

## CAHEC Properties Corporation – Employees

1. **George Baker – Senior Vice President** is responsible for all aspects of development, portfolio management and corporate administration. Responsibilities concerning development projects include feasibility analysis, managing all third-party experts related to pre- and post-closing development activities and maintaining internal and external objectives.
2. **Andrea Wolford – Vice President** oversees the preparation and submission of corporate and project budgets, financial models, funding applications, and development related activities through project completion for all properties in the real estate portfolio of CAHEC Properties Corporation. The Vice President is responsible for coordinating the activities of team members and third-party vendors to maintain alignment between development schedules and goals. Additionally, the Vice President assists in acquiring additional properties to further the mission of providing quality affordable housing within our footprint as well as oversees corporate accounting records for CAHEC Properties Corporation and its affiliated entities.
3. **Matt Verboon – Development Finance Manager** is responsible for the development and maintenance of financial models that measure development activities from property selection to construction completion and stabilization, and collaborating with legal counsel and accountants, ensuring development financial activity complies with all regulatory and financing procedures and requirements. Additionally, the Development Finance Manager assists in obtaining transaction financing and LIHTCs, reviews transaction documents to ensure consistency between financial modeling and closed transactions, and tracks contingency and development costs through the monthly draw process verifying funding sources and development costs stay in balance.
4. **Royce Bratton – Quality Control Manager** assists with documenting each property's pre-construction condition, construction scope development and onsite construction monitoring for the development activities of CAHEC Development. The Quality Control Manager provides onsite reports documenting site conditions and development progress and works with the Development Team to maintain alignment between development progress and development goals. This position also performs property inspections for CAHEC Properties Corporation owned assets and assists CAHEC Management, Inc. with maintenance emergencies or natural disasters as needed.
5. **Christopher Etheredge – Project Manager** is the owner's primary contact when working with Architects, General Contractors, Inspection Officials, and other third parties involved in design and construction of properties owned by CAHEC affiliates. The Project Manager coordinates developing the construction scope of work and establishing base construction pricing based on a property's existing physical condition, requirements of funding partners (State HFA's, Lenders, equity providers and others) and historical operational data. During construction, the Project Manager will work with construction related third parties to address changes in scheduling and scope of work and coordinate inspections and submittals of periodic payment applications. Post-construction, the Project Manager provides for an orderly close-out of construction by establishing a final inspection and warranty process that includes participation of the Property Manager or other delegated CMI employees as determined by CMI's VP of Property Management.
6. **Maile Miller – Operations Manager** is involved in all aspects of the acquisition and substantial rehabilitation of affordable multifamily housing communities from property selection and review of the Qualified Allocation Plan through project completion by submitting funding applications to various agencies, providing resident relocation services, and preparing placed in service applications. Prior to joining the Development Team, Maile began her affordable housing career in compliance monitoring, where she received her Certified Professional of Occupancy credential and facilitated procedures for compliance at HUD funded properties.

7. **Sarah Swartz – Project Administrator** is responsible for assisting the Project Manager in all construction related administrative functions. Additionally, the Project Administrator will work with other members of the Development Team on all development related processes included but not limited to, funding applications, development draws, feasibility analysis, site and title concerns, review of third-party reports, and other development activities. The Project Administrator will also work in areas related to property ownership and this may include budgeting, review of repair requests and their funding, and other matters that relate to property ownership.
  
8. **Elizabeth Smyth – Asset Manager** is responsible for analyzing and evaluating all aspects of CAHEC Properties Corporation's portfolio and maintaining a database of financial performance and physical condition of each property in the portfolio. Working closely with the Development Finance Manager and each member of the CAHEC Properties Corporation and CAHEC Management, Inc. teams, the Asset Manager will develop and maintain a tracking system for the properties that monitors financial and operating metrics to allow for accurate trending of the properties' future performance given reasonable future variables.