

Reviewed and Approved by Executive Director: DN

December 9, 2020

FOR ACTION

I. REQUEST

Authorize the Executive Director to Waive Lease Rent Due from Volunteer Legal Services Hawaii for the Months of January Through December of 2021 Due to the COVID-19 Pandemic.

II. BACKGROUND

On August 1, 2019, the Hawaii Community Development Authority (HCDA) and VLSH executed General Lease No. 19-01 for the lease of commercial office space at 545 Queen Street. The lease is attached as Exhibit A. The lease term runs from August 1, 2019 to July 31, 2024.

Under the lease, VLSH agreed to pay the HCDA \$1,825 per month to utilize the 1,338 square foot space as its business office. VLSH also agreed to pay an additional \$880 per month for the rental of 10 parking stalls in the adjacent parking structure and an additional \$841 per month in common area maintenance (CAM) fees assessed by the Honuakaha Association of Apartment Owners (AOAO).

On June 3, 2020, the HCDA approved a rent waiver for April, May, and June 2020 in response to a request from VLSH for rent relief due to the ongoing COVID-19 pandemic. The minutes for the June 3, 2020 meeting are attached hereto as Exhibit B.

In a letter dated October 1, 2020 and attached hereto as Exhibit C, VLSH thanked the HCDA for the April through June 2020 rent waiver but requested additional rent relief for the calendar year of 2021. VLSH says it now faces a funding crisis as it anticipates no state funding in the coming fiscal years. State funding previously provided a third of VLSH's budget but has likely been eliminated for 2021. In addition, VLSH is unsure of alternate funding opportunities since it canceled its annual spring fundraiser.

VLSH notes it has adapted new procedures during the pandemic, and now conducts its legal clinics and client work through an all-virtual model. VLSH says it has seen an over 40% increase in legal requests since April 2020, and expect more requests to be forthcoming as the federal and state eviction moratoria lapse.

In its October 1, 2020 letter, VLSH proposes reduced payments for the 2021 calendar year. VLSH agrees to continue paying CAM fees assessed by the AOAO (\$841/month) but requests reduced parking fees (-\$675/month) and a full waiver of

lease rent (-\$1,825/month). The requested reduction would equate to a loss of \$2,500 a month to the HCDA, or \$30,000 for the calendar year of 2021.

III. DISCUSSION AND ANALYSIS

The VLSH lease represents one of only four market rate leases controlled by the HCDA. Notably, all of the HCDA's other leases with non-profit groups charge nominal or no rent in recognition of the service the lessee provides to the community. Given that VLSH is a non-profit organization that provides free legal assistance to those in need, a waiver or reduction in rent would be consistent with HCDA's mission and prior actions.

HCDA staff agrees that VLSH has proven itself to be a good and reliable tenant over the years. We believe VLSH would not have requested a rent waiver unless it was absolutely necessary, such as in these unprecedented times.

The economic hardships caused by the COVID-19 pandemic are constantly evolving, and HCDA staff recommends limiting a potential rent waiver to a quarterly basis (i.e., January 2021, February 2021, and March 2021). By limiting the term of such waivers, the HCDA can also reassess its own financial challenges prior to foregoing additional revenue.

HCDA staff recommends maintaining all parking fees (\$880/ month), unless VLSH would like to surrender a portion of their parking stalls during the term of the rent waiver. The 10 stalls leased to VLSH could otherwise generate revenue for the HCDA by being rented to residents or other guests.

If VLSH funding sources are not adequately renewed in the coming months, then VLSH may seek additional rent relief from the Authority for the second quarter of 2021.

IV. RECOMMENDATION

Authorize the Executive Director to Waive Lease Rent Due from Volunteer Legal Services Hawaii for the Months of January 2021, February 2021, and March 2021 in the Amount of \$1,825 a Month and Undertake All Tasks Necessary to Effectuate the Purpose(s) of This For Action.

Attachments: Exhibit A - VLSH Lease Executed August 1, 2019
Exhibit B - June 3, 2020 HCDA Kakaako Meeting Minutes
Exhibit C - October 1, 2020 Letter from VLSH

Prepared By: Lindsey Doi, Asset Manager LD

Reviewed By: Deepak Neupane, P.E., AIA, Executive Director DN

**HAWAII COMMUNITY DEVELOPMENT AUTHORITY
VOLUNTEER LEGAL SERVICES HAWAII
GENERAL LEASE NO. 19-01**

COVER PAGE

This Cover Page of basic lease terms is an integral part of this Lease and all of the provisions hereof are incorporated into the Lease.

PARTIES:

LANDLORD: Hawaii Community Development
ADDRESS OF LANDLORD: Authority 547 Queen Street
Honolulu, Hawaii 96813
Attention: Mr. Aedward Los
Banos, Executive Director

TENANT: Volunteer Legal Services Hawaii
ADDRESS OF TENANT: 545 Queen Street, Suite 100
Honolulu, Hawaii
96813 Attention: Ms.
Angela Kuo Min,
Executive Director

TERM:

COMMENCEMENT: August 1, 2019
EXPIRATION: July 31, 2024

LEASED PREMISES:

TAX MAP KEY NO.: 2-1-031-0210094 Honuakaha, Commercial/Retail
Apartment - 1,338 square feet

USE OF PREMISES:

PERMITTED USES: General Office

RENT:

ANNUAL RENT: \$21,900.00 from August 1, 2019 – July 31, 2022;

	\$22,439.07 from August 1, 2022 – July 31, 2024
MONTHLY CAM:	\$841, or as escalated by Honuakaha AOA
MONTHLY PARKING:	\$880 for stalls 203, 204, 205, 206, 207, 208, 210, 211, 212, and 213
LATE PAYMENT CHARGE:	Five Percent (5%) of Payment Due Per Each Occurrence
SECURITY DEPOSIT:	\$1,825
ELECTRIC:	Submetered and paid by tenant

INSURANCE REQUIREMENTS:

Commercial General Liability:

\$1,000,000 per occurrence and \$2,000,000 in the aggregate
\$1,000,000 Completed Operations Aggregate Limit
\$1,000,000 Each Occurrence Limit
\$1,000,000 Personal & Advertising Limit

Umbrella Liability: \$2,000,000 Aggregate (optional, if other limits cannot be met)

Worker's Compensation:

Coverage A: As required by Hawaii Laws
Coverage B: Employer's Liability:
\$1,000,000 Bodily Injury by Accident Each Accident
\$1,000,000 Bodily Injury by Disease
\$1,000,000 Policy Limit and \$1,000,000 Each Employee

Automobile: \$2,000,000 combined single limit OR \$1,000,000 bodily injury per person, \$1,000,000 bodily injury per accident, and \$1,000,000 property damage per damage

State of Hawaii and HCDA listed as additional insureds.

**HAWAII COMMUNITY DEVELOPMENT AUTHORITY
VOLUNTEER LEGAL SERVICES HAWAII**

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**HAWAII COMMUNITY DEVELOPMENT
AUTHORITY VOLUNTEER LEGAL SERVICES
HAWAII**

LEASE

SECTION 1. PARTIES; PREMISES AND COMPLEX; TERM.

1.1 Parties. This lease ("Lease") is entered into between the HAWAII COMMUNITY DEVELOPMENT AUTHORITY, a body corporate and public instrumentality of the State of Hawaii, hereinafter called the "Landlord," and VOLUNTEER LEGAL SERVICES HAWAII, a Hawaii not for profit corporation, hereinafter called the "Tenant," whose business and post office addresses are as set forth on the Cover Page, attached hereto and made a part hereof.

1.2 Premises And Complex. Landlord hereby leases to Tenant the Honuakaha Commercial/Retail Apartment, identified on the Oahu taxation maps as Tax Map Key No.: 2-1-031-0210094, containing an area of approximately 1,338 square feet (hereinafter called the "Premises"). The Premises is a portion of the Honuakaha Condominium Complex (hereinafter called "Complex") located at 545 Queen Street, City and County of Honolulu, State of Hawaii. The Premises and Complex are more particularly delineated in Exhibit "A," which is attached hereto and made a part hereof.

1.3 Initial Condition Of Premises. Tenant acknowledges that Landlord has not made any representation or warranty as to the condition of the Premises or anything installed or contained therein, including, but not limited to, any express or implied warranty of habitability, or merchantability, fitness for a particular purpose, and that Tenant has not relied upon any statements, commitments or claims made by or on behalf of Landlord.

1.4 Term. The Term of this Lease is as shown on the Cover Page of this Lease, unless sooner terminated as herein provided.

SECTION 2.

RENT.

2.1 Rent. The terms "rent" and "rental" as used herein and elsewhere in this Lease shall be deemed to be and mean annual rent, all additional rents, common area maintenance fees, rental adjustments, and any and all other assessments, taxes, charges and sums, however designated, required hereunder to be paid by Tenant to Landlord or to any third party, and any other payment made or other consideration given by Tenant under this Lease.

2.2 Annual Rent. Tenant shall pay as "annual rent," subject to increases as set forth elsewhere in this Lease, the amount set forth on the Cover Page. Annual rent shall be paid to Landlord in advance, in equal monthly installments, on the first day of each calendar month during the entire term hereof as set forth on the Cover Page, without any setoff or deduction, it being the intention of the parties that, to the fullest extent permitted by law, Tenant's covenant to pay rent shall be independent of all other covenants contained in this Lease, including without limitation, Tenant's continued occupancy of the Premises.

2.3 Place Of Payment. Tenant shall pay rent herein provided to Landlord without notice or demand at the address of Landlord as set forth on the Cover Page. Landlord may from time to time designate another payment address at least ten (10) days prior to the next ensuing rent payment date. Tenant shall pay rent to Landlord by hand delivery or first class mail, postage prepaid.

2.4 Form Of Payment. In the event any two (2) of Tenant's rent payments made by personal or company check shall be dishonored by the drawee financial institution thereof, then Landlord shall have the right to refuse any future rent payments not made by cashier's check drawn on a banking institution located in the United States of America, and Tenant shall be in default until the rent payments are made by cashier's check.

SECTION 3. USE OF PREMISES; COMPLIANCE WITH LAWS; RIGHT TO ENTER; COVENANT AGAINST DISCRIMINATION; EASEMENTS.

