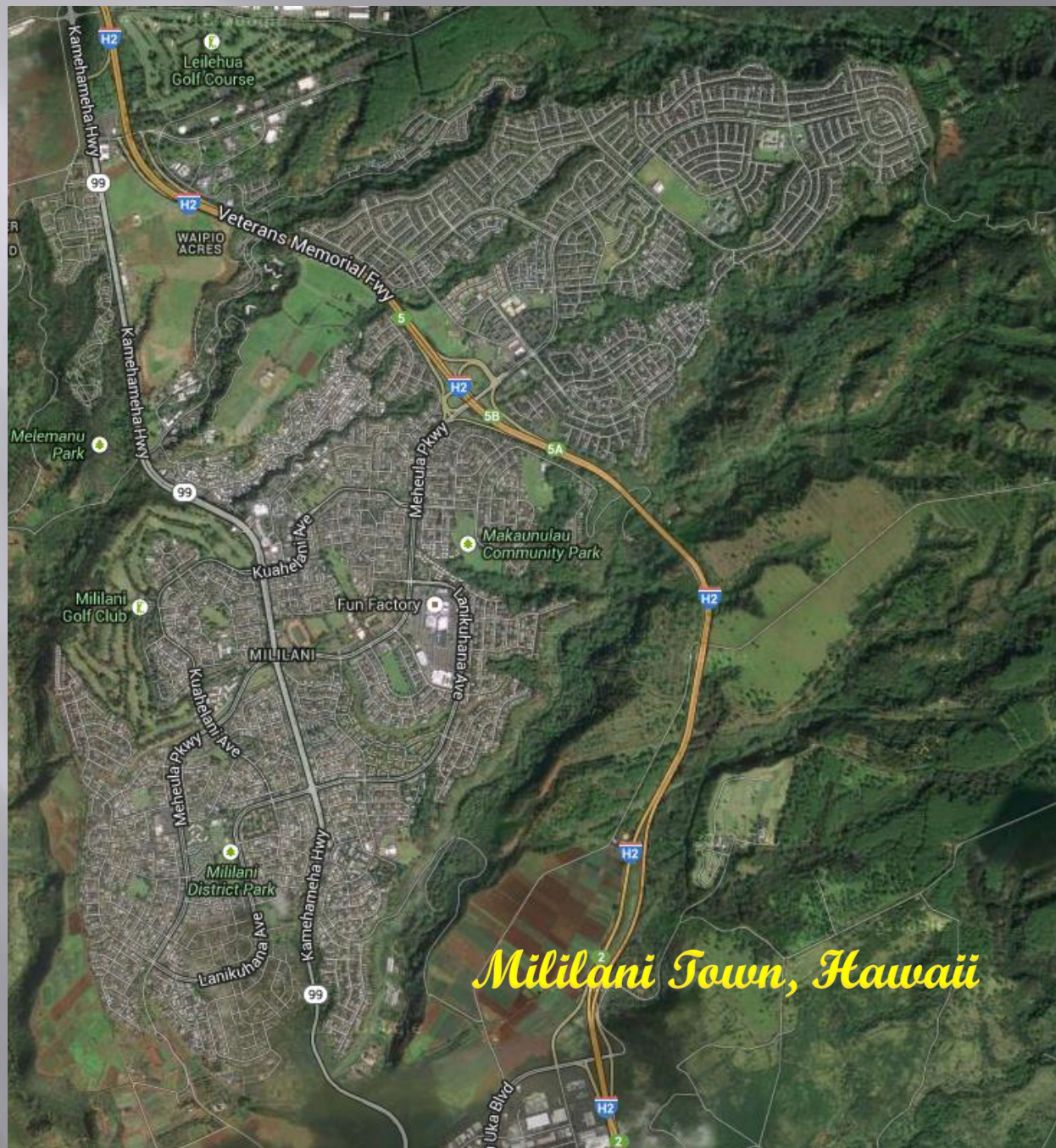


# **MILILANI TOWN ASSOCIATION**



*Welcome New Homeowners!*



# *Board of Directors*



*Bob Barrett*  
*President*



*Michelle Kidani*  
*Vice President*



*Josie Ka'anehe*  
*Secretary*



*Neil Takeda*  
*Treasurer*



*Will Kane*



*Michael Magaway*



*Noriko Salangdron*



*Roger Babcock*



*Val Aquino*  
*Okimoto*

*2023-2024*

# *Association Staff*



Admin



Covenants & Design



Cafe



Common Area



Accounting



Member Services



Utility



Information  
Technology



Special Events



Aquatics



**DAVID O'NEAL**, PCAM, CMCA, AMS  
General Manager

808-440-2614

[doneal@mililanitown.org](mailto:doneal@mililanitown.org)

“ I welcome any comments/suggestions. The management team at MTA is here to help keep Mililani a great place to live!”



**KATHERINE CUEVA**, CMCA, AMS  
Assistant General Manager  
Covenants and Design Manager

808-440-2622

[kcueva@mililanitown.org](mailto:kcueva@mililanitown.org)

Katherine is responsible for all questions and concerns regarding MTA Covenants and Design.



**LAURIE USUI, CMCA, AMS**  
Member Services Manager

808-440-2626

[lusui@mililantown.org](mailto:lusui@mililantown.org)

Laurie is responsible for Member Services Coordinators, Special Events, Marketing, Newsletter, Facility Rentals, Meeting and Seminars, Membership, Tiny Tots and Senior Programs and Independent Contractors



**LYNELLE TAMASHIRO, CPA, CMCA**  
Controller

808-440-2636

[ltamashiro@mililantown.org](mailto:ltamashiro@mililantown.org)

Lynelle is responsible for maintenance assessments, accounts payable, accounts receivable, payroll and financials.



**JESSICA MACLACHLAN**

Café Manager

808-440-2653

[jmaclachlan@mililantown.org](mailto:jmaclachlan@mililantown.org)

Jessica is responsible for the day-to-day operations of the coffee facility located at Recreation Center 7.



**KALEO PERREIRA, CPO**

Aquatics and Safety Manager

808-440-2632

[kperreira@mililantown.org](mailto:kperreira@mililantown.org)

Kaleo is responsible for pool schedules, swim lessons, aquatics programs and also oversees the company's safety policies and procedures.



**DARRYL BARBADILLO**, ISA Certified Arborist  
Landscaping Manager

808-440-2638

[dbarbadillo@mililantown.org](mailto:dbarbadillo@mililantown.org)

Darryl is responsible for all work involved in the maintenance of MTA's landscaped common areas.



**ROY TASHIRO**, CPO  
Maintenance Manager

808-440-2611

[rtashiro@mililantown.org](mailto:rtashiro@mililantown.org)

Roy is responsible for all the maintenance of MTA's facilities.

# *Accounting*

- ✓ Accounts Receivable
- ✓ Accounts Payable
- ✓ Payroll
- ✓ Ownership Changes

# *Quarterly Assessments*

- ✓ \$145 per quarter (effective April 1, 2022)
- ✓ Due 1<sup>st</sup> of every quarter  
*January 1, April 1, July 1, October 1*
- ✓ Reminder statement sent approximately  
2 weeks prior to the due date  
*Only if there is a balance owing and not on Surepay*

# *e-statements*

## pdf statement sent via email

### *How to enroll:*

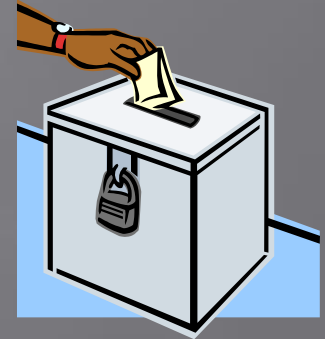
- ✓ Go to [www.mililantown.org](http://www.mililantown.org) , e-statements link on the assessments page
- ✓ Create an account using your Account Number and Street Number
- ✓ An email will be sent with an activation link, click on and you are enrolled!


# Paying Assessments

## Quarterly Assessment and Payment Information

### 5 Ways to Pay!

Surepay  
Online  
Mail  
In Person  
Secure Drop-Box





**Milliani Town Association**  
**SurePay Authorization Form**

---

**Instructions**

To enroll or update your SurePay automatic payment plan, please follow the steps below.

1. **Must have a zero balance and be in good standing.**
2. Complete the Authorization Form below. You can either type in your information or fill out by hand.
3. Complete one form per property.
4. Attach a voided check for checking account or a copy of your bank statement for savings accounts.
5. Mail the completed application to:

**Milliani Town Association**  
 Attn: Accounting Dept.  
 95-303 Kaloapau Street  
 Milliani, HI 96789  
 Fax: (808) 623-3474  
 Email: [surepay@milliantown.org](mailto:surepay@milliantown.org)

Please review your bank statement for your SurePay payments. Authorization form must be received by the 1<sup>st</sup> of the preceding month to be effective for the upcoming quarter. (Ex. Due 12/1/2021 for 1/1/2022 quarterly assessments) A confirmation letter from Milliani Town Association will be sent to you. If you have questions, please call our Accounting Department at (808) 623-7300 or email [surepay@milliantown.org](mailto:surepay@milliantown.org). Please visit our website for frequently asked questions.

