



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

**EXPANDED AGENDA**

YouTube Link: <https://youtu.be/p44xZC44ua0>

**December 13, 2023**

**The public is invited to attend HOC’s December 13, 2023 Monthly Commission meeting in-person. HOC’s Board of Commissioners and staff will continue to participate through a hybrid model (a combination of in-person online participation).**

		Res #
4:00 p.m.	<b>I. <u>INFORMATION EXCHANGE</u></b> A. Community Forum B. Status Report from Resident Advisory Board C. Report of the President/Executive Director D. Commissioner Exchange	
Pg. 5		
Pg.16 Pg.25 Pg.27 Pg.29	<b>II. <u>APPROVAL OF MINUTES</u></b> A. Approval of Minutes of November 15, 2023 B. Approval of Minutes of November 15, 2023 Closed Session C. Approval of Minutes of November 20, 2023 Special Open Session D. Approval of Minutes of November 20, 2023 Special Closed Session	
Pg.32	<b>III. <u>CONSENT</u></b> A. Recognition of Richard Y. Nelson Jr’s. Tenure as an HOC Commissioner	23-78 (pg.33)
Pg.34	B. Approval of the Appointment of Varun Dhawan to the Board of Directors of the Housing Opportunities Community Partners, Inc.	23-79 (pg.35)
	<b>IV. <u>COMMITTEE REPORTS AND RECOMMENDATIONS FOR ACTION</u></b>	
	<b>A. Administrative &amp; Regulatory Committee, Com. Kelleher, Chair</b>	
Pg.40	<b>1. Housing Choice Voucher:</b> Authorization to Implement Voucher Payment Standards Based on HUD FY2024 Small Area Fair Market Rents	23-80 (pg.52)
	<b>B. Development &amp; Finance Committee, Com. Merkowitz, Chair</b>	

Pg.56	<b>1. Westwood Tower:</b> Approval to Enact Emergency Procedures and Authorization for the President to Negotiate and Execute a Contract with Summit Fire & Security to Complete the Full Scope Replacement of Fire Panel at Westwood Tower Apartment	23-81 (pg.60)
Pg.62	<b>2. Garnkirk Farms:</b> Approval to Submit a 9% Low Income Housing Tax Credit (“LIHTC”) Application for Garnkirk Farms Apartments	23-82 (pg.67)
Pg.69	<b>3. Springvale Terrace:</b> Approval to Submit a Faircloth-to-RAD Application for 48 Units at Springvale Terrace	23-83 (pg.75)
	<b><u>RECESS</u></b>	
	<b><u>DEVELOPMENT CORPORATION MEETINGS</u></b>	
	<b><u>Alexander House Development Corporation</u></b>	
	<ul style="list-style-type: none"> <li>Approval of Minutes of November 15, 2023</li> </ul>	
	<b><u>ADJOURN</u></b>	
	<b><u>Brookside Glen (The Glen) Development Corporation</u></b>	
	<ul style="list-style-type: none"> <li>Approval of Minutes of November 15, 2023</li> </ul>	
	<b><u>ADJOURN</u></b>	
	<b><u>Diamond Square Development Corporation</u></b>	
	<ul style="list-style-type: none"> <li>Approval of Minutes of November 15, 2023</li> </ul>	
	<b><u>ADJOURN</u></b>	
	<b><u>Glenmont Crossing Development Corporation</u></b>	
	<ul style="list-style-type: none"> <li>Approval of Minutes of November 15, 2023</li> </ul>	
	<b><u>ADJOURN</u></b>	
	<b><u>Glenmont Westerly Development Corporation</u></b>	
	<ul style="list-style-type: none"> <li>Approval of Minutes of November 15, 2023</li> </ul>	
	<b><u>ADJOURN</u></b>	
	<b><u>Magruder’s Development Corporation</u></b>	
	<ul style="list-style-type: none"> <li>Approval of Minutes of November 15, 2023</li> </ul>	
	<b><u>ADJOURN</u></b>	
	<b><u>Metropolitan Development Corporation</u></b>	
	<ul style="list-style-type: none"> <li>Approval of Minutes of November 15, 2023</li> </ul>	
	<b><u>ADJOURN</u></b>	

	<p><b><u>Montgomery Arms Development Corporation</u></b></p> <ul style="list-style-type: none"> <li>• Approval of Minutes of November 15, 2023</li> </ul>	
	<p><b><u>ADJOURN</u></b></p>	
	<p><b><u>Wheaton Metro Development Corporation</u></b></p> <ul style="list-style-type: none"> <li>• Approval of Minutes of November 15, 2023</li> </ul>	
	<p><b><u>RECONVENE</u></b></p>	
6:00 p.m.	<p><b><u>ADJOURN</u></b></p>	

NOTES:

1. This Agenda is subject to change without notice.
2. Public participation is permitted on Agenda items in the same manner as if the Commission was holding a legislative-type Public Hearing
3. *Times are approximate and may vary depending on length of discussion.*
4. \*These items are listed "For Future Action" to give advance notice of coming Agenda topics and not for action at this meeting.
5. Commission briefing materials are available in the Commission offices the Monday prior to a Wednesday meeting.

If you require any aids or services to fully participate in this meeting, please call (240) 627-9421 or email [Jocelyn.Koon@hocmc.org](mailto:Jocelyn.Koon@hocmc.org).

# Information Exchange



## HOC AT-A-GLANCE: November 2023

During the month of November, HOC continued to engage in its core activities providing support and enrichment programming to our clients, fulfilling our HUD required obligations and enhancing our clients' experience.

This month our partnership with Holy Cross Health made national headlines for the opening of the fourth Holy Cross Health Partners primary care facility at HOC's The Leggett community. Similarly, HOC's Residences on the Lane was featured in *Building Design & Construction* for its interior design. We continue to highlight services provided by our Office of Resident Services, updates from our Housing Resources, as well as our key Real Estate Development activities. This month we also spotlight updates from our Legislative Affairs and Mortgage Finance divisions.

## HOC IN THE NEWS

### ***Holy Cross Health Opens its Doors at The Leggett***

HOC and our partners at Holy Cross Health were recently featured in more than 90 media outlets nationwide about the grand opening of the new primary care practice located within The Leggett in downtown Silver Spring. The new facility incorporates health education and fitness classes, providing easy access to important health care resources for The Leggett's 62+ resident population.

### ***Industry Praise for Residences on The Lane***

Residences on The Lane, an affordable housing high-rise for individuals over the age of 65, recently was highlighted in *Building Design & Construction*, a publication of Multifamily Pro+, as being a "significant addition to the housing landscape of downtown Rockville, MD." As the article focused on the interior design firm, Hartman Design Group, it describes Residences on The Lane as "creating a bright and refreshing living environment, incorporating biophilic elements throughout the community to enhance the well-being, happiness, and health of its residents."

## LEGISLATIVE UPDATE

Highlighted below are housing bills that could directly impact HOC's development opportunities. A more comprehensive list will be provided in our standing electronic Legislative Update:

### ***ZTA 23-10: Parking, Queuing, and Loading***

Councilmembers Friedson, Mink and Glass have introduced [ZTA 23-10](#), Parking, Queuing, and Loading – Calculation of Required Parking to remove required parking minimums for developments within ½ mile of a Metro or Purple Line station or ¼ mile from a Bus Rapid Transit Station.

**Bill 43-23: Crisis Intervention Team**

Councilmember Leudtke has introduced [Bill 43-23](#), Crisis Intervention Team – Established to create Crisis Intervention Teams (CIT) as a joint program of the Montgomery County Department of Health and Human Services and the Montgomery County Police Department. Each CIT team is composed of one clinician and one law enforcement officer who co-locate, co-deploy and co-respond to calls regarding an individual who may be experiencing a mental or behavioral health crisis and pose a significant risk of danger to themselves or others.

**RESIDENT SERVICES UPDATE*****Service Coordination and Programming***

The Service Coordination and Programming Units provide assessment, counseling, information, referrals and program services to HOC customers. During the month of November 2023, staff continued to provide services virtually and in person. Resident Counselors continued to engage with HOC customers to determine their needs. Customers were referred to our partners to receive food and other assistance. Resident Counselors continued to perform wellness checks with customers to ensure their safety and assess their needs. Customers with delinquent rent were referred/connected to the COVID Rental Assistance Program, the Emergency Rental Assistance Program, and the Housing Stabilization Program.

HOC's customers also continued to receive referrals to unemployment assistance, Temporary Cash Assistance, Supplemental Nutrition Assistance Program, Maryland Energy Assistance Program, and other benefit programs. The Housing Stabilization staff continued to process applications for rental assistance. Resident Counselors have also attended the Housing Resources Division's virtual briefings for new voucher recipients to provide information on the services that Resident Services offer. Additionally, the Resource Services team continues to provide services to persons with disabilities to meet their service needs.

Highlights for November activities of Resident Counselors include the following:

**1. Workshops**

- Facilitated the Fundamentals of Housing workshop on **Nov. 15**.

**2. Resident Well Being****Activities for Youth**

- **After-School/Out-of-School Programs:** The Montgomery County Department of Health and Human Services' Street Outreach Network (SON) continued to facilitate the Safe Zones program at Cider Mill in November.
- **Manny the Nutrition Bus:** Manny the Nutrition Bus hosted nutrition education at Tanglewood Apartments on **Nov. 1**.
- **Piano Pals:** Piano Pals continues to offer free one hour piano lessons on Saturdays to students at Tanglewood Apartments. On **Nov. 18**, HOC's Resident Counselor collaborated

# Report of the President

Chelsea J. Andrews



- with Piano Pals to host an appreciation breakfast for students and parents, mentors and instructors at Tanglewood.
- **Kids Day Out:** HOC hosted “Kids Day Out” at Washington Square on **Nov. 22**. The Resident Counselor hosted a movie afternoon, including refreshments for youth.

## Activities for Youth and Families

- **Recreation:** In addition to the activities specifically designed for youth that do not require parent participation, Resident Counselors provided social and/or recreational activities for youth and families including:
  - **Bingo Night:** Our Resident Counselor hosted an ever-popular bingo event at Diamond Square on **Nov. 13**.
  - **Meet & Greets:** Resident Services staff hosted a Meet & Greet at Spring Gardens on **Nov. 16**. Manna Food Center and the Department of Recreation participated at this event, checking attendees’ eligibility for free Chromebooks, SNAP benefits and Rec-Assist.
  - **Thanksgiving Basket Distribution:** At our Tanglewood Apartments Thanksgiving Basket Distribution on **Nov. 21**, 30 families received supplemental food, including turkeys from Rainbow Community Center in Silver Spring. Adults 62+ also received \$25 gift cards to purchase additional items for the holidays.

## Activities for Seniors

- **Arts for the Aging:**
  - Joy of Music entertained residents at Arcola Towers on **Nov. 2**.
  - Best of Music, Theatre, and Sound was a hit at Arcola Towers on **Nov. 3**.
  - The Shape of Things provided a host of visual arts activities at Residences on The Lane on **Nov. 13**.
  - Arts for the Aging and RSD collaborated at Forest Oak Towers on **Nov. 14**.
  - The Joy of Movement energized Arcola Towers residents on **Nov. 16**.
- **Health and Wellness Activities:** Resident Services hosted several health and wellness activities for seniors, including:
  - Bingo at Forest Oak Towers on **Nov. 9**.
  - Residences on The Lane (ROTL) continued hosting Chromebook Essentials Training facilitated by Senior Planet. ROTL hosted four sessions (**Nov. 6, 8, 14 and 16**) in which participants learned how to use their HOC-provided laptops.
  - Holiday Brunch with Bingo at Residences on the Lane on **Nov. 15**. University of Maryland student nurses were the special guests.
  - Forest Oak Towers hosted the Asian American Health Program on **Nov. 16** at which participants received diabetes prevention education and screening.
  - Forest Oak Towers hosted a Fall Harvest Event with FOT Property Management Staff on **Nov. 16**. Residents, who expressed a great deal of gratitude for this event, dressed up in their favorite NFL team gear and celebrated the fall festival with food and gift card raffles.
  - Forest Oak Towers hosted a wellness activity and blood pressure screening with University of Maryland student nurses on **Nov. 17**.





- Forest Oak Towers hosted Thanksgiving Dinner on **Nov. 22**. Goshen United Methodist Church sponsored, prepared and served dinner in the Forest Oak Towers Community Room.

### 3. Relocation and Re-Certification Assistance

- Assisted customers on an ongoing basis with relocations and other needs for RAD and renovation projects at Residences on the Lane, Stewartown Homes, Shady Grove Apartments, Willow Manor Apartments, Bauer Park, Town Center Olney, Sandy Spring, Willow Manor and Georgian Court.
- Provided continued outreach and assistance to customers who have failed to submit all required documents for re-certification by the stated deadline.

### 4. Rental Assistance/Housing Stabilization

- Provided face-to-face and electronic outreach and assistance to customers with applications for rental assistance programs.
- The Housing Stabilization staff continued to process applications under the Emergency Assistance Program. Residents have received assistance for security deposits, rent, utilities, moving and storage. In addition, staff are processing cases identified as urgent. Thirty-one residents received assistance from the Services to Prevent Homelessness.
- Resident Services staff continued to assist the Property Management staff to address rent delinquencies by conducting outreach, assessments, and providing referrals.
- DHHS will provide training for staff on programs to assist customers with delinquent rent and utilities. Training is scheduled to take place on Dec. 20. Resident Services, Property Management, Housing Resources and Call Center staff will participate in the one hour, virtual information sharing session.
- DHHS will conduct two virtual workshops for customers in HOC-owned units on applying for assistance with delinquent rent. The first virtual session is scheduled for Jan. 9, 2024. The goal is to provide information to customers as they begin to receive court notices for delinquent rent. The agency indicated that it would be willing to schedule appointments at HOC to meet with customers to complete applications. They anticipate having COVID funding available until June 2024 but did not disclose the amount.