3.1 Use Of Premises. Tenant shall use and occupy the Premises during the term hereof for the purpose as set forth on the Cover Page (General Office), including any supporting ancillary uses. Tenant shall not use the Premises for any other purpose without the prior written consent of Landlord, which consent Landlord may grant or deny in Landlord's sole and absolute discretion.

Tenant, its employees, agents, contractors, and invitees, shall not sell, dispense, offer for sale or possess at or within the Premises or Complex for consumption anywhere any alcohol, drugs or substances that may not be legally sold, dispensed, offered for sale and/or possessed without doctor's prescription ("controlled substances"). Tenant, its employees, agents, contractors, and invitees shall not sell, distribute, display, offer for sale or rental or permit the sale, rental or display of any of the following:

(a) Roach clip, bong, water pipe, coke spoon, cigarette wrapping paper, syringe or any other paraphernalia commonly used in or with the use or ingestion of controlled or illicit drugs or substances.

(b) Pornographic newspaper, book, magazine, film, picture, representation, merchandise, or entertainment of any kind.

Regardless of any license or permit Tenant may obtain or be issued, Tenant shall not sell or offer for sale any lottery tickets, gaming tickets or the like, nor shall Tenant conduct or participate in at the Premises any type of game of chance, lottery or gambling activity regulated by any governmental agency.

Tenant, its employees, agents, contractors, and invitees shall not commit, suffer or permit to be committed on the Premises or Complex, or any part thereof any waste, nuisance, strip or unlawful, improper or offensive use, or anything, in Landlord's opinion, that may obstruct or interfere with the rights of other tenants or occupants, including but not limited to noise and offensive and/or unpleasant odors.

3.2 Signs And Storefront. Tenant shall not have the right to place, construct, or maintain on the glass panes or supports of the show windows of the Premises, the doors or exterior walls of the Complex, or any interior portions of the Premises that may be visible from outside of the Premises, any signs, advertisements, names, insignia, trademarks, descriptive material, or any other similar item without Landlord's prior written consent and conformance to the sign ordinance of the City and County of Honolulu. All articles, and the arrangement, style, color, and general appearance thereof, in the interior of the Premises including, without limitation, window displays, advertising matter, signs, merchandise, and store fixtures, shall be in keeping with the character and standards of the Complex, as determined by Landlord. Landlord may remove any item placed, constructed or maintained in violation hereof, and the costs of such removal shall be paid by Tenant to Landlord upon demand as additional rent under the Lease. Except as otherwise provided herein, Tenant shall not, without Landlord's prior written consent, place, construct or maintain upon or about the Premises any advertisement media visible or audible outside the Premises, including, without limitation, searchlights, flashing lights, loudspeakers, or other similar visual or audio media.

3.3 Restrictions On Advertising. All advertisements of Tenant's business conducted at the Premises or Complex, including but not limited to parking and common areas, regardless of the medium, shall be subject to Landlord's prior written approval, which Landlord shall not unreasonably withhold. The name of the Complex "Honuakaha" may not be used in any advertisement permitted hereunder without Landlord's prior

written consent.

3.4 Deliveries. Tenant shall comply with all laws of municipal, State and Federal authorities and regulations of the Complex relating directly or indirectly to deliveries and/or loading. Landlord reserves the right to reasonably regulate the activities of Tenant in regard to deliveries and servicing of the Premises, and Tenant agrees to abide by such regulations of Landlord.

3.5 Compliance With Laws And Regulations Of The Complex. Tenant shall comply with all of the requirements of all municipal, State and Federal authorities and observe all municipal ordinances and State and Federal statutes pertaining to Tenant's business and use and operation of the Premises, now in force or which may hereinafter be in force, including as provided in Section 5. Tenant shall also comply with all applicable Complex restrictions, rules and regulations, including but not limited to, declaration of condominium property regime, bylaws of the association of apartment owners, and house rules, as set forth in Exhibit "B".

3.6 Right To Enter. Landlord and the agents and representatives of the county in which the Premises is situated may enter and cross any portion of the Premises for the purpose of performing any public or official duties; provided, however, in the exercise of such duties, the rights of Tenant to the use and enjoyment of the Premises shall not be unreasonably interfered with and provided that, prior to any entering by Landlord, Landlord shall give forty-eight (48) hours prior written notice and such entry shall be held at a reasonable time during business hours of a weekday, unless otherwise agreed to by Tenant.

3.7 Covenant Against Discrimination. Tenant's use and enjoyment of the Premises shall not be in support of any policy which discriminates against anyone based upon race, sex, color, religion, ancestry, sexual orientation, marital status, creed, familial status, physical handicap, disability, age or HIV (human immunodeficiency virus) infection.

3.8 Alterations. During the term of this Lease, Tenant may, at its sole cost and expense, make any such nonstructural alterations, additions and decorative changes in and to the interior of the Premises, provided that the then value of the Premises is not thereby diminished and provided further that such alterations, additions or changes to the Premises costing in excess of ten thousand dollars (\$10,000) during each Lease Year shall not be made without Tenant submitting its plans and specifications for such alterations, additions or changes to the Premises to Landlord for its prior written approval.

Notwithstanding anything contained herein, Tenant shall not make any alterations, additions or changes: (a) to the signs and storefronts; (b) to the exterior walls, roof or structure or utility systems serving the Premises; and/or (c) that cause any to be made or make any penetration through the roof, floor or walls of the Premises, without Landlord's prior written approval.

Nothing contained in this Section 3.8 shall be deemed to be a waiver by Landlord of any applicable requirement for Tenant to obtain zoning approvals issued by Landlord and otherwise required for a particular improvement, regardless of the cost of the improvement.

3.9 Easements. Landlord reserves the right to establish, or to sell or grant to

others, easements required for utility purposes; provided that such easements shall not unreasonably interfere with Tenant's use of the Premises.

SECTION 4. ASSIGNMENT AND SUBLETTING.

4.1 Prohibition Against Assignment And Subletting. Tenant shall be prohibited from all of the following:

- (a) Assigning, transferring or selling this Lease, or any interest hereunder.
- (b) Subletting the Premises or portions thereof.
- (c) Permitting any subtenant, licensee or concessionaire on the Premises.

Landlord may authorize the use of the Premises by an outside agency or group at Tenant's written request. In this event, Tenant must receive prior written consent of Landlord to proceed. Notwithstanding the above, Landlord and Tenant acknowledge and agree that

SECTION 5.

HAZARDOUS MATERIALS.

5.1 No Release of Hazardous Materials. Tenant shall not cause or permit the escape, disposal or release of any Hazardous Materials except as permitted by law. Tenant shall not allow the storage or use of Hazardous Materials in any manner not sanctioned by law or by the highest standards prevailing in the industry for the storage and use of such materials, nor allow to be brought onto the Premises any such materials except to use in the ordinary course of Tenant's business, and then only after written notice is given to Landlord of the identity of such materials and upon Landlord's consent, which consent may be withheld at Landlord's sole and absolute discretion. If any lender or governmental agency, with reasonable cause, shall ever require testing to ascertain whether or not there has been any release of Hazardous Materials by Tenant, and it is determined that Tenant has released Hazardous Materials, then Tenant shall be responsible for the costs thereof. In addition, Tenant shall execute affidavits, representations and the like at Landlord's request concerning Tenant's best knowledge and belief regarding the presence of Hazardous Materials on the Premises placed or released by Tenant.

5.2 Indemnification. Tenant agrees to indemnify, defend, and hold Landlord harmless from any damages and claims resulting from the release of Hazardous Materials on the Premises occurring while Tenant is in possession of the Premises, or elsewhere if caused by Tenant or persons acting under Tenant. These covenants shall survive the expiration or earlier termination of the Lease.

5.3 Definition of Hazardous Materials. For the purpose of this Lease, 'Hazardous Materials' shall mean any pollutant, toxic substance, hazardous waste, hazardous material, hazardous substance, or oil as defined in or pursuant to the Resource Conservation and Recovery Act, as amended, the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, the Federal Clean Water Act, or any other Federal, State, or local environmental law, regulation, ordinance, rule, or bylaw, whether existing as of the date hereof, previously enforced, or subsequently enacted.

SECTION 6.

DESTRUCTION.

6.1 Damage Or Destruction To The Premises. If the Premises and/or the common areas serving the Premises (collectively referred to in this Section 6 as the "Premises") are damaged or destroyed to an extent not greater than thirty-three percent (33%) of the then total cost of replacing the Premises, and said damage can be wholly repaired from insurance proceeds made available for such purpose, and the Premises can be fully repaired and restored to the condition existing at the Commencement Date hereof or existing immediately prior to such damage or destruction as designated by Landlord, then Landlord shall commence said repair and restoration of the Premises within ninety (90) days after the date of such damage or destruction and shall diligently prosecute such repair and restoration, to the extent of such designated condition, until completion. If repair or restoration of the Premises is not commenced within such time period for whatever reason, including, without limitation, Landlord's inability to obtain permits, approvals or insurance proceeds (and Landlord's unwillingness to make up the difference at its own expense) required for such repair or restoration, then Landlord and Tenant shall each have the option, for thirty (30) days following the above-referenced 90-day period to terminate this Lease upon thirty (30) days prior written notice given to the other party.

6.2 Substantial Damage To Or Destruction Of Premises. If the Premises are damaged or destroyed to an extent greater than thirty-three percent (33%) of the then total cost of replacing Premises, then Landlord and Tenant shall each have the option, for ninety (90) days after the date of such damage or destruction, to terminate this Lease, prior to the commencement of any repair or restoration, upon thirty (30) days prior written notice given to the other party.

6.3 Damage To Or Destruction Of Premises During Last Year Of Lease. If any damage or destruction to the Premises occurs during the last twelve (12) months of the lease term, Landlord and Tenant shall each have the right to terminate this Lease upon thirty (30) days prior written notice given to the other party.