---

**Authorization Form**

Owner Name(s) <input type="text"/>	Email Address <input type="text"/>	Phone Number <input type="text"/>
MTA BUR Number (10-xxx-xxxx-xx) <input type="text"/>	Property Address <input type="text"/>	
Financial Institution <input type="text"/>	Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Bank Account Number <input type="text"/>	9-Digit Routing Number <input type="text"/>	
Authorized Signature <input type="text"/>	Date <input type="text"/>	Account Holder (Please Print) <input type="text"/>

I authorize Milliani Town Association as Agent for the financial institution named above to initiate transfers from my account to pay for my quarterly assessments. I understand that quarterly assessments will be automatically deducted on a recurring basis from my checking or savings account the 5<sup>th</sup> day of each quarter. If the 5<sup>th</sup> shall fall on a weekend or holiday, payment will be deducted on the next business day.

I understand that there will be a \$20.00 return check fee for SurePay payments that cannot be processed due to insufficient funds, stop payments, or account closures. This authorization will remain in effect until terminated by myself or by Milliani Town Association. If Milliani Town Association wishes to terminate services, a notification letter will be sent.

To terminate SurePay, I understand that I must complete and submit the SurePay Cancellation form to Milliani Town Association by the 28<sup>th</sup> of the preceding month to terminate services for the upcoming quarter. If it is received after the 28<sup>th</sup>, SurePay will be terminated on the next payment cycle. (Ex. Due 12/28/2021 for 1/1/2022 quarterly assessments)

Rev. 20220508

# Surepay

Automatically withdraws quarterly assessments from a checking or savings account on the 5<sup>th</sup> following the due date

How to enroll:

- ✓ Fill out the SurePay Authorization Form and attach a voided check
- ✓ Drop off, fax, mail or email applications



## Mililani Town Association SurePay Authorization Form

### Instructions

To enroll or update your SurePay automatic payment plan, please follow the steps below.

1. Must have a zero balance and be in good standing.
2. Complete the Authorization Form below. You can either type in your information or fill it out by hand.
3. Complete one form per property.
4. Attach a voided check for checking account or a copy of your bank statement for savings accounts.
5. Mail the completed application to:

Mililani Town Association  
Attn: Accounting Dept.  
95-303 Kaloapau Street  
Mililani, HI 96789  
Fax: (808) 623-3474  
Email: [surepay@mililanitown.org](mailto:surepay@mililanitown.org)

Please review your bank statement for your SurePay payments. Authorization form must be received by the 1<sup>st</sup> of the preceding month to be effective for the upcoming quarter. (Ex. Due 12/1/2021 for 1/1/2022 quarterly assessments) A confirmation letter from Mililani Town Association will be sent to you. If you have questions, please call our Accounting Department at (808) 623-7300 or email [surepay@mililanitown.org](mailto:surepay@mililanitown.org). Please visit our website for frequently asked questions.

### Authorization Form

Owner Name(s)	Email Address	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
MTA BUR Number (10-xxx-xxxx-xx)	Property Address	
<input type="text"/>	<input type="text"/>	
Financial Institution	Account Type	
<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Bank Account Number	9-Digit Routing Number	
<input type="text"/>	<input type="text"/>	
Authorized Signature	Date	Account Holder (Please Print)
<input type="text"/>	<input type="text"/>	<input type="text"/>

I authorize Mililani Town Association as Agent for the financial institution named above to initiate transfers from my account to pay for my quarterly assessments. I understand that quarterly assessments will be automatically deducted on a recurring basis from my checking or savings account the 5<sup>th</sup> day of each quarter. If the 5<sup>th</sup> shall fall on a weekend or holiday, payment will be deducted on the next business day.

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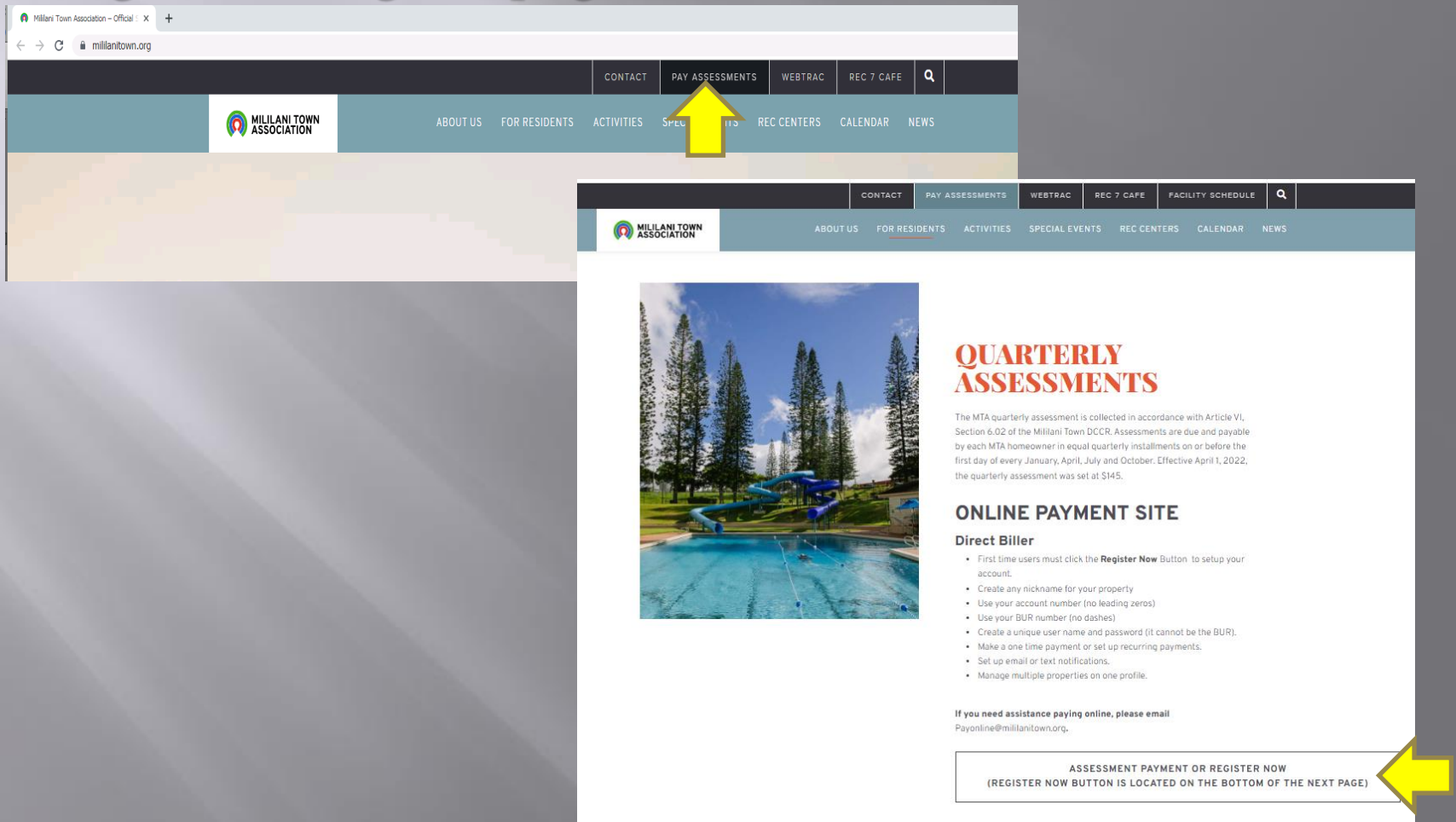
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# *Pay Online*

- ✓ Make a one-time payment
- ✓ Register and set up a profile to set up automatic payments (quarterly) or recurring payments (set monthly amount)
- ✓ Text and email notifications available
- ✓ Pay with a credit card or checking account for no charge (credit or debit card recommended over a bank account)
- ✓ Manage multiple properties in one account

# How to Pay Online

Go to [www.mililantown.org](http://www.mililantown.org) and click on the Pay Assessments link at the top, click the link on the next page to go to the sign in page



The image shows a two-part screenshot of the Mililani Town Association website. The top part shows the website's header with a navigation menu. A yellow arrow points to the 'PAY ASSESSMENTS' link in the top navigation bar. The bottom part shows the 'Quarterly Assessments' page, which includes a photo of a swimming pool and a list of instructions for online payment. A yellow arrow points to a box at the bottom of the page that says 'ASSESSMENT PAYMENT OR REGISTER NOW (REGISTER NOW BUTTON IS LOCATED ON THE BOTTOM OF THE NEXT PAGE)'.

Mililani Town Association - Official | X +

← → ↻ mililantown.org

CONTACT PAY ASSESSMENTS WEBTRAC REC 7 CAFE Q

MILILANI TOWN ASSOCIATION

ABOUT US FOR RESIDENTS ACTIVITIES SPECIAL EVENTS REC CENTERS CALENDAR NEWS

CONTACT PAY ASSESSMENTS WEBTRAC REC 7 CAFE FACILITY SCHEDULE Q

MILILANI TOWN ASSOCIATION

ABOUT US FOR RESIDENTS ACTIVITIES SPECIAL EVENTS REC CENTERS CALENDAR NEWS

**QUARTERLY ASSESSMENTS**

The MTA quarterly assessment is collected in accordance with Article VI, Section 6.02 of the Mililani Town DCCR. Assessments are due and payable by each MTA homeowner in equal quarterly installments on or before the first day of every January, April, July and October. Effective April 1, 2022, the quarterly assessment was set at \$145.