### 5. Food Assistance

- The Resident Services Division continued to provide food resources and other support with the help of Manna Food Center, Emmanuel Brinklow Seventh Day Adventist Church, Montgomery County Senior Nutrition Lunch Program, Capital Area Food Bank's Senior Brown Bag, and My Groceries To Go Programs. The Resident Services staff also continued to facilitate the Senior Nutrition Program, which provides meals and opportunities for seniors to socialize. In November, 300 HOC customers were provided with food:
  - Manna Food Distribution at Residences on The Lane on **Nov. 10**
  - Manna Food Distribution at Forest Oak Towers on **Nov. 15**
  - Senior Brown Bag at Residences on The Lane on **Nov. 16**, in partnership with the Capital Area Food Bank





- Senior Connection at Forest Oak Towers on **Nov. 16**, in partnership with Manna
- Emmanuel Brinklow delivered 18 bags of food to seniors at Forest Oak Towers
- With Emmanuel Brinklow on **Nov. 19**, HOC Residents Services staff picked up meals and delivered them to residents who have mobility/medical issues.

### ***HOC Academy***

The HOC Academy is an Agency initiative developed by HOC to help its customers reach their fullest potential by providing educational, enrichment, job training and job placement opportunities to youth and adults. The program specifically focuses on education and enrichment for youth education and workforce development for adults. Below are highlights for November 2023.

#### *Youth Education/Enrichment*

##### **1. Elementary Initiatives**

- **After School Program:** The Youth Enrichment Series (YES) continued by completing Session I of the six-week clubs and the beginning of Session II clubs at Stewartown/Washington Square, Tanglewood, TCP Olney, and Georgian Court. Students participated in robotics lessons and science experiments, life skills activities and nutrition and physical fitness activities.

##### **2. Middle/High School Initiatives**

- **After School Program Updates:** Dare to Dream, Inc. facilitated a three-week interactive entrepreneurial program for middle and high school students at the Paddington Square Community Center.

One of the program highlights is the ESTEAM session titled *Your Network is Your Net Worth*, which was hosted by five successful panelists from various fields on **Nov. 15**. The esteemed guests spoke to seven future entrepreneurs about creating a vision for their business, creating multiple revenue streams, networking and other helpful business skills. Guests included Mark Sturdivant (Founder/CEO of Success Takes Ultimate Resilience Determination Inspiration/STURDI), Sadio Alao (filmmaker, writer, director and performer), Bright Djampa (founder of Omega 3), Chase X. Drewery (MEAC Men's Field Athlete of the Week, Actor, Digital Marketing Consultant and Director), Justin Ferguson (Innovation Strategist/Venture Capital & Entrepreneurship TEDCO), LaTanya White, Ph.D., M.B.A. (Fullbright Specialists in Education & Business Admin., Inclusive Scholar Practitioner, Racial Equity + Entrepreneurship Strategist, Concept Creative Group).

**Upcoming Event:** HOC Academy Family STEM Initiative and the Fatherhood Initiative Program are teaming up again in the holiday spirit to host a Dads, Family, and Drones special event on Saturday, Dec. 16, from 10:00 a.m. to 2:00 p.m. Event activities will include drone flights, competitive game plays and automation robotics. The event is sponsored by HOCP and PNC Bank and will be co-hosted by Topaz Tovarro of Escape Velocity Academy.



## Adult Education and Workforce Development (AEWD)

Small Business Strategy Course (SBSC) alumni continue to report their progress and new business ventures as achieved. Below are the Tuition Assistance Program (TAP) recipient highlights/milestones:

HOC Academy is sponsoring a 10-week SBSC-designed course to teach students how to start and operate a new business from conception to operation. This course guides students step-by-step throughout the process, offering additional assistance to ensure success. The 2023 Cohort #2 began the week of Oct. 2 and concluded on Dec. 4. Eligible SBSC Alumni will receive assistance in legalizing their business in January 2024.

In the fall of 2023, TAP participant Nakelia Field obtained her AWS Cloud Engineering certification from Montgomery College. She has received referrals to Career Catchers for Resume assistance and A Wider Circle for Career Coaching services.

TAP participant Anike Banks obtained new employment as a full-time Para Educator with MCPS.

## ***Other Updates/Upcoming Events***

Resident Services is hosting a myriad of events and activities at every HOC site for the Holidays, including the Dec. 15 Holiday Store at Plum Gar. Children will be provided with gift cards that they can use to choose one or more gifts for their parents or caregivers. Fun activities and refreshments also will be provided.

## ***Financial Literacy***

The Financial Literacy Coach continued working with HOC's customers and individuals on the Housing Path waitlist to create a financial foundation. During November, the Financial Literacy Coach provided one-on-one assistance to HOC customers, as well as individuals on the Housing Path waitlist. The coaching sessions included:

- Creating a working budget.
- Identifying disposable income.
- Reading one's credit report.
- Creating and accomplishing monthly financial goals.

The Financial Literacy Coach also facilitated group financial literacy workshops for HOC customers and individuals on the waitlist.



### ***Supportive Housing***

The Supportive Housing Program provides housing assistance and case management services to participants who are formerly homeless with disabilities. The program services some of the most vulnerable residents of the county. In November, our program served 230 participants. Throughout the month program staff continued to conduct home visits with program participants, provide case management services, and pay rent and utilities. Additionally, program staff also continued to help Emergency Voucher recipients secure housing by providing housing location services, as well as financial assistance for application fees, security deposits, moving expenses and household items.

Program staff also continued to implement the Rent Supplement Program (RSP), which provides a shallow rental subsidy (up to \$600 monthly) to county residents who struggle to pay their full rent with their current income. The program serves a large number of seniors on fixed incomes. Program turnover has created a challenge in achieving full program utilization; however, staff increased program participation to 269 this month, just 31 shy of the 300-person target for the program. Staff will continue to monitor program expenditures to determine if additional participants can be served.

### ***Fatherhood Initiative***

The Fatherhood Initiative is a national program funded by the U.S. Department of Health and Human Services. HOC is the first and only housing agency to be awarded a grant under the Fatherhood Initiative. HOC completed its first five-year grant as a “best practice” model. HOC was awarded an additional grant and is currently in year four of the new grant period. The program provides parenting education, case management services, financial assistance for educational classes and training and participation incentives. Thirty fathers were enrolled in November. On Dec. 1, the program graduated 17 fathers from the November cohort.

#### ***Fatherhood Initiative Hosts Annual Thanksgiving distribution***

On Nov. 20 fathers and their families visited our East Deer Park Office to pick-up Thanksgiving supplies. Families were greeted by staff and provided hot chocolate and donuts as the team packed their cars with a Thanksgiving basket filled with all supplies needed for a Thanksgiving Dinner and a turkey and apple pie. In all, the program served 100 fathers this year.

#### ***Fatherhood Initiative Ongoing Recruitment via Open Gym Nights***

Recruitment is continuous, and therefore, strategies to recruit fathers are ongoing and evolving. Toward the end of grant year three and the beginning of grant year four, the program implemented Open Gym Basketball Nights. These basketball nights allow for community engagement, targeted outreach, establishment of personal connections with potential participants and effective recruitment of individuals interested in its services.



## HOUSING RESOURCES UPDATE

### *Housing Choice Voucher (HCV) Program*

Each month HOC selects applicants from the Housing Path Waitlist to achieve a 95% program utilization rate. The utilization rate has increased to 98%. Currently, 89 families with issued vouchers are searching for suitable units to rent and 153 contracts are pending execution. We did not select any families from the waitlist this month as we have increased our program size and are approaching full utilization.

During November, the Housing Resources Division received 12 requests for voucher extensions beyond the initial 90-day period. The requests included a search record reflecting the efforts made to secure housing during the voucher term and the landlords who were contacted. One extension request warranted a referral to the Human Rights Commission and the Commission on Civil Rights for possible discrimination.

### *RENTCafé Used to Support Online Annual Recertifications*

This month, HOC introduced RENTCafé to assist with annual recertifications. Customers with recertifications effective Nov. 1, 2023, were required to submit their annual recertification paperwork electronically. Staff enlisted the IT division to provide technical support to customers requiring assistance with the submission of recertification materials. Overall, 473 out of 791 customers submitted their paperwork electronically. We will continue to accept mailed submissions from customers who do not have email or who prefer to submit information by mail. We anticipate that more families will utilize the online portal as they become more comfortable with the technology.

Seventy-four customers were recommended for program termination effective Nov. 1. The Resident Services Division worked in collaboration with the Housing Resources Division to assess client needs and to determine why recertifications were not being completed.

The Resident Services Counselors conducted outreach to every customer in the termination window to ascertain why the annual requirement was not completed and to provide assistance. They were able to assist 54 families with the recertification requirement and overturn the termination. Termination proceedings will continue for 20 families for the following reasons:

- 13 - Failed to respond to counselor outreach
- 3 - Transferred to another jurisdiction
- 2 - Deceased
- 1 - Income increased; required to pay full subsidy
- 1 - Vacated Unit/Skip

The Housing Resources Division will continue to work collaboratively with the Resident Services Division to assist those customers facing termination.





### ***Emergency Housing Vouchers EHV's)***

HOC has an allocation of 118 Emergency Housing Vouchers. Currently 105 families have successfully leased units. Thirteen families with issued vouchers are searching for suitable units to rent. Staff are reviewing six certification packets to determine program eligibility. HOC requested nine additional referrals from HHS for the EHV Program.

### ***Family Self Sufficiency (FSS) Update***

FSS staff continue recruitment efforts, with a current enrollment of 365 participants. There were 10 new enrollments in November. FSS information sessions continue to remain stable with approximately eight attendees per session. FSS has partnered with the HOC Academy to synergize enrollment efforts across programs. The FSS team will accompany the HOC Academy at scheduled community engagement activities in early 2024. We are in the preliminary stages obtaining additional marketing materials from HOCP. We would like to enhance recruitment efforts by providing interested HOC residents with marketing materials including FSS branded pens, cups, bags, notebooks, and hand sanitizer. Customers at the community events were excited to receive the branded marketing materials. To support enrollees, FSS remains committed to offering a variety of activities including health and wellness, financial literacy, credit repair, budgeting/saving, homeownership education, career planning and resume preparation workshops. A calendar of monthly activities/workshops is being created for implementation in early 2024. FSS collaborated with LPA and the Montgomery County Government to provide 100 laptop computers to program participants. Fifty participants attended the computer distribution event. FSS counselors are working to coordinate a time of mutual convenience with the customers who were unable to attend the in-person event. FSS has successfully filled the remaining vacancy for the residential counselor.

FSS participants remain committed to the alliances formed with the FSS Case Managers. FSS Case Managers continue to work with customers on their long- and short-term self-sufficiency goals. During monthly meetings, Case Managers offer integrated strategies for self-care, personal goal fulfillment and emotional support. Community partnerships continue to be a capstone of the program. In conjunction with person-centered planning efforts, Case Managers solicit feedback from customers to determine the effectiveness of previously provided resources. Maintaining continuous feedback ensures that referrals to external partners continue to meet individual goals and exceed expectations.



## REAL ESTATE DEVELOPMENT UPDATE

### *RED on the Move*

The Laureate reached a new stabilization milestone. It is currently 95% occupied and 96% leased up. December will be the first completed month at full occupancy.

Westside Shady Grove Building B will be submitting Site Plan Amendments by the end of Q4 2023 and a Predevelopment Agreement is on track to be executed by January 2024.

Wheaton Gateway has Site Plan submissions underway.

Shady Grove and Georgian Court Apartments renovations are now substantially completed.

## MORTGAGE FINANCE UPDATE

### *Transfer of Single-Family Loan Rights*

In 2022 NVR, one of HOC's oldest whole loan servicers, contacted the Single-Family division regarding the transfer of loans serviced by NVR Mortgage Finance, Inc. to HOC. NVR was interested in transferring servicing rights as they were looking to get out of the servicing business after almost 25 years. NVR serviced 14 loans for HOC, the first of which originated in 1998.

In July of 2023, HOC and NVR began the process to transfer 13 whole loans currently in their portfolio to Dovenmuehle Mortgage Inc. ("DMI"). Through the collaboration of HOC/NVR and DMI, the transfer was successfully completed on Nov. 8. The portfolio of loans totaled approximately \$280,000. These loans all belong to HOC's 1979 indenture. Kutak Rock was HOC's legal advisor to this transaction which now houses all of HOC's whole loans with a single sub-servicer.



# Minutes

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Minutes**

November 15, 2023

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted via a hybrid platform (with some participating in-person and some participating online/via teleconference) on Wednesday, November 15, 2023 with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:09 p.m. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Linda Croom, Commissioner  
Richard Nelson, Commissioner  
Robin Salomon, Commissioner

**Absent**

Pamela Byrd, Commissioner

**Also Attending**

Chelsea Andrews, President/Executive Director  
Kayrine Brown, Senior Executive Vice President  
Kathryn Hollister  
Monte Stanford  
Victoria Dixon  
Alex Laurens  
John Brouillire  
Davida Blackman-Rowley  
Elaine Cole  
Richard Congo

Aisha Memon, Senior Vice President, Legal Affairs  
John Wilhoit  
Meta Lim  
Lynn Hayes  
Ken Silverman  
Ali Ozair  
Paul Vinciguerra  
Demarcus Hubbard  
Tim Goetzinger  
Pat Mattingly

**Attending Via Zoom**

Matt Husman  
Sean Asberry

Kai Hsieh  
Eugenia Pascal

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Development Corporation Support**

Jocelyn Koon, Senior Executive Assistant  
Morgan Tucker, Assistant

Chair Priest opened the meeting with the introduction of the Commission.

**I. Information Exchange**

**Community Forum**

- There were no speakers to address the Board.

**Executive Director's Report**

- Chelsea Andrews, President/ Executive Director provided a presentation of the written report.
- Ms. Andrews also shared updates regarding HOC activities and spotlights for the month of October 2023.
- Ken Silverman, Vice President of Legislative Affairs provided a Legislative update.

**Commissioner Exchange**

- Commissioner Merkowitz inquired about the status of reports from the Resident Advisory Board. President Andrews highlighted the Resident Advisory Board were recently sworn in and she will come back to the Commission with a recommendation.
- Commissioner Nelson asked if there were any vacancies in the Resident Advisory Board. President Andrews mentioned there was one vacancy in the PBR special program.
- President Andrews highlighted that Commissioner Croom will serve as the Resident Advisory Board Liaison and mentioned the HOC Staff liaisons are Davida Rowley-Blackman, Vice President of Resident Services and Rita Harris, Special Assistant.

- II. Approval of Minutes** – The minutes were approved as submitted with a motion by Commissioner Croom and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Priest, Merkowitz, Nelson, Kelleher, Croom, and Salomon. Commissioner Byrd was necessarily absent and did not participate in the vote.