6.4 Damage Or Destruction Caused By Tenant. In the event of damage or destruction to the Premises or the Complex resulting from fault or negligence of Tenant, its agents, employees, contractors, or invitees, such damage shall be promptly reported to Landlord and shall be repaired by and at the sole expense of Tenant under direction and supervision of Landlord. There shall be no abatement of rent during the period of repair. Tenant shall indemnify and hold harmless Landlord for any damages, injuries, losses, claims, or causes of action arising out of or relating to the repair or restoration of the Premises or the Complex.

6.5 Restoration By Landlord. Should this Lease not be terminated pursuant to this Section 6, and should Landlord elect to repair and restore the portion of the Premises so damaged or destroyed as aforesaid, Landlord shall, subject to the provisions of Section 6.6, promptly and diligently repair and restore the Premises to the same to the condition existing at the Commencement Date hereof or the condition existing immediately prior to such damage or destruction, as designated by Landlord.

6.6 Restoration By Tenant. If the Premises are repaired and restored by Landlord as aforesaid, Tenant, at its sole expense, shall promptly restore, replace and repair all improvements, additions, alterations, fixtures, trade fixtures, apparatus, equipment and personal property, installed, built or owned by Tenant and located on the Premises that were damaged or destroyed, so as to restore the Premises to a

condition substantially equal to that which existed immediately prior to said damage or destruction.

6.7 Abatement Of Annual Rent. If the Premises are damaged or destroyed, then during the period from the date of such damage or destruction until the earlier of: (a) Tenant's reopening for business; or (b) fifteen (15) days after the completion of Landlord's repair and restoration work to Premises, all amounts payable by Tenant hereunder shall be reduced equitably in proportion to the degree the damage or destruction and the repair and restoration work interferes with the normal business conducted on the Premises. Tenant shall continue the operation of its business on the Premises during any such period to the extent reasonably practical from the standpoint of prudent business management, and, in the event Tenant is able to continue the operation of its business on the premises, the obligation of Tenant to pay all other rent shall remain in full force and effect.

6.8 Business Interruption. Tenant shall not be entitled to any compensation or damages from Landlord for loss of the use of the whole or any part of the Premises or of Tenant's personal property, or for any inconvenience, annoyance or loss of business or profit occasioned by any such damage, repair, reconstruction or restoration to any portion of the Complex.

6.9 Waiver Of Statutory Provisions. Tenant hereby waives any and all other provisions of law from time to time in effect during the term of this Lease relating to the effect on leases of partial or total destruction of the premises leased thereunder. Tenant agrees that its rights upon damage or destruction of the Premises or the Complex shall be those specifically set forth herein.

SECTION 7.

REPAIRS AND MAINTENANCE; INSPECTION OF PREMISES.

7.1 Repairs And Maintenance.

(a) Landlord's Covenants: Subject to the provisions of Section 6 hereof, Landlord shall, during the term of this Lease, keep in good order, condition and repair the common and limited common elements (collectively herein referred to as "common elements", "common area(s)" or "common" and as described in Exhibit "A") of the Premises and Complex, except for any damage thereto caused by any act, negligence or omission of Tenant or any of Tenant's agents, employees, contractors, or invitees, and except for reasonable wear and tear. It is an express condition precedent to all obligations of Landlord to repair and maintain that Tenant shall have notified Landlord in writing of the need for such repair and maintenance, and Landlord shall have sixty (60) days from the date of such written notice (or longer in the event the matter requiring repair takes longer than sixty [60] days to repair) within which to make or begin to make such repairs.

(b) Tenant's Covenants: During the term of this Lease, Tenant shall at its sole cost and expense keep and maintain all portions of the Premises including, without limiting the generality of the foregoing, all fixtures, interior walls, floors, ceilings, windows, plate glass, electrical facilities and equipment, and all other personal property equipment in good repair, ordinary wear and tear excepted, and in a strictly clean, neat, orderly and sanitary condition, free of waste, rubbish and debris and other refuse.

If Tenant fails to perform Tenant's obligations under this Section 7.1, Landlord may, at Landlord's option, enter the Premises and perform Tenant's obligations hereunder, and the cost thereof shall be reimbursed by Tenant to Landlord within ten (10) days after demand. Nothing in this Section 7.1 shall be deemed to impose any duty upon Landlord to affect in any manner the obligations herein placed upon Tenant. Tenant expressly waives all rights to make repairs at the expense of Landlord as provided for by law during the term of this Lease.

7.2 Plate Glass. Notwithstanding the provisions of Section 7.1 of the Lease, cleaning and maintenance of all plate glass windows and doors upon or about the Premises shall be the sole responsibility of, and shall be performed at the sole cost and expense of, Tenant. In the event of breakage or other damage necessitating replacement of such plate glass, Tenant shall replace such plate glass and pay all costs associated with repairs and replacement. Landlord reserves the right to approve replacement materials and plans.

7.3 Ventilating And Air Conditioning System. Tenant shall, at its sole cost and expense, install and maintain in good order and repair, and from time to time replace the ventilating and air conditioning facilities serving the Premises. Tenant shall, at Tenant's direct and sole cost and expense, engage the services of a licensed maintenance firm to service the ventilating and air conditioning facilities of the Premises on a regular basis.

7.4 Inspection Of Premises. Tenant will permit Landlord and its agents during the term of this Lease to enter the Premises and examine the state of repair and condition thereof, provided that, prior to any entering by Landlord, Landlord shall give forty-eight (48) hours prior written notice and such entering shall be held at a reasonable time during business hours of a weekday, unless otherwise agreed to by Tenant.

7.5 Common Area Maintenance Fees. Tenant shall pay to Landlord common area maintenance fees (collectively herein referred to as "CAM") for the Premises, as set by the Complex Association of Apartment Owners in proportion to Tenant's common interest of the Premises (more particularly described in Exhibit "B"). CAM shall be payable in the same manner as rent, on the first day of each calendar month. Landlord shall furnish Tenant with annual estimated operating budgets and actual operating statements for each lease year, when the same become available from the Complex Association of Apartment Owners. CAM for 2019 is estimated to be \$841 per month for the Premises, which equates to approximately 63 cents per square foot of leasable area. Any increase in CAM will be properly noticed by the Complex Association of Apartment Owners at least six months in advance of the rate increase taking effect.

SECTION 8.

TAXES AND ASSESSMENTS; UTILITY SERVICES; ACCESS AND USE OF APPURTENANT SPACES; PARKING.

8.1 Taxes And Assessments. Tenant shall pay or cause to be paid, when due, the amount of all taxes, rates, assessments and other outgoings of every description as to which said Premises or any part thereof, or any improvements thereon, or Landlord or Tenant in respect thereof, are now or may hereafter be assessed or become liable by authority of law during the term of this Lease; provided, however, that with respect to any assessment made under any betterment or improvement law which may be payable in installments, Tenant shall be required to pay only such installment together with interest, as shall become due and payable during said term. If any assessment is for an improvement which has a useful life longer than the term of this Lease and ~~therefore~~ is not payable in installments, the amount of the assessment will be prorated between Landlord and Tenant with Tenant's share being in the proportion that the remaining term of this Lease bears to the useful life of the improvement. If Tenant determines that such taxes, rates or assessments are erroneous, Tenant may contest, by appropriate proceedings, or in such other manner as it deems suitable (and without cost or expense to Landlord), such taxes, rates and assessments, but such contest or proceedings shall not postpone the timely payment of the sums assessed.

8.2 Utility Services. Tenant agrees, at its sole cost and expense, to connect to and use the utilities furnished by Landlord to the Premises (including electricity, water, sewer and telephone). Tenant shall pay during the term of this Lease, when due, all water, sewer, gas, electricity, power, telephone, cable television, trash collection and all other utility and services supplied to or consumed in or on the Premises; provided, however, that once Tenant begins paying CAM pursuant to Section 7.5, Tenant shall not be responsible for paying any utility costs for the Premises that are included within said common area expenses.

8.3 Trash Collection. At the election of Tenant, the "Trash Area" designated on Exhibit 'A' may be used at Tenant's sole cost and expense. In the event Tenant chooses to utilize the Trash Area, Tenant will provide a trash receptacle and collection services and maintain the same in a strictly clean, neat, orderly and sanitary condition. Use of the Trash Area shall be in strict compliance with applicable regulations of the Complex. In addition to the remedies for default in this Lease, Landlord shall have the right, in the event of Tenant's failure to comply with this Section 8.3, at Landlord's option, to perform Tenant's obligations hereunder, and the cost thereof shall be reimbursed by Tenant to Landlord within ten (10) days after demand. Nothing in this Section 8.3 shall be deemed to impose any duty upon Landlord to affect in any manner the obligations herein placed upon Tenant.

8.4 Restrooms. Tenant may use the "Restroom Area" designated on Exhibit "A" at no additional expense to Tenant. Tenant is solely responsible for providing janitorial and maintenance services for said "Restroom Area."

8.5 Parking. Tenant shall have the exclusive right to use ten (10) assigned parking stalls numbered 203, 204, 205, 206, 207, 208, 210, 211, 212, and 213 and agrees to observe all regulations of the Complex relating to parking and use of such facilities thereof. Tenant hereby agrees to pay \$880 per month for such exclusive right to use the aforementioned parking stalls, payable in the same manner as rent, on the first day of each calendar month. Landlord reserves the right to change the assigned parking stalls, methods of parking, or parking systems. Landlord further reserves the right to revoke such exclusive parking rights should Tenant fail to observe Complex regulations relating to parking. Parking shall be used exclusively by Tenant's employees and agents, and shall not be leased or utilized by clients or members of the public.

SECTION 9.

SUBORDINATION; ATTORNMENT.

9.1 Subordination. This Lease is subject and subordinate to all present and future mortgages, deeds of trust and other encumbrances affecting the Premises or the Complex of

which the Premises are a part. Within ten (10) days after written request from Landlord, Tenant agrees to execute, at no expense to Landlord, any instrument which may be deemed necessary or desirable by Landlord to further effect the subordination of this Lease to any mortgage, deed of trust or encumbrance. Tenant hereby irrevocably appoints Landlord as attorney-in fact of Tenant at any time for Tenant and in Tenant's name to execute proper subordination agreements to this effect. If any party providing funding or financing to Landlord requires Tenant to furnish such party written notice of any default of this Lease by Landlord, Tenant shall furnish such notice upon being notified of such party and its requirement. Tenant agrees that Tenant shall not have the right to terminate this Lease because of Landlord's default until such party so notified has had, at its option, a reasonable time to cure Landlord's default, or if foreclosure proceedings by such party have commenced, a reasonable time following completion of foreclosure to, at its option, cure Landlord's default.

