereinafter, a request to make a reasonable modification to a unit or common area based on a disability is referred to as a “request for a reasonable modification” and a request for a reasonable accommodation in existing rules, policies, practices, or services based on a disability is referred to as a “request for a reasonable accommodation.”

Upon receiving a request for a reasonable modification or a reasonable accommodation, the Association, acting by and through its Board, will consider: (1) whether the person who is requesting the reasonable modification or reasonable accommodation (or on whose behalf a request is made) is a person with a disability, and (2) whether the requested reasonable modification or reasonable accommodation will alleviate one or more symptoms or effects of a disability and shall afford the disabled person an equal opportunity to use and enjoy a housing accommodation. If the answer to either of these questions is “No”, the Association may lawfully deny the requested modification and/or accommodation.

Property Inspection Report
Harbor Square, Inc.

Property Address: 225 Queen Street #24G

Order #: 53-01491034

Order Date: 1/16/2021 3:35:02 PM

PROPERTY INSPECTION INFORMATION

Date of Inspection **1/19/2021**
Time of Inspection **11:00 AM**
Inspector's Name **Nahono Shimokawa**

Inspection Observations

Photos:

- 1. Photo 1**
- 2. Photo 2**
- 3. Photo 3**

Note:

- 1. Performed an exterior covenants compliance inspection for unit 24G.**
- 2. Confirmed with management there are no pending matters not yet posted.**
- 3. There are no Board approved DRA (design request application) on file.**

Covenant Violations Noted

Covenant violation on file:

- 1. None**

Covenant violation on site:

- 1. None other than if stated above.**

THIS INSPECTION WAS MADE TO DETERMINE IF THE UNIT/HOME IS IN COMPLIANCE WITH THE COVENANTS, BYLAWS, DESIGN STANDARDS AND RULES OF THE ASSOCIATION. IT IS NOT INTENDED TO COMMENT ON THE STRUCTURAL ASPECTS OF THE UNIT/HOME NOR BUILDING CODE, ZONING COMPLIANCE, HEALTH REGULATIONS, ETC. IT IS NOT POSSIBLE TO BE 100% CERTAIN OF ASSOCIATION COMPLIANCE AS NOT ALL AREAS OF THE UNIT/HOME ARE VISIBLE DURING INSPECTION. THIS INSPECTION DID NOT INCLUDE A REVIEW OF THE SELLER DISCLOSURE STATEMENT OR BUILDING PERMIT RECORDS. THIS WAS A COVENANTS COMPLIANCE INSPECTION, NOT A HOME INSPECTION.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Nahono Shimokawa

Signature of person completing form

ALTHOUGH WE MAKE EVERY EFFORT TO ENSURE THE ACCURACY OF THE INFORMATION PROVIDED, WE CANNOT GUARANTEE THE ACCURACY OF SUCH INFORMATION. THEREFORE, THE PARTIES TO THE REAL ESTATE TRANSACTION ACKNOWLEDGE AND AGREE THAT: 1) THE INFORMATION PROVIDED MAY BE INCOMPLETE OR INACCURATE; AND 2) HE OR SHE HAS THE RIGHT TO HAVE AN INSPECTION PERFORMED BY ANYONE ELSE. BY ACCEPTING THE INFORMATION PROVIDED BY THIS REPORT, THE PROSPECTIVE PURCHASER HEREBY AGREES TO RELEASE ANY CLAIMS HE OR SHE MAY HAVE AGAINST THE ASSOCIATION, THE INSPECTOR AND/OR ASSOCIA HAWAII BASED ON OR ARISING FROM THE INFORMATION PROVIDED IN THIS INSPECTION REPORT.

This information is being provided by Associa Hawaii as a courtesy service to lenders and other real estate professionals. Although Associa Hawaii believes that the information provided is complete and accurate, the requesting party understands and acknowledges that this information is subject to change without notice and that Associa Hawaii is not responsible for any inaccurate or omitted information.

PROJECT INFORMATION FORM
Condominium, Co-op, PUD, and other Homeowner Organizations

Property Reference or Address: 225 Queen Street #24G

Project Name: Harbor Square, Inc.

