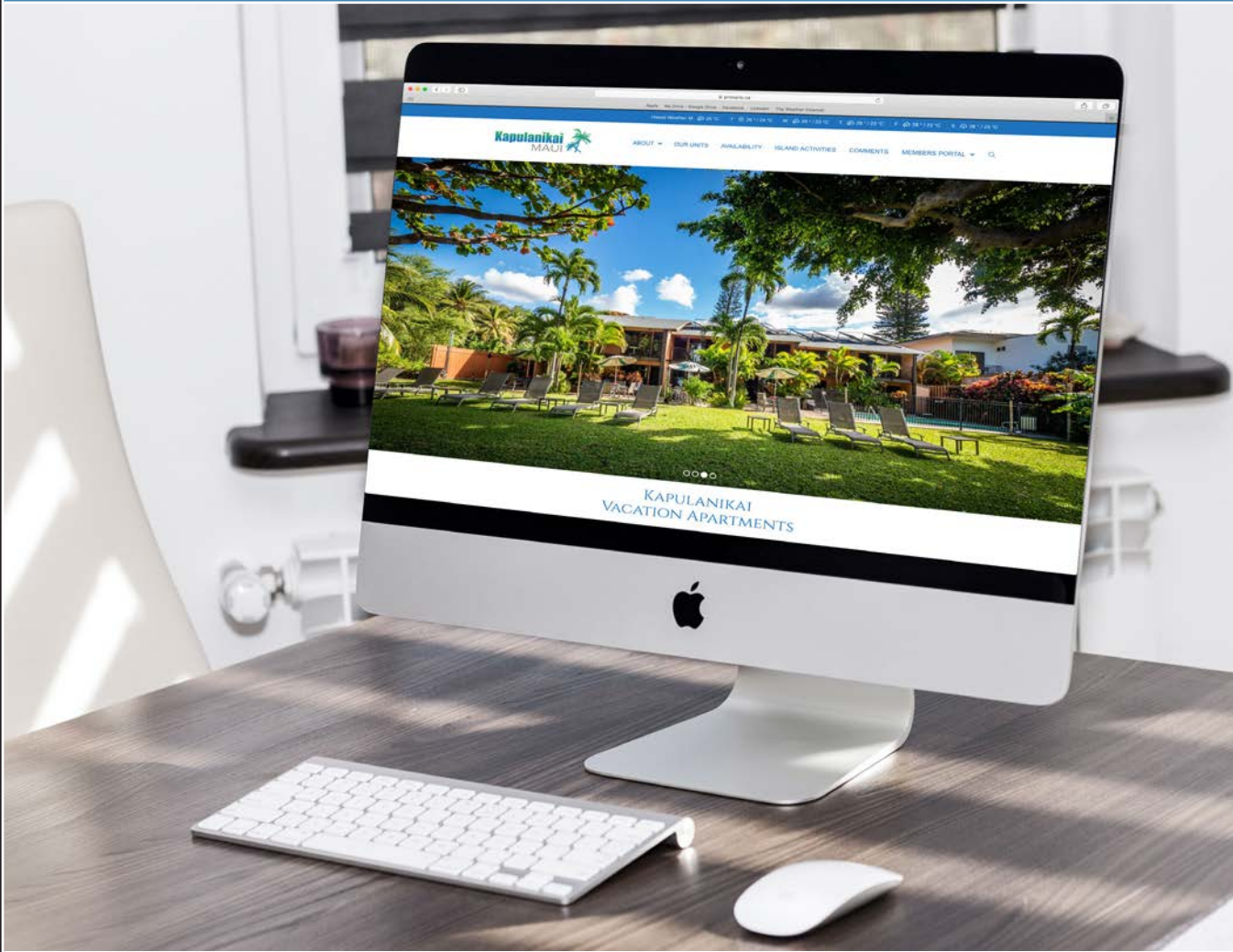


KAPULANIKAI HAS GONE ONLINE!



OVER 40 YEARS OF CONNECTING FAMILIES
AND MAKING MEMORIES



KAPULANIKAI HAS GONE ONLINE!

As Brigitte indicated in the year end newsletter, she will no longer be handling the reservations for Caloha Recreation beginning with Year 45. We thank her for all the years she has handled this role with both proficiency and tact, however we now must move in a new direction.

We are launching a new public website complete with a shareholder portal, go to Kapulanikai.ca to view. We are particularly proud of the tag line “Over 40 plus years of connecting families and making memories”. That certainly sums up what Kapulanikai means for many of us.

I think we can all agree that the photos are spectacular and showcase the beauty and tranquility of our little “piece of paradise”. A special thanks to “photographer extraordinaire” Caloha Board Director, Steve Speer for his amazing photos and design. Steve has volunteered countless hours and has delivered both a stunning and functional website. A shout out to Steve Lawrence for his vision and customized programming skills in bringing everything together.