**ONLINE PAYMENT SITE**

**Direct Biller**

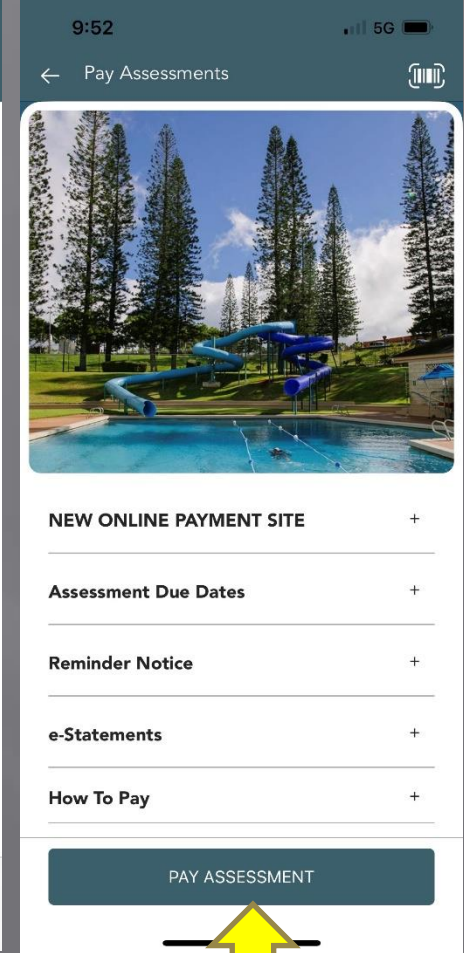
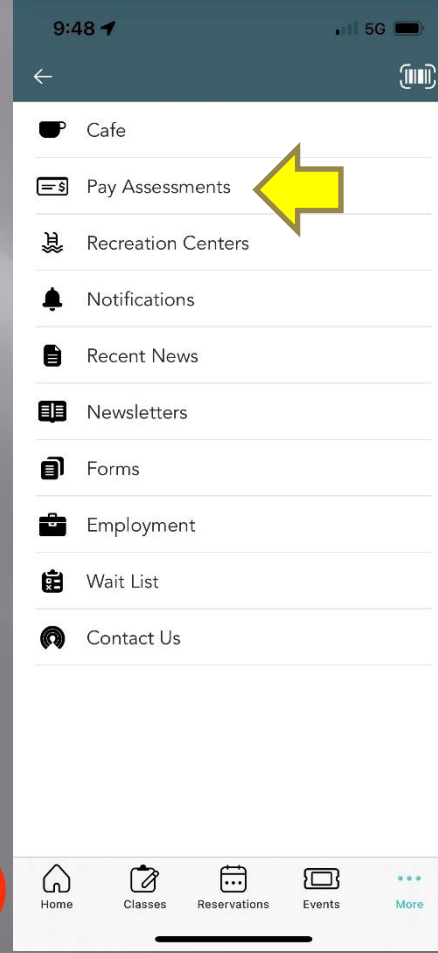
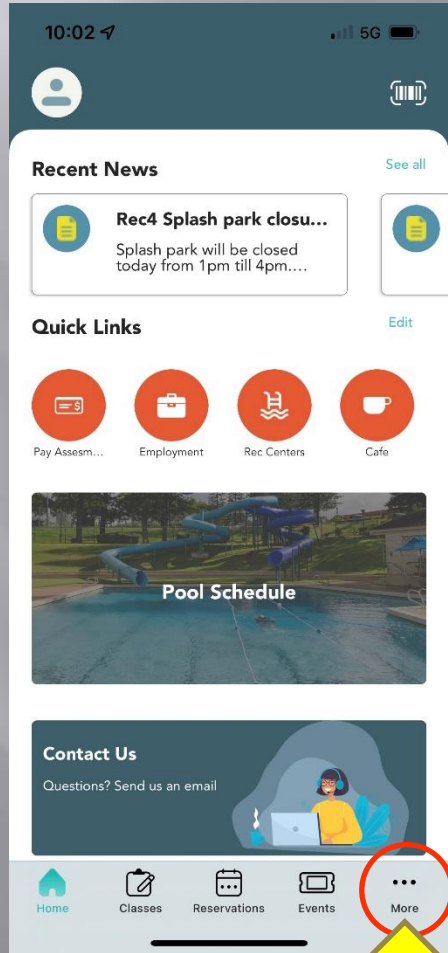
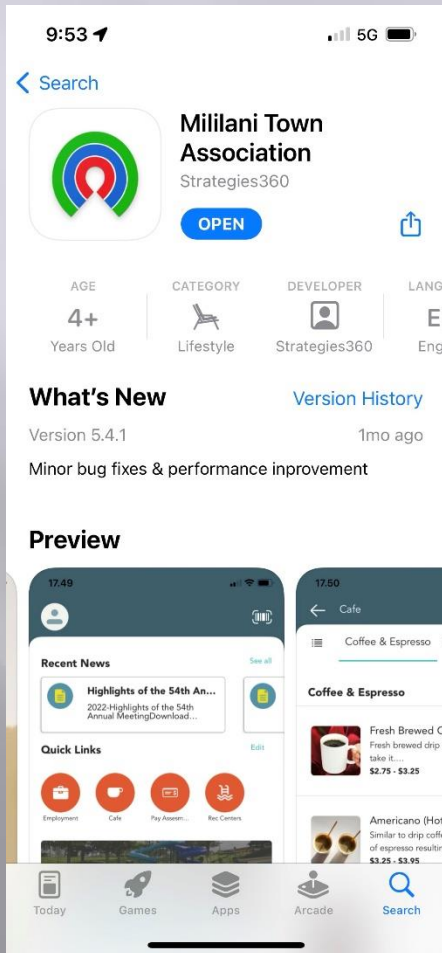
- First time users must click the **Register Now** Button to setup your account.
- Create any nickname for your property
- Use your account number (no leading zeros)
- Use your BUR number (no dashes)
- Create a unique user name and password (it cannot be the BUR).
- Make a one time payment or set up recurring payments.
- Set up email or text notifications.
- Manage multiple properties on one profile.

If you need assistance paying online, please email  
Payonline@mililantown.org.

ASSESSMENT PAYMENT OR REGISTER NOW  
(REGISTER NOW BUTTON IS LOCATED ON THE BOTTOM OF THE NEXT PAGE)

# How to Pay Online cont.

Use the Mililani Town Association app to go to the online payment portal.



# How to Pay Online cont.

- ✓ Click “one-time payment” on the bottom left to make a one-time payment and not retain any credit card information
- ✓ To retain credit card information for future use, new users should set up a profile by clicking “register now”
- ✓ Use your 5-digit account number (no leading zeros) and 10-digit BUR number (no dashes) to make a one-time payment or set up your profile
- ✓ Once registered you may put your username and password in the top portion of the sign in page

secure.directbiller.com/db-payer-ui/#/login



**MILILANI TOWN  
ASSOCIATION**

## Sign In

Please enter your Username and Password to securely access your bills.

Username



Username created at registration

Password



Password created at registration

Login

[Forgot your password?](#)

One Time Payment

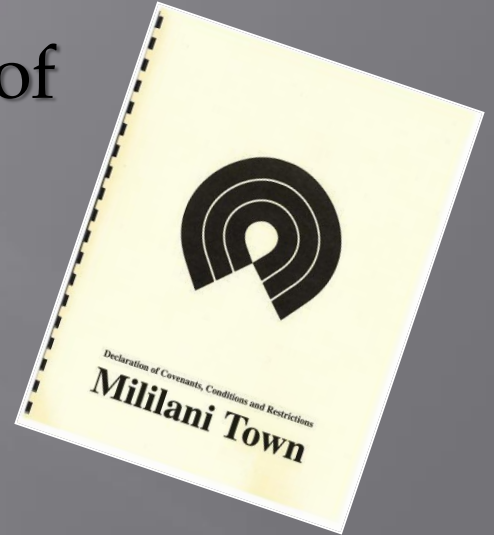
Register Now

# Covenants & Design

- ✓ Enforcement of the Declaration of Covenants, Conditions & Restrictions.

- \*Covenants Specialists

- \*Covenant Inspectors



- ✓ The Design Committee Rules & Guidelines.

- \*Design Committee

- \*Design Specialists



# *Covenants & Design Team*



**Lori Etter**  
**Covenants Specialist**



**Deina Hendrickson**  
**Covenants/Design Specialist**



**Kimmey Silva**  
**Covenants Specialist**



**Anne Gervais**  
**Design Specialist**



**Tricia Balmilero**  
**Member Relations**  
**Administrative Assistant**

# Common Applications



**Basic Rule of Thumb is anything EXTERIOR will probably need an MTA Approval**

# Design Committee Rules

# October 2018

(Rules are subject to change. View updates on website or in monthly 'Millani News'.)

