



**Sheila Peck Pettee**

**Hoya Capital Real Estate, LLC**  
**Brochure Supplement**

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*This brochure supplement provides clients with information about Sheila Peck Pettee that supplements the Hoya Capital Real Estate, LLC disclosure brochure. You should have received a copy of the Hoya Capital Real Estate, LLC disclosure brochure. Please contact Hoya Capital Real Estate, LLC at (833) HOYA-CAP if you did not receive a copy of the Hoya Capital Real Estate, LLC disclosure brochure or if you have any questions about the contents of this brochure*

*supplement. Additional information about Sheila Peck Pettee is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).*

## **Item 2 - Education Background And Business Experience**

Hoya Capital Real Estate, LLC ("Hoya Capital Real Estate") is composed of experienced investment professionals possessing a broad range of knowledge within the securities industry. Advisory persons associated with Hoya Capital Real Estate must possess, minimally, a college degree and/or appropriate business experience and all required licenses.

### **Education Background and Business Experience Sheila Peck Pettee**

Born: 1957

#### Education

Sheila Peck Pettee graduated from Rollins College with a B.A. in Business Administration. She is a Chartered Financial Analyst (CFA) and a member of the New York Society of Security Analysts.

#### Experience

Sheila Peck Pettee formed Pettee Investors in January, 1989 and is President of Pettee Investors. As of October 2018, Sheila has also been registered as an investment adviser representative of Hoya Capital Real Estate, LLC, an SEC-registered investment adviser. Sheila serves as CEO and Chief Compliance Officer of Hoya Capital Real Estate.

From December 1986 to December 1988, she was a Vice President and Portfolio Manager at Peter Ehrlich Associates Inc., an independent investment advisory firm in Bedford, New York. She was responsible for managing both individual and institutional accounts. From late 1984 to late 1986, Sheila was employed at Carret and Company Inc., an independent investment advisory firm in New York City. She was a Vice President, again responsible for the management of various portfolios. In 1983, Sheila moved to the Retirement System for Savings Institutions and co-managed the internal equity portion of the System's \$450 million in total assets. From 1979 to 1983 she was employed at Standard & Poor's Corporation in New York City as a securities analyst.

#### Professional Designations Chartered Financial Analyst (1984)

Sheila Pettee is required to provide sufficient explanation of the minimum requirements to obtain her professional designations:

*About the Chartered Financial Analyst designation:*

*The Chartered Financial Analyst (CFA) charter is a globally respected, graduate-level investment credential established in 1962 and awarded by CFA Institute — the largest global association of investment professionals.*

*There are currently more than 90,000 CFA charterholders working in 134 countries. To earn the CFA charter, candidates must: 1) pass three sequential, six-hour examinations; 2) have at least four years of qualified professional investment experience; 3) join CFA Institute as members; and 4) commit to abide by, and annually reaffirm, their adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct.*

### ***High Ethical Standards***

*The CFA Institute Code of Ethics and Standards of Professional Conduct, enforced through an active professional conduct program, require CFA charterholders to:*

- *Place their clients' interests ahead of their own*
- *Maintain independence and objectivity*
- *Act with integrity*
- *Maintain and improve their professional competence*
- *Disclose conflicts of interest and legal matters*

### ***Global Recognition***

*Passing the three CFA exams is a difficult feat that requires extensive study (successful candidates report spending an average of 300 hours of study per level). Earning the CFA charter demonstrates mastery of many of the advanced skills needed for investment analysis and decision making in today's quickly evolving global financial industry. As a result, employers and clients are increasingly seeking CFA charterholders—often making the charter a prerequisite for employment.*

*Additionally, regulatory bodies in 22 countries and territories recognize the CFA charter as a proxy for meeting certain licensing requirements, and more than 125 colleges and universities around the world have incorporated a majority of the CFA Program curriculum into their own finance courses.*

### ***Comprehensive and Current Knowledge***

*The CFA Program curriculum provides a comprehensive framework of knowledge for investment decision making and is firmly grounded in the knowledge and skills used every day in the investment profession. The three levels of the CFA Program test a proficiency with a wide range of fundamental and advanced investment topics, including ethical and professional standards, fixed-income and equity analysis, alternative and derivative investments, economics, financial reporting standards, portfolio management, and wealth planning.*

*The CFA Program curriculum is updated every year by experts from around the world to ensure that candidates learn the most relevant and practical new tools, ideas, and investment and wealth management skills to reflect the dynamic and complex nature of the profession.*

### **Item 3 - Disciplinary Information**

Sheila Pettee has no legal or disciplinary events to report.

### **Item 4 - Other Business Activities**

As stated above, Sheila Pettee is also registered as an investment adviser representative with Pettee Investors Inc., an investment adviser registered with the US Securities and Exchange Commission. In her role as investment adviser representative of Hoya Capital Real Estate, Sheila provides advice to the company on real estate-related and ETF investments. This does not present a conflict of interest because the advice provided is substantially similar to the advice Sheila provides in her role at Pettee Investors, Inc.

Sheila Pettee is not engaged in any other business or occupation for compensation.

### **Item 5 - Additional Compensation**

Sheila Pettee does not receive any additional compensation for providing advisory services.

### **Item 6 - Supervision**

As CEO and Chief Compliance Officer of Hoya Capital Real Estate, Sheila Pettee is responsible for her own the supervision of Sheila Pettee. The guiding document for supervision purposes is the Hoya Capital Real Estate Code of Ethics. Hoya Capital Real Estate has adopted a Code of Ethics to prevent violations of federal and state securities laws. The Code of Ethics is predicated on the principle that Hoya Capital Real Estate and its employees owe a fiduciary duty to its clients. Accordingly, Hoya Capital Real Estate expects all employees to act with honesty, integrity and professionalism and to adhere to federal securities laws.

Hoya Capital Real Estate and its employees are required to adhere to the Code of Ethics. At all times, Hoya Capital Real Estate and its employees must (i) place client interests ahead of Hoya Capital Real Estate's; (ii) engage in personal investing that is in full compliance with Hoya Capital Real Estate's Code of Ethics; and (iii) avoid taking advantage of their position. Clients and prospective clients may request a copy of Hoya Capital Real Estate's Code of Ethics by contacting Sheila Pettee, CEO and Chief Compliance Officer of Hoya Capital Real Estate, at 203-957-8880.

### **Item 7 - Additional State-Required Disclosures**

Sheila Pettee has no additional disclosures to report.