

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

10400 Detrick Avenue
Kensington, Maryland 20895
(240) 627-9425

Minutes

November 7, 2018

18-11

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, November 7, 2018 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:08 p.m. Those in attendance were:

Present

Jackie Simon, Chair
Richard Y. Nelson, Jr., Vice Chair
Edgar Rodriguez, Chair Pro Tem
Linda Croom
Pamela Byrd
Roy Priest
Fran Kelleher

Also Attending

Stacy L. Spann, Executive Director
Ian Hawkins
Christina Autin
Claudia Wilson
Eugenia Pascual
Susan Smith
Len Vilicic
Zachary Marks
Arthur Tirsky
Shauna Sorrells
Darcel Cox
Cornelia Kent
Tisha Lockett
Hyunsuk Choi
Paulette Dudley

Aisha Memon, -Acting General Council
Fred Swan
Eugenia Pascual
Rita Harris
Terri Fowler
Vivian Benjamin
Randy Carty
Tony Johnson
John Vass
Kayrine Brown
Jennifer Arrington
Renee Harris
Charnita Jackson
Eamon Lorincz
Patrick Mattingly

Resident Advisory Board

Yvonne Caughman, Vice Chair

Guest

County Executive Elect Marc Elrich
Gino Renne, President MCGEO
Gabriel Aceverd, MCGEO Field Rep
Macedonia Baptist Church Supporters

IT Support

Irma Rodriguez
Rony Joseph

Karen Lundregan
Francis DeSouza
Janice Henderson

Commission Support

Patrice Birdsong, Spec. Asst. to the Commission

Consent Calendar was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Priest. Affirmative votes were cast by Commissioners Simon, Nelson, Rodriguez, Croom, Byrd, Priest, and Kelleher.

I. CONSENT ITEMS

- A. Approval of Minutes of October 3, 2018 regular meeting** - The minutes were approved as submitted.
- B. Approval of Minutes of October 3, 2018 Administrative Session** – The minutes were approved as submitted.
- C. Approval of Minutes of October 29, 2018 Special Session** – The minutes were approved as submitted.

II. INFORMATION EXCHANGE

- A.** Report of the Executive Director – Nothing additional to add to the written report.
- B.** Commissioner Exchange – Chair Simon introduced Commissioner Frances Kelleher. Commissioner Kelleher was appointed to the Board October 2018.
- C.** Resident Advisory Board – Vice Chair Caughman reported that the Resident Advisory Board continues to process and receives the programs and departments plan site visit, and are adding additional members to the Board.
- D.** Community Forum: Visit from County Executive Elect Marc Elrich. Supporters of the Macedonia Baptist Church/African-American Cemetery Site addressed the Board. Staff were designated to address the concerns of Karen Lundregan, Francis DeSouza, and Janice Henderson.

III. ADMINISTRATIVE AND SPECIAL SESSION RATIFICATIONS

- A. Ratification of Action Taken in Administrative Session on October 3, 2018: Approval to Complete the Purchase of Three Properties Under the County’s Right of First Refusal Ordinance and Approval of a Financing Plan and the Acceptance of a First Mortgage Loan from PNC Bank, N.A. and Subordinate Financing from Montgomery County’s Department of Housing and Community Affairs to Complete the Acquisition of the Properties**

The following resolution was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Byrd. Affirmative votes were cast by Commissioners Simon, Nelson, Rodriguez, Croom, Byrd, Priest, and Kelleher.

RESOLUTION: 18-78R

RE: Approval to Complete the Purchase of Three Properties; Approval of a Financing Plan; and Acceptance of a First Mortgage Loan from PNC Bank, N.A. and Subordinate Financing from the County

WHEREAS, the Housing Opportunities Commission of Montgomery County (“HOC” or “Commission”), a public body corporate and politic duly organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland, as amended, known as the

Housing Authorities Law, is authorized thereby to effectuate the purpose of providing affordable housing, including providing for the acquisition of rental housing properties which provide a public purpose; and

WHEREAS, at an Administrative Session duly called and held on October 3, 2018, with a quorum present, the Commission duly adopted Resolution 18-78AS, with Commissioners Simon, Nelson, Rodriguez, Byrd, and Priest voting in approval; Commissioner Croom was necessarily absent and did not participate in the vote.