9.2 Attornment. In the event any proceedings are brought for foreclosure, or in the event of the exercise of the power of sale under any mortgage or deed of trust covering the Premises, Tenant shall, upon delivery to Tenant by the purchaser at any such foreclosure or sale of a non-disturbance agreement, attorn to the purchaser upon any such foreclosure or sale and recognize such purchaser as the landlord under this Lease. The Lease shall remain in full force and effect so long as Tenant is not in default beyond any applicable notice and cure periods hereunder. In the event of any other sale or assignment of Landlord's interest under this Lease or in the Premises, Tenant shall attorn to and recognize such purchaser or assignee as landlord under this Lease without further act by Landlord or such purchaser or assignee.

SECTION 10. LIENS.

10.1 Liens. Tenant will not commit or suffer any act of neglect whereby the Premises or any improvement thereof or the estate of Tenant in the same shall become subject to any attachment, lien, charge or encumbrance whatsoever, except as hereinafter provided, and Tenant shall indemnify and hold harmless Landlord from and against such attachment, lien, charge and encumbrance and all expenses resulting therefrom. Should any such lien, charge or encumbrance or notice thereof be recorded against or attach to the Premises, or any part thereof, or any interest therein, then unless Tenant shall elect to contest the validity of the same or the amount of the claim in respect of which the same shall have been recorded, as herein provided, Tenant will immediately pay off the same and cause the same to be satisfied and discharged of record. If Tenant shall not elect to contest the validity of the same or the amount of the claim in respect of which the same shall have been recorded, and shall not pay off the same and cause it to be satisfied and discharged of record promptly, Landlord may, at Landlord's option, pay off the same and any amount so paid by Landlord shall thereupon be and become immediately due and payable by Tenant to Landlord; provided, however, that Tenant will have the right to contest the amount or validity of any such lien, charge or encumbrance or the claim in respect of which the same shall have been recorded by appropriate legal proceedings, and Landlord if legally required to do so, will join in such proceedings on condition, however, if Tenant so contests then: (a) that Tenant shall file a bond in form and with surety satisfactory to Landlord in an amount not less than one hundred fifty percent (150%) of the amount of such claim, naming Landlord as additional obligee and conditioned upon discharge or release of the claim in the event of decision adverse to Tenant, including all allowed interest, costs and

attorney's fees incurred by the claimant and all such reasonable expenses incurred by Landlord;

(a) that such proceedings shall not operate to cause the sale of the Premises or the improvements thereon, or any part thereof, to satisfy any such lien, charge or encumbrance; and

(b) that if all or any part of such lien, charge or encumbrance, or claim in respect of which the same shall have been recorded, the amount or validity of which shall have been so contested, shall be finally determined by any court or any other governmental authority of competent jurisdiction to be lawful or valid, Tenant shall promptly pay the same, together with any interest, penalty or fine resulting from such contest by Tenant and shall promptly cause the same to be satisfied and discharged of record.

10.2 Landlord's Lien. Landlord shall have a lien on all improvements, additions, fixtures, machinery, apparatus and equipment (whether installed by Landlord or Tenant), and furniture, stock

in trade, and personal property of Tenant presently or hereinafter situated on the Premises, for all costs, attorney's fees, rent reserved under this Lease, for all taxes and assessments paid by Landlord on behalf of Tenant and for the payment of all moneys as provided in this Lease to be paid by Tenant, and such lien shall continue until the amounts due are paid. Such property shall not be removed from the Premises without the consent of Landlord until all arrearages in rent as well as any other sums of money due to Landlord hereunder shall have first been paid, and all of the covenants, agreements and conditions hereof have been fulfilled and performed by Tenant.

SECTION 11. INDEMNITY; INSURANCE.

11.1 Indemnity.

- (a) Tenant shall indemnify, defend and hold Landlord harmless:
- (1) Except to the extent caused by the negligence of Landlord or others acting through or under Landlord, from and against any claim or demand by third persons for loss, liability or damage, which may arise during the term of the Lease as a result of Tenant's use or occupation of the Premises, or is occasioned by any act or nuisance made or suffered on the Premises by Tenant, or growing out of or caused by any failure on the part of Tenant to maintain the Premises in a safe condition including claims for property damage, personal injury or wrongful death, arising out of any claim relating to the Premises and sidewalks and roadways immediately adjacent thereto and shall reimburse Landlord for all costs and expenses in connection with the defense of such claims; and
- (2) From and against all actions, suits, damages and claims by whomsoever brought or made by reason of the nonobservance or nonperformance by Tenant of any of the terms, covenants and conditions of this Lease to be observed or performed by Tenant or the nonobservance by Tenant of any rules, regulations, ordinances and laws of the Federal, State, municipal or county governments applicable to Tenant's use and operation of the Premises.
- (b) Landlord shall be responsible for the nonobservance or nonperformance by Landlord and others acting through or under Landlord of any of the terms, covenants and conditions of this Lease to be observed or performed by Landlord or others acting through or under Landlord.

11.2 Insurance. Tenant shall procure and maintain at its own cost and expense, during the entire term of this Lease, insurance coverage of the kinds and in amounts greater than or equal to those set forth below:

Commercial General Liability:

\$1,000,000 per occurrence and \$2,000,000 in the aggregate
\$1,000,000 Completed Operations Aggregate Limit
\$1,000,000 Each Occurrence Limit
\$1,000,000 Personal & Advertising Limit

Umbrella Liability: \$2,000,000 Aggregate (optional, if other limits cannot be met)

Worker's Compensation:

Coverage A: As required by Hawaii Laws
Coverage B: Employer's Liability:
\$1,000,000 Bodily Injury by Accident Each Accident
\$1,000,000 Bodily Injury by Disease
\$1,000,000 Policy Limit and \$1,000,000 Each Employee

Automobile: \$2,000,000 combined single limit OR \$1,000,000 bodily injury per person, \$1,000,000 bodily injury per accident, and \$1,000,000 property damage per damage

The above policy or policies shall cover the Premises, including the grounds and all roadways and sidewalks on or immediately adjacent to the Premises. If any Hazardous Substance as determined by Landlord is located on the Premises, said liability insurance shall specifically include coverage for such Hazardous Substance and said minimum insurance amounts shall be increased to three million dollars (\$3,000,000), combined single limit, or such higher amount as Landlord may from time to time designate.

Landlord shall also have the right to from time to time increase the said required minimum insurance to such amounts that are generally required under similar leases by prudent landlords of similar property.

11.3 Fire And "All Risk" Insurance. Tenant shall, at its own expense, at all times during the term of this Lease, procure and maintain fire insurance with an "all risk" coverage endorsement, insuring Tenant's stock in trade, furniture, personal property, movable equipment and trade fixtures, and to the extent installed or paid for by Tenant, the improvements, fixtures and non-movable equipment, all in an amount equal to one hundred percent (100%) of the replacement value thereof. The proceeds received from any claim made under Tenant's insurance policy described in this Section 11.3 shall be used solely to satisfy Tenant's obligations under Section 6.6 hereof, but only to the extent Tenant's obligations under said Section 6.6 become applicable.

11.4 Insurance Policy Provisions. All of the insurance required to be obtained by Tenant pursuant to the provisions of this Section 11 shall be with companies that are: (a) licensed to do business in the State of Hawaii; and (b) acceptable to Landlord. Tenant shall furnish Landlord with a certificate showing such insurance to be initially in force and shall furnish a like certificate upon each renewal of such insurance, each such certificate to contain or be accompanied by an assurance of the insurer that Landlord shall be notified at least thirty (30) days prior to any termination or cancellation of, or material change in, said policy. The procuring of this insurance shall not release or relieve Tenant of its responsibility under this Lease. The insurance required under this Section 11 shall name Landlord and the State of Hawaii as additional insureds. In the event Tenant shall fail to procure and maintain any of the insurance required under this Section 11, Landlord shall have the right, but not the obligation, to obtain said policies and to pay any premium due thereon. The amount of any such premiums shall be reimbursed by Tenant to Landlord within ten (10) days after demand.

11.5 Waiver of Recovery and Subrogation. Landlord and Tenant each agree that neither Landlord nor Tenant (and their successors and assignees) will have any claim against the other for any loss, damage or injury which is covered by insurance carried by either party and for which recovery from such insurer is made, notwithstanding the negligence of either party in causing the loss. Such insurance policy or policies shall expressly specify the waiver of all rights of recovery and of subrogation against Landlord and Tenant.

11.6 Landlord's Insurance. Landlord shall keep the Complex in which the Premises are located insured against loss from all risks as required and set forth in the Complex declaration of condominium property regime and bylaws of the association of apartment owners.

SECTION 12 TERMINATION; SURRENDER; HOLDING OVER

12.1 Termination. This Lease may be terminated for convenience by either party at any time, provided the terminating party provides at least 180-days prior written notice to the other party.

12.2 Surrender.

(a) Improvements: Upon the expiration or sooner termination of this Lease, Tenant shall surrender to Landlord, in good condition and repair, the Premises, together with all improvements, additions, machinery, apparatus, equipment and fixtures therein and thereon, whether installed by Landlord or Tenant (except only the trade fixtures and furniture installed by Tenant, Tenant's stock in trade and personal property), and the same shall thereafter be the property of Landlord. Said property shall include, but not be limited to, all components of the air conditioning and/or ventilating systems (including any portion thereof outside of the Premises), plumbing and electrical systems, security systems, lighting fixtures, lighting components, tubes and bulbs, ceiling and floor tiles and all partitions (whether removable or otherwise).

