ATTACHMENT TO NOTICE
First Come, First Served Instructions and Information
for Garden Plot Reservations at The Urb

Overview

This guide explains how to reserve a **Garden Plot at The Urb Community Garden on Garden Plot Reservation Day—Thursday, November 19, 2026, 6:00–8:00 p.m. at SoHo Community Center—and how HUAA processes Applications afterward.**

All Hoʻopili residents are also invited to The Urb Grand Opening and 5th Annual Hoʻopili Urban Garden Learning Fair at The Urb on Saturday, November 21, 2026, 8:30–10:30 a.m.

About HUAA: Hoʻopili Urban Agriculture Association ("**HUAA**") manages The Urb Community Garden on behalf of Hoʻopili Community Association ("**HCA**"). HUAA administers the Application and Permit process, assigns garden plots, collects fees and Deposits, maintains waitlists, and enforces the Hoʻopili Community Garden Rules.

Capitalized terms not defined in these Instructions have the meanings given in the Hoʻopili Community Garden Rules, which control.

Hoʻopili Community Garden Application

Download and complete the **Hoʻopili Community Garden Permit Application** and the **Hoʻopili Community Garden Agreement** attached to it (together, the "**Application**"). Review the **Hoʻopili Community Garden Rules** before applying. The Rules govern and control in case of a conflict with these Instructions.

Webpage: www.huaahawaii.org. The Notice, these Instructions, the Application, and the Garden Rules are available there to download.

Available Garden Plots

The Urb has 25 Small Garden Plots (6x8), 28 Large Garden Plots (12x8), and 4 ADA Garden Plots (4x8).

Reservation Day – November 19, 2026, 6:00–8:00 p.m. at SoHo Community Center

On Thursday, November 19, 2026, from 6:00–8:00 p.m. HST, choose one line at SoHo Community Center, 91-1565 Honouliuli Street, Ewa Beach, Hawaii 96706: Small, Large, or ADA. You may line up starting at 5:00 p.m. HST.

Who May Apply

1. To apply, you must: (i) own a dwelling in the Hoʻopili community; (ii) live in it as your principal residence as an owner-occupant (renters/tenants are not eligible); (iii) be at

least eighteen (18) years old; (iv) be in good standing with **HCA**, with no outstanding fees, fines, assessments, or other amounts owed to HCA; and (v) self-certify in the Application that you are in good standing with your AOUO or other community association governing your home, if any. HUAA and HCA do not independently verify AOUO standing. You must be listed as an owner, HUAA will verify ownership and owner-occupancy, and each Co-Gardener must meet these requirements. You may reserve no more than one Garden Plot per registered address.

2. ADA Garden Plots are for persons with a disability requiring such accommodation. They provide the shortest and most accessible route from the community garden entrance and include raised garden beds and concrete borders. If the disability or disability-related need is not readily apparent or known to HUAA, HUAA may request confirmation, such as a disability parking placard.

What to Bring on Reservation Day

Bring your completed Application and non-refundable Application Fee of $21.00 (including GET). When you reach the front of your chosen line, HUAA will offer and reserve an available Garden Plot for you, subject to later verification of your Eligible Resident status. Submit the completed Application and pay only the non-refundable Application Fee to accept the offer. If HUAA cannot verify your status, the reservation will be cancelled and HUAA may offer the Garden Plot to the next applicant.

How Plots Are Assigned

For Reservation Day and the waitlists established on Reservation Day, Small and Large Garden Plots are reserved subject to availability and the 80%/20% allocation ratio. The ratio and separate multi-family/non-multi-family waitlists do not apply after those Reservation Day waitlists are exhausted; Small and Large Garden Plots will then be offered without regard to unit type. ADA Garden Plots are assigned based on disability-related need and are not subject to the 80%/20% allocation ratio.

a. Garden Plots are offered and reserved sequentially (for example, L0001, L0002, or S0001, S0002) when applicants reach the front of the applicable line, subject to later verification. For example, the third applicant in the Small line is offered and reserved S0003, subject to verification.
b. On Reservation Day, Large Garden Plots: 28 total—22 for eligible residents of multi-family units and 6 for eligible residents of non-multi-family units.
c. On Reservation Day, Small Garden Plots: 25 total—20 for eligible residents of multi-family units and 5 for eligible residents of non-multi-family units.