WHEREAS, by adopting Resolution 18-78AS, the Commission approved the following actions:

1. Completion of the acquisition of Willow Manor at Clopper's Mill, consisting of 102 age-restricted Low Income Housing Tax Credit ("LIHTC") and market-rate apartments located at 18003 Mateny Road, Germantown, MD ("Willow Manor at Clopper's Mills"); Willow Manor at Fair Hill Farm, consisting of 101 age-restricted LIHTC apartments located at 18301 Georgia Avenue, Silver Spring, MD ("Willow Manor at Fair Hill Farm"); and Willow Manor at Colesville, consisting of 83 age-restricted LIHTC apartments located at 601 Randolph Road, Silver Sping, MD ("Willow Manor at Colesville") (collectively, the "Willow Manor Properties");
2. Accepting the Financing Plan to purchase the Willow Manor Properties pursuant to Article 53A-4 of the Montgomery County Code, the Right of First Refusal to buy rental housing;
3. The long-term ownership of the Willow Manor Properties;
4. Funding the Debt Service Reserve Accounts for the Willow Manor Properties;
5. Acting in its own capacity and as the sole member of each The Manor at Cloppers Mill, LLC; The Manor at Fair Hill Farm, LLC; and The Manor at Colesville, LLC:
 - a. The acceptance of the Purchase and Sale Agreement from the County;
 - b. The acquisition of each respective property;
 - c. The assumption of the Tax Credit Covenants and all obligations under the Tax Credit Covenants in effect as of the date of acquisition for each property;
 - d. Acceptance of a first mortgage loan from PNC Bank, N.A.;
 - e. Acceptance of a subordinate loan from Montgomery County's Department of Housing and Community Affairs;
 - f. Acceptance of funds for the Debt Service Reserve Account; and
 - g. That the Executive Director, Stacy L. Spann, is authorized to execute any and all documents, and act as necessary, on behalf of each entity.

WHEREAS, consistent with the Commission's Amended and Restated Bylaws, the Commission wishes to ratify and affirm, in an open meeting with a quorum physically present, the action undertaken by the Commissioners in adopting Resolution 18-78R and any action taken since October 3, 2018 to effectuate the transaction contemplated therein.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that Resolution 18-78R and any subsequent actions taken in relation thereto, are hereby ratified and affirmed.

IV. COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION

A. Budget Finance and Audit Committee – Com. Nelson, Chair

1. Approval of Calendar Year 2018 and Calendar Year 2019 Chevy Chase Lake (CCL) Multifamily LLC (The Lindley) Budget

Cornelia Kent, Chief Financial Officer, and Terri Fowler, Budget Officer, were the presenters.

The following resolution was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Priest. Affirmative votes were cast by Commissioners Simon, Nelson, Rodriguez, Byrd, and Priest. Commissioner Croom was necessarily absent and did not participate in the vote.

RESOLUTION NO.: 18-84

RE: Calendar Year'19 CCL Multifamily LLC (The Lindley) Budgets

WHEREAS, the Housing Opportunities Commission of Montgomery County (the "Commission") is the managing member of CCL Multifamily LLC ("CCL"), the owner of The Lindley, a newly built, 200-unit high-rise apartment building situated one-tenth of a mile from Connecticut Avenue, adjacent to the future Metro Purple Line light rail station (the "Property");

WHEREAS, occupancies at the Property began in October 2018;

WHEREAS, the Commission's budget policy requires a budget be prepared and adopted for the Property;

WHEREAS, the Calendar Year 2018 budget forecasts net cash flow of **(\$301,103)** that will be covered by the established Operating Reserve in the Development Budget; and

WHEREAS, the Calendar Year 2019 budget forecasts net cash flow of \$1,485,348 that will be restricted to the Property.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of CCL Multifamily LLC as its managing member, that the CY'18 and CY'19 Budgets for CCL Multifamily LLC are approved.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized and directed, without any further action on its part, to take any and all other actions necessary and proper to carry out the actions contemplated herein.

2. Approval to Extend Property Management Contracts for Six-months at Eleven (11) HOC Properties and Five (5) HOC HUBs – June 30, 2018)

Cornelia Kent, Chief Financial Officer, and Charnita Jackson, Acting Director of Property Management, were the presenters.

The following resolution was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Priest. Affirmative votes were cast by Commissioners Simon, Nelson, Rodriguez, Croom, Byrd, Priest, and Kelleher.

