

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Minutes

October 5, 2022

22-10

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted via a hybrid platform and teleconference on Wednesday, October 5, 2022, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:04 p.m. Those in attendance were:

Present

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

Also Attending

Chelsea Andrews, Executive Director
Aisha Memon, General Counsel
Ian-Terrell Hawkins
Jennifer Arrington
Marcus Ervin
Darcel Cox
Eugenia Pascual
Jay Shepherd
Nathan Bovelle
David Brody

Kayrine Brown, Deputy Executive Director
Timothy Goetzinger
Lynn Hayes
Fred Swan
Karlos Taylor
Nilou Razeghi
Paige Gentry
Bonnie Hodge
Alex Torton
Terri Fowler

Also Attending via Zoom

Paulette Dudley
Ellen Goff
John Broullire
Matt Husman

John Broullire
Leidi Reyes

IT Support

Irma Rodriguez
Aries "AJ" Cruz
Genio Etienne

Commission Support

Patrice Birdsong, Special Assistant to the Commission

Chair Priest opened the meeting welcoming all to the monthly meeting. There was a roll call of Commissioners participating.

I. **Information Exchange
Community Forum**

- There were no speakers who signed up to address the Board.

Executive Director

- Chelsea Andrews, Executive Director, provided an overview of the written report as well as a slide presentation of events. Executive Director Andrews, Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, and Zachary Marks, Chief Real Estate Officer, addressed questions and comments of the Commissioners. Executive Director Andrews also reported that HOC received “High Performer” status from HUD for the Section Eight Management Assessment Program (SEMAP).

Commissioner Exchange

- Chair Priest reported on the NAHRO Conference in San Diego, CA held on September 24, 2022. There was good training provided for Commissioners, and a great networking opportunity.

- II. **Approval of Minutes** – The minutes were approved with an amendment to the Public Hearing Minutes of September 12, 2022 to reflect the following edits to the first paragraph, second and third sentences: *“On July 29, 2022 HOC posted a notice of the Public Hearing and a draft of the proposed FSS Action Plan Revisions on its own website. HOC also published in the Washington Post and Washington Post Hispanic a notice of the Public Hearing along with the fact that the proposed plan was available on its website”* With this amendment Vice Chair Kelleher made the motion and it was seconded by Commissioner Simon. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Byrd, Croom, Merkowitz, and Simon.

A. Approval of Amended Minutes of September 12, 2022 Public Hearing: Family Self-Sufficiency (FSS) Action Plan

B. Approval of Minutes of September 14, 2022

III. **COMMITTEE REPORTS AND RECOMMENDATIONS FOR ACTION**

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

1. Fiscal Year 2022 Fourth Quarter Budget to Actual Statements: Acceptance of Fourth Quarter FY’22 Budget to Actual Statement

Chair Pro Tem Nelson opened the floor to Executive Director Andrews who provided an overview indicating that the agency ended in a surplus of over one million dollars, and requesting approval to divide 50% to the general fund operating reserve and 50% to the opportunity housing property reserve. Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, introduced Terri Fowler, Budget Officer, who provided the presentation requesting that the Commission accept the fourth quarter

budget to actual statement and authorize dividing of the surplus of funds for future operational needs and capital needs of HOC properties in FY'23 and FY'24 budgeting development.

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

RESOLUTION NO.: 22-68

**RE: Acceptance of the Fourth Quarter FY'22
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 Fourth Quarter FY'22 Budget to Actual Statements during its October 5, 2022 meeting; and

WHEREAS, HOC ended FY'22 with an operating surplus of \$1,012,001; and

WHEREAS, it is recommended that the surplus of \$1,012,001 be restricted 50% or \$506,000 the General Fund Operating Reserve ("GFOR") for future operational needs, and 50% or \$506,001 to the Opportunity Housing Property Reserve ("OHPR") to help replenish the reserve to fund the shortfalls for capital needs that can be expected during the FY'23 and FY'24 budget season.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it hereby accepts the Fourth Quarter FY'22 Budget to Actual Statements.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that it hereby authorizes that the surplus of \$1,012,001 be restricted 50% or \$506,000 the GFOR for future operational needs, and 50% or \$506,001 to the OHPR to help replenish the reserve to fund the shortfalls for capital needs that can be expected during the FY'23 and FY'24 budget season.

2. Fiscal Year 2022 First Quarter Budget Amendment: Approval of the FY'23 First Quarter Budget Amendment

Chair Pro Tem Nelson opened the floor to Executive Director Andrews who provided an overview. Executive Director Andrews indicated that the request is to make modifications to the FY'23 First Quarter Budget. She explained that the overall impact is a surplus of over \$125,000. Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, introduced Terri Fowler, Budget Officer, who provided the presentation requesting approval of the amendment to reflect an accurate plan for the use of the Agency's financial resources for the remainder of the fiscal year.