(b) Trade Fixtures: Trade fixtures, furniture, stock in trade and personal property installed or placed in the Premises at the cost of Tenant shall be the property of Tenant unless otherwise specified in this Lease. "Trade fixtures" shall include all signs of Tenant. Tenant, at its sole cost and expense, shall remove the same prior to the expiration or termination of this Lease, and shall completely repair all damage to the Premises resulting from or caused by such removal. If Tenant fails to remove any of such trade fixtures, furniture, stock in trade and personal property, Landlord may, at Landlord's option,

retain all or any of the same without payment therefore, thereupon vesting title thereto in Landlord; or Landlord may remove the same from the Premises and dispose thereof in any manner, in which latter event Tenant shall, within ten (10) days after demand, pay to Landlord the actual cost of such removal and disposition, and the cost of repair of any and all damage to the Premises resulting from or caused by such removal.

12.3 Holding Over. If Tenant shall continue to occupy the Premises after expiration or sooner termination of this Lease, Tenant shall pay, as liquidated damages, for each month of continued occupancy an amount equal to two (2) times the monthly rent being paid for the month the Lease expires or is terminated, and otherwise subject to all of the terms and provisions of this Lease, including, without limitation, any and all terms and provisions relating to all other rent payable hereunder. Tenant hereby indemnifies and holds Landlord harmless from any and all losses and liabilities resulting from Tenant's failure to timely surrender the Premises upon the expiration or termination of the Lease.

SECTION 13 LATE PAYMENT CHARGE; INTEREST ON PAST DUE OBLIGATIONS

13.1 Late Payment Charge. If Tenant fails to pay any rent within ten (10) days of due date on the first of the month, Tenant shall pay to Landlord, in addition to the interest provided for in Section 13.2, a late payment charge for each occurrence of an amount as shown on the Cover Page of this Lease to help defray the additional cost to Landlord for processing such late payment.

13.2 Interest On Past Due Obligations. Any rent or other monetary obligation of Tenant accruing to Landlord under the terms and provisions of this Lease which shall not be paid when due shall bear interest at twelve percent (12%) per annum from the date when the same becomes due and payable by the terms and provisions hereof until paid. Landlord shall have the right to demand payment of interest due currently at any time.

SECTION 14 DEFAULTS; REMEDIES.

14.1 Defaults. The occurrence of any of the following shall constitute a material breach and default of this Lease by Tenant:

(a) Failure by Tenant to pay the rent or any part thereof at the times and in the manner aforesaid and such failure continues for fifteen (15) days after payment becomes due whether or not notice is given.

(b) Failure by Tenant to observe and perform any of the covenants, terms and conditions herein contained where such failure continues for a period of more than thirty (30) days after delivery by Landlord of a written notice of such breach or default by personal service, registered mail or certified mail to Tenant at its last known address; provided, however, that if the default is of such nature that the same can be rectified or cured, but cannot with reasonable diligence be done within said thirty (30) day period, then such default shall be deemed to be rectified or cured if Tenant, within said thirty (30) day period, commences to rectify and cure the same and thereafter completes such rectification and cure with all due diligence.

(c) Any petition in bankruptcy is filed, or Tenant is adjudicated as bankrupt or insolvent, or a receiver or trustee is appointed to take possession of substantially all of the assets of Tenant, or Tenant makes a general assignment for the benefit of creditors, or Tenant takes any action under any State or Federal insolvency or bankrupt act, or should the Premises or any portion thereof be abandoned by Tenant or taken or seized under levy of execution or attachment against Tenant, and the same continues in effect for a period of thirty (30) days.

14.2 Remedies. In the event of any default as aforesaid by Tenant, then and in such event, at Landlord's option, Landlord shall have all of the following rights:

(a) Re-entry and Termination. The right to terminate this Lease and to re-enter the Premises and take possession thereof, and to terminate all of the rights of Tenant in and to the Premises and this Lease.

(b) Re-entry Without Termination. The right without terminating this Lease to re-enter the Premises and to occupy the same, or any portion thereof, and to lease the whole or any portion thereof,

for and on account of Tenant as hereinafter provided.

(c) Termination After Re-entry. The right, even though it may have re-let all or any portion of the Premises, to thereafter at any time elect to terminate this Lease for such previous default on the part of Tenant, and to terminate all of the rights of Tenant in and to the Premises and this Lease.

(d) Removal of Persons and Property. Pursuant to said rights or re-entry, Landlord may remove all persons from the Premises by any lawful means available and using such force as may be necessary therefor and may, but shall not be obligated to, remove all or portions of property therefrom, including, but not limited to, Tenant's property, and may, but shall not be obligated to, enforce any rights Landlord may have against said property, or store the same in any public or private warehouse or elsewhere at the cost and for the account of Tenant or the owner or owners thereof or to treat all or portions of said property as having no value and to dispose of said property accordingly.

(e) No Termination. Anything contained herein to the contrary notwithstanding, Landlord shall not be deemed to have terminated this Lease or the liability of Tenant to pay any rent or other sum of money thereafter to accrue hereunder, or Tenant's liability for damages under any of the provisions hereof, by any such re-entry, or by any action in unlawful detainer or otherwise to obtain possession of the Premises, unless Landlord shall have notified Tenant in writing that Landlord has so elected to terminate this Lease. Tenant covenants and agrees that the service by Landlord of any notice in unlawful detainer and the surrender of possession pursuant to such notice shall not (unless Landlord elects to the contrary at the time of, or at any time subsequent to, the service of such notice, and Landlord's election be evidenced by written notice thereof to Tenant) be deemed to be a termination of this Lease, or the termination of any liability of Tenant hereunder to Landlord.

14.3 Re-letting.

(a) In the event Landlord elects to re-enter the Premises as hereinabove provided, or should Landlord take possession thereof pursuant to legal proceedings or pursuant to any notice provided for by law, Landlord may at Landlord's option either terminate this Lease, or may from time to time without terminating this Lease re-let the Premises, or any portion thereof (but nothing contained herein shall be construed as obligating Landlord to re-let the whole or any portion of the Premises) for such term or terms (which may be for a term extending beyond the term of this Lease) and at such rental or rentals and upon such other terms and conditions as Landlord in Landlord's sole discretion may deem advisable. In addition to the foregoing, Landlord shall have the right, but not the obligation, to make such alterations and repairs to the Premises, and to divide or subdivide the Premises, as may be required or occasioned by any such re-letting. In the event Landlord re-lets the Premises, or any portion thereof, Landlord may execute any lease either in Landlord's own name or in the name of Tenant as Landlord shall see fit, but Tenant in such lease of re-letting shall be under no obligation whatsoever to see to the application by Landlord of any rent collected by Landlord from such tenant, nor shall Tenant hereunder have any right or authority whatsoever to collect any rent from the tenant in the lease of re-letting.

(b) Upon each such re-letting, Landlord shall apply the rentals and sums received from such re-letting in the following order:

(1) First, to the payment of costs of recovering the Premises including, without limitation, court costs and reasonable attorney's fees.

(2) Second, to the payment of any costs and expenses of said re-letting including, without limitation, the costs of alterations and repairs, dividing and subdividing of the Premises in connection therewith, and to the payment of any brokerage commission or other similar expenses of Landlord in connection with such re-letting.

(3) Third, the balance, if any, shall then be applied by Landlord, from time to time, but in any event no less often than once each month, on account of the payments of rent and other payments on the part of Tenant due and payable hereunder.

(4) Fourth, the residual, if any, shall be held by Landlord and applied in payment of future rent and other payments on the part of Tenant as the same may become due and payable hereunder provided that at the end of the term of this Lease any residual shall be paid to Tenant.

(c) Landlord reserves the right to bring such actions for the recovery of any deficits remaining unpaid by Tenant to Landlord hereunder as Landlord may deem advisable from time to time without being obligated to await the end of the term hereof for a final determination of Tenant's account; and the commencement or maintenance of one or more actions by Landlord in this connection shall not bar Landlord from bringing other subsequent actions for further accruals pursuant to the

provisions herein.

14.4 Damages On Termination. Should Landlord at any time terminate this Lease for any default, breach, or failure of Tenant hereunder, then, in addition to any other rights or remedies available to Landlord hereunder or by law provided, Landlord may have and recover from Tenant all damages Landlord may incur by reason of such default, breach, or failure including, without limitation, all costs of recovering the Premises including, without limitation, court costs and reasonable attorney's fees for services in recovering possession, all costs and expenses of any re-letting including, without limitation, all costs of alterations and repairs, dividing and subdividing of the Premises in connection therewith, all brokerage commissions or other similar expenses of Landlord in connection with such re-letting, or, at the option of Landlord, Landlord may have and recover from Tenant the worth at the time of termination of this Lease, of the excess, if any, of the total monthly rent and other charges reserved in this Lease for the remainder of the term hereof, over the then reasonable rental value of the Premises for the same period, and court costs and reasonable attorney's fees of Landlord, all of which amounts shall be immediately due and payable by Tenant to Landlord

14.5 Waiver Of Default. The waiver by Landlord of any default or breach of any of the provisions, covenants or conditions hereof on the part of Tenant to be kept and performed shall not be a waiver of any preceding or subsequent breach of the same or any other provision, covenant or condition contained herein. The subsequent acceptance of rent or any other payment hereunder by Tenant to Landlord shall not be construed to be a waiver of any preceding breach by Tenant of any provision, covenant or condition of this Lease other than the failure of Tenant to pay the particular rental or other payment or portion thereof so accepted, regardless of Landlord's knowledge of such preceding breach at the time of acceptance of such rental or other payment.

14.6 Remedies Cumulative. The remedies available to Landlord are cumulative and not exclusive, and the exercise of any remedy by Landlord shall not preclude its exercise of any other rights and remedies Landlord may have according to this Lease or by law provided.

14.7 Landlord's Nonperformance. If Landlord fails to perform any obligation which, if unperformed, would result in termination of this Lease, Tenant, upon 10 day's advance notice, may perform such obligation for the account of Landlord and bill Landlord for the cost thereof, or deduct such cost from rentals accruing under this Lease.

SECTION 15

SECURITY DEPOSIT.