RESOLUTION NO: 18-85

**RE: Approval to Extend Property
Management Contract for Six Months**

WHEREAS, the Housing Opportunities Commission of Montgomery County (“HOC”) is the sole member of Alexander House GP, LLC, who is the general partner of Alexander House Apartments Limited Partnership (“Alexander House LP”), and Alexander House LP owns 122 tax credits in the development known as Alexander House (“Alexander House”);

WHEREAS, HOC is the general partner of Georgian Court Silver Spring Limited Partnership (“Georgian Court LP”), and Georgian Court LP owns the development known as Georgian Court Apartments (“Georgian Court”);

WHEREAS, HOC is the sole member of Greenhills Apartments GP, LLC, who is the general partner of Greenhills Apartments Limited Partnership (“Greenhills LP”), and Greenhills LP owns the development known as Greenhills Apartments (“Greenhills”);

WHEREAS, HOC is the general partner of MV Affordable Housing Associates, L.P. (“MV LP”), and MV LP owns the development known as Stewartown Homes (“Stewartown”);

WHEREAS, HOC owns the development known as Pooks Hill Court (“Pooks Hill”);

WHEREAS, HOC owns the development known as Westwood Towers (“Westwood”);

WHEREAS, HOC has contracted with Edgewood-Vantage Management to perform certain property assistance functions for units within five (5) HUBs, including HUB A (Arcola Towers), HUB G (Emory Grove), HUB S (Seneca Ridge), HUB T (Towne Center Place), and HUB W (Waverly House) (the “HUBs”) (together, Alexander House, Greenhills, Stewartown, Pooks Hill, Westwood, and the HUBS, the “Properties”);

WHEREAS, HOC desires to issue a Request for Proposal (“RFP”) for property management services at the Properties;

WHEREAS, the current property management contracts at the Properties will lapse prior to completing the RFP process;

WHEREAS, in order to ensure adequate time to review the RFP and to select a property management firm, staff is recommending a six-month extension of the property management contracts at Properties; and

WHEREAS, staff is also recommending to the Board of Directors for Alexander House Development Corporation, Montgomery Arms Development Corporation, Diamond Square Development Corporation, Glenmont Crossing Development Corporation, Glenmont Westerly Development Corporation, and Pooks Hill Development Corporation (the “Development Corporations”) a six month extension of the property management contracts at the Development Corporations’ respective properties.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Alexander House GP, LLC, as its sole member, the general partner of Alexander House Apartments Limited Partnership, that the Executive Director is hereby authorized and directed to execute a six-month extension of the property management contract at Alexander House.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Georgian Court Silver Spring Limited Partnership as its general partner, that the Executive Director is hereby authorized and directed to execute a six-month extension of the property management contracts at Georgian Court.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Greenhills Apartments GP, LLC, as its sole member, the general partner of Greenhills Apartments Limited Partnership, that the Executive Director is hereby authorized and directed to execute a six-month extension of the property management contracts at Greenhills.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of MV Affordable Housing Associates, L.P. as its general partner, that the Executive Director is hereby authorized and directed to execute a six-month extension of the property management contracts at Stewartown.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized and directed to execute a six-month extension of the property management contracts at Pooks Hill, Westwood, and the HUBs.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized and directed, without any further action on its part, to take any and all other actions necessary and proper to carry out the transaction contemplated herein.

3. Approval of CY'19 Tax Credit Partnership Budgets

Cornelia Kent, Chief Financial Officer, and Terri Fowler, Budget Officer, were the presenters.

The following resolution was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Priest. Affirmative votes were cast by Commissioners Simon, Nelson, Rodriquez, Croom, Byrd, Priest, and Kelleher.

RESOLUTION NO.: 18-86

**Re: Approval of CY'19 Tax Credit
Partnership Budget**

WHEREAS, the Housing Opportunities Commission of Montgomery County ("HOC") is the general partner of the following entities: (1) Hampden Lane Apartments LP (Lasko Manor); (2) Arcola Towers RAD LP (Arcola Towers); (3) Waverly House RAD LP (Waverly House); (4) Wheaton Metro LP (MetroPointe); (5) Greenhills Apartments LP (Greenhills); (6) MV Affordable Housing Associates LP (Stewartown); (7) Georgian Court Silver Spring LP (Georgian Court); (8) Barclay One Associates LP (Barclay); (9) Spring Garden One Associates LP (Spring Garden); (10) Forest Oak Towers LP; (11) Tanglewood/Sligo Hills LP (Tanglewood/Sligo Hills); and (12) Alexander House LP (Alexander House) (together, the "LP Entities");

WHEREAS, as the general partner of the LP entities, HOC manages the businesses and is liable for the debts;

WHEREAS, the limited partners in LP Entities have contributed money and share in profits, but take no part in running the businesses and incur no liability with respect to the LP Entities beyond their contributions;

WHEREAS, since HOC has a financial obligation to cover the debts of the LP Entities, HOC has an interest in the successful performance of LP Entities and, as such, should review their performances and approve their budgets; and

WHEREAS, the Budget, Finance and Audit Committee reviewed the CY'19 Budgets of the LP Entities at the October 16, 2018 meeting.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it hereby approves the CY'19 Operating Budgets for the LP Entities, as shown on the attached Exhibit A.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized and directed, without any further action on its part, to take any and all other actions necessary and proper to carry out the actions contemplated herein.

