

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Minutes

March 6, 2019

19-03

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, March 6, 2019 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:17 p.m. Those in attendance were:

Present

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

Absent

Edgar Rodriguez

Also Attending

Stacy L. Spann, Executive Director
Ali Khademain
Kayrine Brown
Charlotte Mbouma
Christina Autin
Cornelia Kent
Carol April
Derrick Thompson
Ellen Goff
Rita Harris
Eugenia Pascual
Ian-Terrell Hawkins
Jay Shepherd
Ian Williams
Terri Fowler

Aisha Memon, Acting General Council
Jennifer Arrington
Bonnie Hodge
Lorie Seals
Lynn Hayes
Marcus Ervin
Mary Phillips
Patrick Mattingly
Melody Stanford
Ethan Cohen
Fred Swan
Sherraine Rawlins
Shauna Sorrells
Kathryn Hollister

Resident Advisory Board

Yvonne Caughman, Vice President

Guest

Macedonia Baptist Church Supporters
Lalona Davis
Marta Mega

IT Support

Irma Rodriguez
Rony Joseph

Commission Support

Patrice Birdsong, Spec. Asst. to the Commission

I. **Approval of Minutes**

- A. **Approval of Minutes of January 23, 2019 Special Session** - The minutes were approved as submitted with a motion by Vice Chair Nelson and seconded by Chair Pro Tem Priest. Affirmative votes were cast by Commissioners Simon, Nelson, Priest, Croom, Byrd, and Kelleher. Commissioner Rodriguez was necessarily absent and did not participate in the vote.
- B. **Approval of Minutes of February 6, 2019 Regular Meeting** – The minutes were approved as submitted with a motion by Vice Chair Nelson and seconded by Chair Pro Tem Priest. Affirmative votes were cast by Commissioners Simon, Nelson, Priest, Croom, Byrd, and Kelleher. Commissioner Rodriguez was necessarily absent and did not participate in the vote..
- C. **Approval of Minutes of February 6, 2019 Administrative Session** – The minutes were approved as submitted with a motion by Vice Chair Nelson and seconded by Chair Pro Tem Priest. Affirmative votes were cast by Commissioners Simon, Nelson, Priest, Croom, Byrd, and Kelleher. Commissioner Rodriguez was necessarily absent and did not participate in the vote.
- D. **Approval of Minutes of February 22, 2019 Special Session** – The minutes were approved as submitted with a motion by Vice Chair Nelson and seconded by Chair Pro Tem Priest. Affirmative votes were cast by Commissioners Simon, Nelson, Priest, Croom, Byrd, and Kelleher. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

II. **CONSENT ITEMS**

- A. **Approval to Release the Funding Obligation of the Real Estate Working Capital Operating Fund Related to the White Flint Development**

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, Priest, Croom, Byrd, and Kelleher. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

RESOLUTION NO: 19-25

RE: Approval to Release the Funding Obligation of the Real Estate Working Capital Operating Fund Related to the White Flint Fire Station Site

WHEREAS, on March 4, 2015, the Commission established a Real Estate Working Capital Operating Fund (“REWCOF”) for \$1,400,000 to be used on a revolving basis for legal expenses (\$350,000), due diligence (\$300,000), and closing expenses (\$750,000); and

WHEREAS, on July 8, 2015, the Housing Opportunities Commission of Montgomery County (the “Commission”) authorized the expenditure of up to One Hundred Fifty Thousand Dollars (\$150,000) from the REWCOF to fund feasibility and predevelopment work for a residential development at the site proposed for a new White Flint Fire Station #23 (“Fire Station”) on approximately 2.8 acres of County land generally located at the intersection of Randolph Road and MD 355 (the “Site”); and

WHEREAS, the initial project concept was to develop the Site into a mixed-use development comprising of the Fire Station and a residential community featuring a mix of senior market-rate and senior affordable housing (“Residential Component”); and

WHEREAS, the County’s final design for the Fire Station did not leave enough available land for the development of the Residential Component without the acquisition of adjacent land, which was cost prohibitive; and

WHEREAS, the County’s Department of Housing and Community Affairs concluded that the Residential Component would not be pursued at this time; and

WHEREAS, the Commission desires to release the funding obligation of the REWCOF related to the Fire Station site.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it approves releasing the funding obligation of the REWCOF related to the residential development of the Fire Station site, in the amount of One Hundred Fifty Thousand Dollars (\$150,000), restoring the due diligence portion of the REWCOF to \$300,000.