- A. Approval of Minutes of October 4, 2023**
- B. Approval of Minutes of September 28, Special Session**
- C. Approval of Minutes of September 28, Closed Session**
- D. Approval of Minutes of October 26, 2023, Special Session**
- E. Approval of Minutes of November 1, 2023, Special Session**

**III. Consent**

Chair Priest introduced the following consent items:

- A. Westwood Tower: Approval of Additional Funding for the Continuation of Litigation Services**
- B. Single Family Lending: Approval of a New Participating Lender for the Single Family Mortgage Program**

Commissioner Kelleher made a motion to adopt resolution 23-62 and 23-63 (the Westwood Tower and Single Family Lending items, respectively). Commissioner Croom seconded. Affirmative votes were cast by Priest, Kelleher, Croom, Merkowitz, Nelson and Salomon. Commissioner Byrd was necessarily absent and did not participate in the vote.

### **III. Committee Reports and Recommendations for Action**

#### **A. Administrative & Regulatory Committee- Com. Kelleher, Chair**

##### **1. Authorization to Administer 42 Incremental Vouchers and to Create a Targeted Selection for 42 Homeless Individuals of Families.**

Chair Kelleher introduced President, Chelsea Andrews, who provided an overview and introduced Vice President of Housing Resources, Lynn Hayes, to provide the detailed presentation. Staff recommended that HOC accept staff's recommendation to adopt a new incremental Voucher Policy and authorize the President/ Executive Director to implement the revision to Chapter 4, subpart I of HOC's Administrative Plan for the Housing Choice Voucher Program. The motion was made by Commissioner Kelleher to adopt resolution 23-64. Commissioner Croom seconded the motion. Affirmative votes were cast by Chair Priest, Commissioners Merkowitz, Nelson, Kelleher, Salomon, and Croom. Commissioner Byrd was necessarily absent and did not participate in the vote.

#### **B. Budget, Finance, and Audit Committee - Com. Nelson, Chair**

##### **1. Calendar Year 2024 (Cy'24) Portfolio Budgets: Approval of the CY'24 Portfolio Budgets**

Chair Nelson introduced President, Chelsea Andrews, who provided an overview and introduced Timothy Goetzinger, Chief Financial Officer, and Ali Ozair, Vice President of Property Management, to provide the detailed presentation. Staff recommended that the Commission approve the CY'24 Portfolio Budgets. The motion was made by Commissioner Nelson to adopt resolution 23-65. Commissioner Kelleher seconded the motion. Affirmative votes were cast by Chair Priest, Commissioners Merkowitz, Nelson, Kelleher, Salomon, and Croom. Commissioner Byrd was necessarily absent and did not participate in the vote.

##### **2. Fiscal Year 2025 (FY'25) County Operating Budget: Authorization to Submit the FY'25 County Operating Budget**

Chair Nelson introduced President Andrews, who provided an overview of the item. President Andrews introduced Timothy Goetzinger, Chief Financial Officer, as the presenter. Staff recommended that the full Commission authorize the submission of the proposed FY'25 County Operating Budget of \$7,972,501 to Montgomery County's Office of Management and Budget. The

motion was made by Commissioner Nelson to adopt resolution 23-66. Commissioner Merkowitz seconded the motion. Affirmative votes were cast by Chair Priest, Commissioners Croom, Nelson, Merkowitz, Salomon, and Kelleher. Commissioner Byrd was necessarily absent and did not participate in the vote.

**3. Alternate MPDU Placement: Approval to Accept Payment for Alternate Placement of Required MPDUs and Provision of Corresponding MPDU's at HOC Properties**

Chair Nelson introduced President Andrews, who provided an overview of the item. President Andrews introduced Zachary Marks, Chief Real Estate Officer, who provided the full presentation. Staff recommended that the Commission join approve the acceptance of payment for alternative placement of required MPDU's for the Pinnacle and Corso Chevy Chase developments and provision of corresponding MPDUs at HOC Properties. After deliberation, the motion was made by Commissioner Nelson to adopt resolution 23-67. Commissioner Croom seconded the motion. Affirmative votes were cast by Chair Priest, Commissioners Croom, Nelson, Merkowitz, Salomon, and Kelleher. Commissioner Byrd was necessarily absent and did not participate in the vote.

**4. Property Management Procurement: Approval to Select Management Companies to Provide Property Management Services for Several; HOC Properties in Accordance with Requests for Proposal**

Chair Nelson introduced President Andrews, who provided an overview of the item. President Andrews introduced Ali Ozair, Director of Property Management, and Alex Torton, Regional Manager, as the presenters. Staff recommended that the Commission authorize the President/ Executive Director to execute the property management service contracts with the identified management companies for Alexander House LP, Arcola Towers, Bauer Park, CCL Multifamily LLC, Cider Mill Apartments, Forest Oak Towers, Georgian Court, Greenhills Apartments, MetroPointe LP, Metropolitan LP, Stewartown Homes, Strathmore Court LP, Waverly House and Avondale, Westwood Towers and The Willow Manor Properties. The motion was made by Commissioner Nelson to adopt resolution 23-68. Commissioner Merkowitz seconded the motion. Affirmative votes were cast by Chair Priest, Commissioners Croom, Nelson, Merkowitz, Salomon, and Kelleher. Commissioner Byrd was necessarily absent and did not participate in the vote.

**5. Procurement of Property Management Services: Approval to Select Property Management Companies to Provide Services to Battery Lane and Bradley Crossing Pursuant to RFP#2410 and #2411 and Approval to Extend Current Management Agreements**

Chair Nelson introduced President Andrews, who provided an overview of the item. President Andrews introduced Ali Ozair, Director of Property Management, and Alex Torton, Regional Manager, as the Presenters as the presenters. Staff recommended that the Commission authorize the President/Executive Director to execute the property management services contracts with Residential One, LLC for Battery Lane and Bradley Crossing. Staff also

recommended that the Commission approve the extension of the management agreement with Aldon management for one month through 12/31/2023 for Battery Lane and Bradley Crossing. The motion was made by Commissioner Nelson to adopt resolutions 23-69 and 23-70. Commissioner Merkowitz seconded the motion. Affirmative votes were cast by Chair Priest, Commissioners Croom, Nelson, Merkowitz, Salomon, and Kelleher. Commissioner Byrd was necessarily absent and did not participate in the vote.

**C. Development and Finance Committee, Chair Merkowitz**

**1. Procurement: Approval to Create a Pool of Architects and Accessibility Consultants Pursuant to Request for Qualifications Pursuant to RFQ #2383**

Chair Merkowitz introduced President Andrews, who provided an overview of the item. President Andrews introduced Zachary Marks, Chief Real Estate Officer, and Paul Vinciguerra, Construction Manager who provided the full presentation. Staff requested that the Commission approve the following:

1. Select the following architectural firms to create a pool of 14 architects and accessibility consultants:

Firm Name	Firm Name	Firm Name
Axis Architects	Design Collective	Moya Design
Bennett Frank McCarthy Architects, Inc.	Karl Riedel Architecture, P.C.	Sorg & Associates
BKV Group	KGD Architecture	Torti Gallas and Partners
Collimore Architects	Miner Feinstein Architects, LLC	Zavos Architecture and Design, LLC
Cunningham Quill Architects	Moseley Architects	

2. Approve the ability to retain an architect from this pool for all phases of a transaction under the same terms of the pool contract to maintain continuity and provide for more timely completion of tasks.
3. Authorize the Executive Director to execute zero-dollar contracts with each member of the pool for an annual aggregate cap of \$2,500,000.

The motion was made by Commissioner Merkowitz to adopt resolution 23-71. Commissioner Nelson seconded the motion. Affirmative votes were cast by Chair Priest, Commissioner Merkowitz, Kelleher, Nelson, Salomon, and Croom. Commissioner Byrd was necessarily absent and did not participate in the vote.

**2. Procurement: Approval to Create a Pool of Real Estate Development & Finance Consulting Pool Pursuant to RFQ #2386**



Chair Merkowitz introduced President Andrews, who provided an overview of the item to be discussed. President Andrews introduced Zachary Marks, Chief Real Estate Officer, and Alex Laurens, Housing Acquisition Manager, who provided the presentation. Staff recommended that the Commission approve the formation of a pool of development and financing consultants consisting of twenty- two (22) firms selected from the respondents to RFP#1386. Staff addressed questions from the Commission. The motion was made by Commissioner Merkowitz to adopt resolution 23-72. Commissioner Kelleher seconded the motion. Affirmative votes were cast by Chair Priest, Commissioner Merkowitz, Kelleher, Nelson, Salomon, and Croom. Commissioner Byrd was necessarily absent and did not participate in the vote.

**3. Procurement: Approval to Select and Execute a Contract with Community Investment and Remodelers INC. as General Contract for Various Scattered Site Properties Pursuant to invitation to RFQ#2424**

Chair Merkowitz introduced President Andrews, who provided an overview of the item to be discussed. President Andrews introduced Paul Vinciguerra, Construction Manager, who provided the presentation. Staff recommended that the Commission:

1. Select Community Investment and Remodelers Inc. as the general contractor for the renovation of ten (10) scattered sites pursuant to IFB #2424;
2. Authorize the President/Executive Director to negotiate execute a contract with Community Investment and Remodelers Inc. for \$1,4000.00

The motion was made by Commissioner Merkowitz to adopt resolution 23-73. Commissioner Croom seconded the motion. Affirmative votes were cast by Chair Priest, Commissioner Merkowitz, Kelleher, Nelson, Salomon, and Croom. Commissioner Byrd was necessarily absent and did not participate in the vote.

**4. MetroPointe: Approval to Fund Deferred Development Fee to Bozutto from the Opportunity Housing Reserve Fund**

Chair Merkowitz introduced President Andrews, who provided an overview of the item to be discussed. President Andrews introduced Zachary Marks, Chief Real Estate Officer, and John Wilhoit, Director of Asset Management, who provided the presentation. Staff recommended that the Commission authorize the payment of the \$750,000 in deferred development fee due to Bozutto per the MetroPointe Development Agreement and to fund the payment with the Opportunity Housing Reserve Fund. The motion was made by Commissioner Merkowitz to adopt resolution 23-74. Commissioner Kelleher seconded the motion. Affirmative votes were cast by Chair Priest, Commissioner Merkowitz, Kelleher, Nelson, Salomon, and Croom. Commissioner Byrd was necessarily absent and did not participate in the vote.

**5. Hillandale Gateway: Approval of the Financing Plan, Feasibility and Public Purpose; Authorization to issue Loans to Hillandale Gateway, LLC, HOC at Hillandale AR, LLC and HOC at Hillandale NAR, LLC for Acquisition and Construction Financing Authorization to Issue a Commitment for Permanent Financing; and Authorization for the Borrowers to Accept Loans in Accordance with the Finance Plan**

Chair Merkowitz introduced President Andrews, who provided an overview of the item to be discussed. President Andrews introduced Monte Stanford, Vice President of Mortgage Finance, and Victoria Dixon, Sr. Multifamily Underwriter, who provided the presentation. Staff recommended the Commission to approve the following actions:

1. Approval of the Financing Plan for the Hillandale NAR building totaling approximately \$214.6 million.
2. Approval of the feasibility and public purpose of the NAR Building for the allocation of up to \$30,000,000 in volume cap for the transaction, as subject to available volume cap.
3. Approval for HOC to enter into a guaranty of completion.
4. Authorization for HOC to issue Financing Commitments for the NAR Risk Share Permanent Loan.
5. Approval for HOC to provide credit enhancement for the NAR Risk Share Permanent Loan via FHA Risk Share Mortgage Insurance.
6. Approval for the President/Executive Director to enter into one or more interest rate hedges with qualified counter parties on an immediate and/or forward starting basis to manage interest rate risk.
7. Approval to increase the HOC proceeds of the Opportunity Housing Reserve Fund to the borrower(s) from \$6 million up to \$13.3 million.
8. Approval to negotiate and for HOC at Hillandale NAR, LLC to accept a subordinate loan from the County Green Bank.
9. Approval for the NAR Borrower and HOC, as appropriate to negotiate, make, and accept conduit loans made from the proceeds of the Citi NAR Construction Loans, the NAR Risk Share Permanent Loan, Bridge Loan, HOC Loans and various other subordinate loans as described herein.

Staff also recommended the Commission approve the following actions:

1. Approval of the Financing Plan for the Hillandale AR Building totaling approximately \$109.3 million.
2. Approval of the feasibility and public purpose for the AR Building with the allocation of up to \$47,000,000 in volume cap for the transaction, as subject to available volume cap.
3. Approval for the AR Borrower and HOC, as appropriate, to negotiate and accept the Wells AR Construction Loan in an amount up to \$47,000,000, with HOC acting as conduit lender.

4. Approval for HOC to enter into a guaranty of completion.
5. Approval for HOC to negotiate and accept a forward-lock agreement for the permanent Citi AR Funding Loan and the Citi AR Borrower Loan.
6. Approval for the President/ Executive Director to enter into one or more interest rate hedge agreements with qualified counter parties to manage variable interest rate risk.
7. Approval to increase the HOC Loan from proceeds of the Opportunity Housing Reserve Fund to the borrower from \$6 million to \$15 million.
8. Approval for the Borrower to accept the proposed Wells AR Construction Loan, Citi AR Borrower Loan, HOC Loan, and County Loans.

The motion was made by Commissioner Merkowitz to adopt resolution 23-75a and 23-75b. Commissioner Croom seconded the motion. Affirmative votes were cast by Chair Priest, Commissioner Merkowitz, Kelleher, Nelson, Salomon, and Croom. Commissioner Byrd was necessarily absent and did not participate in the vote.

#### **D. Items Requiring Deliberation and/or Action**

##### **1. Agency Audit: Acceptance of HOC Fiscal Year 2023 Audited Financial Statements and Single Audit Report**

Chair Priest introduced President Andrews to provide an overview. President Andrews introduced Timothy Goetzinger, Chief Financial Officer, to provide the presentation. The motion was made by Commissioner Nelson to adopt resolution 23-76. Commissioner Croom seconded the motion. Affirmative votes were cast by Chair Priest, Commissioner Merkowitz, Kelleher, Nelson, Salomon, and Croom. Commissioner Byrd was necessarily absent and did not participate in the vote.

The meeting went into recess at 6:21 p.m. and reconvened at 6:32 p.m.