[illegible][illegible]

### BENEFITS

**Highest Efficiency**  
Panel efficiency of 19.3% is the highest commercially available

**More Power**  
SunPower 315 delivers 50% more power per unit area than conventional solar panels and 100% more than thin film solar panels

**Reduces Installation Cost**  
More power per panel means fewer panels per install. This saves both time and money

**Reliable and Robust Design**  
Power materials, tempered front glass, and a sturdy anodized frame allow panel to operate reliably in multiple mounting configurations

SPR315E-WHT

## 315 SOLAR PANEL

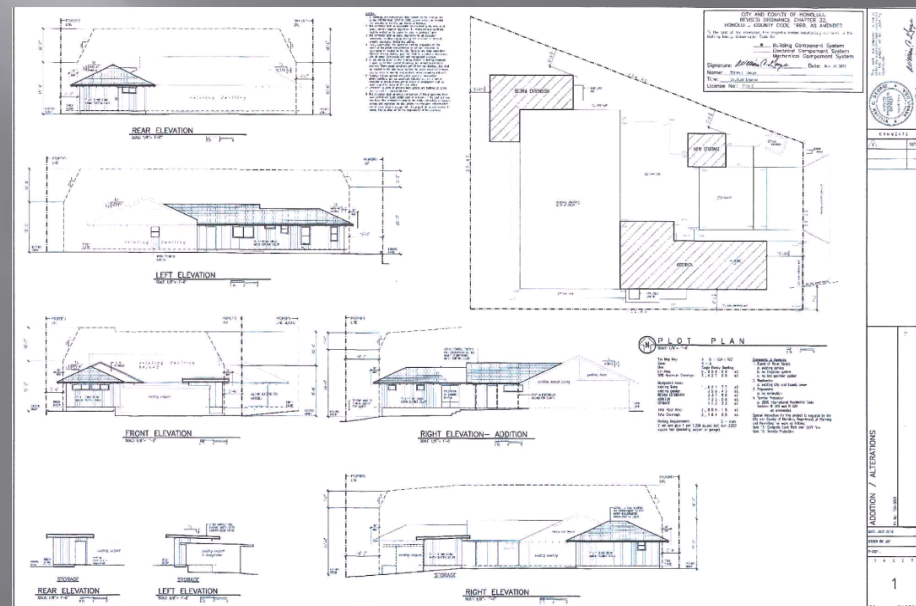
EXCEPTIONAL EFFICIENCY AND PERFORMANCE

The SunPower 315 Solar Panel provides today's highest efficiency and performance. Utilizing 96 next generation SunPower all-back contact solar cells, the SunPower 315 delivers an unprecedented total panel conversion efficiency of 19.3%. The 315 panel's reduced voltage-temperature coefficient and exceptional lowlight performance attributes provide outstanding energy delivery per peak power watt.

**SunPower's High Efficiency Advantage - Up to Twice the Power**

Comparable systems covering 1000 sq. ft. / 92,730 ft<sup>2</sup>

	Thin Film	Commercial	SunPower
Watt / Panel	45	165	315
Efficiency	9.0%	12.0%	19.3%
Watt	90	160	315



# Covenants Monthly Map

## Published in the MTA Newsletter monthly

### COVENANTS & DESIGN

#### HOLIDAY LIGHTS AND DECORATIONS



As a reminder during this holiday season, the Mililani Town Association Design Committee Rules have specific guidelines for the use of holiday lights and holiday decorations.

MTA Design Committee Rule #21.0 states:  
House Decorations: In general, tacked-on house decorations shall not be approved. Decorations for holidays or special occasions are exempt and need no approval, provided they are not constructed or applied sooner than 30 days before the event and are removed within 15 days after the event.

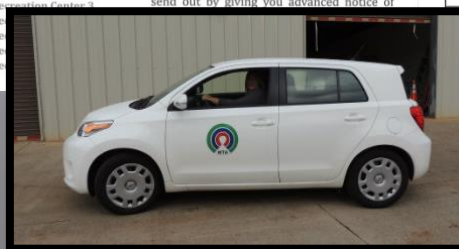


#### DECEMBER COVENANTS INSPECTION MAP

#### DECEMBER HERBICIDE SCHEDULE

Mililani Town Association will be spraying weed killer in the following public areas this month:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Lanikuhana between Meheula and Kuahelani, Corner Kam Hwy and Meheula	2 Meheula between Makaikai and Kaapeha, Meheula between Lehiwa and Ahulili	3 Corner Kam Hwy and Lanikuhana, Lanikuhana between Kam Hwy and District Park	4 Meheula between Lehiwa and Ahulili, Ahulili both sides	5 Meheula between Ahulili and Koolani
8 Meheula between Koolani and Ahulili	9 Meheula between Ahulili and Lehiwa	10 Kapanoe between Meheula and End of Kapanoe both sides	11 Meheula between Kapanoe and Lehiwa	12 Meheula between Lehiwa and Ahokele
15 Ahokele both sides, Anuanu	16 Kuaoa between Meheula and Anuanu both sides	17 Koolani between Meheula and Hoolu	18 Hoolu both sides, Koolani between Hoolu and Ukuwai	19 Ukuwai between Koolani and Kelakela
22 Ukuwai between Kelakela and Koolani	23 Ukuwai between Koolani and Mauka District, both sides	24 Ukuwai Park	25 Holiday	26 Ukuwai Park
	30 Kuaoa between Meheula and Papeae	31 Kuaoa between Middle School and Ike Elem, Meheula between Kuaoa and Lehiwa		



# Common Violations



*Overgrown Yards*



*Yard Storage*



*Disabled Vehicle*



*Carport Storage*



Mililani Town Association  
95-303 Kaloapau Street  
Mililani Town, HI 96789  
Phone (808) 623-7300

February 22, 2017

JOHN DOE  
JANE DOE  
1234 LANIKUHANA AVE  
MILILANI, HI 96789-1816

Dear JOHN AND JANE DOE:

Thank you for making Mililani and its community the place of your homeownership. Owning a home within Mililani offers many advantages to homeowners, and at the same time, homeownership imposes some obligation on homeowners, including compliance with restrictive covenants and rules. These restrictive covenants and rules are for the purpose of protecting and enhancing property values for all owners.

The Mililani Town Association (MTA) is required by Article V, Section 5.05 and Article VII, Section 7.02 of the Mililani Town Declaration of Covenants, Conditions and Restrictions (DCC&R) to enforce restrictions affecting the appearance, use and maintenance of all residential properties in Mililani Town.

On February 22, 2017, it was noted that the landscaping on your property is overgrown. This is in reference to your curb-line strip areas which are weeded, and the branches of your hedges that are protruding into the sidewalk space area adjacent to your property. This is in violation of Article III, Section 3.02 (d) of the DCC&R and Design Committee Rule #42. These rules provide that landscaped areas are maintained in good and clean condition.

Therefore, please trim the ground cover in the overgrown areas within the next 30 days so that your property is in compliance with MTA documents.

Should you have a question or wish to discuss this matter, please contact me at (808)623-7300 anytime during normal business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday, or by email at [someone@mililanitown.org](mailto:someone@mililanitown.org). Thank you for having this matter attended to as quickly and amicably as possible.