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

III. **ADMINISTRATIVE AND SPECIAL SESSION RATIFICATIONS**

A. **No Submissions**

IV. **COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION**

A. **Development and Finance Committee – *Com. Simon, Chair***

1. **Authorization to Select General Contractor for Window Replacement and Miscellaneous Repairs at Bauer Park Apartments in Accordance with IFB #2145**

Jay Shepherd, Senior Financial Analyst, was the presenter.

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, Priest, Croom, Byrd, and Kelleher. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

RESOLUTION NO.: 19-26

RE: Authorization to Select General Contractor for Window Replacement and Miscellaneous Repairs at Bauer Park Apartments in Accordance with IFB #2145

WHEREAS, the Housing Opportunities Commission of Montgomery County (“HOC”) seeks to preserve Montgomery County’s existing affordable housing, including those subsidized by Rental Assistance Payment (“RAP”) contracts and Section 236 financing facing growing sustainability challenges – most prominently, functional obsolescence and pervasive systems issues as a result of age; and

WHEREAS, Bauer Park Apartments (the "Property") at 14635/39/43 Bauer Drive consists of 142 units in three (3) buildings on 3.88 acres of land on the southeast corner of the intersection of Bauer Drive and Norbeck Road in Rockville, MD; and

WHEREAS, the Property was originally built in 1977 under the Section 236 Program and is owned by Banor Housing, Inc., a non-profit corporation that is managed by a Policy Board that consists of seven (7) directors, three (3) of which are required to be Commissioners of HOC; and

WHEREAS, On July 11, 2018, the Commission approved the preliminary development plan authorizing conversion from the Section 236 Financing and preparation of an extensive property rehabilitation, with tenants in place under the Low Income Housing Tax Credit ("LIHTC") program at the Department of Housing and Community Development ("DHCD"); and

WHEREAS, In the FY10-18 County Capital Improvements Program ("CIP") Amendment cycle, the County Council authorized \$410,000 to Bauer Park for Miscellaneous System installation. To date, \$66,636 has been spent on various mechanical equipment replacement, architectural design bid documentation for the window & lintel IFB #2145 and accessibility upgrades to the property sidewalk; and

WHEREAS, funds from the CIP must be expended by HOC prior to the Property converting under the LIHTC program according to the preliminary development plan; and

WHEREAS, staff developed a scope of work to replace the windows and asphalt roofing and repair damaged precast concrete lintels at the Property; and

WHEREAS, On December 20, 2018, HOC issued IFB #2145 Furnish and Install New Unit Windows and Asphalt Roofing and Repair or Install New Lintels for Bauer Park Apartments to solicit bids from qualified small-business Contractors who are licensed by the State of Maryland to conduct business within the State of Maryland and Montgomery County; and

WHEREAS, staff recommends proceeding with the selection of the lowest responsible and responsive bidder, SNG Engineering, Inc. to complete the work and fund the contract from a combination of residual dedicated CIP funds and the Property's replacement reserves; and

WHEREAS, the balance of the reserves for replacement at the Property were \$233,552.37 as of January 31, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that the scope of work for replacement and repairs at Bauer Park is approved and the Executive Director is authorized to award a contract to SNG Engineering, Inc. as contractor for the renovations contemplated under IFB #2145.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is authorized to execute a contract with SNG Engineering, Inc. for up to \$405,000 plus additional costs, if any, to reflect contingency and that such funding will be provided from budgeted County Capital Improvements Program and reserves for replacement for Bauer Park Apartments.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that this approval is contingent on approval by the Board of Banor House, Inc., which will be sought at its meeting on March 14, 2019.