Payment Schedule

All payments must be made by check or money order (NO CASH), payable to "Hoʻopili Urban Agriculture Association" or "HUAA."

Payment	When it's due	Small Plot	Large Plot	ADA Plot
Application Fee (non-refundable)	With your Application on Reservation Day, Thursday, November 19, 2026	$21.00	$21.00	$21.00
Deposit (refundable)	After your eligibility is verified, by Permit Pickup Day, Monday, November 30, 2026	$120.00	$120.00	$120.00
1st Installment (half of the 2027 Annual Membership Fee and Water Fee)	Monday, November 30, 2026	$168.00	$335.50	$115.50
Additional total due by November 30, 2026		**$288.00**	**$455.50**	**$235.50**
2nd Installment (other half of the 2027 fees)	July 1, 2027	$168.00	$335.50	$115.50

All amounts include Hawaii general excise tax, except the Deposit. Pay by check or money order payable to "Hoʻopili Urban Agriculture Association" or "HUAA." No cash. December 2026 garden fees are courtesy of D.R. Horton Hawaii. Starting in 2028, the Annual Membership Fee and Water Fee are paid in two installments, due January 1 and July 1.
This schedule applies to Reservation Day applicants. If you apply after Reservation Day, see "After Reservation Day" below for payment timing and proration.

Permit Pickup Day – Monday, November 30, 2026, 4:00–6:00 p.m., at SoHo Community Center (RESERVATION DAY APPLICANTS ONLY)

By approximately November 24, 2026, HUAA will notify each Reservation Day applicant of eligibility confirmation and the Deposit and first installment amounts due. **Payment is due by Permit Pickup Day, November 30, 2026.** Bring the Deposit and first installment by check or money order (NO CASH). **The Permit will be issued only after those amounts are paid and HUAA confirms the Application.** Also bring the HCA FOB for the Primary Gardener and each Co-Gardener; HCA will verify each FOB against HCA's records, and verified FOBs will be programmed for garden access beginning December 1**,** 2026 (or, for later Permits, when the Permit becomes effective). Prior to Permit Pickup Day, a Gardener who does not already have an HCA FOB must obtain one from HCA using HCA's Key FOB Pickup Authorization Form. If you cannot attend, a Co-Gardener or designee may pick up the Permit. Permits picked up after November 30 begin upon issuance. A Garden Plot not paid for by November 30 may be offered to the next applicant on the waitlist.

After Reservation Day

HUAA will continue to accept Applications subject to availability and the waitlist. An Application submitted after Reservation Day requires only the non-refundable Application Fee until a Garden Plot is offered. When a plot becomes available, HUAA will offer it to the applicable applicant subject to verification of Eligible Resident status. If HUAA cannot verify that status, the offer is cancelled and HUAA may offer the plot to the next applicant. After verification, the Deposit and first installment (prorated if applicable) must be paid by the date HUAA specifies. The Permit becomes effective only after payment and pickup or delivery by HUAA. HUAA does not guarantee a processing time or a December 1, 2026 start. HUAA may email the Permit. For later Permits, the Primary Gardener and each Co-Gardener must bring their HCA FOB to the HCA office at SoHo Community Center for verification before programming.

Applications received after Reservation Day go to the end of the applicable plot-type waitlist and are filled only after all applicants placed on the Reservation Day waitlist for that plot type have been considered. After those Reservation Day waitlists are exhausted, Small and Large Garden Plots are offered without regard to unit type.