Chair Priest read the Written Closing Statement and made a motion to adopt the statement and close the meeting. Commissioner Croom seconded the motion, with Commissioners Priest, Kelleher, Nelson, Merkowitz, Salomon, and Croom voting in approval. Commissioner Byrd 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 adjourned the open session at 6:35 p.m., and reconvened in closed session at 6:36 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 November 15, 2023 at approximately 6:36 p.m. via a hybrid model (with some participating in-person and others participating online/via teleconference) with moderator functions occurring at 10400 Detrick

Avenue, Kensington, MD 20895. The meeting was closed under the authority of Section 3-305(b)(1) and 3-305(b)(13) to discuss a personnel matter regarding an HOC employee (pursuant to Section 3-305(b)(1)) and confidential commercial and financial information related to accepting a temporary expansion to a line of credit from PNC Bank N.A. (pursuant to Section 3-305(b)(13)).

The meeting was closed and the closing statement dated November 15, 2023 was adopted on a motion made by Chair Priest, seconded by Commissioner Croom, with Commissioners Priest, Kelleher, Nelson, Merkowitz, Salomon, and Croom voting in favor of the motion. Commissioner Byrd was necessarily absent and did not participate in the vote. The following persons were present: Roy Priest, Frances Kelleher, Richard Y. Nelson, Jeffery Merkowitz, Robin Salomon, Linda Croom, Aisha Memon, Chelsea Andrews, Kayrine Brown, Zachary Marks, and Morgan Tucker.

In closed session, the Commission discussed the below topics and took the following actions:

1. **Topic:** Discussion of a personnel matter regarding an HOC employee (pursuant to Section 3-305(b)(1)).
  - a. **Action Taken:** The Chair recommended that this item be discussed at a future meeting. No action taken.
  
2. **Topic:** Confidential commercial and financial information related to accepting a temporary expansion to a line of credit from PNC Bank, N.A. (pursuant to Section 3-305(b)(13)).
  - a. **Action Taken:** With a quorum present, Commissioners Priest, Kelleher, Nelson, Merkowitz, Salomon, and Croom approved Resolution 23-77, which authorized a temporary expansion to a PNC Bank, N.A. line of credit.

The closed session was adjourned at 6:55 p.m.

Respectfully submitted,

Chelsea Andrews,  
Secretary-Treasurer







**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Special Session Minutes**

**November 20, 2023**

A Special Session of the Housing Opportunities Commission of Montgomery County was conducted via virtual platform on Monday, November 20, 2023, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 5:02pm. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Richard Y. Nelson  
Pamela Byrd

**Absent**

Robin Salomon  
Linda Croom

**Also Attending**

Aisha Memon, Senior Vice President of Legal Affairs/General Counsel

**IT Support**

Aries Cruz  
Irma Rodriquez

**Commission Support**

Jocelyn Koon, Senior Executive Assistant

Chair Priest opened the meeting with welcome remarks and an introduction to the Special Session of the Housing Opportunities Commission of Montgomery County. Chair Priest introduced Commissioners Kelleher, Merkowitz, Nelson, and Byrd. Commissioner Salomon and Croom were necessarily absent.

Chair Priest read the Written Closing Statement and made a motion to adopt the statement and close the meeting. Commissioner Nelson seconded the motion, with Commissioners Priest, Nelson, Kelleher, Byrd, and Merkowitz voting in approval. Commissioners Salomon and Croom were 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 adjourned the open session at 5:08 p.m., and reconvened in closed session at 5:09 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 virtual closed session held on November 20, 2023 at approximately 5:09 p.m. with moderator functions occurring at 10400 Detrick Avenue, Kensington, MD 20895. The meeting was closed under the authority of Section 3-305(b)(1) to discuss a personnel matter regarding an HOC employee.

The meeting was closed and the closing statement dated November 20, 2023 was adopted on a motion made by Commissioner Priest, seconded by Commissioner Nelson, with Commissioners Priest, Nelson, Kelleher, Byrd, and Merkowitz voting in approval. Commissioners Salomon and Croom were necessarily absent and did not participate in the vote. The following persons were present: Roy Priest, Frances Kelleher, Rick Nelson, Jeffrey Merkowitz, Robin Solomon, Pamela Byrd, and Linda Croom.

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

1. **Topic:** Discussion of a personnel matter regarding an HOC employee (pursuant to Section 3-305(b)(1)).
  - a. **Action Taken:** With a quorum present, Commissioners Priest, Nelson, Kelleher, Merkowitz, Byrd, Croom and Solomon approved modifying the terms of the employee's employment contract.

The closed session was adjourned at 6:04 p.m.





# Consent Items

# **RECOGNITION OF RICHARD Y. NELSON, JR.'S TENURE AS AN HOC COMMISSIONER**

**DECEMBER 13, 2023**

- Richard Y. Nelson, Jr. initially served as a Commissioner for the Housing Opportunities Commission of Montgomery County from 1991 to 2007, and served as Chair from 2003 to 2007.
- He was reappointed to the Commission in January 2015, and his term has now expired.
- The Commission desires to express its appreciation for his many years of dedicated service to the agency.

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC” or “Commission”) wishes to commemorate and memorialize its respect and admiration to Richard “Rick” Y. Nelson, Jr. (“Mr. Nelson”) for the vital role he has played at the agency;

**WHEREAS**, Mr. Nelson has dedicated much of his life to furthering affordable housing in Montgomery County through strategic preservation, expansion, and policy;

**WHEREAS**, Mr. Nelson began his service to HOC when he was initially appointed to the Commission in 1991, where he served until 2007, and Mr. Nelson graciously returned to HOC in 2015 after retiring as the Director of the Department of Housing and Community Affairs of Montgomery County;

**WHEREAS**, with his especially keen eye for numbers and budgets, Mr. Nelson has provided crucial input and leadership in maintaining HOC’s sound financial position and has been an indispensable resource during the preparation of HOC’s annual audits;

**WHEREAS**, Mr. Nelson’s storied experience at HOC and the County has made him an invaluable resource to staff and his unfettered willingness to be available to discuss issues and provide guidance will be sorely missed; and

**WHEREAS**, his years of passionate dedication to affordable housing allowed him to acquire unparalleled knowledge and experience in the industry, which has been evident in his consistently thoughtful, creative, and well-reasoned ideas that will shape the course of HOC well beyond his tenure.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County expresses its wholehearted esteem and regard for Mr. Nelson’s immeasurable contribution to HOC and Montgomery County as a whole and staff hereby vows to always keep an eye on the availability of funds in the OHRF.

**I HEREBY CERTIFY** that the foregoing Resolution was adopted by the Housing Opportunities Commission of Montgomery County at an open meeting conducted on December 13, 2023.

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**Chelsea J. Andrews**  
**President / Executive Director**



# **APPROVAL OF THE APPOINTMENT OF VARUN DHAWAN TO THE BOARD OF DIRECTORS OF THE HOUSING OPPORTUNITIES COMMUNITY PARTNERS, INC.**

**December 13, 2023**

- Housing Opportunities Community Partners, Inc. (“HOCP”), a 501c(3) charitable organization that supports residents and resident programs operated by the Housing Opportunities Commission of Montgomery County (“HOC” or the “Commission”).
- The Commission is required, per HOCP’s bylaws, to approve nominations to the HOCP Board of Directors.
- On December 4, 2023, the HOCP Board nominated Varun Dhawan to be appointed for another three-year term on the HOCP Board, filling the board’s designated seat for an accountant.
- The approval of the Commission is requested and recommended.

**M E M O R A N D U M**

**TO:** Housing Opportunities Commission of Montgomery County

**VIA:** Chelsea Andrews, President/Executive Director

**FROM:** Tia Blount, Vice President Public Affairs and Communication  
John Vass, Grants Coordinator

**RE:** Approval of the Appointment of Varun Dhawan to the Board of Directors of the Housing Opportunities Community Partners, Inc.

**DATE:** December 13, 2023

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**STATUS:** Consent  Deliberation \_\_\_\_\_ Status Report \_\_\_\_\_ Future Action \_\_\_\_\_

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**OVERALL OBJECTIVE:**

To approve the nomination of Varun Dhawan to the Board of Directors of the Housing Opportunities Community Partners, Inc. ("HOCP").

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**BACKGROUND:**

HOCP may elect up to seven (7) Board of Directors, including four (4) designated seats, for an attorney, Montgomery County low-income resident, accountant, and a marketing professional. On December 31, 2023, the three-year term of the accountant, held by the HOCP Board Chair, Varun Dhawan, will expire. At an open meeting on December 4, 2023, the HOCP Board of Directors nominated Mr. Dhawan to serve on the HOCP Board of Directors for another three-year term, filling the accountant designated seat. His nomination is being forwarded to the HOC Commission for final approval. The HOC Commission, in accordance with HOCP bylaws, must approve the final selection of HOCP Board Directors.

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**ISSUES FOR CONSIDERATION:**

Does the Commission wish to approve the appointment of Varun Dhawan to serve on the HOCP Board of Directors for another three-year term?

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**PRINCIPAL:**

**Varun Dhawan**

Mr. Varun Dhawan is a Certified Public Accountant with more than 23 years of experience as a financial executive at both for- and not-for-profit organizations, in addition to public accounting. Mr. Dhawan currently serves as the Chief Financial Officer and Treasurer at the Association of Public and Land-Grant Universities, leading the general accounting operations and grants/contract administration and financial reporting. He previously worked as Chief Financial Officer of The Washington Center for Internships and Academic Seminars in Washington DC, as

Controller for an international development organization based in Washington DC, as manager for a public accounting firm, and as acting Controller for a large government-contracting group in Virginia. Mr. Dhawan is a licensed accountant in Maryland and Delaware.

From 2016-2019, Mr. Dhawan served as the Board's Treasurer, providing invaluable oversight of the financial activity of HOCP. From 2020 - 2021, Mr. Dhawan served as Vice-Chair on the board. He has been the Chair of the Board since January 2022.

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**BUDGET IMPACT**

None

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**TIME FRAME:**

Commission action is requested at the December 13, 2023 Commission meeting.

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**STAFF RECOMMENDATION AND COMMISSION ACTION NEEDED:**

Staff recommends that the Commission approve the appointment of Varun Dhawan to another three-year term on the Board of the Housing Opportunities Community Partners, Inc.

**RESOLUTION NO.: 23-79**

**RE: Approval of the Appointment of Varun Dhawan to the Board of Directors of the Housing Opportunities Community Partners, Inc.**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC”) approved the creation of the non-profit organization, Housing Opportunities Community Partners, Inc. (“HOCP”), in 1999 to support the residents and programs of HOC; and

**WHEREAS**, HOC is required, by the HOCP bylaws, to approve nominees to the HOCP Board of Directors; and

**WHEREAS**, the HOCP Board of Directors unanimously nominated Varun Dhawan to serve on the Board for another three-year term, filling the accountant designated seat.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that the appointment of Varun Dhawan to serve on the HOCP Board of Directors is approved.

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

**I HEREBY CERTIFY** that the foregoing resolution was approved by the Housing Opportunities Commission of Montgomery County at an open meeting on December 13, 2023.

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**Chelsea J. Andrews**  
**President/Executive Director**

# Committee Reports and Recommendations for Action

# Administrative & Regulatory Committee

# Authorization to Implement Voucher Payment Standards Based on HUD's FY2024 Small Area Fair Market Rents

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**Housing Resource Division**

**CHELSEA ANDREWS, PRESIDENT/EXECUTIVE DIRECTOR**

**Kayrine Brown, Senior Executive Vice President**  
**Lynn Hayes, Director, Vice President, Housing Resources**  
**Meta Lim, Assistant Director, Housing Resources**  
**Nitin Gupta, Management Compliance Analyst**  
**Kashif Paul, Financial Analyst**

**December 13, 2023**



**WE ARE HOUSERS**



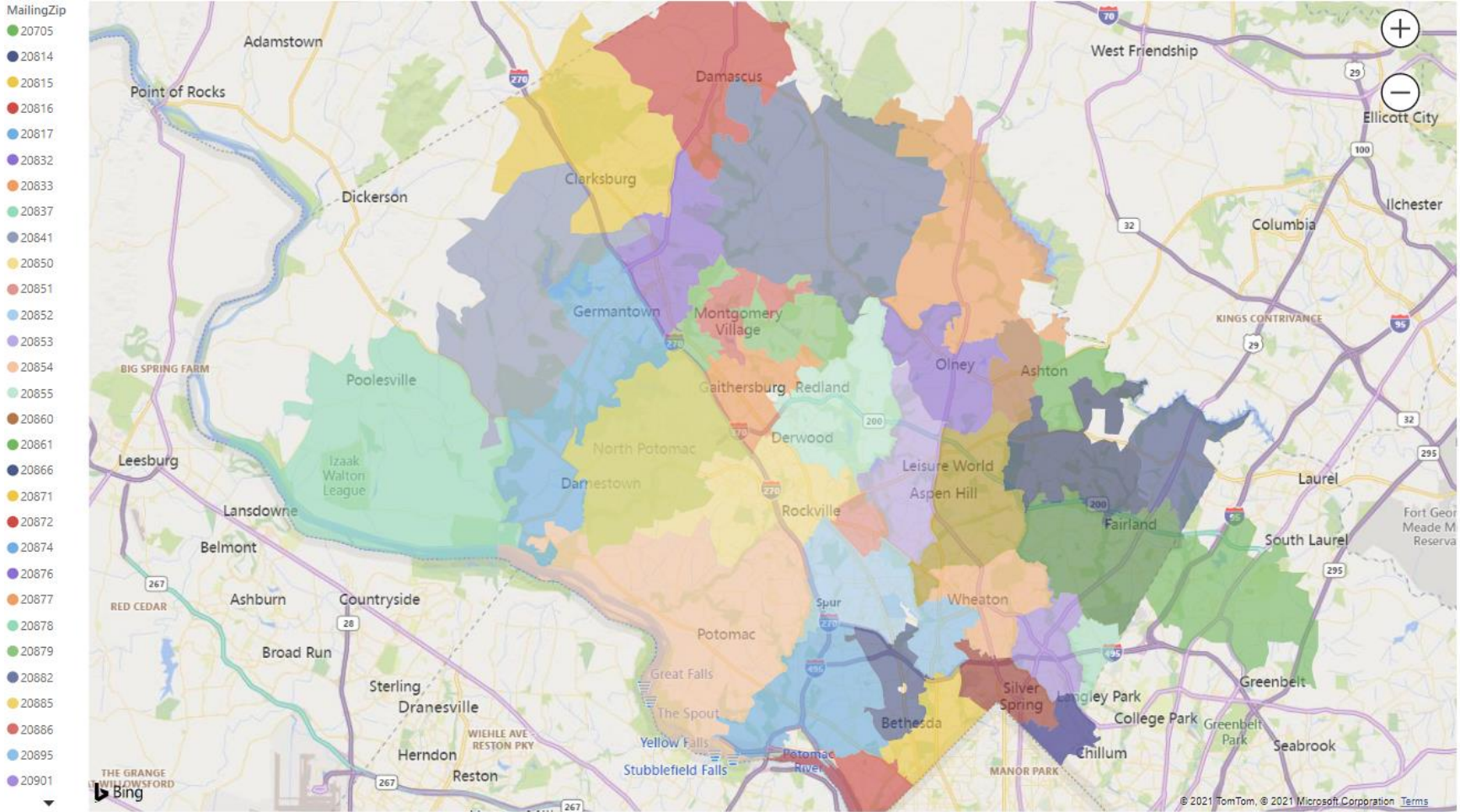
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- Annually, the Department of Housing and Urban Development (“HUD”) publishes Fair Market Rents (“FMRs”) for use in determining the Voucher Payment Standards (“VPSs”) for the Housing Choice Voucher (“HCV”) Program.
- FMRs represent the cost to rent a dwelling unit in the local housing market, including the costs of utilities.
- VPS’ represent the maximum amount of subsidy that the Public Housing Authority (“PHA”) can pay a private landlord on behalf of an HCV customer.
- HUD required the use of Small Area Fair Market Rents (“SAFMRs”) in 24 designated metropolitan areas effective January 1, 2018.
- The VPS may range from 90% - 110% of the published FMRs and are established by the PHA.
- HUD published PIH notice 2023-29 on October 12, 2023, permitting PHAs to establish VPS up to 120% of the published FMRs.
- Any Payment Standard in excess of 110% requires HUD approval.
- SAFMRs are FMRs calculated for specific ZIP codes, according to the number of bedrooms, within metropolitan areas.
- Staff recommends that the Commission approve recommendation of the Voucher Payment Standards for FY2024 to be equal to 117% of the published SAFMRs for all ZIP codes and bedroom sizes, effective January 1, 2024, subsequent to approval by HUD.
  - The recommended VPSs will reduce the rent burden for 1,297 Families or 23% of rent-burdened households.
  - The recommended VPSs will allow families greater access to high-opportunity areas while increasing program utilization and maintaining a reserve balance of 4.3% of HOC’s Annual Budget Authority (“ABA”).
  - The recommended VPS will reduce HOC’s risk of recapturing funds from the HUD held reserve balance while maintaining the recommended balance of 4% - 6% of HOC’s Annual Budget Authority (“ABA”).