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

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

1. Acceptance of Second Quarter FY'19 Budget to Actual Statements

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 Kelleher. Affirmative votes were cast by Commissioners Simon, Nelson, Priest, Croom, Byrd, and Kelleher. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

RESOLUTION NO.: 19-27

**RE: Acceptance of Second Quarter FY'19
Budget to Actual Statements**

WHEREAS, the Budget Policy for the Housing Opportunities Commission of Montgomery County (“HOC” or “Commission”) states that quarterly budget to actual statements will be reviewed by the Commission, and

WHEREAS, the Commission reviewed the Second Quarter FY'19 Budget to Actual Statements during its March 6, 2019 meeting.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it hereby accepts the Second Quarter FY'19 Budget to Actual Statements.

2. Approval of FY'19 Second Quarter Budget Amendment

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 Kelleher. Affirmative votes were cast by Commissioners Simon, Nelson, Priest, Croom, Byrd, and Kelleher. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

RESOLUTION NO.: 19-28

**RE: Approval of FY'19 Second Quarter Budget
Amendment**

WHEREAS, the Housing Opportunities Commission of Montgomery County (the “Commission”) adopted a budget for FY'19 on June 6, 2018;

WHEREAS, the Commission’s Budget Policy allows for amendments to the budget;

WHEREAS, the net effect of the FY'19 Second Quarter Budget Amendment is a surplus of \$153,980, which will increase the anticipated contribution to the General Fund Operating Reserve (GFOR) of \$1,230,263 by \$153,980 to \$1,384,243 in order to maintain a balanced budget;

WHEREAS, the total FY'19 Operating Budget increased from \$266,895,126 to \$270,282,739;

WHEREAS, the total FY'19 Capital Budget increased from \$257,340,544 to \$257,777,483;
and

WHEREAS, approval of the budget amendments to revise the FY'19 budget will reflect an accurate plan for the use of the Commission's resources for the remainder of FY'19.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it hereby amends the FY'19 Operating Budget by increasing total revenues and expenses for the Commission from \$266,895,126 to \$270,282,739.

BE IT FURTHER RESOLVED that the Housing Opportunities Commission of Montgomery County hereby amends the FY'19 Capital Budget by increasing revenues and expenses for the Commission from \$257,340,544 million to \$257,777,483.

**3. Authorization to Write-off Bad Debt Related to Tenant Accounts Receivable
(October 1, 2018 – December 31, 2018)**

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 Kelleher. Affirmative votes were cast by Commissioners Simon, Nelson, Priest, Croom, Byrd, and Kelleher. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

RESOLUTION NO.: 19-29

**RE: Authorization to Write off Bad
Debt Related to Tenant Accounts
Receivable**

WHEREAS, the current policy of the Housing Opportunities Commission of Montgomery County ("HOC") is (i) to provide for an allowance for tenant accounts receivable balances that are delinquent for more than ninety (90) days; and (ii) to propose the write-off of former tenant balances; and

WHEREAS, staff periodically proposes the write-off of uncollected former tenant balances which updates the financial records to accurately reflect the receivables and the potential for collection; and

WHEREAS, the proposed write-off of former tenant accounts receivable balances for the period October 1, 2018 through December 31, 2018 is \$93,166, consisting of \$90,401 from Opportunity Housing properties, \$2,342 from RAD 6 properties, \$318 from 236 properties, and \$105 from Public Housing properties.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County authorizes and directs the Executive Director, without further action on its part, to take any and all actions necessary and proper to write off \$93,166 in bad debt related to (i) tenant accounts receivable

balances that are delinquent for more than ninety (90) days, and (ii) former tenant balances, including the execution of any and all documents related thereto.