4. Authorization to Submit FY'20 County Operating Budget

Cornelia Kent, Chief Financial Officer, and Terri Fowler, Budget Officer, were the presenters.

The following resolution was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Priest. Affirmative votes were cast by Commissioners Simon, Nelson, Rodriquez, Croom, Byrd, Priest, and Kelleher.

RESOLUTION NO.: 18-87

RE: FY'20 County Operating Budget

WHEREAS, the Housing Opportunities Commission of Montgomery County ("HOC") wishes to submit a request for County funds for FY'20; and

WHEREAS, the County has instructed HOC to submit a base budget or Maximum Agency Request Ceiling ("MARC") for FY' 20 in an amount not to exceed \$6,680,270 (the current FY'19 MARC) by November 8, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it hereby approves submitting a request to the County for FY'20 funds in the amount of \$6,680,270.

B. Development and Finance Committee – Com. Simon, Chair

- 1. Approval to Create a New Pool of Real Estate Development and Financing Consultants in Accordance with RFQ #2125**

Kayrine Brown, Chief Investments and Real Estate Officer, and Ellen Goff, Real Estate Operations Manager, were the presenters.

The following resolution was adopted upon a motion by Commissioner Byrd and seconded by Commissioner Priest. Affirmative votes were cast by Commissioners Nelson, Rodriguez, Croom, Byrd, Priest, and Kelleher. Chair Simon stepped away and did not participate in the vote.

RESOLUTION NO.: 18-88

RE: Approval to Select a Real Estate Development and Financing Consultant Pool Pursuant to RFQ #2125

WHEREAS, the Housing Opportunities Commission of Montgomery County, Maryland (the "Commission"), a public body corporate and politic duly organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland, as amended, known as the Housing Authorities Law, is authorized thereby to effectuate the purpose of providing affordable housing, including providing for the acquisition, construction, rehabilitation and/or permanent financing or refinancing (or a plan of financing) of rental housing properties which provide a public purpose; and

WHEREAS, the Commission continues to review its real estate portfolio as well as pursue acquisition and development opportunities to expand and preserve the Montgomery County housing stock that is affordable to households of eligible income; and

WHEREAS, on September 13, 2018, the Commission solicited proposals from qualified firms or individuals to form a pool of professionals which would provide Development and/or Financing Consultant services to supplement the current staff of the Commission's Real Estate Division and obviate the need to add full time staff; and

WHEREAS, eleven firms responded to the solicitation, and after review by members of the review panel comprised of representatives from various Commission divisions, ten firms were deemed to meet the requirements of the solicitation; and

WHEREAS, of the ten firms qualified for the pool, one firm, Morrison Avenue Capital, applied as Financing Consultants only, and the following nine firms applied to serve as both Development and Financing Consultants: Audubon Enterprises, CDC Capital, Econometrica, Forefront Company, Fortis Advisory, Jain and Associates, JLL, The Concourse Group and Urban Focus; and

WHEREAS, Development Consultants will perform all the work necessary for the furtherance of the Commission's acquisition, preservation, rehabilitation, or construction initiatives, and Financing Consultants will advise, source, and structure debt and equity to enhance the Commission's existing debt and equity products, all under the direction of the Commission's Real Estate staff; and

WHEREAS, each Consultant will be selected as needed from the pool after it submits its proposal to the Procurement Office in response to the requested scope of work or task order and would be compensated accordingly from the respective Commission-approved project development budget, with such approved project budget having gone through the Commission approval processes for a development.

by the Housing Opportunities Commission of Montgomery County that it hereby authorizes and directs the Executive Director, without further action on their respective parts, to execute ten individual contracts with Audubon Enterprises, CDC Capital, Econometrica, Forefront Company, Fortis Advisory, Jain and Associates, JLL, Morrison Avenue Capital, The Concourse Group and Urban Focus.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that each contract shall be for zero dollars and shall be for an initial contract term of two years with two optional one-year renewals, for a maximum contract term of four years.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized to assign and approve individual tasks orders competitively of up \$250,000 from Commission approved predevelopment, capital, or other budgets, but that the aggregate for all task orders shall not exceed \$1.5 Million, and that the funding for any award that exceeds the Executive Director's authorization must be brought to the Commission for approval with a funding source identified and approved.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to take all actions necessary and proper to carry out the transactions contemplated herein.