15.1 Purpose. Tenant has, concurrently with the execution of this Lease, deposited with Landlord the sum set forth on the Cover Page as "Security Deposit." The Security Deposit shall be held by Landlord as security for the faithful performance by Tenant of all the terms, covenants and conditions of this lease. The Security Deposit shall not be assigned, transferred or encumbered by Tenant, and any attempt to do so shall not be binding upon Landlord. If, at any time during the term of the Lease, any rent or portion of any rent payable by Tenant to Landlord shall not be timely paid, then, Landlord may, at its option (but shall not be required to), appropriate and apply any portion of said Security Deposit to the payment of any such overdue rent. In the event of the failure of Tenant to keep and perform any of the terms, covenants and conditions of this Lease to be kept and performed by Tenant, then, at the option of Landlord, Landlord may (but shall not be required to) appropriate and apply any portion of said Security Deposit, or so much thereof as may be necessary, to compensate Landlord for all loss or damage sustained or suffered by Landlord due to such default on the part of Tenant. Should the entire Security Deposit, or any portion thereof, be appropriated and applied by Landlord for the purposes set forth herein, or for any other lawful purpose, then Tenant shall, within ten (10) days after written demand by Landlord, deliver to Landlord a sum sufficient in cash to restore the Security Deposit to the original sum of the Security Deposit. In no event shall Landlord be deemed to be a trustee of such funds and Landlord shall not be required to deposit such funds separately from other unrelated funds. Further, Tenant shall not be entitled to interest on any such sums deposited under this Section 15.1. Neither the Security Deposit nor the application thereof by Landlord, as hereinabove provided, shall be a bar or defense to any action in unlawful detainer or to any action which Landlord may at any time commence for a default of any of the covenants or conditions of this Lease.

15.2 Return. If Tenant shall have timely and completely complied with all of the terms, covenants and conditions of this Lease, the Security Deposit shall be returned in full to Tenant at the end of the term of this Lease.

SECTION 16 CONDEMNATION.

(a) Consequences of Condemnation. In the event at any time or times during the term of this Lease said Premises or any part thereof shall be required, taken or condemned by any authority having the power of eminent domain, including Landlord, which event is sometimes hereinafter referred to as a "taking" or "condemnation," then and in every such case the estate and interest of Tenant in the Premises so required, taken or condemned shall cease and determine upon the acquisition by such authority of the right to possession thereof or title thereto, and the annual rent herein reserved for the remaining Premises, if any, shall be reduced for and during the unexpired balance of said term, effective as of the date when Tenant shall by reason of such taking lose such right to possession or title, whichever first occurs, in the ratio that the area bears to the square footage of the Premises immediately prior to such taking.

(b) Compensation and Damages. In every such case where said Premises or any part thereof is required, taken or condemned, all compensation and damages payable for or on account of any land or improvements hereby demised shall be payable to and be the sole property of Landlord, and Tenant shall have no interest in or claim to such compensation or any part thereof whatsoever.

(c) Partial Taking. In the event of a partial taking of the Premises not required for the reasonable use by Tenant, in Landlord's sole and absolute discretion, this Lease shall continue in effect and the rent due hereunder shall be reduced in the ratio that the area bears to the square footage of the Premises immediately prior to such taking. Such rent reduction shall be effective upon the acquisition by the condemning authority of the right to possess thereof or title thereto.

(d) Termination of Lease. In the event that: (1) all of the Premises shall be so required, taken or condemned; or (2) only part of said Premises shall be so required, taken or condemned, thereby rendering the balance of said Premises unsuitable for the purposes of Tenant, in Landlord's sole and absolute discretion; then, and in every such case, this Lease shall terminate upon the acquisition by the condemning authority of the right to possession thereof or title thereto. Upon such termination, Tenant shall be relieved of all further obligations under this Lease and Landlord shall refund to Tenant any unused portion of the rent paid in advance prior to the effective date of such termination.

(e) Temporary Taking. In the event at any time or times during said term a temporary taking of solely Tenant's leasehold interest in said Premises or any part thereof by any authority having the power of eminent domain, including Landlord, for its temporary use or occupancy, then and in every such case, notwithstanding the foregoing provisions of this Section 16, such taking shall not result in any reduction in rent hereunder, nor give Tenant any right to terminate this Lease with respect to any part of said Premises, nor excuse Tenant from the full and faithful performance of its covenants and obligations hereunder for the payment of money, nor excuse or relieve Tenant from the performance of its covenants and obligations hereunder for the payment of money, except to the extent that and for so long as the performance of such covenants and obligations shall be rendered impossible by reason of the loss by Tenant of possession of such part of said Premises subject to such taking; but in every such case of taking of a leasehold interest Tenant shall be entitled to claim and recover from the condemning authority its damages sustained by reason thereof, and all compensation and damages payable for or on account of such taking of any part of the leasehold interest of Tenant hereunder shall be payable to and be the sole property of Tenant.

(f) Loss of Business Damages. Notwithstanding the foregoing provisions of this Section 16, Tenant shall have the right to claim and recover from the condemning authority, but not from Landlord if Landlord is not the condemning authority, such compensation as may be separately awarded or recoverable by Tenant in its own right on account of any and all damage to its business or loss to its improvements not demised to Landlord, additions, alterations, fixtures, trade fixtures, apparatus, equipment, and personal property by reason of any condemnation and for or on account of any cost or loss to which Tenant might be put in altering or removing the improvements, or any part thereof, or any furnishings and equipment therein.

SECTION 17

GENERAL PROVISIONS.

17.1 Extension Of Time. Notwithstanding any provision contained herein to the contrary, wherever applicable, Landlord may, for good cause shown, allow additional time beyond the time or times specified herein to Tenant in which to comply with, observe, or perform any of the terms, conditions and covenants contained herein.

17.2 Consent By Lessor. Except as otherwise specifically provided in this Lease, in all cases under this Lease where the consent or approval of Landlord is required, Landlord shall not unreasonably withhold such consent or approval nor shall Landlord require the payment of any moneys therefor, other than reasonable out-of-pocket expenses incurred by Landlord in connection with such consent or approval. If Landlord has not, within sixty (60) calendar days after such request, given Tenant written notice that its consent or approval is withheld, such consent or approval shall be deemed to have been given by Landlord. Upon any refusal of Landlord to give its approval or consent, Landlord shall, together with notice thereof, provide Tenant written reasons for its refusal.

17.3 Force Majeure. Landlord and Tenant covenant and agree with each other that neither party shall be deemed to be in default for the nonobservance or nonperformance of any covenant, obligation or undertaking required under this Lease in the event that and as long as such observance or performance is prevented, delayed, or hindered by an act of God, public enemy, war or national defense preemptions, unavailability of material, strikes, lockouts, or action of the labor union, failure of power or any other such causes which are not within the respective control of such party. In the event of any delay arising by reason of any of the foregoing events, the time for performance of such covenant, obligation, or undertaking as provided for in this Lease shall be extended for a period equal to the number of days of such delay, and the respective parties shall commence such observance or performance of the covenant, obligation or undertaking so delayed immediately after removal of the delaying cause. The provisions of this subsection shall not operate to excuse Tenant from the timely payment of rent as required by the terms and conditions of this Lease or to extend the term of this Lease, or to extend the time period in which any notice is provided or any right is to be exercised.

17.4 Notices. Any notice or demand to be given to or served upon either Landlord or Tenant in connection with this Lease shall be deemed to have been sufficiently given or served for all purposes by being sent as registered or certified mail, postage prepaid, addressed in the case of Landlord to:

Hawaii Community Development Authority
547 Queen Street
Honolulu, Hawaii 96813

or at such other address as Landlord may from time to time designate in writing to Tenant, and in the case of Tenant to:

Volunteer Legal Services Hawaii
545 Queen Street, Suite 100
Honolulu, Hawaii 96813

or at such other address or to such other persons as Tenant may from time to time designate in writing to Landlord, and any such notice or demand shall be deemed conclusively to have been given or served upon the earlier to occur of the actual date of delivery or five (5) days after the date of mailing.

17.5 Estoppel Certificates. Within thirty (30) calendar days after a request by Tenant, Landlord shall execute and deliver to Tenant a certificate certifying that this Lease is unmodified and in full force and effect, or in full force and effect as modified and stating the modification, that there are no defenses or setoffs against Landlord's obligations under this Lease or stating such defenses or

setoffs as are claimed by Landlord, the amount of any security deposit, and the date to which rent and other sums payable by Tenant under this Lease have been paid. Tenant shall be responsible for preparing such a certificate.

17.6 Severability. If any covenant, condition, or other provision of this Lease or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this Lease or the application of such covenant, condition or provision to persons or circumstances other than those as to which it is invalid or unenforceable is not affected and each covenant, condition, or provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

17.7 Captions. Captions of Sections and Subsections of this Lease, the Cover Page and the Table of Contents are for convenience only and shall not be considered in resolving any questions of interpretations or construction of any term, covenant, or provision.

17.8 Joint And Several. All of the terms, covenants and conditions contained in this Lease to be performed by Tenant if Tenant shall consist of more than one person or organization, shall be deemed to be joint and several.

17.9 Relationship Of Parties. Nothing contained in this Lease shall create any relationship between the parties other than that of Landlord and Tenant. It is acknowledged and agreed that Landlord does not in any way or for any purpose become a partner of Tenant in the conduct of Tenant's business or a joint venturer or a member of a joint or common enterprise with Tenant.

17.10 Gender – Variation In Pronouns. The terms "Landlord" and "Tenant" wherever used herein shall be applicable to one or more persons, as the case may be, and the singular shall include the plural, and the neuter shall include the masculine and feminine and when appropriate shall refer to action taken by or on behalf of Landlord or Tenant by their respective employees, agents or authorized representatives. The word "person," "persons," "party," and "parties," wherever used in this Lease shall include all individuals, partnerships, firms, trusts, associations and/or corporations or any other form or forms of business entity(ies).

17.11 Landlord's Performance For Account Of Tenant. If Tenant shall default in the performance of any covenant on its part to be performed by virtue of any provision of this Lease, Landlord may, after any notice and the expiration of any period respect thereto, as required pursuant to the applicable provisions of this Lease, perform the same for the account of Tenant. If Landlord, at any time, is compelled to pay or elects to pay any sum of money or to do any act that would require the payment of any sum of money by reason of the failure of Tenant, after any notice and the expiration of any period respect thereto, as required pursuant to the applicable provisions of this Lease, to comply with any provision of this Lease, or if Landlord is compelled to or elects to incur any expense including reasonable attorney's fees, in bringing, prosecuting or defending any action or proceeding instituted by reason of any default of Tenant hereunder, the sum or sums so paid by Landlord, with interest, costs and damages, shall be paid by Tenant to Landlord within ten (10) days of demand.