4. Approval to Extend the Use of the Real Estate Line of Credit (RELOC) to Finance Commission Approved Actions Related to Funding for Year 15 Consulting Services for the Acquisition of Full Ownership of Certain Tax Credit Properties and Other Investor Exit Strategies

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 Kelleher. Affirmative votes were cast by Commissioners Simon, Nelson, Priest, Croom, Byrd, and Kelleher. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

RESOLUTION NO.: 19-30

RE: Approval to Extend the Use of the PNC Bank, N.A. Real Estate Line of Credit ("RELOC") to Finance Commission Approved Actions related to funding for Year 15 Consulting Services for the Acquisition of Full Ownership of Certain Tax Credit Properties and other Investor Exit Strategies

WHEREAS, on August 3, 2016, the Housing Opportunities Commission of Montgomery County ("HOC") authorized the Executive Director to enter into a contract for consulting services with Morrison Avenue Capital Partners and Censeo ("Year 15 Consultants") to facilitate acquiring full ownership of Year 15 tax credit properties and assisting with other investor exit strategies (the "Year 15 Consulting Services");

WHEREAS, on August 3, 2016, HOC also approved advances from the PNC Bank, N.A. Real Estate Line of Credit ("RELOC") to fund up to \$1.6 million as an interim source of funding for the Year 15 Consulting Services with a maturity date of April 13, 2019 (the "Year 15 Consulting Loan");

WHEREAS, as of August 2016, the Year 15 tax credit property portfolio consisted of ten (10) properties: Barclay Apartments, Georgian Court Apartments, Manchester Manor, The Metropolitan Apartments, MHLP IX, MHLP X, Shady Grove Apartments, Stewartown Homes, Strathmore Court Apartments, and The Willows Apartments;

WHEREAS, to date, HOC has acquired full ownership of Manchester Manor, MHLP IX, MHLP X, Shady Grove Apartments, and The Willows Apartments, and continues to work with the Year 15 Consultants to negotiate the acquisition of the remaining properties; and

WHEREAS, in order to complete the acquisition of the remaining properties, staff recommends extending the maturity date of the Year 15 Consulting Loan through June 30, 2020 at the taxable rate of LIBOR plus 58 basis points or the tax exempt rate of 68.5% of LIBOR plus 38 basis points to continue to fund the Year 15 Consulting Services.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it hereby approves extending the maturity date of the Year 15 Consulting Loan through June 30, 2020 to continue to fund the Year 15 Consulting Services in order to complete the acquisition of

Barclay Apartments, Georgian Court Apartments, The Metropolitan Apartments, Stewartown Homes, and Strathmore Court Apartments.

5. Approval to Amend Limited Partnership Agreements or Issue Letter Agreements Pursuant to the Bipartisan Budget Act of 2015 and Tax Cuts and Jobs Act passed in December 2017

Cornelia Kent, Chief Financial Officer, was the presenter.

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

RESOLUTION NO.: 19-31

RE: Approval to Amend Limited Partnership Agreements or Issue Letter Agreements Pursuant to the Bipartisan Budget Act of 2015 and Tax Cuts and Jobs Act of 2017

WHEREAS, Congress recently passed the Bipartisan Budget Act of 2015 and the Tax Cuts and Jobs Act of 2017 (“TCJA”); and

WHEREAS, the Bipartisan Budget Act of 2015 changes IRS audit rules for partnerships, requiring each partnership to appoint an individual person to serve as the designated representative to the IRS (the “Designated Representative”); and

WHEREAS, the Bipartisan Budget Act of 2015 also and allows partnerships to make a push-out election that permits the partnership to push liability onto the applicable individual partners rather than the partnership (the “Push Out Election”); and

WHEREAS, the TCJA allows partnerships that meet certain standards to make an irrevocable election to be treated as a Real Property Trade or Business (“RPTOB”), which exempts the partnership from the business interest limitation but may require a change in the depreciation schedule; and

WHEREAS, Boston Capital, the Investor for Arcola Towers RAD Limited Partnership, has requested to make the RPTOB election, and will remain at the 40-year depreciation rate and continue to take the business interest expense as a deduction against federal taxable income; and

WHEREAS, PNC Real Estate Tax Credit, the Investor for Forest Oak Towers Limited Partnership and Greenhills Apartments Limited Partnership, has agreed to the push-out election and declined the RPTOB election; and

WHEREAS, Hudson Housing Capital LLC, the Investor for Tanglewood and Sligo LP has requested to make the RPTOB election, which will change their depreciation rate from 27.5 years to 40 years and will allow them to continue to take the business interest expense as a deduction against federal taxable income.