- Each year, staff analyzes a combination of 71 ZIP codes and five (5) bedroom sizes to determine new payment standard values within the new FMR limits established by HUD.
- This year staff used HUD's Tool of Tools software and Excel data to determine the recommended VPS'.
- The comparative analysis resulted in comparable outcomes, projecting VPS' at 117% of the published FMRs.
- Staff examined various outcomes and selected the solution that reduced the rent-burdened from 23% to 1% families.

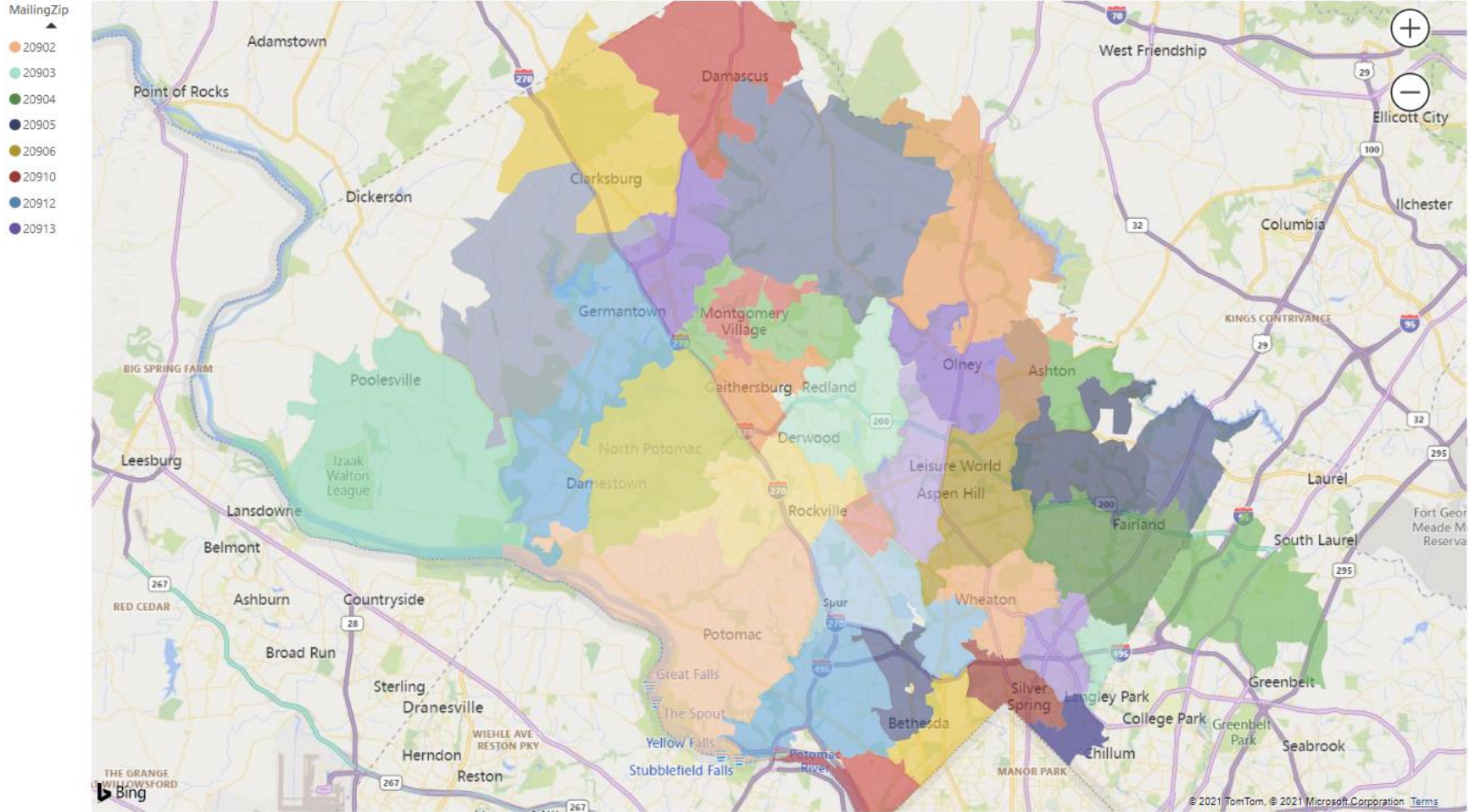
# Montgomery County ZIP Codes



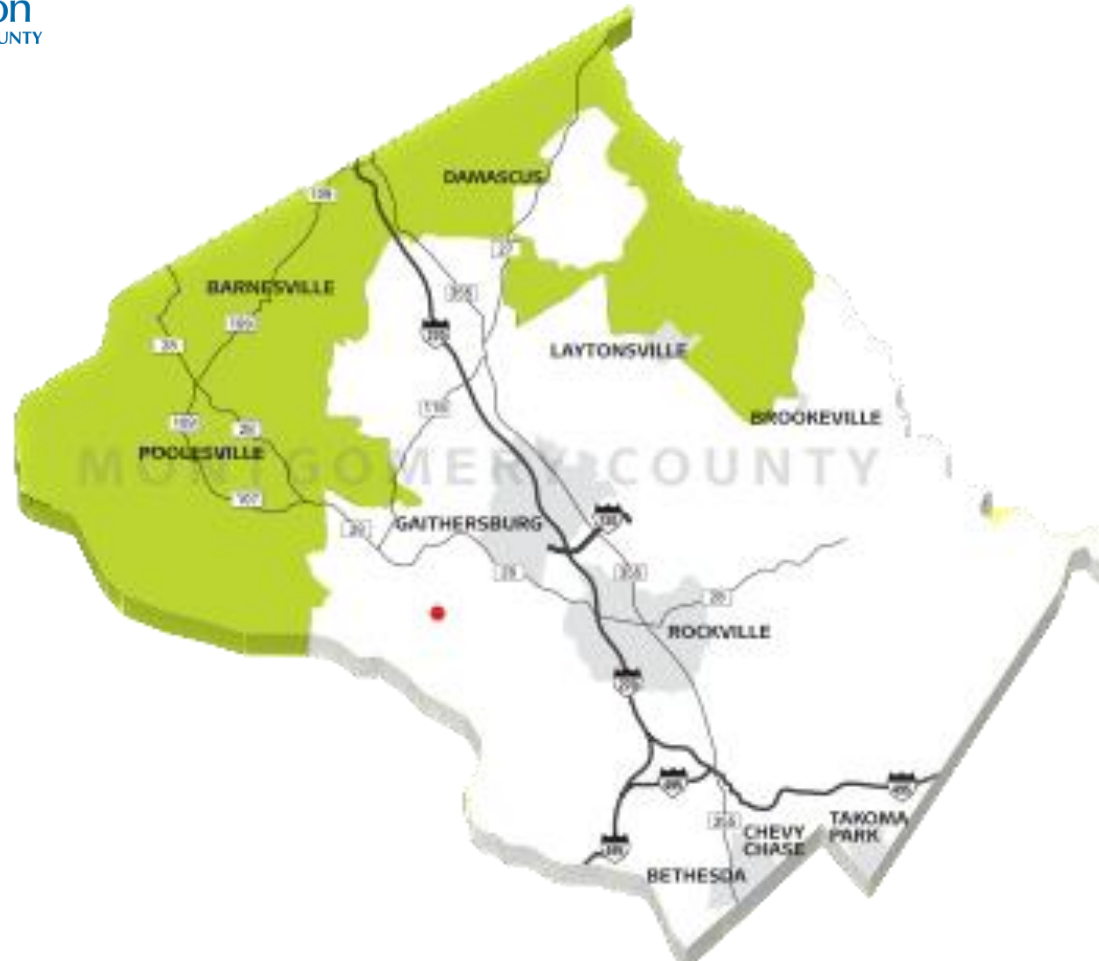
Color-coded map of Montgomery County represents ZIP codes served by the HCV program. There are currently 38 ZIP codes occupied.



# Montgomery County ZIP Codes (Continued)



# AGRICULTURAL RESERVES



- One-third of Montgomery County, or 93,000 acres, is designated as the Agricultural Reserve. Areas shaded in Green are agricultural reserves.
- There is limited opportunity to expand the use of vouchers in the following areas: (21771- Mount Airy, 21797-Woodbine, 20833-Brookville, 20838-Barneville, 20842-Dickerson, 20861-Ashton, 20872-Damascus, 20882-Gaithersburg, & 20883-Gaithersburg).

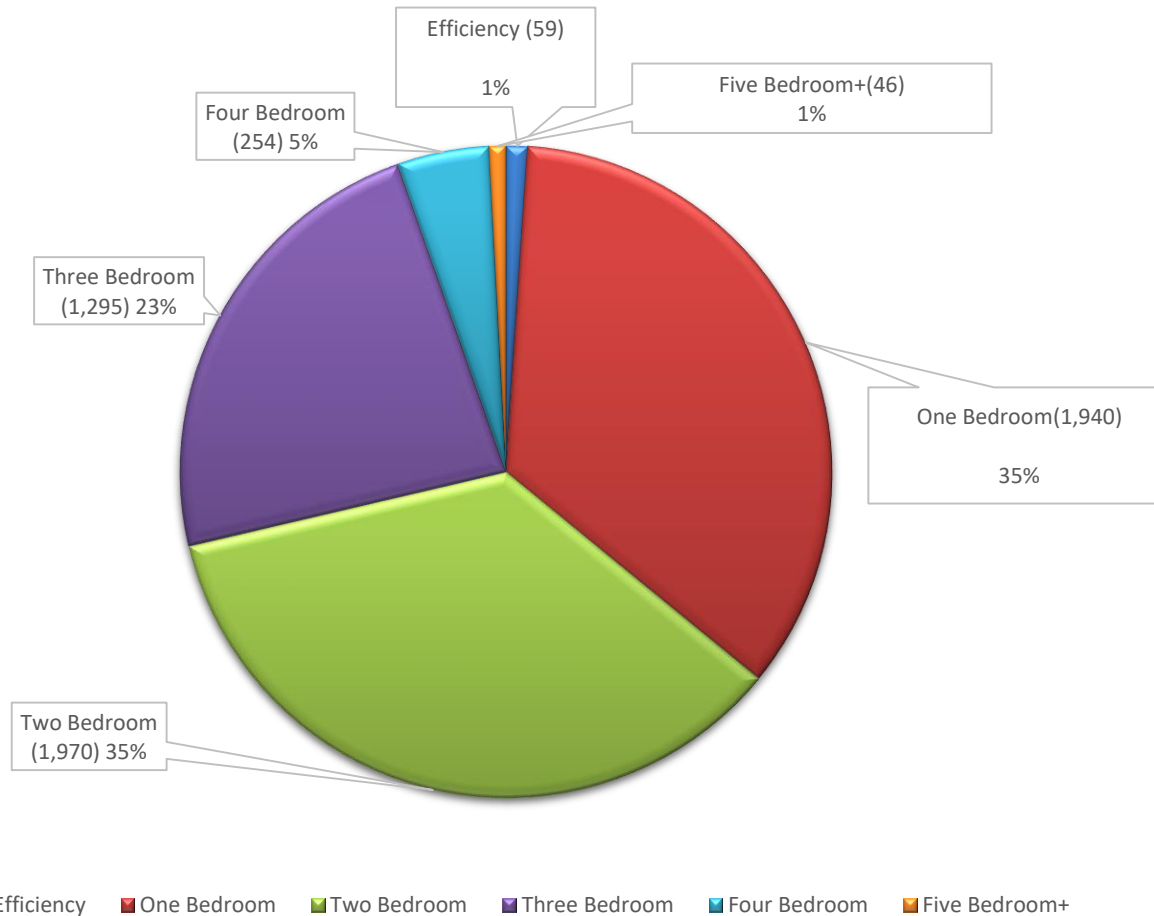
## NOTABLE INCREASES BY ZIP CODE & BEDROOM SIZE