2. Approval of Amendments to the Regulatory Agreement and Land Use Restriction Agreement for Hillside Senior Living to Apply Income Averaging Provisions of the Low Income Housing Tax Credit Program

Kayrine Brown, Chief Investment and Real Estate Officer, and Vivian Benjamin, Assistant Director Mortgage Finance, were the presenters.

The following resolution was adopted upon a motion by Commissioner Priest and seconded by Vice Chair Nelson. Affirmative votes were cast by Commissioners Simon, Nelson, Rodriguez, Croom, Byrd, Priest, and Kelleher.

RESOLUTION NO.: 18-89

**RE: Approval of Income Averaging
Set-Aside for Hillside Senior Living Apartments**

WHEREAS, the Housing Opportunities Commission of Montgomery County (the "Commission") is a public body corporate and politic duly organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland, as amended, known as the Housing Authorities Law (the "Act"), and authorized thereby to issue notes and bonds from time to time;

WHEREAS, at the request of HH Venture LP (the "Borrower"), and to provide a source of funds to fulfill its purposes authorized by the Act, the Commission issued its Multifamily Housing Revenue Bonds (Hillside Senior Living Apartments), Series 2018 (the "Bonds") to fund a mortgage loan (the "Mortgage Loan") to the Borrower to finance the acquisition, rehabilitation and equipping of a 140-unit development in Gaithersburg, Maryland, known as Hillside Senior Living Apartments (the "Development");

WHEREAS, subsequent to the issuance of the Bonds, the Maryland Qualified Allocation Plan ("QAP"), pursuant to the Consolidated Appropriations Act of 2018, added a new income averaging

minimum set-aside election (the "Income Averaging Set-Aside") for purposes of low-income housing tax credits ("LIHTC");

WHEREAS, the Income Averaging Set-Aside would require that at least 40% of the units in a project be set-aside for households with incomes at or below 80% of AMI so long as the average gross income for the restricted units does not exceed 60% of AMI;

WHEREAS, the Borrower has requested that the Commission approve and permit the Income Averaging Set-Aside for the Development and that the existing documents related to the Development, including the Land Use Restriction Agreement and Regulatory Agreement, be amended to implement the Income Averaging Set-Aside; and

WHEREAS, the Development and Finance Committee at its October 29, 2018 meeting considered and recommended approval of the Income Averaging Set-Aside for the Development.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County hereby approves the Income Averaging Set-Aside for the Development pursuant to the recommendation of the Development and Finance Committee.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director of the Commission, or any authorized designee of the Executive Director, are hereby authorized and directed to execute and deliver any amendment or amendment and restatement of the existing Land Use Restriction Agreement and existing Regulatory Agreement, or any other document as necessary, to permit and implement the Income Averaging Set-Aside for the Development, and each document shall be in a form prepared by outside bond counsel to the Commission, and shall be approved by such authorized signers, the execution of such documents being conclusive evidence of such approval.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Secretary-Treasurer of the Commission, or any other authorized officer of the Commission, is hereby authorized and directed to affix the seal of the Commission to such documents and to attest the same.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that all acts and doings of the officers of the Commission which are in conformity with the purposes and intent of this Resolution and in furtherance of the Income-Averaging Set-Aside for the Development are hereby approved.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that this Resolution shall take effect immediately.

C. Legislative and Regulatory Committee – Com. Byrd, Chair

- 1. Revision of HOC's Administrative Plan for the Housing Choice Voucher Program to Add Wait List Related Changes to the Plan and to Add a Preference for Persons with Disabilities who are Transitioning out of Institutional and other Segregated Settings, At Serious Risk of Institutionalization, Homeless, or at Risk of Becoming Homeless**

Zachary Marks, Director of Development, and John Vass, Grants Coordinator, were the presenters.

The following resolution was adopted upon a motion by Commissioner Byrd and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson, Rodriquez, Croom, Byrd, Priest, and Kelleher.

