**CURRENT ROLES AND RESPONSIBILITIES**

Cindy Norton

LEAD ASSET MANAGER

**HUMANGOOD AFFORDABLE HOUSING (2023-present)**

**Lead Asset Manager**

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A person smiling at the camera

Description automatically generatedResponsible for direct oversight and leadership of a team of asset managers within a multi-state area to ensure the long-term financial health and physical condition of the Human Good Affordable Housing (HGAH) LIHTC and HUD portfolio. Collaborate with Finance, Compliance, Risk management, Facilities and Executive Leadership to ensure that HGAH is meeting its real estate benchmarks, and all limited partner and lender requirements, Supporting the team to ensure that reporting, budgeting, and replacement reserve withdrawals are performed on time for the portfolio, and development and analysis of solutions to maximize the ongoing viability of the portfolio, including 15 year exits, recapitalization, and/or transition of an asset.

**PAST PROFESSIONAL EXPERIENCE**

**PLYMOUTH HOUSING**

**Director of Asset Management**

Established goals for Plymouth’s supportive housing portfolio for the next three to five years, monitoring building performance against projections and operating budgets, creating a Capital Needs Assessment for each property, analyzing the replacement reserve accounts, plan for recapitalizing the properties and maintained relationships with local, state, and federal investors. Also oversaw all commercial space and tenant relations.

**TACOMA HOUSING AUTHORITY**

**R/E Acquisition Manager and Asset Manager**

Led a team to create a process to review and analyze potential acquisition of new naturally occurring properties, Responsible for stewarding the transfer of HUD contracts for properties that we were to acquire, Assessed the organization’s use of Faircloth units on non-restricted properties.

**COMMUNITY COPRPORATION OF SANTA MONICA and EAST BAY ASIAN LOCAL DEVELOPMENT CORPORATION**

**Director of Property Management (successively)**

Twelve years of property management leadership experience at two nonprofit organizations with LIHTC portfolios in both the Southern and Northern California. Operationalized system improvements at both organizations, specifically the creation of two applicant databases, responsible for monthly reporting to the Board of Directors, ensured compliance with local, state and federal funding sources, and directly managed technology development for the maintenance, leasing, compliance, and supervisor teams’ to streamline processes to enable both portfolios to expand, one by >700 units.

**CURRENT PORTFOLIO**

**Properties located in California, Oregon, Washington, and Pennsylvania**

**~representing 103 communities, and over 7900 units**

* 57 HUD communities, including PRAC, RAD PRAC and Section 8 programs
* 46 LIHTC communities

**EDUCATION**

**Lake Forest College**, Bachelor’s degree in English Literature **University of Wyoming**, Master’s degree in Planning **Fordham University**,Certificate in Real Estate Construction Management