Tax Map Key: 1-2-1-16-15-135 (if applicable)

Project is managed by a real estate Brokerage Firm:

Project is self-managed:

Name of Managing Agent: Associa Hawaii

Managed by this Managing Agent since: 2003

Managing Agent provides (check those services that apply):

- Administrative Managing Services
- Fiscal Management Services
- Physical Management Services
- Other Management Services

On-site Manager's name and cell phone number:

A. GENERAL & LEGAL

Total number of apartments / units: 370

Number of guest parking stalls available: 0

If applicable, what is the # of Condominium Apartments that has been sold and conveyed (excluding the Developer)? 370

What is the approximate # of Condominium Apartments that are primary residences? 206

What is the approximate # of Condominium Apartments that are second homes? 164

What is the approximate # of Condominium Apartments that are investor properties? Included in second homes

Approximately how many foreclosures have been filed by the Board of Directors during the past twelve (12) months? 0

What is the approximate # of owners more than one month delinquent in maintenance fees? 14

What is the approximate dollar amount of delinquencies? \$138,577

If answer is "yes", using the SAME number below, describe in the space provided.

Yes	No	NTMK (Not To My Knowledge)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Is the subject property leasehold? If yes: <u>see details in explanation sec</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(a) Within the past year, has the Board of Directors had discussions with the Lessor regarding the purchase of the leased fee interest in the land?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Does the Association own any fee interest in the Project?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(c) Has the Association taken a loan to acquire its fee interest?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(d) Are any owners assessed to repay the Association's loan?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(e) If so, are there any current or pending negotiations regarding the lease?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(2) Is this Project subject to phasing or development of additional increments?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(3) Has the Owners Association or Corporation been in control of the operations of the Project for less than two (2) years?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(4) Are there any lawsuits, arbitration or mediation actions affecting this Project and/or Association other than delinquent owner maintenance fees?
			Attorney for Association of Apartment Owners: <u>John Morris</u>

NOTE: Any attorney fees or other costs incurred for further answering this inquiry shall not be at the expense of the Association of Apartment Owners, nor of the Managing Agent.

BUYER'S INITIALS & DATE

PROJECT INFORMATION FORM
Condominium, Co-op, PUD, and other Homeowner Organizations

- (5) If the project is a Condominium, does any single entity, individual or partnership own more than 10 percent of the common interest of the Project?
 (a) What is the largest number of units owned by one entity? Garage Apt has 23% common inte
- (6) Are any Association or Corporation approvals required for transfer of Ownership?
- (7) Is a resident manager's apartment a part of the common elements, or is one owned by the Association or Corporation (does not apply to Planned Unit Development)?
- (8) Is a time share operation located at the Project?
 Name of operator: _____
 (a) What is the estimated number of time share units? _____
- (9) Is there a hotel operation or mandatory rental pool?
 Name of Operator: _____
- (10) Have any of the following items been discovered by the Association or Corporation at the Project?
 Asbestos
 Formaldehyde
 Radon Gas
 Lead-Based Paint
 Mold, Mildew, Fungus
- (11) Are there commercial apartments, lots or commercial use of the common areas or common elements at the Project?
 (a) If yes, what percentage of the total square footage in the Project is used for commercial space? 27%
- (12) Is the Project part of a master association?
 (a) If yes, what is the name of the master association? _____

Number of Question answered "YES" and Explain:

 BUYER'S INITIALS & DATE

PROJECT INFORMATION FORM
Condominium, Co-op, PUD, and other Homeowner Organizations

1) Association purchased the fee in 2003 and sold to owners.
 Association purchased the remainder of the fee & assessed units: 1405, 1903, 8a, 8g, 12a, 23b, Comm. I & Garage.
 5(a) One of the commercial apartments is a Garage that has 23% of the common interest.
 10) Asbestos has been found in the chill water piping and pipes are replaced as needed.