Sincerely,

Covenants Person  
Covenants Specialist



***We know it is natural to get angry and want to yell at us...***



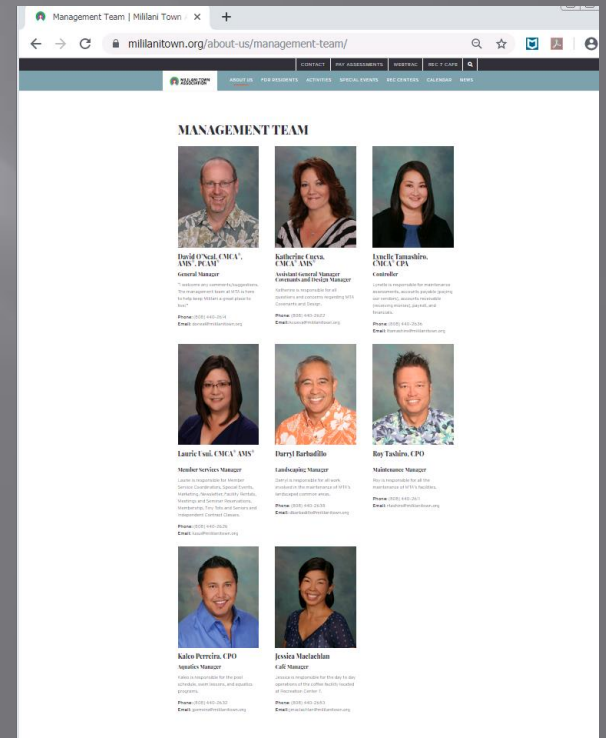
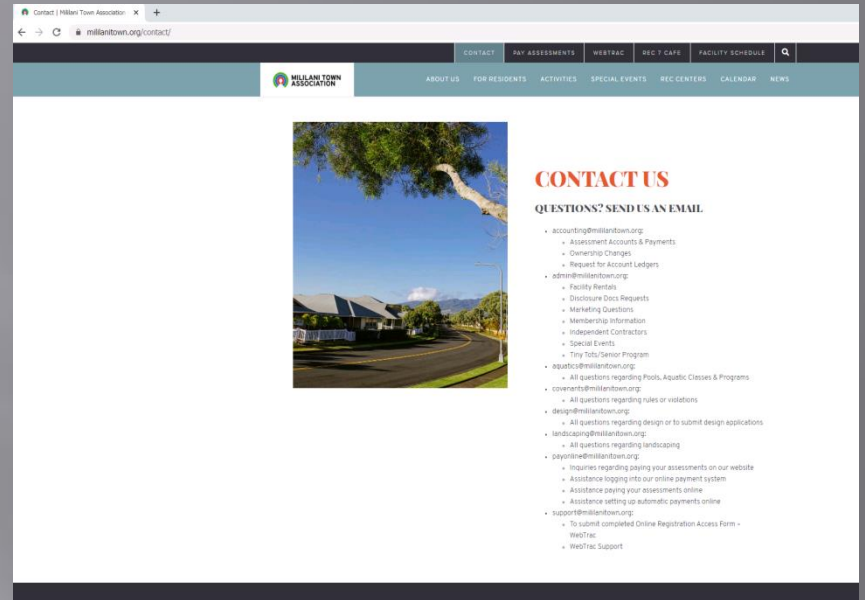
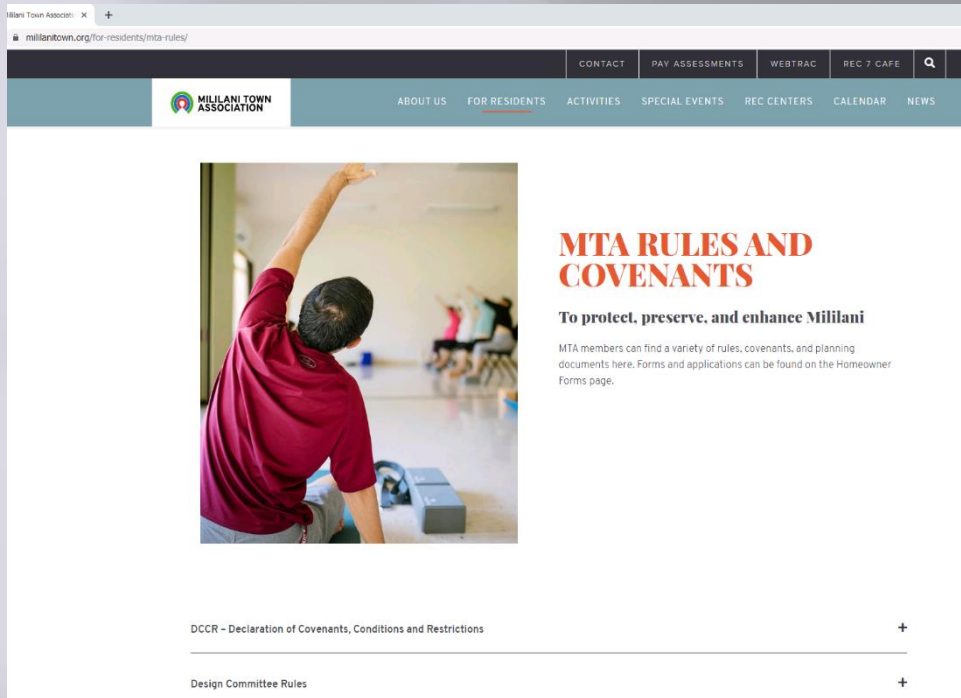
***So when you receive a letter...***

***But we promise we will work with you and help you through the process.***

# *Yard of the Quarter*

- ✓ Selected by Covenants quarterly and voted on by a special panel of judges
- ✓ All nominated properties are shown in our newsletter and on our website
- ✓ Winner receives a cash prize from the sponsor company
- ✓ Winner is featured in our MTA Newsletter and Website





\*To review our documents go to [www.mililantown.org](http://www.mililantown.org) under the For Residents tab and Rules and Covenants.

\*To send an email directly to any departments of the Association, go to the Contact tab and click the email address and you can send it directly to them. Or you can go to the About Us tab and under the Management Team selection, you can get our direct phone numbers and email addresses to contact when you are ready.

# *Common Area*

## Landscaping



# Common Area



## MTA IS RESPONSIBLE FOR

- ✓ All MTA owned parcels
- ✓ Sidewalks owned by MTA
- ✓ Landscaping inside of sidewalks
- ✓ Median hedges and turf



# *Common Area*

## Homeowner's Responsibility



Homeowner property including curb line

# *Common Area*

## City and County's Responsibility



- ✓ Trees within medians and curb lines
- ✓ City and County sidewalks
- ✓ City and County streets
- ✓ Urban Forestry 808 971-9751

# *Maintenance*

## **Our maintenance crew consists of 11 team members**

- ✓ The crew is responsible for the maintenance of the MTA Recreation Centers, pools, Administrative Building, warehouse, and equipment.
- ✓ Each Recreation Center is assigned one employee who is responsible for the daily upkeep.
- ✓ Two employees work nights and weekends to ensure the facilities are cleaned and ready for our patrons to use and enjoy.







*Rec* 7   
**CAFÉ**  
weekdays 7am-8pm • weekends 8am-8pm

The Rec. 7 Café, located in Mililani Mauka Recreation Center 7, opened in October 2014. Owned and operated by MTA but proudly serving Starbucks beverages. Rec. 7 Café is another great amenity for Mililani residents!

# Rec 7 Café Hours:

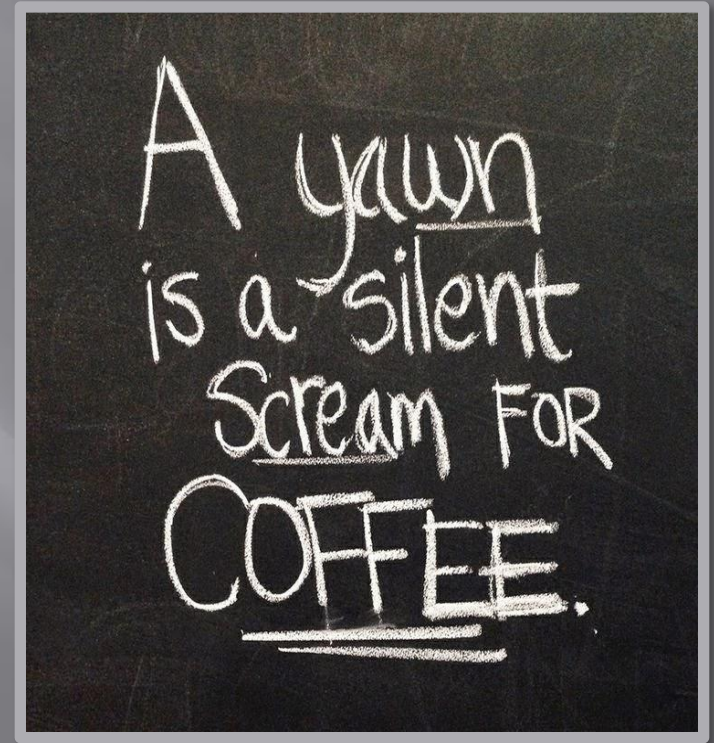
95-1333 Lehiwa Drive

Open

Sun-Thurs: 7am – 7pm

Fri & Sat: 7am – 8pm

\* See facility schedule for closures and holiday hours



*Assortment of pastries  
delivered 2-3 times a week, and grab 'n go food and snacks*





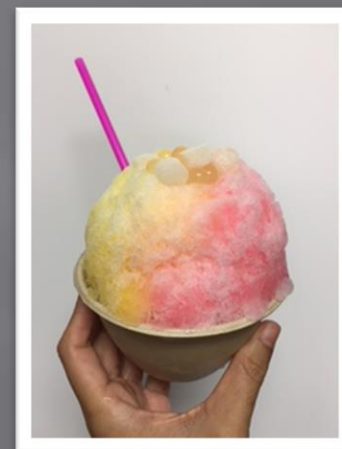
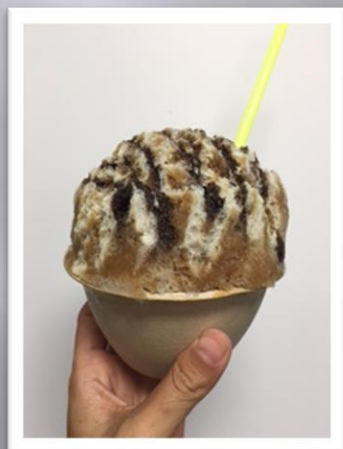
# SHAVE ICE

**Keiki - \$2.50**

**Small - \$3.50**

**Large - \$4.00**

Add on items like  
Ice Cream, Azuki Beans, mochi,  
condensed milk, and li hing powder  
available as well!