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

RESOLUTION NO.: 22-69

**RE: Approval of FY 2023 First Quarter Budget
Amendment**

WHEREAS, the Housing Opportunities Commission of Montgomery County (the "Commission") adopted a budget for FY'23 on June 8, 2022; and

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

WHEREAS, the net effect of the FY'23 First Quarter Budget Amendment is a surplus of \$125,080, which will decrease the anticipated draw from the General Fund Operating Reserve ("GFOR") of \$1,113,018 by \$125,080 to \$987,938 to maintain a balanced budget; and

WHEREAS, the total FY'23 Operating Budget increased from \$311,867,377 to \$316,381,237; and

WHEREAS, the total FY'23 Capital Budget increased from \$247,234,453 to \$247,475,453;
and

WHEREAS, approval of the budget amendments to revise the FY'23 budget will reflect an accurate plan for the use of the Commission's resources for the remainder of FY'23.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that it hereby amends the FY'23 Operating Budget by increasing total revenues and expenses for the Commission from \$311,867,377 to \$316,381,237.

BE IT FURTHER RESOLVED that the Housing Opportunities Commission of Montgomery County hereby amends the FY'23 Capital Budget by increasing revenues and expenses for the Commission from \$247,234,453 to \$247,475,453.

3. Uncollectible Tenant Accounts Receivable: Presentation of the FY'23 First Quarter Budget Amendment

Chair Pro Tem Nelson opened the floor to Executive Director Andrews who provided an overview highlighting that staff will continue to work towards collection efforts as it pertains to the write-off. Executive Director Andrews introduced Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, who introduced Nilou Razeghi, Accounting Manager, who provided the presentation.

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

RESOLUTION NO.: 22-70

**RE: Authorization to Write-Off Uncollectible
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 of April 1, 2022 – June 30, 2022 is \$127,482, consisting of \$101,847 from Opportunity Housing properties, \$23,773 from Supportive Housing Properties and \$1,862 from LIHTC/RAD Properties.

NOW, THEREFORE, BE IT RESOLVED that the Housing Opportunities Commission of Montgomery County authorizes and directs the Executive Director, or her designee, without further action on its part, to take any and all actions necessary and proper to write off \$127,482 in uncollectible accounts receivable related to (i) tenant 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. Extension of Existing Property Management Contracts: Arcola Towers, Avondale Apartments, Barclay Apartments, Bauer Park Apartments, Camp Hill Square, Dale Drive, Fairfax Court Manchester Manor Apartments, The Metropolitan, Pooks Hill Court, Residences on the Lane, Shady Grove Apartments, Southbridge, Spring Garden Apartments, Strathmore Court at White Flint, Tanglewood, The Willows, Timberlawn Crescent and Waverly House Apartments

Chair Pro Tem Nelson opened the floor to Executive Director Andrews who provided an overview highlighting the proposed procurement process that will best reflect the agency’s core values. Executive Director Andrews introduced Nathan Bovelleville, Chief Maintenance Officer, and Alex Torton, Asset Manager, who provided the presentation. Staff addressed comments and questions of the Board regarding customer service survey feedback.

Note to the record, during this presentation Commissioner Merkowitz was necessarily absent.

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

RESOLUTION NO.: 22-71

RE: Extension of Property Management Contracts for Arcola Towers, Avondale Apartments, Barclay One, Bauer Park Apartments, Camp Hill Square, Dale Drive, Fairfax Court, Manchester Manor Apartments, The Metropolitan, Pooks Hill Court, Residences on the Lane, Shady Grove Apartments, Southbridge, Spring Garden Apartments, Strathmore Court at White Flint, Tanglewood, The Willows, Timberlawn Crescent and Waverly House Apartments

WHEREAS, the Housing Opportunities Commission of Montgomery County (“HOC”) is the sole member of Arcola Towers RAD GP LLC, the general partner of Arcola Towers RAD Limited Partnership (“Arcola Towers LP”), the owner of Arcola Towers located in Kensington, Maryland (“Arcola Towers”); and

WHEREAS, HOC is the sole member of HOC at Avondale, LLC (“Avondale LLC”), the owner of Avondale Apartments located in Bethesda, Maryland (“Avondale Apartments”); and

WHEREAS, HOC is the general partner of Barclay One Associates Limited Partnership (“Barclay LP”), and Barclay LP partly owns Barclay Apartments located in Chevy Chase, Maryland (“Barclay Apartments”); and