Comercial Use Disclosure: DISCLOSURE: Commercial use is a combination of
 Commercial Apartments (2 estates)
 Sailors Home Apartment (1 estate)
 Garage Apartment (1 estate)
 Office Apartments (6 estates)

For more information on the pending litigation please contact

Carlos D. Perez-Mesa, Jr., Esq.
 Partner
 Clay Chapman Iwamura Pulice & Nervell
 Telephone: (808) 535-8400
 Direct Line: (808) 535-8441
 Email: cperez-mesa@paclawteam.com

B. INSURANCE

Name of Insurance Company:	<u>Insurance Associates, Inc.</u>
Name of Insurance Agent:	<u>Sue Savio</u>
Phone Number:	<u>808-526-9271</u>
Fax Number:	<u>808-792-5371</u>

If answer is "yes", using the SAME number below, describe in the space provided.

- | Yes | No | NTMK | Note: In case of Planned Unit Development, questions #16 to #19 apply to common areas only. |
|--------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (13) Are any improvements located in a designated Flood Hazard Zone that require insurance? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (14) Is the Project covered by Flood Insurance? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (15) Is this Project located in a tsunami inundation area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (16) Has there been any substantial damage to the Project due to earthquake, fire, floods, winds, landslides, tsunami, or volcanic activity within the last five years? |

Number of Question answered "YES" and Explain:

 BUYER'S INITIALS & DATE

PROJECT INFORMATION FORM
Condominium, Co-op, PUD, and other Homeowner Organizations

Contact insurance agent for details on Association's Insurance Policies.

Insurance Provider: Insurance Associates: Sue Savio 808-526-9271 sue@insuringhawaii.com
Property Including equipment breakdown & Commercial General Liability: Travis Kinoshita 808-592-4234

General Comment: Home Owner's Insurance is required at all times. Owners are encouraged to review their homeowners insurance coverage for Loss Assessment Coverage with their insurance agent to handle any losses not covered under the Association policy. If the unit is to be rented, it is strongly encouraged for the landlord to require their renters to obtain renter's insurance.

C. FINANCIAL

What does the Apartment maintenance fee include?

- Air Conditioning
- Cable TV Signal
- Common Area Expenses
- Electricity
- Gas
- Hot Water
- Parking
- Photovoltaic
- Real Property Tax
- Refuse Service
- Sewer
- Water
- Loan(s):
Loan with BOH for Town Tower
- Other: _____
- Other: _____

Are there any other fees billed to the owners by the Association (i.e. Community Association dues, water/electric sub-meters, lease rents, real property taxes)? Please describe (type and amount)

How frequently is a financial statement prepared? (Yes = Monthly; No = Quarterly)

Y

Specify: (Cash = Yes; Accrual = No)

N

BUYER'S INITIALS & DATE

PROJECT INFORMATION FORM
Condominium, Co-op, PUD, and other Homeowner Organizations

If answer is "yes", using the SAME number below, describe in the space provided.

Yes	No	NTMK	(Not To My Knowledge)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(17) Has the Association or Corporation Board of Directors approved a maintenance fee increase, change in maintenance fee structure or inclusions, assessment(s) (special or other), or loan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(18) Are any assessment(s) (special or other) or loans in effect at this time?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(19) Are any assessment(s) (special or other) required to be paid in full at closing?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(20) Are there separate accounts for operating and reserve funds?

Number of Question answered "YES" and Explain:

17) There will be no increase in total annual assessment for the year 2021.
 18) Loan with BOH for Town Tower Lobby renovations. and other capital repairs. 3 mil line of credit with BOH.
 19) Assessments to the Association that are owing at the time of closing are due and payable. The Association is without knowledge as to any assessments that may be due and owing to other entities.

D. PROJECT CONDITION

If answer is "yes", using the SAME number below, describe in the space provided.

Are there any major repairs required or planned within the next 12 months with respect to the following common elements/common areas of the Project? (N/A = NTMK)

Yes	No	NTMK	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(21) Air Conditioning System
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(22) Barbecue Facilities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(23) Community Laundry
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(24) Drainage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(25) Driveways/Parking Areas
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(26) Electrical Systems
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(27) Elevators
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(28) Exterior Walls

 BUYER'S INITIALS & DATE

PROJECT INFORMATION FORM
Condominium, Co-op, PUD, and other Homeowner Organizations