D.R. Horton Hawaii December 2026 and January 2027 Credits

The D.R. Horton Hawaii December 2026 credit applies to Permits that become effective in December 2026, and the January 2027 credit applies to Permits that become effective in January 2027. The credit does not apply to the Application Fee, Deposit, or any Permit that becomes effective after January 31, 2027.

The credit is based on the month in which the Permit becomes effective. For example, if a January applicant pays in January but picks up the Permit in February, the Permit becomes effective in February and the January credit does not apply. Fees for Permits that become effective after January 2027 are prorated in monthly increments, including the full month in which the Permit becomes effective. For example, if a Permit for a Large Garden Plot becomes effective in April 2027, the first installment covers April through June 2027 ($167.75), and the second installment of $335.50 is due July 1, 2027.

Loss of Reservation

A reservation depends on completing all of these steps:

a. Submit the completed Application and pay only the Application Fee when you reach the front of the line. HUAA will offer and reserve an available Garden Plot at that time, subject to later verification of your Eligible Resident status. Otherwise, you will not reserve a Garden Plot and will lose your place in line.
b. If you reject a Garden Plot reservation, you will lose your place in line.
c. After HUAA verifies your Eligible Resident status, pay the Deposit and first installment by the date specified by HUAA. If you do not make those payments by the deadline, you will lose your reserved Garden Plot.
d. HUAA may then offer the Garden Plot to the next applicant in line.

Waitlist

1. If no Garden Plot of the requested type is available when you reach the front of the line, HUAA will place you on that plot-type waitlist. Only the Application Fee is collected while you wait. If a Garden Plot is offered, HUAA must verify your Eligible Resident status before the Deposit and first installment are due. For Reservation Day, Small and Large Garden Plots have separate waitlists for eligible residents of multi-family and non-multi-family units; ADA Garden Plots have one waitlist. Applicants are ranked in the order they join each waitlist. These separate unit-type waitlists apply only to Reservation Day and the waitlists established on Reservation Day. After those waitlists are exhausted, Small and Large Garden Plots are offered without regard to unit type.

2. When a Small Garden Plot or Large Garden Plot becomes available, HUAA will offer it in this order, subject to verification and payment:
    a. During Reservation Day, first offer it to the highest-ranked applicant on the applicable Reservation Day waitlist matching the plot's allocation.
    b. If that waitlist is empty, HUAA may offer the plot to the highest-ranked applicant on the other Reservation Day waitlist for the same plot type.
    c. After both Reservation Day waitlists for that plot type are exhausted, HUAA will offer the plot without regard to unit type. If no applicant remains on that plot-type waitlist, HUAA may offer a Small Garden Plot to the highest-ranked applicant on the Large Garden Plot waitlist, and vice versa, without regard to unit type.

3. If you are in the ADA line and are not offered an available ADA Garden Plot, HUAA will place you on the ADA waitlist. You may also choose a Small Garden Plot or Large Garden Plot waitlist; for Reservation Day, that waitlist is based on your multi-family or non-multi-family unit type. You may remain on both waitlists until you are offered and accept a plot. If an ADA Garden Plot becomes available, HUAA will offer it to the highest-ranked eligible applicant on the ADA waitlist. If a Small or Large Garden Plot for which you are waitlisted becomes available first and you are highest ranked, HUAA will offer you that plot.

4. If you have a disability and accept a Small Garden Plot or Large Garden Plot instead of an ADA Garden Plot, you may accept it "as is" or request a reasonable modification under HUAA's preapproved garden plot modification plan. You must pay for the modification and restore the Garden Plot when the Permit ends, including funding the required restoration.

5. If you accept a Small Garden Plot or Large Garden Plot because of your disability-related need, HUAA will remove you from the ADA Garden Plot waitlist. If you decline that plot, you will remain on the ADA Garden Plot waitlist.

Questions

For questions regarding the Application or payment, contact HUAA at **admin@huaahawaii.org** (www.huaahawaii.org).