



Big Island Housing Foundation Resume

The Big Island Housing Foundation (BIHF) is a private, non-profit corporation under IRC Section 501c (4) formed in 1969 as a sponsor of affordable housing properties. BIHF became a licensed real estate property management firm in March 1, 2000 to manage its affordable housing properties. The mission of Big Island Housing Foundation is to provide decent, safe, and sanitary housing to low- and moderate-income families in compliance with Federal, State and County guidelines.

Board of Directors: Representatives from government or private agencies interested in supporting affordable housing programs comprise the BIHF Board of Directors. Each organization has one representative on the Board who is appointed for 2 years. The Directors attend quarterly Board meetings. Officers of the Board are elected yearly at the Annual Meeting.

Directors are non-compensated and **do not own any percentage** of the company. All funds received by the entities are used for the business of affordable housing and **no amounts are received by the Directors**. All corporations are audited annually by an independent auditor.

At the present time the Board is composed of seven (7) Directors:

Director	Board Position Held	Agency Being Represented
Richard Toledo, Jr.	President	Portuguese Chamber of Commerce
Donn Mende	Vice President	Boys & Girls Club of Hilo
Tyler Dickinson	Treasurer	Hawaii Island Contractors' Association
Mary Begier	Secretary	Hawaii Island Realtors
Phoebe Lambeth	Director	Japanese Chamber of Commerce & Industry
Joseph Marsh	Director	Hawaii Island Chamber of Commerce
Mary Finley	Director	Micronesians United - Big Island (MUBI)

Staff: The Executive Director and the Principal Broker oversee administration as well as property management activities. All office and site personnel are employees of Big Island Housing Foundation.

The main office, located at 688 Kinoole Street, Suite 102, Hilo, Hawaii 96720, is staffed by the Executive Director, Bookkeeper, an Administrative Assistant, and 4 Occupancy Specialists. On-site personnel include five Resident Managers.

Training and Certifications: The Executive Director has a Real Estate license for the state of Hawaii and holds a Certified Occupancy Specialist (COS), and a Tax Credit Specialist designation with NCHM.

The Executive Director and 4 Staff members hold **Certified Occupancy Specialist** designations from NCHM. The Executive Director and four staff members hold **Tax Credit Specialist** designation from NCHM. All certified employees attend seminars updating HUD and Tax Credit guidelines.

Fair Housing: All Employees attend a Fair Housing seminar each year. BIHF remains in compliance with Affirmative Fair Housing Marketing Plans, Fair Housing laws and Federal, State and County requirements relative to occupancy, certification, and recertification of tenants' income.

Property Management: The income group which BIHF targets vary between programs. The waitlist is approximately one (1) year to two (2) years for the various sites.

Big Island Housing Foundation began to manage its sponsored properties effective April 1, 2000, with required HUD approvals and consents:

Location	Housing Site & Address	Subsidy Type	Units	Owner
Papaaloa	Papa'aloa Elderly 35-1981 Old Mamalahoa Hwy Papa'aloa, HI 96780	None	10	Papaaloa Housing, Inc

Big Island Housing Foundation served as sponsor of the Harry & Jeannette Weinberg Kea'au Elderly Housing and has managed it effective December 15, 2003 on its completion:

Location	Housing Site & Address	Subsidy Type	Units	Owner
Kea'au	Harry & Jeanette Weinberg Kea'au Elderly Housing 16-184 Pili Mua Street Kea'au, HI 96749	HUD Sec 202/ PRAC	20 Includes 1 Res. Mgr. Unit	Kea'au Housing Foundation, Inc.

Big Island Housing Foundation sponsored the development of Waimea Elderly and began management of the complex effective February 1, 2008:

Location	Housing Site & Address	Subsidy Type	Units	Owner
Waimea	Waimea Elderly 67-5165 Kamamalu Street Kamuela, HI 96743	HUD Sec 202/ PRAC	40 Includes 1 Res. Mgr. Unit	Waimea Housing Foundation, Inc.

Big Island Housing Foundation managed E Komo Mai under its former Owner, Kinoole, from April 1, 2000 and continues in that role as a Low-Income Housing Tax Credit (LIHTC) property under new Owners, UHC 00525 Hilo, L.P. Kinoole became Managing General Partner under the partnership:

Location	Housing Site & Address	Subsidy Type	Units	Owner
Hilo	E Komo Mai 816 Kinoole Street Hilo, HI 96720	LIHTC	45 Includes 1 Res. Mgr. Unit	UHC 00525 Hilo, L.P.

Big Island Housing Foundation managed Riverside Apartments under its former Owner, BIHF Riverside Community Based Nonprofit Corporation, from April 1, 2000. Effective with the sale of Riverside on November 29, 2013, BIHF continues management of the complex as a Low-Income Housing Tax Credit (LIHTC) property with 69 project based HUD Section 8 units under the new Owner, UHC 00382 Hilo, L.P. BIHF Riverside Community Based Nonprofit Corporation became Managing General Partner under the partnership.

Location	Housing Site & Address	Subsidy	Units	Owner
Hilo	Riverside Apartments 333 Ohai Street Hilo, HI 96720	LIHTC/ HUD Sec 8	74 Includes 1 Res. Mgr. Unit	UHC 00382 Hilo, L.P.

Big Island Housing Foundation managed Kamana Elderly under its former Owner, Kamana Inc., from April 1, 2000. Effective with the sale of Kamana Elderly on August 4, 2016, BIHF continues management of the complex as a Low-Income Housing Tax Credit (LIHTC) property with 61 project-based HUD Section 8 units under the new Owners, U00660 Hilo, L.P. Kamana Inc. became Managing General Partner under the Partnership.

Location	Housing Site	Subsidy	Units	Owner
Hilo	Kamana Elderly 145 Kamana Street Hilo, HI 96720	HUD Sec 202/ Sec 8	62 Includes 1 Res. Mgr. Unit	U00660 Hilo, L.P.