Cities and Zip	Efficiency	Cities and Zip	ONE BEDROOM	Cities and Zip	TWO BEDROOM	Cities and Zip	THREE BEDROOM	Cities and Zip	FOUR BEDROOM
20817 Bethesda	\$420	20777 Highland	\$440	20777 Highland	\$530	20777 Highland	\$680	20777 Highland	\$730
20777 Highland	\$400	20818 Cabin John	\$370	20817 Bethesda	\$470	20817 Bethesda	\$570	20817 Bethesda	\$640
20841 Boyds	\$250	20841 Boyds	\$250	20818 Cabin John	\$410	20818 Cabin John	\$490	20854 Potomac	\$410
20876 Germantown	\$210	20876 Germantown	\$220	20812 Glen Echo	\$320	20825 Chevy Chase	\$230	20841 Boyds	\$370
20824 Bethesda	\$180	21771 Mount Airy	\$220	20841 Boyds	\$280	20911 Silver Spring	\$230	20832 Olney	\$330
20827 Bethesda	\$180	20838 Barnesville	\$200	20816 Bethesda	\$270	20879 Gaithersburg	\$210	20876 Germantown	\$320
20913 Takoma Park	\$180	20852 Rockville	\$190	20855 Derwood	\$270	20871 Clarksburg	\$200	20824 Bethesda	\$270
20871 Clarksburg	\$160	20866 Burtonsville	\$190	20832 Olney	\$250	20902 Silver Spring	\$180	20825 Chevy Chase	\$270
20877 Gaithersburg	\$160	20907 Silver Spring	\$180	20837 Poolesville	\$240	20905 Silver Spring	\$170	20859 Potomac	\$270
20879 Gaithersburg	\$160	20913 Takoma Park	\$180	20824 Bethesda	\$200	20878 Gaithersburg	\$160	20898 Gaithersburg	\$270
20901 Silver Spring	\$160	20901 Silver Spring	\$170	20833 Brookeville	\$200	20874 Germantown	\$150	20901 Silver Spring	\$240
20902 Silver Spring	\$140	20871 Clarksburg	\$160	20705 Beltsville	\$180	20912 Takoma Park	\$140	20871 Clarksburg	\$230
20903 Silver Spring	\$130	20877 Gaithersburg	\$160	20871 Clarksburg	\$180	20906 Silver Spring	\$110	20877 Gaithersburg	\$220
20874 Germantown	\$120	20902 Silver Spring	\$150	20901 Silver Spring	\$180			20902 Silver Spring	\$210
20899 Gaithersburg	\$110	20878 Gaithersburg	\$130	20874 Germantown	\$130			20874 Germantown	\$160
20912 Takoma Park	\$110	20874 Germantown	\$120	20912 Takoma Park	\$120			20906 Silver Spring	\$110
20904 Silver Spring	\$100	20912 Takoma Park	\$110	20906 Silver Spring	\$100				
20906 Silver Spring	\$90	20906 Silver Spring	\$100						

- The Fair Market Rents (FMRs) have demonstrated an increase in all ZIP codes and bedroom sizes, with the exception of 20815, Chevy Chase.
- FMRs decreased by 1% for efficiency through two-bedroom units and 2% for three- and four-bedroom units in 20815, Chevy Chase.
- Increases ranged from \$20 to \$730, with notable increases in ZIP code 20777, Highland.
- FMRs increased an average of 11% in all bedroom sizes.



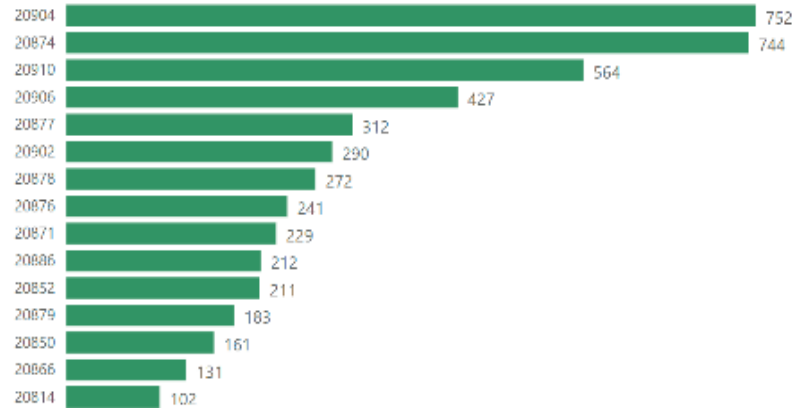
# Unit Size Breakdown



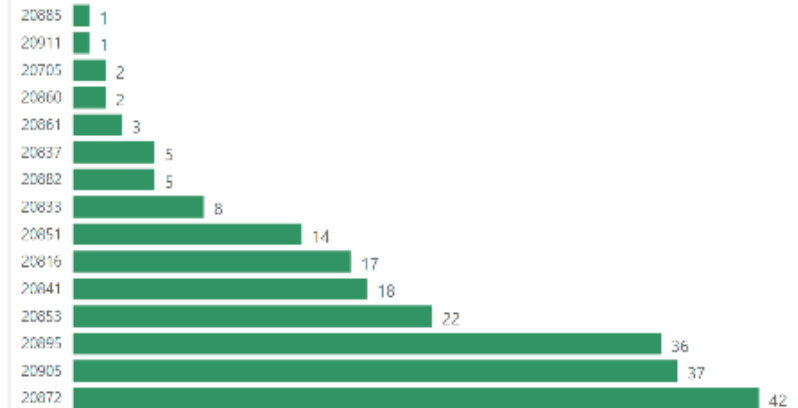
- The occupancy rate in one- and two-bedroom units increased by 1% this year, whereas efficiency and three-bedroom units decreased by 1%.

# High/Low Concentration

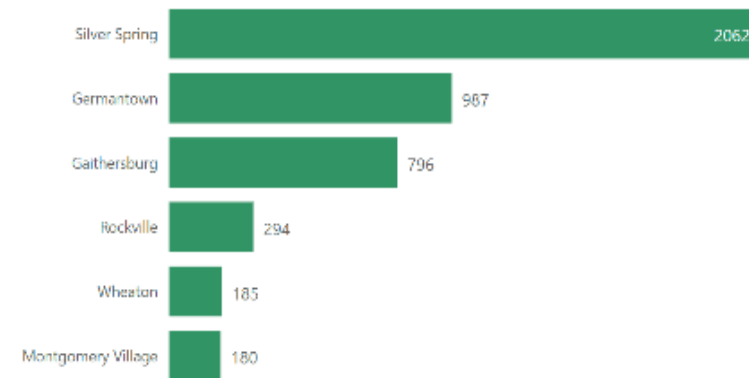
## TOP 15 ZIP CODES WITH THE MOST FAMILIES



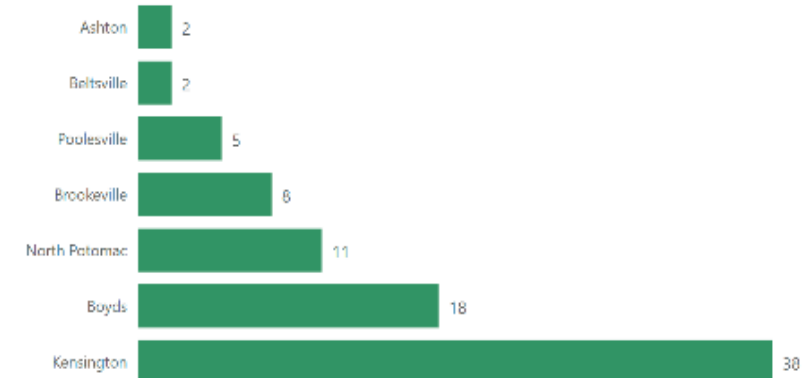
## BOTTOM 15 ZIP CODES WITH THE FEWEST FAMILIES



## TOP CITIES WITH THE MOST FAMILIES



## BOTTOM CITIES WITH THE FEWEST FAMILIES



- Approximately 87% of our customers reside in the top 15 ZIP codes or corresponding six (6) submarkets.
- Conversely, the bottom 15 ZIP codes house 4% of our customers.

# Rent Burden Customers

TOP 15 CITIES BY ZIP CODE WITH RENT BURDEN FAMILIES



- Families experiencing rent burden (Paying over 30% of income) reside in 32 of our 38 occupied ZIP codes.
- 23% of families are rent burdened. As proposed an increase in payment standards for the fiscal year 2024, will result in a significant reduction of this burden, leading to a reduction of the burden to 1%.

# Proposed New Voucher Payment Standards

## Proposed VPS % (Assuming (6% MOCO Guideline Increase)

Suggested VPS as % for CY 2024	Number of Families Rent	Projected Change in Per Unit Cost (%)	Projected Reserve in (\$)	Projected Reserves (%)	At Risk (Recapture)
90%	2,609	-14%	\$24,007,452	19%	\$17,818,089
95%	1,969	-9%	\$20,548,605	16%	\$14,359,242
100%	1,315	-4%	\$17,089,757	14%	\$10,900,394
110%	308	6%	\$10,172,063	8%	\$3,982,699
115%	121	10%	\$6,713,215	5%	\$523,852
117%	70	12%	\$5,329,676	4%	\$0.00

- The proposal for the Voucher Payment Standards for FY24 is to apply 117% of the SAFMR across all ZIP codes and bedroom sizes.
- HOC will be able to alleviate the rent burden for the majority of its families by adopting the recommended VPS of 117%.
- HOC can bear the cost of this option by utilizing the excess funds in its reserve balance.
- HOC would be eligible for a re-benchmark of its funding based on CY 2024 expenses.

**RESOLUTION NO.: 23-80**

**RE: Authorization to Implement Voucher  
Payment Standards Based on HUD FY  
2024 Small Area Fair Market Rents**

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development (“HUD”) require that the Housing Opportunities Commission of Montgomery County (“HOC”) establish and implement new Voucher Payment Standards (“VPS”) annually for use in HOC’s administration of the Housing Choice Voucher Program; and

**WHEREAS**, the establishment of the VPS must be between 90 and 110 percent, or 111 and 120 percent with an approved waiver from HUD, of the Small Area Fair Market Rents (“SAFMR”) for the given fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County establishes the Voucher Payment Standards for FY 2024 as shown on **Exhibit A**, subsequent to HUD’s waiver approval.

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

**I HEREBY CERTIFY** that the forgoing resolution was adopted by the Housing Opportunities Commission of Montgomery County at a regular open meeting conducted on December 13, 2023.

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**Chelsea J. Andrews**  
**President/Executive Director**

**EXHIBIT A**

**Fiscal Year 2024 Voucher Payment Standard  
Tables**

[Attached]



# Development & Finance Committee



# WESTWOOD TOWER

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## EMERGENCY FIRE PANEL APPROVAL

Chelsea Andrews, President

John Wilhoit, Vice President, Asset Management  
Zachary Marks, Senior Vice President, Real Estate



# Executive Summary - Overview



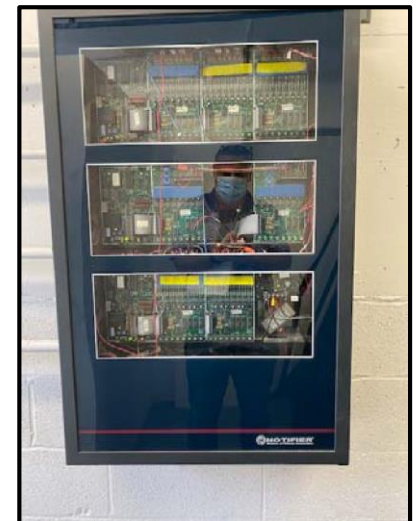
Built in 1968, Westwood Tower in Bethesda, MD, is a 15-story multifamily building with 212 units, and a current occupancy rate of 96%. It offers a diverse range of living options, including 94 one-bedroom units, 72 two-bedroom units, 18 three-bedroom units, 26 studios, and two five-bedroom penthouses, and caters to individuals, couples, and families. The property comprises a diverse affordability mix, including 154 market-rate units, 11 units set at 30% Area Median Income (AMI), three (3) units designated at 40% AMI, 36 units at 50% AMI, and eight (8) units at 80% AMI. The consistently high occupancy rate highlights the desirability of Westwood Tower, indicating resident satisfaction with the varied unit options and the quality amenities that foster a strong sense of community. Comprehensive renovation of the property was last completed more than a decade ago. Staff built a scope of comprehensive renovation in 2021, but the work has been delayed for legal reasons.

**PURPOSE:** Westwood Towers (the “Property”) requires emergency replacement of the building's fire panel and associated system infrastructure. This request is for the President/Executive Director to be authorized to execute a contract with Summit Fire & Security for \$470,570 for the replacement of the fire panel at the Property. The request is being advanced under the emergency provisions of the Procurement Policy, Section 5.6 to expedite ordering, permitting, and installation costs.

**BACKGROUND:** The fire panel for the Property has reached end of its useful life, is inoperable, and cannot be repaired. The Fire Marshal has determined that the building cannot continue to be operated without full repair of the system and that fire watch must be placed until then. With concurrence from the Fire Marshal, HOC’s Vice President of Property Management installed 24-hour fire watch as of November 21, 2023.

Fire watch entails HOC’s hiring specialized temporary staff with an estimated cost of **\$6,000 per week**. The operational impact will be significant. As stated above, a comprehensive renovation scope was developed in 2021, which included the fire panel replacement. A vendor was identified for the work in 2022; however, the work did not proceed, instead a repair strategy consistent with ongoing maintenance was implemented until a full scope of the renovation could be undertaken.

12/13/2023



# Westwood Tower-Fire Panel



Westwood Tower's emergency replacement of the building's fire panel also includes the associated system infrastructure. The fire panel is the brain or central processing unit of the fire system. It accepts the signals from the fire alarm components (e.g. pull stations, smoke detectors, heat detectors, etc.) and then activates the alarms (audible-horns, alarm bells, voice alarms, and visual-strobes). It also contacts the monitoring company via connected phone line.

Due to the age of the system and the recent problems with the voice system, replacing all obsolete equipment with the latest model and available technology is required. This includes all fire panel components, voice controls, amplifiers, and XPP boards located in remote transponders. Smoke detectors, notably the ionization type, will also be replaced due to the age

and discontinuance. The system is no longer operational and has unrepairable trouble faults. There are frequent false alarms, which are disruptive to residents. These are signs of impending failure, which the Fire Marshal has cited in his determination of non-operability. Materials needed for repairs are no longer available for the existing system; so, a replacement system will be required.

