



Big Island Housing Foundation

E Komo Mai, Kamana, Kea'au, Papa'aloa, Riverside, & Waimea

688 Kinoole, #102, Hilo, HI 96720 Ph: (808) 969.3327 Fax: 969.7608 TDD:711 email: bihf@bigislandhousing.com

January - March 2020	NEWS OF THE CORPORATIONS	1 st Quarter 2020
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BIG ISLAND HOUSING FOUNDATION

BOARD MEETINGS: On **February 21, 2020** quarterly Board Meetings were held for **Big Island Housing Foundation; Kinoole; Kea'au Housing Foundation, Inc.; Papa'aloa Housing, Inc.; BIHF Riverside Community Based Nonprofit Corp.,** and **Waimea Housing Foundation, Inc.** Present at the meetings were **Richard Toledo, Jr.,** President, **Tyler Dickinson,** Treasurer, **Joseph Marsh,** Director, and **Phoebe Lambeth,** Director. Executive Director **Susan Kunz,** Principal Broker **Suzy Kruppa,** & Administrative Assistant **Claudia Rivera** were also present by invitation.

BIG ISLAND HOUSING FOUNDATION ANNOUNCEMENTS

- **COVID-19** – Due to the Pandemic facing the country, and to minimize the risk of infection, Big Island Housing Foundation has temporarily closed our main office, and the offices at the sites for in person service through April 30, 2020. Residents have been notified of the new process for reaching staff and Resident Managers have received protective equipment to continue to provide maintenance services to all our tenants. Most of BIHF's office staff is working remotely. Residents at all sites were notified of the Stay at Home order, they were provided with available information, guidance, and they were urged to abide by the Governor's Proclamation. Resident Managers are monitoring their sites, and are in contact with Susan Kunz, Executive Director providing regular updates.
- **SELECTION OF NEW PRINCIPAL BROKER** - Suzy Kruppa was welcomed during the February 21, 2020 Board Meeting. She comes with a wealth of knowledge and experience in property management including rent subsidized properties. In addition to her Broker's License, Suzy also has a Bachelor of Science in Accounting, Master of Science in Applied Physics, and was a Commander with the US Navy. Her leadership and knowledge are a welcome addition to Big Island Housing Foundation.

KAMANA INC. BOARD MEETING

BOARD MEETING: On **February 21, 2020 Kamana, Inc.** held its Board Meeting. Present were **Richard Toledo, Jr.,** President, and new Board Director **Alan Parker.** Also, in attendance were Executive Director **Susan Kunz,** Principal Broker **Suzy Kruppa** and Administrative Assistant **Claudia Rivera.**

KAMANA INC. BOARD ANNOUNCEMENTS:

RESIGNING BOARD MEMBER – Director Jay Kimura announced his retirement from the Board. Jay, served on the Kamana Inc. Board since December 5, 2017. Both the Board of Directors and Big Island Housing Foundation's staff wish Jay Kimura much success with his future projects, and thanks him for his years of service.

FINANCE COMMITTEE MEETING

A Meeting was held by the Big Island Housing Foundation Finance Committee on **February 5, 2020.** The Committee reviewed Financials and submitted their recommendations at the Board Meeting held on February 21, 2020. **Tyler Dickinson,** Treasurer, serves as Chair. Other members present at the Finance Committee meeting were **Richard Toledo Jr.,** Board President, **Joseph Marsh,** Director, **Susan Kunz,** Executive Director, and **Claudia Rivera,** Administrative Assistant.

E KOMO MAI

MAINTENANCE AND REPAIR

- All exterior lights were replaced with LED light bulbs.
- The electrical room door that was damaged due to water intrusion was replaced.

KAMANA ELDERLY

Nothing to report.

KEA'AU ELDERLY

MAINTENANCE/REPAIRS:

The replacement of the 13 water heaters started in February. These water heaters were identified in need of replacement in the Capital Needs Assessment conducted at the site.

SALVATION ARMY EVENT

The Salvation Army in conjunction with the Kea'au Middle School, participated in an event for the residents at Kea'au Elderly. The students who participated are 6th and 7th graders from Kea'au Middle School. They are part of a Chronic Absenteeism Prevention Program (CAPP). The program offers services to the youth and their families to support and encourage regular school attendance. The program is a collaboration with the Department of Education, Juvenile Client Services Branch (Family Court), and The Salvation Army-Family Intervention Services. The kids presented care packages to each of the tenants at the site.



Kids from Kea'au Middle School, Salvation Army staff and Resident Manager Lance Corpuz.

PAPA'ALOA ELDERLY

REDEVELOPMENT:

Executive Director, Susan Kunz has continued her work with Hawaii Island Community Development Corp. (HICDC) on the Low-Income Housing Tax Credit (LIHTC) application. The funding will allow for the construction of a 20-unit elderly project.

RIVERSIDE APARTMENTS

UNIT INSPECTIONS:

Unit inspections were conducted at Riverside on February 19th and 20th. The inspections were needed in order to assess the maintenance need in preparation for the next Real Estate Assessment Center (REAC) inspection initiated by HUD. Although the REAC inspections have been postponed indefinitely by HUD due to the COVID-19, maintenance repairs and replacements will continue at the site as needed.



Waimea Elderly power washing.

WAIMEA ELDERLY

MAINTENANCE AND REPAIR

The Board of Directors approved Professional Window Cleaning for power washing approved services at the site. The vendor cleaned all roofs (a total of 21) as well as the gutters in the course of several days depending on the weather. The work was completed on March 5th and the vendor included at no charge the cleaning of window screens.



Rental Applications can be picked up at Big Island Housing Foundation, 688 Kinoole Street, Suite 102, Hilo, 96720, phone (808) 969-3327 ext. 1, or downloaded from the website: <https://bigislandhousing.com>

BIHF-Managed sites include:

Multifamily: E Komo Mai & Riverside Apartments.

Elderly: Kamana Elderly, Kea'au Elderly, Papa'aloa Elderly & Waimea Elderly.

BIG ISLAND HOUSING FOUNDATION
DIRECTORS & EXECUTIVE DIRECTOR
 Richard Toledo, Jr., President
[Hawai'i Island Portuguese Chamber of Commerce]
 Donn Mende, Vice President
[Boys & Girls Club of the Big Island]
 Tyler Dickinson, Treasurer
[Hawai'i Island Contractor's Association]
 Mary Begier, Secretary
[Hawai'i Island Realtors]
 Phoebe Lambeth
[Hawaii Island Japanese Chamber of Commerce & Industry]
 Mary Finley, Director
[Micronesians United-Big Island (MU-BI)]
 Joseph Marsh, Director
[Hawai'i Island Chamber of Commerce]

Susan Kunz, Executive Director,
 Big Island Housing Foundation
 Suzy Kruppa, Principal Broker,
 Big Island Housing Foundation

KAMANA, INC. - DIRECTORS
 Richard Toledo, Jr., President
[Portuguese Chamber of Commerce]
 Alan Parker, Director
[Hawai'i County Center on Aging, Retired Executive]

The Board Secretary position is vacant and pending vote by the Board of Directors.



Big Island Housing Foundation does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. BIHF is an Equal Opportunity Provider and Employer.