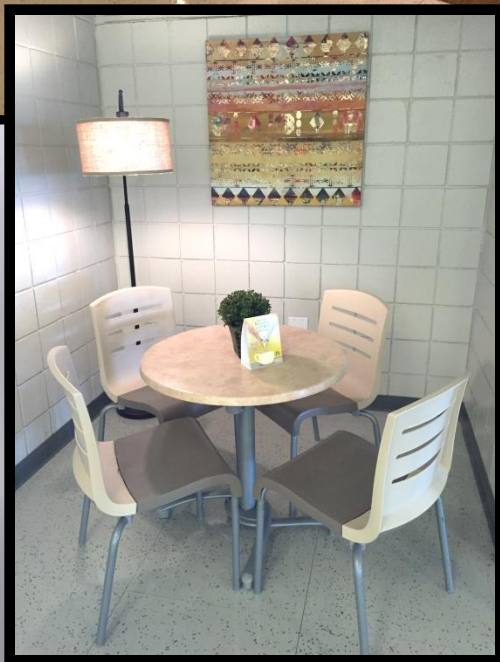
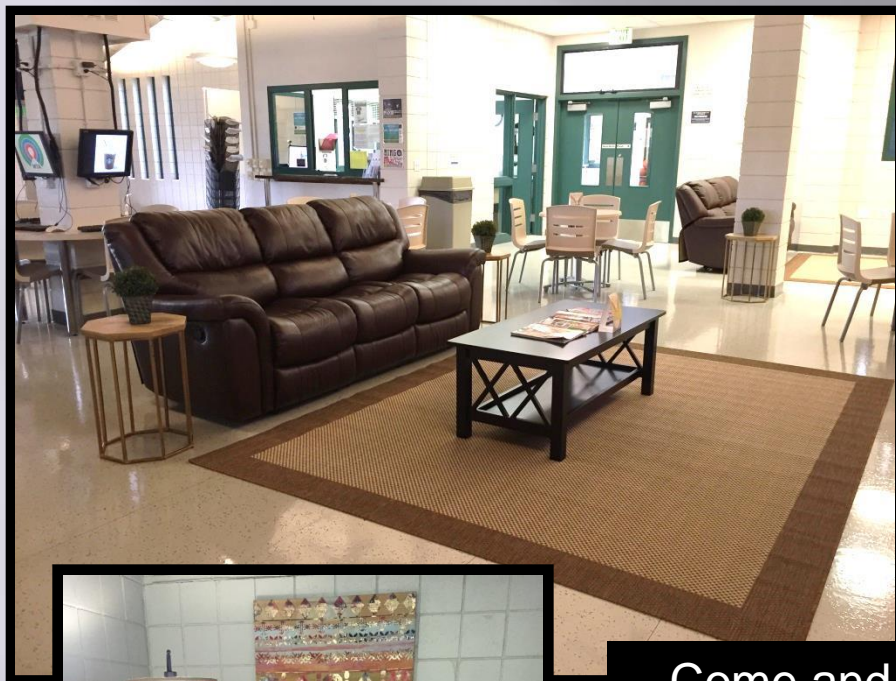




**Ice cream sandwiches  
and  
Sundae cones also  
available!**

**Ice Cream, Sorbet and  
Sherberts in a variety of  
flavors!**

**Try adding it into your  
shave ice for an extra  
special treat!**

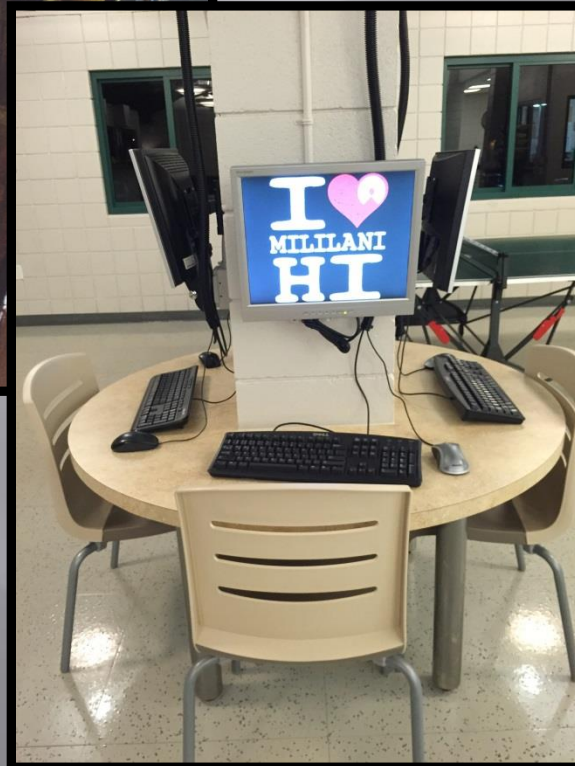


Come and relax  
with a book or  
magazine from the  
lending library,  
watch your favorite  
family appropriate  
television show, or  
just sit and chat  
with a friend.





Bring your own laptop or tablet and jump on our **FREE WiFi** the next time you need to study or get some work done. Or feel free to use one of our 13 computers for free as well!





# Loyalty Program

One **FREE** drink or pastry of your choice after 10 visits!



## Easy to Sign Up!

- Name
- Email address

**No punch cards or app to open, just tell us your name when you order!**



@rec7cafe



Call in your order so we can  
jump start your order!

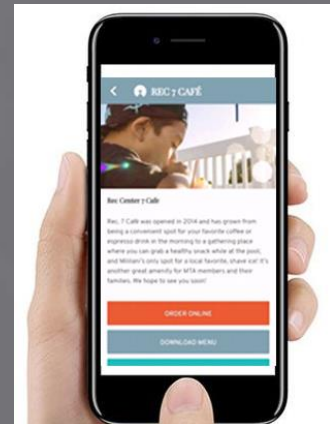
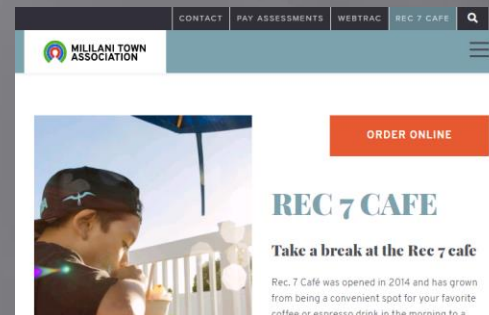
808-440-2609

Order and pay online so all you have  
to do is pick up your order!

[www.rec7cafe.mynocrsilver.com](http://www.rec7cafe.mynocrsilver.com)



Links to our online ordering  
website and Instagram found  
on the MTA website and app!





*Come Visit us Soon!*

# Aquatics & Safety

Check the website for updated class information

- ✓ Lifeguards, Swim, Water Aerobics Instructors, & Safety Program

## Learn to Swim

- ✓ Pre School – Level 6
- ✓ Tuesday/Thursday at Rec 2
- ✓ Saturday/Sundays or just Saturday or just Sunday at Rec 7
- ✓ Swim Registration: Online  
[www.mililantown.org](http://www.mililantown.org)
- ✓ Download App. WebTrac



# Aquatics

## Water Aerobics

- ✓ Two types of classes:
  - \*Low Impact/Muscle Toning
  - \*High Impact/Cardio Workout

Check the website for updated class information



# *Aquatics*

**Check the website for updated class information**

## Special Needs Program

- ✓ Children who are diagnosed on the autism spectrum or who have any disorders.
- ✓ 1 on 1 with an instructor for 30 minutes



# *Additional Aquatics Programs*

Check the website for updated class information

- ✓ Lifeguarding
- ✓ Community CPR
- ✓ Junior Masters Program  
(noncompetitive swim team)
- ✓ Adult Learn to Swim Class
- ✓ One-on-One swim Lessons
- ✓ Parent Aid



# Waterslide at Rec 1





# SPLASH PARK

## HOURS OF OPERATION:

Daily : 7am – 7pm \*\*

\*\* except Fridays, 12pm – 7pm

Don't forget to check in and get your wristband!