We believe the visual appeal of the new website will be valuable to anyone wishing to advertise their share for sale or post their time period for rent. Please check out the different tabs and scroll through each page. Under the Island Activities tab there are links to annual events and attractions as well as some helpful websites for first time visitors. Take notice of the “Availability” page which can be filtered by either **Rentals**, shareholder

postings of time periods offered for rent or for **Purchases**, shareholder posting of shares posted for sale. The rentals are sorted by Time Period Dates within Seasons/Years. It is possible to view two Seasons/Years at any given time. Also, worth noting is that emails and contact information is hidden from view thereby assuring privacy of shareholders when posting their time period for rent or share for sale. If someone wishes to inquire about a rental or share purchase a click on the contact button will generate an email to the corresponding shareholder lister and communication reply is at the discretion of the posting shareholder. All tabs are accessible for public view with the exception of the Members Portal. The new Member Portal is where shareholders will now be able to manage their own shares including the generation of time period Occupancy Permits.

For access to the Members portal click on the tab at the top right-hand corner of the Kapulanikai home page select login from the drop down options this will take you to the Members Portal home screen. Enter the email address that was used to forward this website documentation and click on forgot password. You will be instructed on the screen to reset your password, resetting your password will give you access to the Member Portal dashboard.

[Send Password Reset Link](#)



On the top right hand corner of the screen you will see a circle with your initials. Please click EDIT Profile and make any changes required to update your information.

Shareholders are responsible for keeping their contact information up to date and current, especially your email address, as that will be the preferred way of communicating going forward. Please note the Shareholder Name cannot be changed until proper share transfer documentation has been completed or provided. If you forget your password, you will now be able to reset on the login in screen rather than contacting APlus, which was the procedure in the past.

We tried our best to bring across the postings from the old website for Yr 45, PLEASE, review postings and cancel or update your posts. If you wish to make changes, you will need to cancel listing and re-post via the Dashboard /Manage screens.



SHARE #1010 \$ Sell Share

FEES/DUES

TYPE	AMOUNT	
Assessment Fee Season:44	\$1650.00	Paid
Assessment Fee Season:45	\$1650.00	Due

PERMIT(S)

Unit: #2 Season: #45
Sep 12, 2020 to Sep 26, 2020 Manage

On the DASHBOARD screen you will see a separate box for each share you own. Each share must be managed individually. You will need to fill out the Occupancy Permit separately for each share. You will also see if your Assessment payment has been processed. If it shows DUE and you have made your payment it just may be that the Accountant has not updated the file. Check back in a few days, as the countdown indicates, you do not have to complete your Occupancy Permit until 21 days prior to your arrival so unless you are in the first time periods in the new season/year you will have ample time to complete prior to your arrival. It is a good practice to complete your Occupancy Permit once you have booked your flight.

21 days prior to your first day of stay,
this form must be completed.
You have **33 days left** to fill out the form.

TIME PERIOD OCCUPANCY WEEKS 1 & 2



You are able to split your Time Period into 1 week blocks, a \$200. cleaning fee will be invoiced to the Shareholder for the additional clean. Complete each Permit individually, the same as instructed below.

Split Time Period ×

If you choose to split your Time Period, you will divide your Time Period into 2 weeks, Week 1 and Week 2
You may occupy Week 1 and Week 2, or you may choose to list each week for rent or trade
If you split your Time Period, there is a mandatory cleaning scheduled for the end of the first week. A \$200 fee will be assessed.

I agree to pay the \$200 cleaning fee

CLOSE SAVE CHANGES

If you change your mind, you can unsplit your time by using the unsplit button which will reset your Permit back to the original view and reverse the cleaning fee.



Un-Split Time Period ×

If you choose to un-split your Time Period, you will revert your time period back to a 2 week period
Your cleaning charges will be reversed.
Any listings or RCI options will be removed.
Any changes to your week 1 listing will be removed.

I understand, un-split this period!

SECTION A	SEASON	45
	SHARE	5003
	START DATE	2021-07-03
	END DATE	2021-07-17
	UNIT #	3
	SHAREHOLDER	Caloha Recreation Company 600-900 6th Ave SW Calgary, AB (403) 313-0411

Section A is auto filled with Data from the Grid and **CANNOT** be modified. It lists your assigned Unit # and Dates for a particular Season/Year.

Rent

SECTION B	Rent RCI Use
	<p>If you choose to list for rent your Time Period, interested parties may contact you to rent your occupancy period. Indicate your desired price and any notes you wish to pass along in your listing. To protect your privacy, please do not add any personal information such as telephone and email addresses</p>
	<p>PRICE * \$ <input style="width: 80%; border: none; border-bottom: 1px solid #ccc;" type="text"/></p> <p>NOTES</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
	SUBMIT FORM

You can click on Manage (even if your dues have not been paid) and list your Unit “For Rent”. Once you submit, your rental information will display on the listings page in the correct season/year and time period.