## Fire Panel Replacement Schedule

Below is a conservative estimate on scheduling and progression of the project:

- 8 weeks submittals (list of all materials and equipment to complete the replacement, submitted for HOC's approval)
- 4 weeks review/permits (drawing to DPS for approval)
- 14 weeks on-site work

**Estimated Duration To Complete: 26 weeks**

**12/13/2023**

HOC's Property Management staff requested refreshed bids in recent weeks, including commentary on the timeline to complete the installation. Work will begin within five to ten working days of when the contract is awarded. The total expenditure for replacement of the fire panel, from two recent bids are as follows:

**Summit Fire & Security - \$470,570**

**VSC Fire and Security - \$471,700**

A bid from a third firm was solicited; however, the vendor declined to submit.

# Summary and Recommendations

## ISSUES FOR CONSIDERATION

Does the Commission accept staff's recommendation, which is supported by the Development & Finance Committee to:

1. Approve enactment of the emergency procedures of Section 5.6 of the procurement policy to replace the fire panel at Westwood Tower?
2. Authorize the President/Executive Director to negotiate and execute a contract with **Summit Fire & Security** to complete the full scope replacement of the fire panel at Westwood Tower at a cost of \$470,570?

## BUDGET IMPACT

The fire panel is an essential component to life safety operations at Westwood Tower. To that end, impact to the Westwood Tower Capital Budget is significant at \$470,570, or an increase of \$420,570, which is proposed to be funded from the property's replacement reserve account. The balance as of November 1, 2023 is \$694,624.

The impact to the Operating Budget is an increase of approximately \$160,000 for fire watch for the duration of the installation. To offset the impact to HOC's operating budget, the contribution to the Debt Service Account can be reduced to cover this unexpected expenditure.

A budget amendment will be presented to the Budget Finance & Audit Committee for approval by the Commission at its meeting in January 2024.

## TIME FRAME

For formal action by the Commission on December 13, 2023.

## STAFF RECOMMENDATION AND COMMISSION ACTION NEEDED

Staff recommends that the Commission:

1. Approve the enactment of the emergency procedures of Section 5.6 of the procurement policy to replace the fire panel at Westwood Tower; and
2. Authorize the President/Executive Director to negotiate and execute a contract with Summit Fire & Security to complete the full scope replacement of the fire panel at Westwood Tower at a cost of up to \$470,570.

**RESOLUTION No. 23-81**

**RE: Approval to Enact Emergency Procedures and Authorization for the President to Negotiate and Execute a Contract with Summit Fire & Security to Complete the Full Scope Replacement of Fire Panel at Westwood Tower Apartment**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC” or the “Commission”) is the owner of Westwood Tower Apartments (the “Property”); and

**WHEREAS**, the Property was constructed in 1968 as a 15-story multifamily building consisting of 212 units located in Bethesda, Maryland; and

**WHEREAS**, as of November 21, 2023, the Property’s fire panel is inoperable, which is an emergency that requires immediate replacement; and

**WHEREAS**, staff recommends entering into a Non-Competitive procurement, pursuant to Section 5.6 of the Commission’s Procurement Policy, to select Summit Fire & Security to replace the Property’s fire panel and associated system infrastructure and enter into a contract for up to \$470,570.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County approves entering into a Non-Competitive procurement, pursuant to Section 5.6 of HOC’s Procurement Policy, to select Summit Fire & Security to replace the Property’s fire panel and associated system infrastructure, and to negotiate and execute a contract in an amount up to \$470,570.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that the President/Executive Director, or her authorized designee, without further action on its part, is authorized to take any and all other actions necessary and proper to carry out the transactions contemplated herein including, but not limited to, the execution of any and all documents related thereto.

**BE IT FURTHER RESOLVED THAT:**

Section 1. Declaration of Official Intent. The Commission presently intends and reasonably expects to finance costs related to the predevelopment, development, and equipping of the Property, with moneys currently contained in its Opportunity Housing Reserve Fund, and General Fund Property Reserve Account, County Revolving Fund accounts, and any other funds of the Commission so designated for use by the Commission.

Section 2. Dates of Capital Expenditures. All of the capital expenditures covered by this Resolution, which may be reimbursed with proceeds of tax-exempt borrowings, will be

incurred not earlier than 60 days prior to the date of this Resolution except preliminary expenditures as defined in Treasury Regulation Section 1.150-2(f)(2) (e.g. architect’s fees, engineering fees, costs of soil testing and surveying).

Section 3. Issuance of Bonds or Notes. The Commission presently intends and reasonably expects to participate in tax-exempt borrowings of which proceeds in an amount not to exceed \$100,000,000 will be applied to reimburse the Commission for its expenditures in connection with the project.

Section 4. Confirmation of Prior Acts. All prior acts and doings of the officials, agents and employees of the Commission, which are in conformity with the purpose and intent of this Resolution, and in furtherance of the Property, shall be and the same hereby are in all respects ratified, approved and confirmed.

Section 5. Repeal of Inconsistent Resolutions. All other resolutions of the Commission, or parts of resolutions related to the Property which are inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its passage.

**I HEREBY CERTIFY** that the foregoing resolution was approved by the Housing Opportunities Commission of Montgomery County in an open meeting conducted on December 13, 2023.

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**Chelsea J. Andrews**  
**President/Executive Director**

# **GARNKIRK FARMS APARTMENTS: APPROVAL TO SUBMIT A 9% LOW INCOME HOUSING TAX CREDIT (“LIHTC”) APPLICATION FOR GARNKIRK FARMS APARTMENTS**

December 13, 2023

- Garnkirk Farms Apartments (“Garnkirk”) is proposed as a 184-unit family rental development located at Garnkirk Square at Shawnee Lane and Observation Drive in Clarksburg, Maryland and is within the community of Garnkirk Square, which is comprised of 392 residential dwelling units consisting of 18 single family detached units, 190 townhouses, and 184 multifamily units.
- The proposed development will be comprised of studio, one-, two- and three-bedroom units, with 53 units (29%) designed as three-bedrooms and 51 units (28%) designed as two-bedrooms, all having two bathrooms that are more suitable for family occupancy. The development will include a 301-space parking structure, including at least 19 parking spaces for electric vehicles.
- Since its introduction in 2021, the Commission has supported this transaction through a series of actions that enabled site control via a ground lease RJD Real Estate Advisor, LLC, and the funding of predevelopment costs to close on the vertical construction of Garnkirk Farms.
- The project has been determined to meet certain thresholds for design and sustainability, offer services to our residents, significant affordability to families and individuals, and successfully compete for an allocation of the 9% Low Income Housing Tax Credits.
- The application is due to be submitted by December 15, 2023, scoring will occur over the course of 100 calendar days, and awards will be announced thereafter.
- On December 1, 2023, the Development and Finance Committee considered this action and fully supported the submission of an application of 9% LIHTC to the Maryland Department of Housing and Community Development.



**MEMORANDUM**

**TO:** Housing Opportunities Commission of Montgomery County

**VIA:** Chelsea J. Andrews, President/Executive Director

**FROM:** Zachary Marks, Senior Vice President, Real Estate  
Gio Kaviladze, Senior Financial Analyst

**RE:** **Garnkirk Farms Apartments:** Approval to Submit a 9% Low Income Housing Tax Credit (“LIHTC”) Application for Garnkirk Farms Apartments

**DATE:** December 13, 2023

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**STATUS:** Committee Report    Deliberation  X

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**OVERALL GOAL & OBJECTIVE:**

To authorize staff to submit a 9% LIHTC application for Garnkirk Farms Apartments in Clarksburg, MD.

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**BACKGROUND:**

Garnkirk Farms Apartments (“Garnkirk”) is a 184-unit family rental development located at Garnkirk Square at Shawnee Lane and Observation Drive in Clarksburg. HOC staff introduced the development opportunity to the Commission on February 3, 2021. It was subsequently approved by the Commission on March 3, 2021. As multifamily rental development opportunities are limited in Clarksburg and community opposition can be strong, the already entitled project by the owner of the property, the Duffie Companies (“Duffie”), allowed HOC to enter into the transaction having avoided that political and entitlement risk.

The Commission formally closed on the 99-year Ground Lease on September 17, 2021, and subsequently approved a predevelopment budget and funding at the November 3, 2021 meeting of the Commission, for \$5,344,731, using the PNC Bank, N.A. Real Estate Line of Credit (“RELOC”) as the funding source. Repayment of the RELOC will occur at the closing of the construction loan financing in approximately Q4 CY2024 to-Q1 2025. Execution of the Ground Lease permitted HOC and RJD Real Estate Advisors, LLC (“RJD”), a Duffie affiliate, to enter into a Predevelopment Services Agreement to allow RJD to continue to provide vertical design management consulting services during the predevelopment period.

See attachment to this memorandum for, Actions Taken by Commission to Date.

Garnkirk Square is a community of 392 residential dwelling units (including a minimum of 12.5% MPDUs) consisting of 18 single family detached units, 190 townhouses, and 184 multifamily units in Clarksburg, Montgomery County, Maryland. The multifamily component of the community is the final phase of the development.

As the arrival point to the community, Garnkirk will complement the classic and current architecture of the Clarksburg Square community while introducing modern elements and amenities. Among the designers’ guiding principles is a prevailing theme of connection, sustainability, and the creation of long-term value.



### **Unit Mix**

The property will be comprised of studio, one-, two- and three-bedroom units. Of the total 184 units, 53 (29% of total units) will be three-bedrooms and 51 (28%) will be two-bedrooms, each having two bathrooms that are more suitable for family occupancy. The development will include a 301-space parking structure, including at least 19 parking spaces for electric vehicles.

### **Design and Sustainability**

The property is designed to meet LEED Platinum and Energy Star Indoor Air Quality Plus certifications. The Garnkirk team has focused on creating a highly efficient property without sacrificing comfort or value. Rather than build “code minimum” and push investments in sustainability down the road, the Garnkirk design team is performing the analysis from the onset to optimize construction and maximize long-term value.

At the leading edge of sustainability, the Garnkirk project is conceived as a fully electric Net Zero Energy Ready development and meet many of the goals outlined in Thrive Montgomery 2050 (Montgomery County’s draft update to its General Plan, which is the blueprint and guiding policy document for future growth and development in the County). Early energy modeling by Jay Hall and Associates and photovoltaic design by Aurora Energy confirm the project’s viability to be among the largest Net Zero Energy multifamily projects in Montgomery County and the broader DC Metro area.

The project’s accessibility consulting team serves as an impartial reviewer of accessibility compliance. While the Americans with Disabilities Act (“ADA”) and Federal Fair Housing Act (“FFHA”) are more than 25 years old, accessibility compliance remains a challenging prospect for many property owners. The project team understands that the project’s function must go hand in hand with its form.

An early focus on the elements of Universal Design and accessibility will position Garnkirk as a project designed for equitable enjoyment by all residents. No matter how beautiful, a property will not be comfortable or appealing if a resident cannot move freely through its rooms and independently perform the basic tasks of life. In addition to lifelong accessibility needs, sudden accidents or the long term effects of illness can create mobility problems, visual and auditory impairments, or cognitive decline. The Garnkirk designers hope to limit the impacts of these challenges. Examples of Universal Design elements incorporated into the project include, but are not limited to, elevator access to all levels, enlarged door widths, enlarged hallway and travel paths, in wall blocking for grab rails and seats, and solid rollable flooring surfaces.

### **Services to Residents**

In addition, staff is working with Family Residences & Essential Enterprises (FREE) to potentially offer supportive housing opportunities for underserved target populations with special housing needs. Since 1977, FREE has served underserved populations in Suffolk County, Nassau County, and New York City. FREE’s programs are designed to support people with traumatic brain injury, mental health, behavioral health, and/or substance abuse issues, in addition to intellectual and/or developmental disabilities (ID/DD). FREE currently serves over 4,000 individuals annually with a total workforce exceeding 2,600 employees at more than 25 programs and over 150 sites throughout the Long Island and New York City Region. FREE offers an array of services including: housing, recovery services, transition to work, employment, community and family services, financial intermediary and self-direction services, health care, and advocacy programs.

Staff continues to work with the design and development team to progress through schematic design,

building programming, and sustainability goals. The development team is finalizing the Building design process and has started site and building permit submission and review processes. Building permit approval and construction closing are expected in the second half of CY2024 or first half of CY2025.

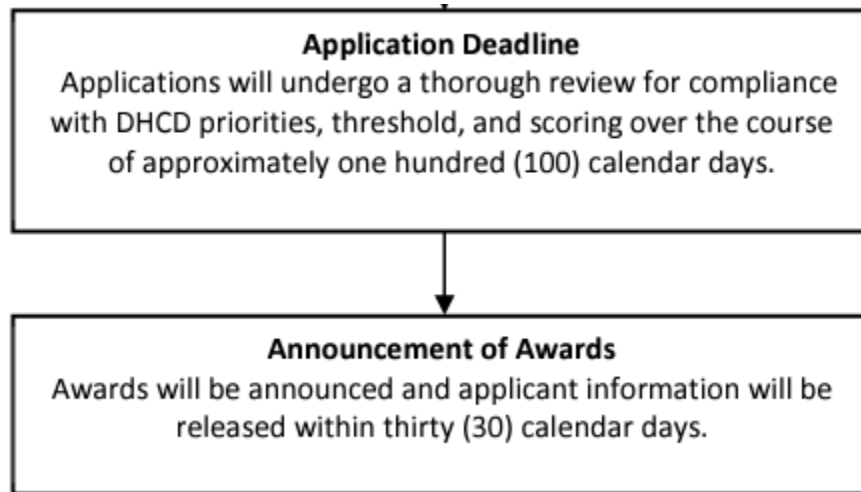
**LIHTC Self Scoring/Competitive Project**

Staff believes that the property’s unique combination of unit mix, design characteristics, sustainability, accessibility characteristics and features, and additional supportive unit features and services offers it a competitive mix of features for a successful 9% LIHTC application.