RESOLUTION NO.: 18-90

RE: Revision of HOC's Administrative Plan for the Housing Choice Voucher Program to Add Wait List Related Changes and to Add A Preference for Persons with Disabilities Who Are Transitioning Out of Institutional and Other Segregated Settings, At Serious Risk of Institutionalization, Homeless, or At Risk of Becoming Homeless

WHEREAS, the Housing Opportunities Commission of Montgomery County ("Commission") desires to revise its Administrative Plan for the Housing Choice Voucher Program (the "Plan") to add (1) wait list related changes, and (2) a preference for persons with disabilities who are transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless (the "Revisions"), as identified in the revised Plan attached hereto as Exhibit A; and

WHEREAS, a public comment period for the Revisions began on September 21, 2018 and concluded on November 7, 2018 with a public hearing.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County adopts the Revisions, as identified in the revised Plan attached hereto as Exhibit A;

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized and directed, without any further action on its part, to take any and all other actions necessary and proper to carry out the actions contemplated herein.

- 2. Significant Amendment to HOC's Fiscal Year 2019 Public Housing Agency Plan Adding that 26 of the Units at Elizabeth House will be Disposed of using a Section 18 Disposition and a Revision of HOC's Administrative Plan for the Housing Choice Voucher Program to add a Non-Competitive Selection Process for Project-Based Voucher Assistance at Elizabeth House III**

Zachary Marks, Director of Development, and John Vass, Grants Coordinator, were the presenters

The following resolution was adopted upon a motion by Commissioner Byrd and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson, Rodriquez, Croom, Byrd, Priest, and Kelleher.

RESOLUTION NO.: 18-91

**RE: Significant Amendment to HOC's
Fiscal Year 2019 Public Housing Agency Plan
Adding that 26 of the Units at Elizabeth House
Will Be Disposed of Using A Section 18
Disposition and A Revision of HOC's
Administrative Plan for the Housing Choice
Voucher Program to Add a Non-Competitive
Selection Process for Project-Based Voucher
Assistance at Elizabeth House III.**

WHEREAS, the Housing Opportunities Commission of Montgomery County ("Commission") desires to significantly amend its Fiscal Year 2019 Public Housing Agency Plan ("PHA Plan") to add that 26 of the units at Elizabeth House will be disposed of using a Section 18 disposition ("PHA Plan Revisions"), as identified in the revised PHA Plan attached hereto as Exhibit A; and

WHEREAS, the Commission desires to revise its Administrative Plan for the Housing Choice Voucher Program ("Administrative Plan") to add a non-competitive selection process for Project-Based Voucher assistance at Elizabeth House III ("Administrative Plan Revisions"), as identified in the revised Administrative Plan attached hereto as Exhibit B; and

WHEREAS, a public comment period for the PHA Plan Revisions and Administrative Plan Revisions began on September 21, 2018 and concluded on November 7, 2018 with a public hearing.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County adopts the PHA Plan Revisions and Administrative Plan Revisions, as identified in the revised PHA Plan attached hereto as Exhibit A, and the revised Administrative Plan attached hereto as Exhibit B.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized and directed, without any further action on its part, to take any and all other actions necessary and proper to carry out the actions contemplated herein.

V. ITEMS REQUIRING DELIBERATION and/or ACTION

A. Acceptance of HOC FY'18 Audited Financial Statements, Single Audit Report, and Management Letter

Cornelia Kent, Chief Financial Officer, and Eugenia Pascual, Controller, were the presenters

The following resolution was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Priest. Affirmative votes were cast by Commissioners Simon, Nelson, Rodriquez, Croom, Byrd, Priest, and Kelleher.

RESOLUTION NO.: 18-92

**RE: Acceptance of HOC FY'18
Audited Financial Statements Single Audit
Report, and Management Letter**

WHEREAS, the independent auditors, CliftonLarsonAllen LLP, presented their report for FY'18, which included the FY'18 Audited Financial Statements, Single Audit Report, and Management Letter, to the Housing Opportunities Commission of Montgomery County (the "Commission"); and

WHEREAS, at a meeting held on November 7, 2018, the Commission reviewed the FY'18 Audited Financial Statements, Single Audit Report, and Management Letter.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that the Commission accepts the FY'18 Audited Financial Statements, Single Audit Report, and Management Letter prepared by CliftonLarsonAllen LLP.

Based upon this report and there being no further business to come before this session of the Commission, a motion was made by Vice Chair Nelson, seconded by Commissioner Kelleher, and unanimously adopted to adjourn.

The open session adjourned at 6:18 p.m.

Respectfully submitted,

Stacy L. Spann
Secretary-Treasurer

/pmb

Approved: December 5, 2018