**\*\* check the website for updated facility schedule.**

# 7 Recreation Centers



*Rec 1- Pool and Facility*



*Rec 2 – Pool Party*



*Rec 3 – Pool and Facility*



*Rec 4- Pool Party*



*Rec 5- Facility*



*Rec 6- Pool and Facility*



*Rec 7*

# AMENITIES

## MTA FACILITY AMENITIES & FEATURES

Please visit [www.millilitown.org](http://www.millilitown.org) for more information

Rec Center	Business Office	Hall Rental	Pool Rental	BBQ Pavilion Rental	Free Wi-Fi	Tennis/ Pickleball Courts	Basketball Court	Volleyball Court	Swimming Pool	Kiddie Pool	Waterslide	Handicap Accessible Pool	Jet Spa	Picnic Area	Playground	Ping Pong	Internet Café	Indoor Seating & Game Room
1		●	●		●				●	●	●		●	●				
2		●	●		●		Outdoor		Heated Saline	●				●	●	●		
3	●	●	●		●	●			Saline							●		
4			●		●				●	●					NEW! Splash Park			
5		●			●													
6		●	●		●				●			Handicap Lift	●					
7	●			●	●		Indoor	Indoor	Heated Saline	●		Walk-In Ramp	●		●	●	●	●

# *MTA Business Offices*

## **ADMINISTRATIVE OFFICE**

95-303 Kaloapau Street, Mililani, HI 96789

Tel: 808-623-7300 / Fax: 808-623-3474

8:00am to 4:30pm

Closed Weekends and Holidays

## **REC CENTER 3 BUSINESS OFFICE**

95-281 Kaloapau Street, Mililani, HI 96789

Tel: 808-440-2603

Daily 7:00am – 9:00pm

## **REC CENTER 7 BUSINESS OFFICE**

95-1333 Lehiwa Drive, Mililani Mauka, HI 96879

Tel: 808-440-2608

Daily 7:00am – 7:00pm

- Submit applications
- Submit forms
- Purchase consolidated  
\$8.50 Movie Tickets

# Recreation Center 7 BBQ Pavilions



RENTAL FEE: \$50/pavilion  
MAXIMUM CAPACITY: 12 people  
Sun-Thurs: 10am – 2pm  
3pm – 7pm  
  
Fri & Sat: 10am – 2pm  
4pm – 8pm



**Check the website for updated reservation information**



# MTA ID Cards

## **ONE MEMBER CARD PER HOUSEHOLD:**

Only one member card is needed for the entire household  
No picture on the member card ; no expiration date on card

## **COST:**

\$6.50 per year, for the whole household  
Renewal fee: \$5.00 (no new card is needed)  
Replacement or extra card: \$2.00 per card  
Family members may take a picture of the barcode to use at the rec centers, in lieu of purchasing an extra card.

## **GUEST POLICY:**

Guests will be required to have a Guest Pass, good for one day only, with a fee of \$10 per pass  
(per individual)



# Owner Membership Info

**Mililani Town Association**  
**OWNERS MEMBERSHIP INFORMATION**

MTA Property Address \_\_\_\_\_ Acct # \_\_\_\_\_  
Home Ph. \_\_\_\_\_

Owner	Birthdate Req'd	Cell Ph#	Work Ph#
1. _____	____/____/____	( ) - ( ) - ( )	( ) - ( ) - ( )
2. _____	____/____/____	( ) - ( ) - ( )	( ) - ( ) - ( )
1. Email Address: _____		2. Email Address: _____	

INITIAL

The below individuals must be a permanent resident living at the above listed MTA property address. Proof of residency at the MTA property address may be required. Temporary residency is determined to be a "Houseguest" (See "Mililani Town Rules" Sec. B).

Owners shall be liable for any loss or injury caused to MTA by their houseguest or household member in connection with the use of recreational facilities owned by MTA including but not limited to property damage or personal injury. By requesting the above individuals be listed on this "Owners Membership Information" form, the Owner is authorizing said individual(s) to obtain a MTA Membership I.D. Card to use the MTA recreational facilities and thus assumes liability for the actions of such individual(s). The undersigned owner(s) represents that he/she is authorized to accept the terms hereof on behalf of all persons with an ownership interest in the property.

Must comply with all City and County of Honolulu ordinances pertaining to occupancy.

Household Member			Birthdate Req'd	Mark One
First Name	M.I.	Last Name	____/____/____	
			____/____/____	<input type="checkbox"/> Add <input type="checkbox"/> Delete
			____/____/____	<input type="checkbox"/> Add <input type="checkbox"/> Delete
			____/____/____	<input type="checkbox"/> Add <input type="checkbox"/> Delete
			____/____/____	<input type="checkbox"/> Add <input type="checkbox"/> Delete
			____/____/____	<input type="checkbox"/> Add <input type="checkbox"/> Delete
			____/____/____	<input type="checkbox"/> Add <input type="checkbox"/> Delete
			____/____/____	<input type="checkbox"/> Add <input type="checkbox"/> Delete

I have read the above provision and agree to the terms.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_ Witnessed By MTA Staff \_\_\_\_\_ Date \_\_\_\_\_  
Entered into MTA Membership database by staff member \_\_\_\_\_ Date \_\_\_\_\_

**NOTARIZATION** (required if not being submitted by Owner in person)

State of \_\_\_\_\_  
County of \_\_\_\_\_  
On this \_\_\_\_\_ day of \_\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument and acknowledged that \_\_\_\_\_ executed the same as \_\_\_\_\_ free act and deed.

\_\_\_\_\_  
Notary Signature Commission Expires: \_\_\_\_\_

(Seal)

Doc. Date: \_\_\_\_\_ # of pages: \_\_\_\_\_  
Notary Name: \_\_\_\_\_ Circuit \_\_\_\_\_  
Doc. Description: \_\_\_\_\_  
\_\_\_\_\_  
Notary Signature Date \_\_\_\_\_  
Commission expires on: \_\_\_\_\_ (Seal)

\*\*Allow 5 business days for processing\*\*

Revised 8/1/17

As new homeowners, only the owners are listed on your account. If you would like to add your household members, please fill this Owner Membership Information form and turn it in to one of our Business Offices!

## SPECIAL EVENTS



Bingo  
Craft Fairs  
Easter Egg Hunt  
Keiki Fair  
Live at MTA  
Movie by the Pool (tba)  
Mini Workshops  
Senior Fair  
Holiday Events



These are a few of our Special Events.  
**Check our website for updated  
Information!!**



Please fill out the Online Registration Access form to gain access to WebTrac.

WebTrac is our online reservation software:

- Reserve Pickleball, Tennis Courts
- Reserve Lap Lanes
- Facility Reservations for parties
- Register for MTA Programs
- ( example: Swim classes, Tiny Tots)
- Purchase Events Tickets
- You may find this form in the New Homeowner Packet or online



**ONLINE REGISTRATION ACCESS FORM**

NAME (PRIMARY Head of Household): \_\_\_\_\_  
Only the primary household member will be accepted.

Property Address \_\_\_\_\_

Email Address \_\_\_\_\_  
Only one email per household

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PHONE \_\_\_\_\_

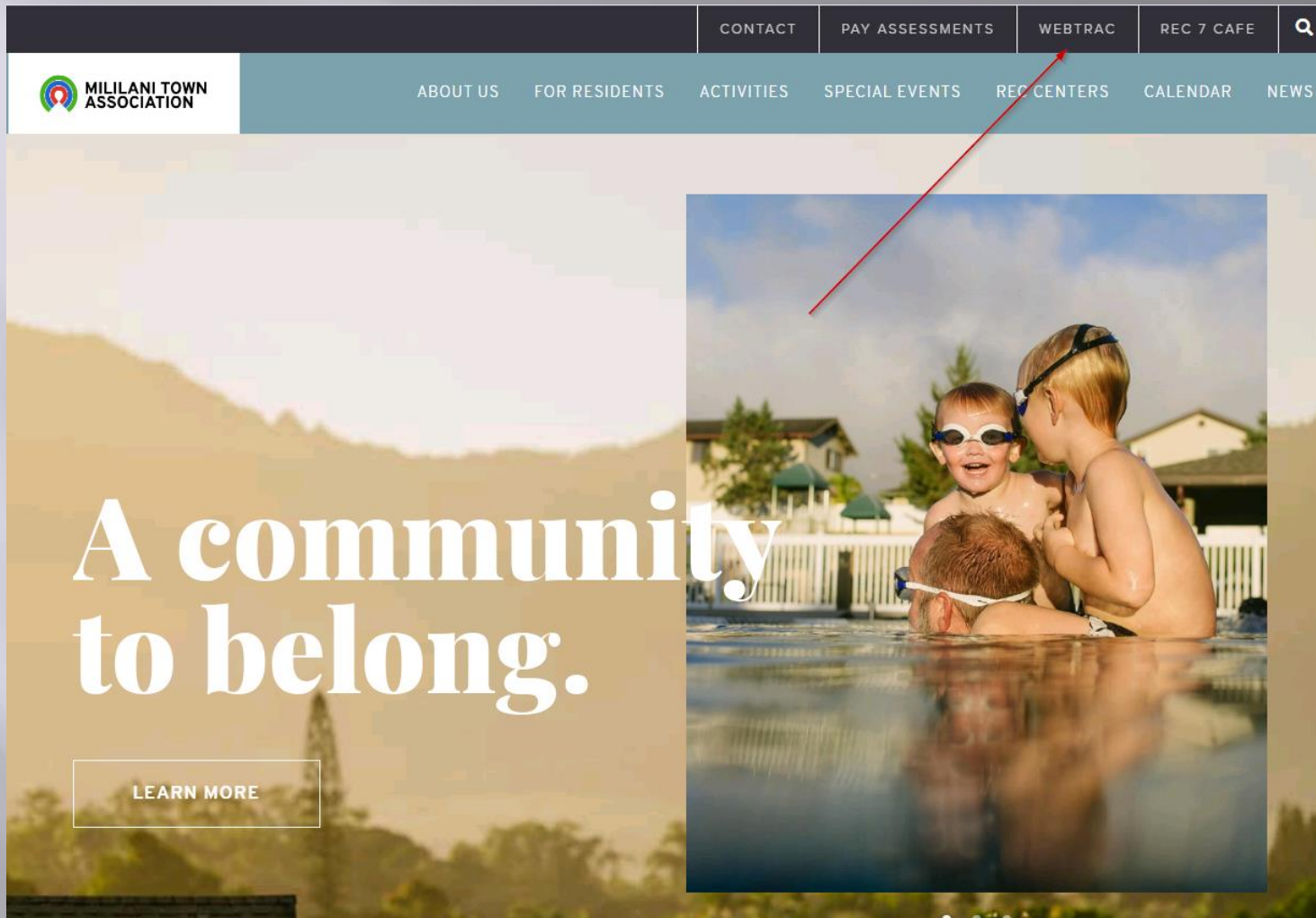
STAFF INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