WHEREAS, staff recommends that for all partnerships that the Housing Opportunities Commission of Montgomery County controls or manages, the Executive Director be appointed as the Designated Representative; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Arcola Towers RAD GP LLC, acting for itself and on behalf of Arcola Towers RAD Limited Partnership, as its general partner, that the Executive Director is hereby authorized to amend the Limited Partnership Agreement or issue a Letter Agreement to appoint the Executive Director as the Designated Representative, to make the Push Out Election, and to make the RPTOB election.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Greenhills Apartments GP LLC, acting for itself and on behalf of Greenhills Apartments Limited Partnership, as its general partner, that the Executive Director is hereby authorized to amend the Limited Partnership Agreement or issue a Letter Agreement to appoint the Executive Director as the Designated Representative and make the Push Out Election.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Forest Oaks Towers Limited Partnership, as its general partner, that the Executive Director is hereby authorized to amend the Limited Partnership Agreement or issue a Letter Agreement to appoint the Executive Director as the Designated Representative and make the Push Out Election.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of HOCMC, LLC, acting for itself and on behalf of Tanglewood and Sligo LP, as its general partner, that the Executive Director is hereby authorized to amend the Limited Partnership Agreement or issue a Letter Agreement to appoint the Executive Director as the Designated Representative and make the RPTOB election.

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

6. Approval to Renew for One Year Property Management Contracts at the Following Properties: Pooks Hill Towers, Pooks Hill Court, Forest Oak Towers, Paddington Square, Tanglewood and Sligo, Dale Drive, Southbridge Apartments, Manchester Manor, and Montgomery Arms Apartments

Shauna Sorrells, Chief Operating Officer, and Sherraine Rawlins, Asset Manager, were the presenters.

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

RESOLUTION NO.: 19-32

RE: Approval to Renew Property Management Contracts for Pooks Hill Court, Forest Oak Towers, Tanglewood and Sligo Hills

**Apartments, Dale Drive, Southbridge Apartments,
and Manchester Manor**

WHEREAS, the Housing Opportunities Commission of Montgomery County (“HOC”) owns the development known as Pooks Hill Court located in Bethesda, Maryland (“Pooks Hill”);

WHEREAS, HOC is the general partner of Forest Oak Towers Limited Partnership (“Forest Oak LP”), and Forest Oak LP owns the development known as Forest Oak Towers located in Gaithersburg, Maryland (“Forest Oaks”);

WHEREAS, HOC is the sole member of HOCCMC, LLC, the general partner of Tanglewood and Sligo LP (“Tanglewood LP”), and Tanglewood LP owns the development known as Tanglewood and Sligo Hills Apartments located in Silver Spring, Maryland (“Tanglewood and Sligo”);

WHEREAS, HOC owns the development known as Dale Drive located in Silver Spring, Maryland (“Dale Drive”);

WHEREAS, HOC owns the development known as Southbridge Apartments located in Takoma Park, Maryland (“Southbridge”);

WHEREAS, HOC is the general partner of Manchester Manor Apartments Limited Partnership (“Manchester LP”), and Manchester LP owns the development known as Manchester Manor located in Silver Spring, Maryland (“Manchester”);

WHEREAS, staff desires renew the current property management contract at Pooks Hill for approximately seven (7) months; and

WHEREAS, staff desires to renew the current property management contracts at Forest Oaks, Tanglewood and Sligo, Dale Drive, Southbridge, and Manchester for one (1) year.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized and directed to execute an approximately seven month renewal of the property management contract at Pooks Hill.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Forest Oak Towers Limited Partnership, that the Executive Director is hereby authorized and directed to execute a one-year renewal of the property management contract at Forest Oaks.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of HOCCMC, LLC, acting for itself and on behalf of Tanglewood and Sligo LP, that that the Executive Director is hereby authorized and directed to execute a one-year renewal of the property management contract at Tanglewood and Sligo.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized and directed to execute a one-year renewal of the property management contract at Dale Drive.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized and directed to execute a one-year renewal of the property management contact at Southbridge.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Manchester Manor Apartments Limited Partnership, that the Executive Director is hereby authorized and directed to execute a one-year renewal of the property management contract at Manchester.