17.12 Time. Time is of the essence of this Lease and of each and every provision thereof.

17.13 Governing Law. This Lease shall be governed, construed and enforced in accordance with the laws of the State of Hawaii.

17.14 Recordation. Tenant shall not record this Lease, nor shall it permit the recordation of a "short form" memorandum of Lease. Landlord shall have the right to record this Lease or a "short form" memorandum of Lease, in its sole discretion. Landlord may prepare and execute a "short form" memorandum of Lease and Tenant shall execute the same within ten (10) days of tender by Landlord.

17.15 Voting Rights. The voting rights of Landlord under the terms of the Complex as set forth in the declaration of condominium property regime and bylaws of the association of apartment owners

shall not be assigned or transferred to Tenant, and Tenant as lessee under this Lease shall not be deemed to have any rights of ownership in the Premises with regard to voting rights under the Complex declaration of condominium property regime and bylaws of the association of apartment owners, such rights being specifically reserved to Landlord. Any problems or grievances with the Complex will be resolved through Landlord.

17.16 Counterparts. This Lease may be executed in counterparts (including counterparts transmitted by facsimile or email), each of which shall be deemed an original regardless of the date of its execution and delivery. All of such counterparts together shall constitute one and the same Lease, binding all of the Parties hereto, notwithstanding all of the Parties are not signatory to the original or the same counterparts.

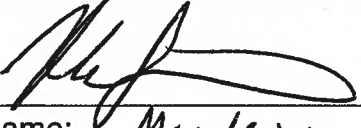
17.17 Entire Agreement; Amendments. This Lease contains the entire agreement of Landlord and Tenant and shall supersede any and all prior communications, representations, or agreements, both verbal and written, between the Parties regarding the leasing of the Premises by Tenant. The Lease may only be amended by a written agreement signed by both Landlord and Tenant.

IN WITNESS WHEREOF, the parties hereto have caused this General Lease No. 19-01 to be executed as of the day and year first above written.

Approved by Hawaii Community Development Authority at its meeting held on:

April 3, 2019

Approved as to form:


Name: Max Levine
Title: Deputy Attorney General, State of Hawaii

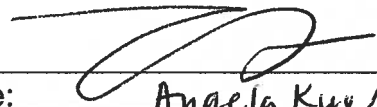
LANDLORD:

HAWAII COMMUNITY DEVELOPMENT
AUTHORITY

By: 
Name: Aedward Los Banos
Title: Executive Director

TENANT:

VOLUNTEER LEGAL SERVICES HAWAII

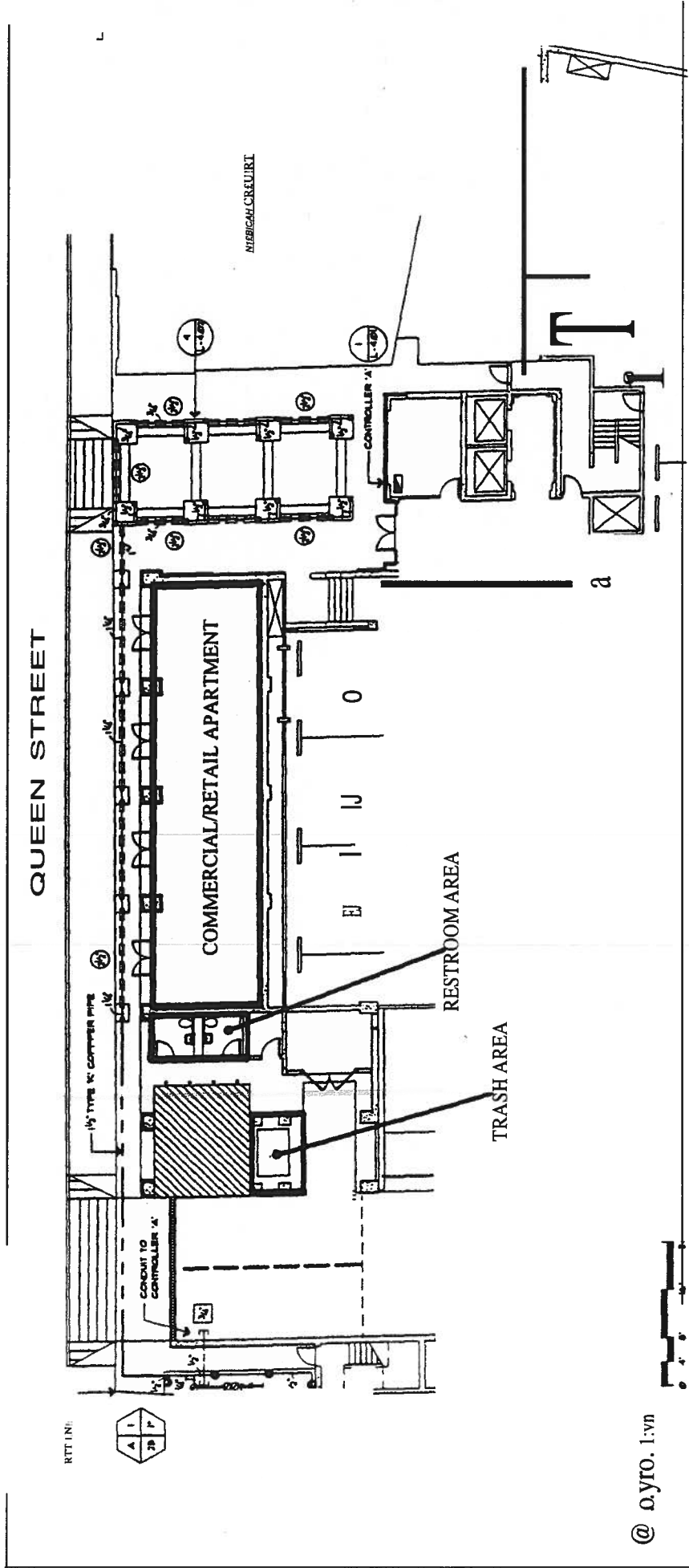
By: 
Name: Angela Kuo Min
Title: Authorized Signatory

EXHIBITS

INDEX

1. **Exhibit A**
 - **Premises Map**
 2. **Exhibit B**
 - **Declaration of Condominium Property Regime**
 - **Bylaws of the Association of Apartment Owners**
 - **House Rules**
-
-

Exhibit A - Premises Map



Honuakaha Complex

**STATE OF HAWAII
HAWAII COMMUNITY DEVELOPMENT AUTHORITY
KAKAAKO BUSINESS MEETING**

Wednesday, June 3, 2020

MINUTES

I. CALL TO ORDER/ROLL CALL

A regular business meeting of the Kakaako Members, Hawaii Community Development Authority (“Authority” or “Board”), a body corporate and a public instrumentality of the State of Hawaii, met virtually (utilizing the state-supported Zoom platform) for a meeting on June 3, 2020.

Board Chairperson, John Whalen, called the meeting to order at 10:02 a.m. and conducted board attendance, as follows:

Members Present: Kevin Sakoda
Chason Ishii
Jason Okuhama
David Rodriguez, DOT Ex-Officio
Robert Yu, B&F Ex-Officio
Wei Fang
Phillip Hasha
John Whalen, Chair

Members Absent: Kathy Sokugawa, DPP

HCDA Staff Present: Garrett Kamemoto, Interim Executive Director
Lindsey Doi, Asset Manager
Francine Murray, Program Specialist
Garet Sasaki, Administrative Services Officer
Tommilyn Soares, Secretary to the Executive Director

Legal Counsel: Lori Sunakoda, Deputy Attorney General
Kelly Suzuka, Deputy Attorney General

I. ACTION ITEMS

Shall the Authority Authorize the Interim Executive Director to Waive Lease Rent Due from Volunteer Legal Services of Hawaii for the Months of April 2020 and May 2020 Due to the COVID-19 Pandemic?

Ms. Lindsey Doi Leaverton, HCDA Asset Manager presented the staff report. Due to the COVID-19 pandemic, Volunteer Legal Services Hawaii (VLSH) has been unable to occupy its leased premises at 545 Queen Street during April and May 2020. The pandemic has caused uncertainty in other funding sources so VLSH is requesting a rent reduction or waiver from the HCDA board for April and May 2020.

Angela Kuo Min, Executive Director for VLSH added, VLSH was notified its State funding has been cut, as well as funding from Hawaii State Bar Association. VLSH has now lost about a third to half of its funding sources for the upcoming year. Ms. Min noted, VLSH received \$60K from the Paycheck Protection Program and based on the Small Business Administration's requirements 75% must be used toward payroll, while the remaining balance can be used toward utilities and rent. Ms. Minn noted VLSH is looking to apply for grants through the CARES Act to help recover its loss in funding.

Member Yu asked that as VLSH provides a vital community service, would it make sense for the HCDA board to also include the month of June (2020) as part of the rent waiver to avoid having to return to the HCDA board for its June rent, if the shutdown continues?

Mr. Garrett Kamemoto, Interim Executive Director noted that if the board would like to include the month of June in its lease waiver to VLSH, the language to the motion would need to be amended to include June 2020.

Ms. Doi Leaverton noted the cost to HCDA for waiving the month of June rent would be \$2,700.00.

Deputy Attorney General Sunakoda stated, per Mr. Kamemoto's comment to amending the language to the motion, she is concerned that Office of Information Practices may question the amendment to the language. Ms. Sunakoda suggests if the board desires to include the month of June, the board should clearly state for the record the month of June will be included for time efficiency.

Mr. Sakoda suggests the board stick to the motion as stated on the agenda.

Chair Whalen agrees with Mr. Kamemoto's suggested language to the motion to include the month of June. He acknowledged the cost amount Ms. Doi noted for the June rent waiver is not a significant amount where it would raise concern, however, his concern is that the month of June has already started and it would be another item added to the July agenda if VLSH later requested a rent waiver for June.

Chair Whalen noted no further questions, comments, and no public testimony.