WHEREAS, HOC is the managing member of Bauer Park Apartments, LLC, the general partner of Bauer Park Apartments LP (“Bauer Park LP”), the owner of Bauer Park Apartments located in Rockville, Maryland (“Bauer Park Apartments”); and

WHEREAS, HOC owns Camp Hill Square, located in Gaithersburg, Maryland (“Camp Hill Square”); and

WHEREAS, HOC owns Dale Drive, located in Silver Spring, Maryland (“Dale Drive”); and

WHEREAS, HOC owns Fairfax Court Apartments, located in Chevy Chase, Maryland (“Fairfax Court”); and

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

WHEREAS, HOC is the general partner of The Metropolitan of Bethesda Limited Partnership (“Metropolitan LP”), and Metropolitan LP partly owns The Metropolitan, located in Bethesda, Maryland (“The Metropolitan”); and

WHEREAS, HOC owns Pooks Hill Apartments (midrise), located in Bethesda, Maryland (“Pooks Hill Court”); and

WHEREAS, HOC is the managing member of HOC MM Upton II, LLC, the managing member of HOC at the Upton II, LLC (“Upton LLC”), the owner of Residences on the Lane, located in Rockville, Maryland (“Residences on the Lane”); and

WHEREAS, HOC is the sole member of HOC MM Shady Grove, LLC, the managing member of HOC at Shady Grove, LLC (“Shady Grove LLC”), the owner of Shady Grove Apartments, located in Rockville, Maryland (“Shady Grove Apartments”); and

WHEREAS, HOC owns Southbridge, located in Takoma Park, Maryland (“Southbridge”); and

WHEREAS, HOC is the general partner of Spring Garden One Associates Limited Partnership (“Spring Garden LP”), the owner of Spring Garden Apartments, located in Silver Spring, Maryland (“Spring Garden Apartments”); and

WHEREAS, HOC is the general partner of Strathmore Court Associates Limited Partnership (“Strathmore LP”), the owner of Strathmore Court, located in Bethesda, Maryland (“Strathmore Court”); and

WHEREAS, HOC is the sole member of HOCCM, LLC, the general partner of Tanglewood and Sligo LP (“Tanglewood LP”), the owner of Tanglewood, located in Silver Spring, Maryland (“Tanglewood”); and

WHEREAS, HOC is the general partner of The Willows of Gaithersburg Associates Limited Partnership (“Willows LP”), the owner of The Willows, located in Gaithersburg, Maryland (“The Willows”); and

WHEREAS, HOC is the sole member of Timberlawn and Pomander Properties LLC (“Timberlawn LLC”), the owner of Timberlawn Crescent, located in Rockville, Maryland (“Timberlawn”); and

WHEREAS, HOC is the sole member of Waverly House RAD GP LLC, the general partner of Waverly House RAD Limited Partnership (“Waverly LP”), the owner Waverly House Apartments, located in Bethesda, Maryland (“Waverly House”); and

WHEREAS, staff desires to extend the current property management contracts at Camp Hill Square, Pooks Hill Court, Residences on the Lane, Shady Grove Apartments, Spring Garden Apartments, and The Willows until September 1, 2023 with Edgewood Management Corporation; and

WHEREAS, staff desires to extend the current property management contracts at Arcola Towers, Avondale Apartments, Bauer Park Apartments, and Waverly House until December 31, 2023 with Edgewood Management Corporation; and

WHEREAS, staff desires to extend the current property management contracts at The Metropolitan and Strathmore Court until December 31, 2023 with Bozzuto Management Company; and

WHEREAS, staff desires to extend the current property management contracts at Barclay Apartments, Dale Drive, Fairfax Court, Manchester Manor, Southbridge, and Tanglewood until March 31, 2024 with Residential One; and

