

Hawaiian Paradise Park Owners Association

Policy Number 1.4 Liens

Relevant Statutes, Ordinances or Association Governing Documents: HRS 421J-10.5, HPPOA Bylaws Amended and Restated August 20, 2025 Article XI Section 5(a)

Purpose: To provide guidelines for when liens against properties are requested from and recorded with the Hawaii State Bureau of Conveyances, for nonpayment of road maintenance fees and related charges.

Details:

- 1) When a property account is in arrears by an amount established annually by the board of directors (currently \$800.00) a lien request will be submitted to the Bureau of Conveyances and a lien fee per the HPPOA fee schedule will be added to the account and the amount of the lien.
- 2) Unpaid liens are re-filed every three (3) years at the current unpaid balance.
- 3) Pre-Lien Notices will be mailed to owners' addresses on file no less than 60 days prior to requesting a lien against the property with the Bureau of Conveyances. See the attached sample letter.
- 4) Lien Notices will be mailed to owners' addresses on file when liens are recorded with the Bureau of Conveyances, in no more than 45 days of the recording date. See the attached sample letter.
- 5) No new or updated lien will be filed against a property in an active Foreclosure or Bankruptcy.
- 6) When a recorded lien against a property is paid in full a lien release request will be submitted to the Bureau of Conveyances for recording in their system. Notification of a recorded lien release will *only* be made on request.

Responsibilities:

- 1) The General Manager or their designee is responsible for implementation of this policy.

Review

This policy shall be reviewed Annually for any improvements or updates to this policy or to HPPOA Bylaws Amended and Restated August 20, 2025 Art XI Section 5