- | | | | |
|--------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (29) Foundations |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (30) Lanai Decks/Railings |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (31) Lights |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (32) Painting |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (33) Photovoltaic/Solar |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (34) Plumbing |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (35) Pool/Deck/Railings |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (36) Rec./Fitness Room Equipment |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (37) Roofing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (38) Sauna |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (39) Security Systems |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (40) Sewage Treatment Plant |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (41) Slab(s) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (42) Spalling Remediation |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (43) Spas |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (44) Sprinkler System |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (45) Swimming Pool |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (46) Tennis Court |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (47) Trash Chutes |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (48) Walkways |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (49) Wall(s)/Fences/Gates (including sea walls) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (50) Water Features |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (51) Other: |
-
- | | | | |
|--------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (52) Are lanai enclosures presently permitted by the Association or Corporation Board of Directors? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (53) Do you know, within the past year, of the presence of live infestation, wood boring insects/termites in the common elements/common areas of the Project? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | (54) Do you know, within the past year, of leaks and/or water damage in the common elements/common areas of the Project? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | (55) Are you aware, within the past year, of any structural problems in the common elements/common areas caused by water, settling, sliding, subsidence, filled land, etc.? |

Number of Question answered "YES" and Explain:

BUYER'S INITIALS & DATE

PROJECT INFORMATION FORM
Condominium, Co-op, PUD, and other Homeowner Organizations

[Empty rectangular box for project information]


E. DISCLAIMER

BUYER'S INITIALS & DATE

PROJECT INFORMATION FORM
Condominium, Co-op, PUD, and other Homeowner Organizations

While not guaranteed, the information contained in this Project Information Form is based on information reasonably available to the Managing Agent at the time this form was completed. It has been provided by the Managing Agent at Owner/Seller's request and is believed to be current and correct to the best of the Managing Agent's knowledge at the time this form was completed. All persons relying upon the information contained in this form are advised that the information provided cannot be considered a substitute for a careful inspection of Property and Project's governing documents, meeting minutes, financial documents and other documentation; and that they should refer to qualified experts in the various professional fields, including but not limited to attorneys, accountants, architects, engineers, contractors and other appropriate professionals for detailed evaluation of areas where additional clarification or information is desired. The person or entity completing the form is doing so only as an accommodation to the parties and shall not be held liable for any errors or omissions whatsoever. The person or entity completing this form is not required to and has not completed any special investigation, and is only reporting facts already known to that person or entity or readily available. Specifically and without limitation, the person or entity completing the form has not reviewed any records except official records of meetings in the possession of that person or entity and only for the current and prior year. Where the answer to a question is not applicable, unknown or is otherwise unanswerable, it has been marked "NTMK". Where the Managing Agent has marked "NTMK" or "NO" in response to a question concerning Project condition, it must be recognized that this does not mean there may not be a defect which an expert could discover or the passage of time would reveal. Likewise, a problem could be more serious than the Managing Agent, the Association, the Corporation or its Board of Directors knows. All such persons having access to this Project Information Form understand and acknowledge that this Project Information Form is not a warranty or guaranty of any kind by the Managing Agent, the Association or its Board of Directors.

Person completing this form:

 _____	1/26/2021 _____
Signature	Date
Printed Name of Person Completing Form:	Leilani Manmano
For: Acct Exec's Name	_____
Title of Person completing this form:	Community Manager
Company Name shown on the RR105c form:	Associa Hawaii
Brokerage Firm License No.:	_____
Address shown on the RR105c form:	737 Bishop Street, Suite 3100, Honolulu, HI 96813
Phone Number:	808-836-0911
Fax Number:	888-608-4021
E-mail of person who completed the RR105c:	LeilaniM@AssociaHawaii.com

NOTE: THERE IS NO WARRANTY ON PLAIN LANGUAGE. An effort has been made to put this agreement into plain language. But there is no promise that it is in plain language. In legal terms, THERE IS NO WARRANTY, EXPRESSED OR IMPLIED, THAT THIS AGREEMENT COMPLIES WITH CHAPTER 487A OF THE HAWAII REVISED STATUTES. This means that the Hawaii Association of REALTORS® is not liable to any Buyer, Seller, or other person who uses this form for any damages or penalty because of any violation of Chapter 487A. People are cautioned to see their own attorneys about Chapter 487A (and other laws that may apply).

 BUYER'S INITIALS & DATE



HARBOR SQUARE

Town Tower 225 Queen Street