MAIL Mililani Town Association  
95-303 Kaloapau Street  
Mililani, Hawaii 96789  
Attention: IT Department

DROP OFF Admin Office  
Recreation Center 3 or 7 Business Office

EMAIL [support@mililanitown.org](mailto:support@mililanitown.org)

FAX 808-623-3474



**WEBTRAC : Online Registration Software**

## Member Login

Username:

Password:

[Sign In](#)

[Reset](#)

[Forgot your password? Click Here](#)

## Quick Links

[Browse Facility Reservations](#)

[Browse Activities](#)

[Browse Certifications](#)

[WebTrac Access Form](#)

[Return to MTA Site](#)

## Current Newsletter



## Reservation Cheatsheet

# Reservation Cheatsheet

## Water Aerobics



## Aquatics-Programs



## Special Events-Tickets



## Reservations

# Reservations

## Tiny Tots

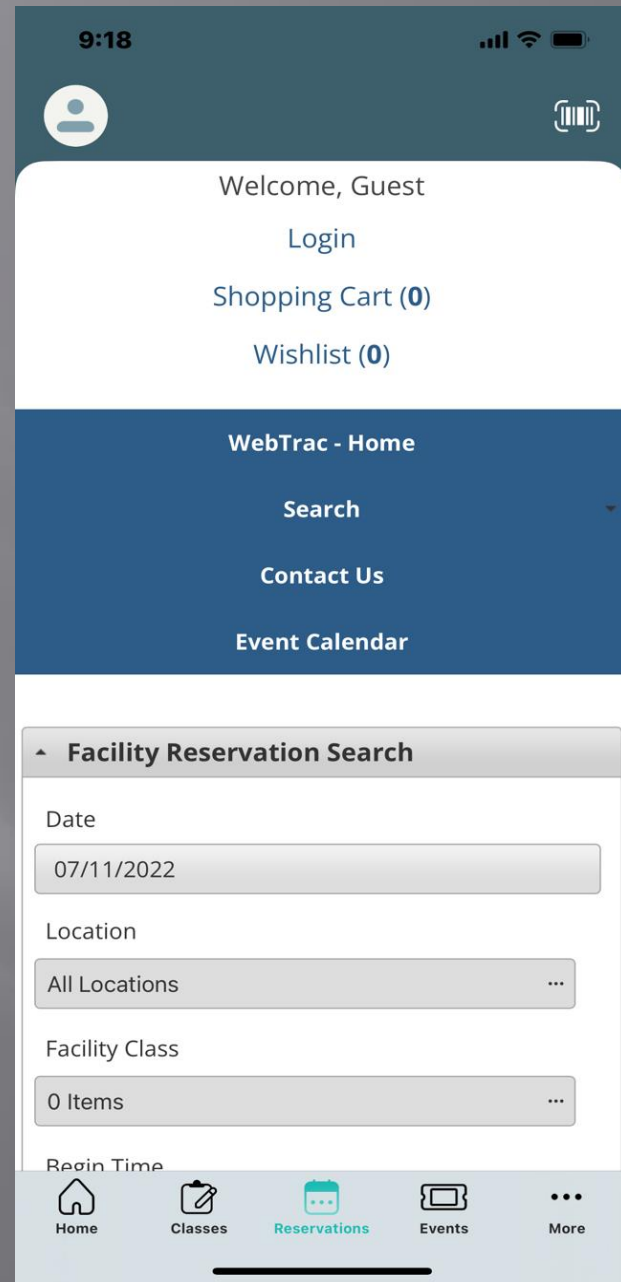
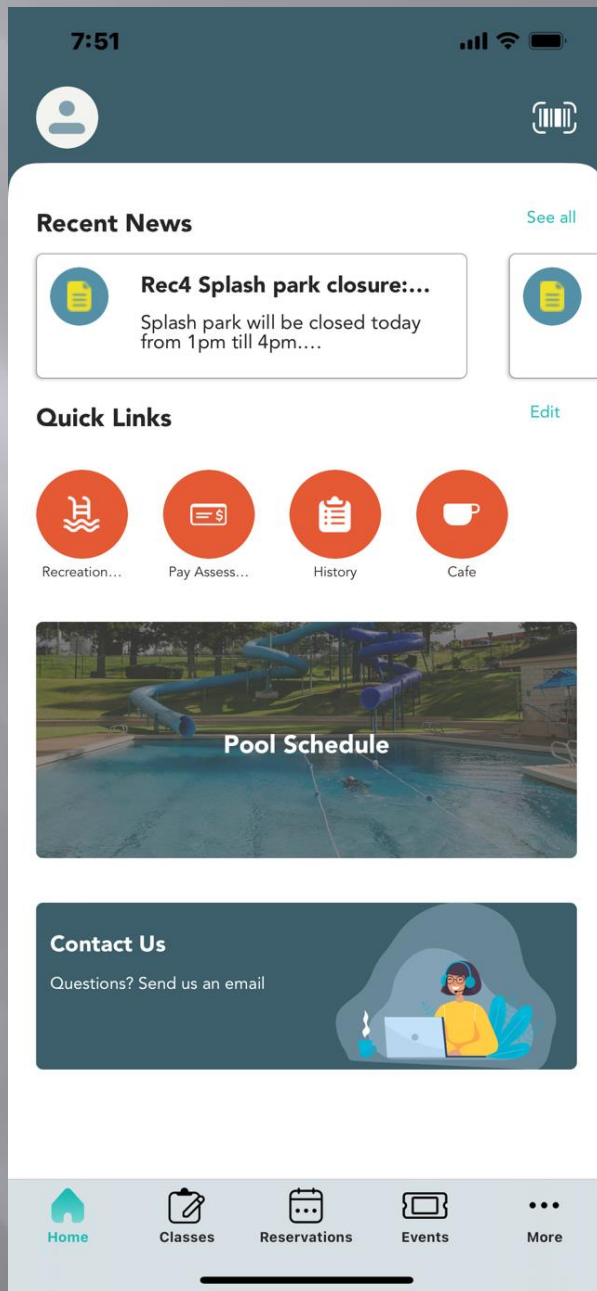


## Kids Learn To Swim



## Womens Exercise





# *Stay informed!*

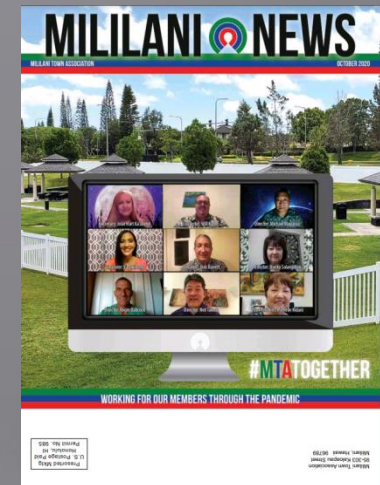
## MILILANI NEWS

contact info – meetings – events

assessments – covenant maps - seminars

classes – jobs – services – facility schedules

important information – special messages



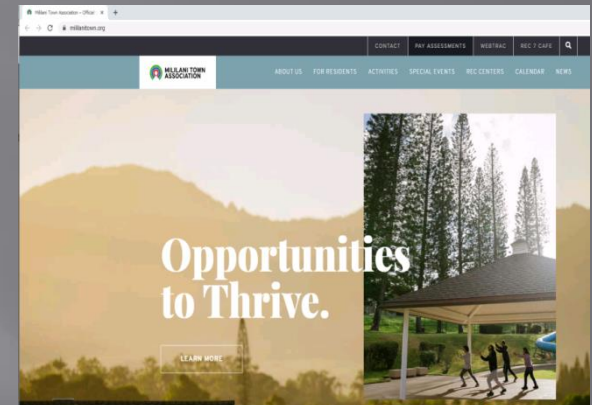
## WEBSITE [www.mililanitown.org](http://www.mililanitown.org)

events – classes – assessment payments

newsletter archives – contact information

rec centers – café – ID card info – rules – forms

latest news



## MTA APP

push notifications – updates – webtrac – purchase tickets

activity signups – event information – assessment payments



# *MTA New Homeowner Packet*

- List of Board of Directors
- Sure Pay Form
- Owner Membership Information Form
- Design Committee Application Form
- Mililani Town Rules
- Mauka and Makai Street Maps
- Online Registration Access Form
- City and County Honolulu : Do you Need a Building Permit
- Copy of latest Newsletter

# *Mililani Town Association*



*We are here to help!*

*808-623-7300*