

JAMES KIMO LEE



Proven local developer and collaborative community leader seeks position in a dynamic organization committed to advancing the health and future of our Hawai'i Island community.

EDUCATION Chaminade University, Honolulu, HI

Bachelor of Arts in Business Administration

Hawaii State Real Estate License

May 1987 1982-1992

ACTIVITIES

- Small Business Regulatory Review Board - *Board Member 2019 to present*
- Japanese Chamber of Commerce & Industry Hawai'i
- *Board Member 2010-2016*
- Hawai'i Island Chamber of Commerce – *Member since 2010*
- State Historic Preservation - Hawai'i Island Burial Council
– *Board Member 2009 to 2015*
- Hawai'i Leeward Planning Conference – *Member*
- Hawai'i County Fire Commission – *Member 2006 to present*
- Historic Hawai'i Foundation – *Board Member 2013 to 2015*
- Catholic Church Land Asset Management – *Board Member-2006 to present*
- Hawai'i Health Systems Corporation – East Hawai'i

Regional Board Member – May 2016 to present **WORK**
EXPERIENCE **W.H. Shipman, Ltd – Kea'au HI June 2005 –**
present *Director of Development*

□ Responsible for management of 17,000 acres of kama'aina family-owned Shipman lands dating back to 1882 in the Puna District of Hawai'i Island and in Oregon.

□ Responsible for planning, management and development of all industrial, commercial, agricultural and residential properties. Ensure that properties are maintained and operated in a manner that is in the best long term interest of the company, consistent with its commitment to be a good corporate citizen. Oversee property management and maximize cash flow.

□ Work directly with the Board of Directors to create long range development plans. Engage community and government in land stewardship activities, commercial/industrial development and leasing, and agricultural leasing for variety of Shipman properties including farmlands, the W. H. Shipman Business Park, Kea'au Village town center, and Durham Hall Business Park and Cipole Business Park in the SW Portland suburb of Tigard, Oregon.

□ Develop and facilitate long range sustainability and planned development for balanced community use for Kea'au lands – a mix of agriculture, commercial, office, industrial, residential and conservation uses with strong municipal and government services.

□ Manage Shipman Industrial Park and Kea'au Village town square with a rigorous approach to architecture, balanced development of services and careful, place-based land planning. Coordinated Kea'au Community Master Plan to include facilitation of community focus groups, construction and development of a number of new building projects designed to create a healthy, vibrant Kea'au community, including the HMSA Building, Long's Drugs new town center, and the restoration and plantation-centric design of DOE Complex buildings.

□ Cultivate community-based partnerships with local farmers, businesses and local, county and state government entities land to incubate new agricultural businesses, ensuring agricultural diversity

and start- up farming, offering strong infrastructure, and land license terms [SEP]

☐ Ensure that properties are maintained and operated in a manner that is in the best long term interest of the company, consistent with its commitment to be a good corporate citizen. [SEP]

☐ Oversee property management and maximize cash flow. [SEP]

☐ Develop internal and external partnerships, participate in community outreach activities, and advance [SEP] legislative advocacy initiatives. [SEP] **Oceanside 1250/Hokulia SEPT 2000 - JUNE 2005**

[SEP] *Vice President of Development*

☐ Involved in planning, managing and budgeting development of project. [SEP]

☐ Coordinate Federal, State, County and local officials, consultants (archeologists, kahu, cultural resource [SEP] managers) and community on development plans, approvals and necessary implementation of policies [SEP] and procedures. [SEP]

☐ Manage team of 60 direct reports, in addition to management of daily activities of onsite consultants, [SEP] contractors and development team. [SEP]

☐ Prepare and present reports to government agencies, community groups, consultants and community to [SEP] ensure open, direct and honest communication about the project. [SEP] **JGL Enterprises OCT 1992 – SEPT 2002**
[SEP] *Executive Vice President of Real Estate Development*

☐ Responsible for securing land, negotiation of land purchases, processing of entitlements, securing site and building construction contracts and securing permanent financing for a Real Estate Development company on Oahu and Maui. [SEP]

☐ Worked closely with City and County to bring projects to fruition in a seamless and coordinated way. [SEP]

☐ Projects included Makakilo Cliffs on Oahu and Keonekai Villages on Kihei, Maui. [SEP]

☐ Consulted and negotiated with lessor and lessee' percentage lease and common area maintenance fees. [SEP]

☐ Managed legal, planning, design, marketing, sales, construction and maintenance staff.

[SEP] **Department of Housing and Community Development, City & County of Honolulu JUNE 1989 – SEPT 1992** [SEP] *Housing and Community Development Specialist*

☐ Responsible for securing funding and design approval through City Council. [SEP]

☐ Prepared request for proposal, secured contractor and managed development and budget of project. [SEP]

☐ Prepared and processed 201e application for building code exemptions. [SEP]

☐ Inspected and reported on-site and house construction required for monthly draw request and daily status [SEP] reports. [SEP]

☐ Negotiated lessor's percentage lease and common area maintenance fees. [SEP]

☐ Reviewed and approved eligibility requirements for low to moderate tenants. Coordinated variety of [SEP] initiatives around conceptual designs, advertising, construction and rental of units and leasing of commercial spaces.

[SEP] **Hawai'i State Senate-Judiciary Committee NOV 1988 – JAN 1989** [SEP] *Budget/Legislative Analyst* [SEP]

☐ Researched and prepared fact sheets and drafted bills for proposed laws. [SEP]

☐ Made recommendation to Chairman involving State funding, reviewed Judiciary administration, staffing [SEP] and budget. [SEP]

☐ Addressed constituent's concerns and charted progress of budget and expenditures of community [SEP] improvements. [SEP] **South**

Pacific Properties AUGUST 1986 – OCT 1988 [SEP] *Assistant Project Manager/Property Manager* [L] [SEP]

☐ Assisted in negotiating architectural specifications, design, floor plans, and construction contracts for site work, house construction, drapes, appliances, and landscaping.

☐ Provided reports of onsite construction and assisted in preparing project cash flows. [L] [SEP]

☐ Initiated condominium association with homeowners, reviewed market appraisals, construction costs and [SEP] loan package.

[SEP] The Gentry Companies FEBRUARY 1983 – JULY 1986

[SEP] Leasing Agent/Property Management Trainee, [L] [SEP]

☐ Negotiated and executed contracts for lease of industrial park lots and buildings including presentation of lots or building, negotiations of percentage lease, common area maintenance, terms, rent collection, terms of delinquency, termination of contracts.

[L] [SEP]

☐ Prepared pro forma of maintenance schedule and suggested recommendations to Property Manager regarding maintenance contracts and staffing requirements.

[SEP] CHARACTER PROFILE [L] [SEP]

☐ Native Hawaiian community collaborator, strong multi-tasking ability, flexible, motivated, creative, driven, high level of personal integrity, and eager to learn. [L] [SEP]

☐ Excellent organizational, time management, budgeting and communication skills. [L] [SEP]

☐ Collaborative, inclusive, transparent team player skilled at building and nurturing relationships. [L] [SEP]

☐ Good listener and results-oriented leader. [L] [SEP]

☐ Work well independently and under pressure. Highly engaged in local business community and [SEP] committed to promoting the advancement of growth opportunities on Hawai'i Island. [L] [SEP]