WHEREAS, staff desires to extend the current property management contract at Timberlawn until March 31 2024, with Edgewood Management Corporation.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Arcola Towers LP, as the sole member of its general partner, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Arcola Towers with Edgewood Management Corporation.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Avondale LLC, as its sole member, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Avondale Apartments with Edgewood Management Corporation.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Barclay LP, as its general partner, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Barclay Apartments with Residential One.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Bauer Park LP, as the managing member of its general partner, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Bauer Park Apartments with Edgewood Management Corporation.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Camp Hill Square with Edgewood Management Corporation.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Dale Drive with Residential One.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Fairfax Court with Residential One.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Manchester LP, as its general partner, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Manchester Manor with Residential One.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Metropolitan LP, as its general partner, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at The Metropolitan with Bozzuto Management.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Pooks Hill Court with Edgewood Management Corporation.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Upton LLC, as its managing member of its managing member, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Residences on the Lane with Edgewood Management Corporation.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Shady Grove LLC, as the sole member of its managing member, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Shady Grove Apartments with Edgewood Management Corporation.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County that the Executive Director, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Southbridge with Residential One.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Spring Garden LP, as its general partner, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Spring Garden Apartments with Edgewood Management Corporation.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Strathmore LP, as its general partner, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Strathmore Court with Bozzuto Management.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Tanglewood LP, as the sole member of its general partner, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Tanglewood with Residential One.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Willows LP, as its general partner, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at The Willows with Edgewood Management Corporation.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Timberlawn LLC, as its sole member, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Timberlawn with Residential One.

BE IT FURTHER RESOLVED by the Housing Opportunities Commission of Montgomery County, acting for itself and on behalf of Waverly LP, as the sole member of its general partner, that the Executive Director of HOC, or their designee, is hereby authorized and directed to execute an extension of the property management contract at Waverly House with Edgewood Management Corporation.

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

1. Single Family: Approval of New Participating Lenders for the Single Family Mortgage Purchase Program

Commissioner Simon opened the floor to Executive Director Andrews who provided an overview requesting approval of new participating lenders for the Single Family Mortgage Purchase Program. Executive Director Andrews introduced Jennifer Washington, Acting Director Mortgage Finance, and Paulette Dudley, Program Specialist, to provide the presentation.

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

RESOLUTION NO.: 22-73

RE: Approval of New Participating Lenders for the Single Family Mortgage Purchase Program

WHEREAS, the Housing Opportunities Commission of Montgomery County (the “Commission”) approves lenders to participate in the Single Family Mortgage Purchase Program (“MPP”); and

WHEREAS, such participation is continuous and for multiple programs; and

WHEREAS, the Commission has approved an ongoing process for adding new lenders to the MPP;
and

WHEREAS, Meridian Bank, Bay Capital Mortgage Corporation, WesBanco Bank, Inc., and Direct Mortgage Loans, LLC (together, the “New Lenders”) have applied for participation in the MPP; and

WHEREAS, the New Lenders have satisfied the required criteria for admittance into the MPP.

NOW, THEREFORE, BE IT RESOLVED by the Housing Opportunities Commission of Montgomery County that the New Lenders are approved for participation in the MPP, effective immediately.

Chair Priest called a recess at 5:23 p.m. The meeting was reconvened at 5:30 p.m.

Chair Priest read the Written Closing Statement and made a motion to adopt the statement and close the meeting. Vice Chair Kelleher seconded the motion, with Commissioners Priest, Kelleher, Nelson, Byrd, Croom, and Simon voting in approval. Commissioner Merkowitz was necessarily absent and did not participate in the vote.

Based upon this report and there being no further business to come before this session of the Commission, the Commission unanimously adjourned the open session at 5:30 p.m., and reconvened in closed session at 5:39 p.m.

In compliance with Section 3-306(c)(2), General Provisions Article, Maryland Code, the following is a report of the Housing Opportunities Commission of Montgomery County’s closed session held on October 5, 2022 at approximately 5:39 p.m. at 10400 Detrick Avenue, Kensington, MD 20895. The meeting was closed under the authority of Sections 3-305(b)(7), 3-305(b)(8), and 3-305(b)(13) to discuss and obtain legal advice from counsel about ongoing litigation impacting Westwood Tower Apartments (pursuant to Sections 3-305(b)(7) and Section 3-305(b)(8)) that is subject to attorney-client privilege (pursuant to Section 3-305(b)(13)).

The meeting was closed and the closing statement dated October 5, 2022 was adopted on a motion made by Roy Priest, seconded by Frances Kelleher, with Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Pamela Byrd, Linda Croom, and Jackie Simon voting in favor of the motion. Commissioner Merkowitz was necessarily absent and did not participate in the vote. The following persons were present for the discussion: Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Pamela Byrd, Linda Croom, Jackie Simon, Chelsea Andrews, Aisha Memon, and Patrice Birdsong.

In closed session, the Commission discussed the below topic and took the following action:

1. **Topic:** Discussion with counsel about ongoing litigation impacting Westwood Tower Apartments (pursuant to Sections 3-305(b)(7), 3-305(b)(8), and 3-305(b)(13)).

- a. **Action Taken:** No action taken.

The closed session was adjourned at 6:12 p.m.

Respectfully submitted,

Chelsea Andrews
Secretary-Treasurer

/pmb

Approved: November 16, 2022