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 transactions contemplated herein.

7. Approval to Procure Property Management Services Pursuant to RFP #2140 for: Alexander House Apartments (Alexander House Development Corporation and Alexander House Limited Partnership); Cider Mill Apartments; Diamond Square Apartments; Georgian Court Apartments; Glenmont Crossing (Westerly Apartments and Woodberry Townhomes); Greenhill Apartments Limited Partnership; Stewartown Limited Partnership; and Westwood Towers Apartments

Shauna Sorrells, Chief Operating Officer, and Sherraine Rawlins, Asset Manager, were the presenters.

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

RESOLUTION NO.: 19-33

RE: Approval of Property Management Contract Pursuant to RFP #2140 for Alexander House LP, Cider Mill Apartments, Georgian Court Apartments, Greenhills Apartments, Stewartown, and Westwood Tower Apartments

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 sole member of MVG II, LLC, which is the sole member of MV Gateway LLC (“MV Gateway”), and MV Gateway owns the development known as Cider Mill Apartments (“Cider Mill”) located in Montgomery Village, Maryland;

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, the Housing Opportunities Commission of Montgomery County (“HOC”) is the sole member of Greenhills Apartments GP, LLC, who is the general partner of Greenhills Apartments Limited

Partnership (the "Partnership"), and the Partnership owns the development known as Greenhills Apartments located in Damascus, Maryland ("Greenhill Apartments");

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 Westwood Tower Apartments ("Westwood Towers") located in Bethesda, Maryland; and

WHEREAS, HOC issued a Request for Proposals ("RFP") for property management services at Alexander House, Cider Mill, Georgian Court, Greenhill Apartments, Stewartown, and Westwood Towers; and

WHEREAS, based on the criteria included in the RFP and pricing from four responding companies, Edgewood/Vantage Management was determined to be the most qualified to manage each of Alexander House, Georgian Court, and Stewartown.

WHEREAS, based on the criteria included in the RFP and pricing from four responding companies, Grady Management was determined to be the most qualified to manage Cider Mill.

WHEREAS, based on the criteria included in the RFP and pricing from four responding companies, CAPREIT Management was determined to be the most qualified to manage Greenhills Apartments and Westwood Towers.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Alexander House GP, LLC, acting for itself and on behalf of Alexander House Apartments Limited Partnership, that the Executive Director is hereby authorized and directed to execute a management agreement for property management services at Alexander House with Edgewood/Vantage Management for a term of two years with two one-year renewal options.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of MVG II, LLC, acting for itself and on behalf of MV Gateway LLC, that the Executive Director is hereby authorized and directed to execute a management agreement for property management services at Cider Mill with Grady Management for a term of two years with two one-year renewal options.

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, that the Executive Director is hereby authorized and directed to execute a management agreement for property management services at Georgian Court with Edgewood/Vantage Management for a term of two years with two one-year renewal options.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Greenhills Apartments GP LLC, acting for itself and on behalf of Greenhills Apartments Limited Partnership, that the Executive Director is hereby authorized and directed to execute a management agreement for property management services at Greenhills Apartments with CAPREIT Management for a term of two years with two one-year renewal options.

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., that the Executive Director is hereby authorized and directed to execute a management agreement for property management services at Stewartown with Edgewood/Vantage Management for a term of two years with two one-year renewal options.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized and directed to execute a management agreement for property management services at Westwood Towers with CAPREIT Management for a term of two years with two one-year renewal options.

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

V. **ITEMS REQUIRING DELIBERATION and/or ACTION**
A. **No Submissions**

Based upon this report and there being no further business to come before this session of the Commission, the open session adjourned at 5:57 p.m. with a motion by Commissioner Byrd and seconded by Vice Chair Nelson.

Respectfully submitted,

Stacy L. Spann
Secretary-Treasurer

/pmb

Approved: April 3, 2019