MOTION:

Member Fang motioned for the board to authorize the Interim Executive Director to waive lease rent due from Volunteer Legal Services of Hawaii for the Months of April 2020, May 2020 and June 2020 due to the COVID-19 Pandemic.

Member Hasha seconded the motion.

Ms. Doi conducted the roll call vote. Motion passed with 8 votes and 1 excused.

Shall the Authority Authorize the Interim Executive Director to Expend an Additional \$33,800.66 for Repairs to the Existing Fire Sprinkler System located in the five-story Kauhale Kakaako Parking Garage (containing 698 parking stalls), adjacent to the 29-story, residential condominium located at 860 Halekauwila Street, Honolulu, Hawaii 96813

Ms. Doi presented the staff report and noted this item is for the garage next to Kauhale Kakaako, whereby Stanford Carr owns and maintains the residential building and HCDA maintains the attached parking garage. HCDA procured a contractor to provide a full testing of the fire safety system at the Kauhale Kakaako garage and a report came back noting severe deficiencies in the system. To pass standard inspections, the report included repair recommendations to bring the system up to a safety code. HCDA solicited repair quotes with an estimated cost of \$29,000.00, however, there will be additional costs to corroded fittings and therefore anticipates the estimated final costs just under \$34,000.00. Ms Doi added, HCDA will be utilizing a procurement exemption in order to use HCDA's current vendor to complete all repairs and upgrades to the system.

Member Sakoda asked if the garage is proving HCDA with income.

Ms. Doi noted the garage is now very profitable and revenues to HCDA have increased with the upgrades to the garage and the new parking vendor who manages the parking garage.

Member Hasha asked Ms. Doi for the status of the automation upgrade to the garage.

Ms. Doi responded, components to the automation is set up, however, the parking vendor and automation vendor need to work through some issues with PCI compliance. There are discrepancies between both parties regarding the credit card machine and once those issues are worked through the automation system can be activated.

Ms. Doi also noted there have been upgrades to the lighting in the garage, as well as security cameras that were installed that now provide 24-hour video surveillance of the garage.

Member Hasha thanked Ms. Doi and her staff for the upgrades and improvements to the garage.

Member Yu asked if any of the parking stalls are reserved for the Kauhale Kakaako residents, if there are stalls reserved as complimentary stalls (if any, how many) and if HCDA collects the revenue generated from the garage?

Ms. Doi responded, most parking stalls at the Kauhale Kakaako garage are utilized by the residents and tenants of Kauhale Kakaako, as well as the public. There are no complimentary stalls available. HCDA's parking vendor manages the day to day operation, collects all money and cuts a check to HCDA for all revenue due to HCDA.

There were no further questions or comments. There was no public testimony.

MOTION:

Member Hasha motioned for the board to authorize the Interim Executive Director to expend an additional \$33,800.66 for repairs to the existing fire sprinkler system located in the five-story Kauhale Kakaako parking garage (containing 698 parking stalls), adjacent to the 29-story, residential condominium located at 860 Halekauwila Street, Honolulu, Hawaii 96813

Member Yu seconded the motion.

Ms. Doi conducted the roll call vote. Motion passed with 8 votes and 1 excused.

Shall the Authority Authorize the Interim Executive Director to Temporarily Increase the Maximum Allowable Refinancing Limit for Reserved Housing Units Governed by the 2005 and 2011 Reserved Housing Rules?

Ms. Doi presented the staff report and noted this item stems from a letter HCDA received from the board of Ke Kilohana dated March 13, 2020 requesting assistance from HCDA to increase the limit allowed for a refinance of a Reserved Housing Unit. Related to the COVID-19 pandemic and due to an increase in Ke Kilohana's maintenance fees, the owners of Ke Kilohana are looking for financial relief. Currently HCDA Reserved Housing unit owners are limited to refinancing their unit up to 80% of its original purchase price. Ms. Doi stated that today's action item requests the HCDA board to increase the current limit to 95% of the original purchase price. The increase will be applied to all Reserved Housing Units in the Kakaako Community Development District. This will allow owners to take advantage of the lower interest rates to help cover any loss of income related to the COVID-19 pandemic as well as Ke Kilohana's increase in maintenance fees.

Member Fang noted confusion in the staff report and asked to clarify if today's decision will end on September 7, 2020?

Ms. Doi confirmed today's decision will expire on September 7, 2020 and stated the previous action taken by the board at its September 7, 2016 meeting delegated the executive director certain actions relating to the administration of the HCDA's Reserved Housing program with a four-year term which expires on September 7, 2020. Therefore, staff is working on a Reserved Housing package to bring to the board in August 2020 that will seek to renew those policies.

Member Fang noted the expiration date in September, and asked if there will be a discussion in August to make a decision in September?

Ms. Doi noted the package will be brought forward in either August or September to allow for decision making prior to the expiration of the policies on September 7, 2020.

PUBLIC TESTIMONY:

Chair Whalen noted two written testimonies received in support of the action item were submitted by Darren Takiue and Tod Gushiken.

There were no requests for verbal testimony.

MOTION:

Member Okuhama motioned for the board to authorize the Interim Executive Director to temporarily increase the maximum allowable refinancing limit to 95% of the original purchase price until and including September 7, 2020 for Reserved Housing Units Governed by the 2005 and 2011 Reserved Housing Rules?

Member Yu seconded the motion.

Ms. Doi conducted the roll call vote. Motion passed with 8 votes and 1 excused.

VI. ADJOURNMENT

Chair Whalen adjourned the regular meeting at 11:36 am.

Approved and Submitted by,

John Whalen, Chairperson

Date Approved by HCDA Board

Trever Asam
Board President

Angela Kuo Min
Executive Director



545 Queen Street, Suite 100
Honolulu, Hawai'i 96813
Phone: (808) 528-7050
Fax: (808) 524-2147

www.vlsh.org

October 1, 2020

SENT VIA U.S. MAIL & E-MAIL

Hawaii Community Development Authority
ATTN: Ms. Lindsey Doi Leaverton, Asset Manager
547 Queen Street
Honolulu, Hawaii 96813

Re: Volunteer Legal Services Hawaii 2021 Rental Relief Request

Dear Hawaii Community Development Authority Board:

On behalf of Volunteer Legal Services Hawaii's ("Volunteer Legal") Board of Directors and the people we serve, I again want to express our deep appreciation to the Hawaii Community Development Authority ("HCDA") and its Board of Directors for granting our rental relief request earlier this year. I am writing for a rental relief request of Volunteer Legal's lease of space from HCDA under that certain General Lease No. 19-01 commencing August 1, 2019 ("Lease") for the calendar year 2021.

Since its creation in 1981, Volunteer Legal has provided over 100,000 Hawaii residents with pro bono legal services. Volunteer Legal pro bono attorneys donated over 3,200 hours of in-person, telephonic, and virtual services valued at over \$800,000 last year alone. We continue to provide these services, even as the world around us has changed. Since the emergence of the COVID-19 virus and the issuance of the accompanying physical distancing requirements, Volunteer Legal has adapted new procedures, utilizing the internet and phone in order to continue to provide services to those in need. Volunteer Legal's popular Neighborhood Legal Clinics have shifted to an all-virtual model. Clients can still receive the personalized one-on-one legal advice and counsel session that they have long enjoyed, but now do so over the phone. Our online legal portal, Hawaii Online Pro Bono ("HOP"), has seen over a 40% increase in legal questions being asked since April. With the shelter-in-place orders and limited access to physical legal resources, HOP has been the easiest and most efficient way for those in need to find legal help.

The needs of our community remain profound. When federal and state eviction moratoria lapse, we anticipate a significant increase in tenant representations, and in many cases Volunteer Legal pro bono attorneys will be the last line of defense against a housing and homelessness crisis. The State's anticipated economic downturn will only exacerbate these needs. But in the face of increasing demand for our services, Volunteer Legal faces a funding crisis. Historically, Volunteer Legal has received approximately one-third of its funding from the State of Hawaii. But as a result of the State's current financial situation, we do not anticipate State funding in the coming fiscal years. Further, Volunteer Legal does not receive federal

funding. Volunteer Legal also fundraises to support its programs and services. However, due to the uncertainty of COVID-19 and the safety of our friends and family, Volunteer Legal made the difficult decision to cancel our annual fundraiser this past spring. We hope we can still hold an event celebrating our 40th anniversary in 2021, but at this time it is unknown. Volunteer Legal management is looking at all costs to see if any expenses can be reduced or eliminated in order to retain Volunteer Legal's remaining six full-time and one part-time employee to service the over two thousand clients (including those who are our neighbors at Honuakaha above our office) we help annually.

Due to the financial hardships brought on by the global COVID-19 pandemic, we respectfully request that HCDA reduce Volunteer Legal's rent and parking for January through December 2021. Due to the numerous past (and possibly anticipated future) emergency orders, Volunteer Legal's office has had very limited use of the premises and parking stalls. In good faith, Volunteer Legal will continue to pay the monthly CAM of \$841 and a portion of the parking during this waiver request period. Volunteer Legal has always been on-time paying tenant and understands this is a large ask and would not submit this request if it was not needed. Volunteer Legal proposes the following request for the calendar year in 2021:

	Monthly payment Per Lease	Requested Waiver of	2021 Adjusted Payment Per Month
Rent	\$1,825	(\$1,825)	\$0
Parking	\$880	(\$675)	\$205
CAM	\$841	(\$0)	\$841
Total	\$3,546	(\$2,500)	\$1,046

A yearly rent and parking waiver of \$30,000¹ would help fill the anticipated void from state funding and is necessary to continue our legal programs in the community. Volunteer Legal hopes that this request will only be temporary and there will be annual state funding provided again, and Volunteer Legal will resume our full rental payments per our Lease. Support from HCDA through a rent waiver would greatly support Volunteer Legal, help provide for the loss of funding and will be essential in order for Volunteer Legal to sustain these times.

If you have any questions or would like to discuss this request, please contact me at angela@vlsh.org or 808-522-0684. Thank you for your time and consideration.

Sincerely,



Angela Kuo Min
Executive Director

cc: Lindsey Doi Leaverton (via e-mail)

¹ \$2,500/month Waiver x 12 months = \$30,000 total waiver for Calendar Year 2021.