After you have agreed to rent to a specific individual, as the share owner, you must then go back to the Dashboard and Manage your time period. Cancel the rental and IF the dues are now paid, complete the renting occupant's information.

Whether you are using your time period personally or renting to guests, you must complete the Occupancy Permit information.

THE SHARE OWNER IS THE ONLY ONE THAT CAN MANAGE THE SHARE.



If you are an RCI member and your dues have been paid and you wish to bank your time, click the RCI button. Click the check box and fill in your RCI membership number and save. RCI units are rented in one-week blocks. If your two weeks are rented in one week intervals by two separate individuals, a mid-stay cleaning at the end of the first occupancy is always required. The On-Site Manager will track the extra clean and \$200.00 will be billed to the Share owner.


A screenshot of a web interface for managing share time. On the left, a vertical blue bar contains the text "SECTION B". At the top, there are three blue buttons: "Rent", "RCI", and "Use". Below these buttons, there is a "BANK TIME PERIOD" label followed by a small white square checkbox. Underneath that is an "RCI MEMBERSHIP #" label followed by a long white text input field. At the bottom left of the form area is a blue "Save" button.


THE SHARE OWNER IS THE ONLY ONE THAT CAN MANAGE THE SHARE.

[Use](#)

SECTION B

Rent RCI [Use](#)

ARRIVAL DATE mm/dd/2020 

DEPARTURE DATE mm/dd/2020 

Please enter the name of each occupant

PRIMARY OCCUPANT * Jane Doe

EMAIL * Jane@doe.com

CELL # * (403) 123-4567

OCCUPANT 2 John Doe

OCCUPANT 3 Jr Doe

OCCUPANT 4 Missy Doe

BED SIZE King Twin

Save

Fill in the Information and SAVE. Please note that the email should be for the Primary Occupant that will be using the time. SAVE. Your Occupancy Confirmation will be displayed on screen, at this point you can, print, email or edit. If email is requested the Occupancy Permit will be emailed to the Primary Occupant and the share owner. It is possible that the door code could change; it is the shareholder responsibility to double check that you have the current one prior to arrival. The Occupancy Permit will remain online until the last day of your specified time period and can be accessed anytime simply by logging in.

Whether you are using your time period personally or renting to guests, you must complete the Occupancy Permit information.

THE SHARE OWNER IS THE ONLY ONE THAT CAN MANAGE THE SHARE.

73 KAPU PLACE, KIHEI MAUI HI 96753 USA

Gate Code: 1991

Unit: 4

Door Code: 2586

Check-In: 2020-08-29

Departure: 2020-09-12

We ask that you check in at our office, located on the premises, the morning after your arrival by completing the Checkin & Registration form which you will find in your Unit on the dining table and place in the box just outside the office door.

The door to your unit has a digital keypad to lock and unlock your door. Please refer to the instructions below.

Late night arrivals will find flash lights located under the stairwells next to the fire extinguishers. Please make sure you return them to their proper location, so the next person can find them.

Instructions for opening your unit door:

1. Push the "Home" symbol on the keypad located above the door handle.
2. Enter the Code 2586.
3. You will hear the door unlock. You may then turn the handle to open the door.
4. When you exit your unit, press the "Lock" symbol on the keypad to lock your door.
5. Remember your code, you will need it to enter your room. Keys are not provided.

KAPULANIKAI OFFICE TELEPHONE NUMBER IS: (808) 879-1607

EMERGENCY CELL: CALL OR TEXT: (808) 727-0645

[Print Welcome Letter](#)

[Email Permit](#)

[Edit Permit](#)

It is possible that the door code could change; it is the shareholder responsibility to double check that you have the current one prior to arrival.

[Help Desk](#)

If you require website assistance, click on the help button and complete the form and submit.

[LISTINGS](#)

This is a View only screen where you can quickly see if there are any shares for Sale or Rent. The layout is convenient for those that may want to rent another share in their Time Period for family and friends or to add another 2 weeks to your allotted time period and go for a month.

[SEASONS / PERIODS](#)

This is a view only screen that shows the current year grid and the next two grid years. You can use Ctrl F to open a search box and key in your share number to quickly locate your share on the grid. Two years of grids are also displayed on the DASHBOARD screen with your share number hi-lighted.

[\\$ Sell Share](#)

If you wish to list your share for sale, simply click the sell share button. Fill in form and save changes. Your posting will automatically be listed under the Listings page. Your listing will stay on the webpage until you either cancel sale or share sells.

Sell Share

×

If you choose to sell your share, other members may contact you to purchase it. Just list your desired price and any notes you wish to pass along in your listing. To protect your privacy, please do not add any personal information such as telephone and email addresses.

PRICE *

\$

NOTES

* Required Input

[CLOSE](#)

[SAVE CHANGES](#)