<b>Applicant Self-Scoring</b>	<b>Maximum Possible Points</b>	<b>Garnkirk Farms Applicant Self- Score (Est)</b>
4.1 Capacity of Development Team	<b>74</b>	74
4.2 Community Context	<b>16</b>	16
4.3 Transit Oriented Development	<b>8</b>	2
4.4 Public Purpose	47	39
4.5 Leveraging and Cost-Effectiveness	25	25
4.6 Development Quality	33	33
<b>Total</b>	<b>203</b>	<b>189</b>

**LIHTC Application Schedule**

Application deadline is December 15, 2023. Awards will be announced in Q2 of CY2024.



**ISSUES FOR CONSIDERATION:**

Will the Commission accept staff’s recommendation, which is supported by the Development and Finance Committee, to authorize staff to submit a 9% LIHTC Application for Garnkirk Farms Apartments?

**BUDGET/FISCAL IMPACT:**

There is no impact on the Commission’s FY 2024 operating budget. The application submission will be

funded by the previously approved Predevelopment budget and funded from the PNC Bank, N.A. Real Estate Line of Credit (“RELOC”).

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**PRINCIPALS:**

HOC at Garnkirk Farms, LLC.  
Housing Opportunities Commission of Montgomery County

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**TIME FRAME:**

For consideration by the Development and Finance Committee on December 1, 2023, and formal Commission action on December 13, 2023.

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**STAFF RECOMMENDATION & COMMISSION ACTION NEEDED:**

Staff recommends that the Commission authorize staff to submit a 9% LIHTC Application for Garnkirk Farms Apartments.

**Resolution No.: 23-82**

**Re: Approval to Submit a 9% Low Income Housing Tax Credit (“LIHTC”) Application for Garnkirk Farms Apartments**

**WHEREAS**, Garnkirk Farms Apartments (“Garnkirk”) is proposed as a 184-unit family rental development located at Garnkirk Square at Shawnee Lane and Observation Drive in Clarksburg, Maryland and is within the community of Garnkirk Square, which is comprised of 392 residential dwelling units consisting of 18 single family detached units, 190 townhouses, and 184 multifamily units; and

**WHEREAS**, Garnkirk is ground leased by HOC at Garnkirk Farms, LLC, and HOC is its sole member; and

**WHEREAS**, Garnkirk will be comprised of studio, one-, two- and three-bedroom units, with 53 units (29%) designed as three-bedrooms and 51 units (28%) designed will be two-bedrooms, all having two bathrooms that are more suitable for family occupancy; and

**WHEREAS**, the development (i) has been determined to meet certain thresholds for design and sustainability, (ii) will offer services to our residents, (iii) will deliver significant affordability to families and individuals, and (iv) can successfully compete for an allocation of 9% Low Income Housing Tax Credits (“LIHTCs”); and

**WHEREAS**, since its introduction in 2021, the Commission has supported this transaction through a series of actions that enabled site control via a ground lease, funding of predevelopment costs to close on the vertical construction, and staff now requests the Commission approve the submission of an application to the Maryland Department of Housing and Community Development for the allocation of 9% LIHTCs by the deadline of December 15, 2023.

**NOW THEREFORE BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County, on behalf of itself and HOC at Garnkirk Farms, LLC, as its sole member, hereby approves submitting an application for an allocation of 9% LIHTCs to the Maryland Department of Housing and Community Development.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County, on behalf of itself and HOC at Garnkirk Farms, LLC, as its sole member, that the President/Executive Director, or her designee, is authorized and directed, without further action on their part, to take any and all other actions necessary and proper to carry out the activities contemplated herein.

**I HEREBY CERTIFY** that the forgoing resolution was adopted by the Housing Opportunities Commission of Montgomery County at a regular open meeting conducted on December 13, 2023.

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**Chelsea J. Andrews**  
**President/Executive Director**

## Garnkirk Farms: Approved Commission Actions to Date

The following table outlines discussions and actions the Commission has taken to date to advance the Garnkirk Farms transaction. Precedent to its introduction to the Commission, on May 30, 2013, the Montgomery County Planning Board approved Site Plan No. 820120100 for 392 Residential Dwelling Units (including 12.5 MPDUs). Included in this site plan are the proposed 184 units for HOC’s portion of the development. HOC’s plan will significantly increase the affordability for this development.

Date	Resolution No.	Commission Action
February 3, 2021	Closed Session, No Resolution	<b>Introduction:</b> Authorization of the Executive Director to Execute a Non-Binding Letter of Intent with the Duffie Companies acquisition terms (via ground lease) of the entitled Garnkirk Farms Apartments site.
March 3, 2021	Closed Session, No Resolution	<b>Approval:</b> Authorization of the Executive Director to Execute a Non-Binding Letter of Intent with the Duffie Companies Acquisition Terms (via ground lease) of the entitled Garnkirk Farms Apartments site.
June 18, 2021	21-63AS	Authorization to Enter into a Ground Lease with the Duffie Companies
November 3, 2021	21-105A	Approval of Predevelopment Budget and Funding of Predevelopment Expenditures for Garnkirk Apartments; Approval to Draw on PNC Bank, N.A. Real Estate Line of Credit to Fund Expenditures
November 3, 2021	21-105B	Approval to Draw up to \$5,344,731.00 on the PNC Bank N.A. Real Estate Line of Credit to Provide Predevelopment Funding for the Development of Garnkirk Farms
April 4, 2022	22-26	Authorization to Execute a Construction and Development Services Agreement Between HOC at Garnkirk Farms, LLC and RJD Real Estate Advisors, LLC for the Development of the Garnkirk Farms Apartments in Clarksburg

# **SPRINGVALE TERRACE: APPROVAL TO SUBMIT FAIRCLOTH-TO-RAD APPLICATION FOR SPRINGVALE TERRACE**

**USE OF HOC'S FAIRCLOTH CAPACITY TO CREATE NEW PROJECT BASED SECTION 8 UNITS**



**CHELSEA ANDREWS, President/Executive Director**

**ZACHARY MARKS, Senior Vice President, Real Estate**

**December 13, 2023**

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Executive Summary	3
Faircloth-to-RAD Placement Overview	4
Previous PBS8 Placements	5
Summary and Recommendations	6



# Executive Summary



Enterprise Community Development (“ECD”) has partnered with Seabury Resources for Aging (“Seabury”) to redevelop Springvale Terrace, an existing senior community that has been unable to achieve stabilized occupancy for many years. The existing Springvale Terrace is a 100% affordable assisted living community that provides independent living and all three levels of assisted living.

The County’s Department of Housing & Community Affairs (“DHCA”) has provided significant financial support over the years to try to rectify operations at the property. However, the combination of very small unit sizes (averaging 280 SF) and the challenges of the affordable assisted living model ultimately proved too difficult to overcome for the property.

The redevelopment plan replaces the existing Springvale Terrace with more than 230 affordable senior units. The new Springvale Terrace will be an active adult community with no medical services provided.

Recently, ECD approached HOC to discuss placing up to 48 units of Project Based Section 8 assistance at the new Springvale Terrace via HUD’s Faircloth-to-RAD program (“F2R”), which allows HOC to access its unbuilt capacity within the Public Housing program to create new subsidized units via immediate conversion under the RAD program. Given HOC has nearly 700 units of capacity under this program, staff recommends deploying these vouchers as a means to more efficiently bring this subsidy into service for County residents.



December 13, 2023



# F2R Placement Overview

Subsidized units created via the Faircloth-to-RAD program have similarly lower payment standards to those created under RAD from existing Public Housing. For HOC’s RAD conversions, the payment standard was usually between 35%-38% of the area median income (“AMI”) (as compared to a typical voucher that pays at or above 60% AMI). On HOC’s RAD conversions, this shortfall in payment standard created a larger-than-normal gap in the construction financing stack and required additional HOC equity contributions and County cash flow contingent financing.

<i>Unit Type</i>	<i>Median Income</i>	<i>Number of Units</i>
1 BR	30%	40
1 BR	50%	74
1 BR	60%	67
1 BR	80%	44
2 BR	30%	4
2 BR	50%	3
2 BR	60%	3
2 BR	80%	2

Placing these F2R units at the new Springvale Terrace may decrease projected net operating income available to service senior debt, even with proposed affordability already ranging from 30% AMI to 80% AMI. Fortunately, DHCA has committed to providing the additional HIF needed to offset all of the loss in senior debt proceeds (currently estimated to be no more than \$1.7MM). Staff is not recommending any HOC support other than the provision of the F2R units.

Additionally, the F2R subsidy may be placed in the form of either Project Based Vouchers, the administrative responsibility for which would fall to HOC or Project Based Rental Assistance (“PBRA”), the administrative responsibility for which would fall to HUD. Staff is recommending PBRA to eliminate the administrative burden on HOC. The creation of these units does not impact HOC’s HCV funding or allocation.



Enterprise has over 35 years of excellence in building, preserving and operating affordable homes to uplift residents and communities. Enterprise has numerous business channels including real estate development,

LIHTC equity syndication, lending, policy, and philanthropy. Enterprise houses more than 21,000 residents in its extensive owned property portfolio.



Founded in 1924, Seabury provides personalized, affordable services and housing options to help older adults live with independence and dignity. Programs include: age in place services, care management,

management, transportation, & social programs. Seabury owns 3 DC-area properties, including Springvale Terrace.

# Previous PBS8 Placements



## Victory Crossing

- Senior, active adult.
- 100% affordable (LIHTC)
- Developed by Victory Housing

Units at the Property:

105

PBV via RAD:

49



## Victory Haven

- Senior, active adult.
- 100% affordable (LIHTC)
- Developed by Victory Housing

Units at the Property:

72

PBV via RAD:

30



## Park View at Aspen Hill

- Senior, active adult.
- 100% affordable (LIHTC)
- Developed by Pennrose

Units at the Property:

120

PBV via HOTMA:

26

# Summary and Recommendations

## ISSUES FOR CONSIDERATION

Does the Commission authorize the staff's recommendation, which is supported by the Development and Finance Committee to submit an application to the Faircloth-to-RAD program for up to 48 units to be placed at Springvale Terrace?

## BUDGET/FISCAL IMPACT

There is no direct impact on the Agency's FY24 operating budget from this action and there is no fiscal impact.

## TIME FRAME

For formal Commission action on December 13, 2023.

## STAFF RECOMMENDATION AND COMMISSION ACTION NEEDED

At 700 units of capacity, and low payment standards relative to typical vouchers, subsidy remaining under the Faircloth limit will be slow to deploy. Partnering with affordable housing developers already in progress on entitling new communities will expedite the creation of more subsidized units for households with the greatest rental assistance needs.

Staff asks the Commission to authorize the submission of an application to the Faircloth-to-RAD program for up to 48 units to be placed at Springvale Terrace. The Development & Finance Committee unanimously supports staff's recommendation.

**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 financing for the construction of rental housing properties which provide a public purpose; and

**WHEREAS**, the total number of potential Section 9 units a Public Housing Authority may own is limited by law, sometimes referred to as the Faircloth limit, derived from the amendment made by Senator Lauch Faircloth to the Quality Housing and Work Responsibility Act of 1998 (“QHWR Act”); and

**WHEREAS**, HOC has approximately 700 units of unbuilt Section 9 capacity under the QHWR Act (“Faircloth Capacity”); and

**WHEREAS**, in 2012, the United States Congress authorized the Rental Assistance Demonstration (“RAD”) program to allow for the conversion of existing Public Housing, which is subsidized by Section 9 funding, to Project-based Section 8 subsidy; and

**WHEREAS**, in 2021, the United States Department of Housing and Urban Development (“HUD”) released guidance on the Faircloth-to-RAD (“F2R”) program, which conditionally pre-approves unbuilt Section 9 units for RAD conversion; and

**WHEREAS**, to effect faster realization of HOC’s Faircloth Capacity, diversify the housing at which HOC’s Faircloth Capacity is placed, and increase the opportunities for placement of HOC’s Faircloth Capacity, HOC wishes to consider privately-owned properties for the placement of some of its Faircloth Capacity; and

**WHEREAS**, Enterprise Community Development (“ECD”) and Seabury Resources for the Aging have partnered to redevelop into 230 senior affordable units, the existing Springvale Terrace community located at 8505 Springvale Road in Silver Spring (“Springvale Terrace”); and

**WHEREAS**, ECD has invited HOC to place up to deeply 48 subsidized units at the redeveloped Springvale Terrace via the F2R program (“Springvale F2R Units”), and is expecting to begin construction on the redevelopment of Springvale Terrace by the end of calendar year 2024; and

**WHEREAS**, the first action HOC must take to gain HUD approval to place the Springvale F2R Units is to submit an application.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that it authorizes the submission of an application to HUD’s F2R program for the placement of up to 48 project-based at the redeveloped Springvale Terrace.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that it authorizes and directs the President/Executive Director, or her authorized designee, without any

further action on its part, to take any and all other actions necessary and proper to carry out the specific actions contemplated herein.

**I HEREBY CERTIFY** that the foregoing resolution was approved by the Housing Opportunities Commission of Montgomery County at a regular meeting of the Commission on December 13, 2023.

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**Chelsea J. Andrews**  
**President/Executive Director**

*Recess*

# Development Corporation Meetings

# Alexander House Development Corporation



**Alexander House Development Corporation**

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

**Minutes**

November 15, 2023

**23-003AH**

Mr. Priest convened the meeting of the Alexander House Development Corporation on Wednesday, November 15, 2023, at 6:21 p.m. via a hybrid platform (with some participating in-person and some participating online/via teleconference), with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Rick Nelson  
Robin Salomon  
Linda Croom

**Attending Via Zoom**

Pamela Byrd

**Also Attending**

Chelsea Andrews, President/Executive Director  
Kayrine Brown, Senior Executive Vice President  
Kathryn Hollister  
Monte Stanford  
Victoria Dixon  
Alex Laurens  
John Brouillire  
Davida Blackman-Rowley  
Elaine Cole  
Richard Congo

Aisha Memon, Senior Vice President, Legal Affairs  
John Wilhoit  
Meta Lim  
Lynn Hayes  
Ken Silverman  
Ali Ozair  
Paul Vinciguerra  
Demarcus Hubbard  
Tim Goetzinger  
Pat Mattingly

**Attending Via Zoom**

Matt Husman  
Sean Asberry

Kai Hsieh  
Eugenia Pascal

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Development Corporation Support**

Jocelyn Koon, Senior Executive Assistant  
Morgan Tucker, Assistant

Prior to calling the meeting to order, Mr. Priest explained that development corporations are entities that are wholly-controlled by the Housing Opportunities Commission of Montgomery County ("HOC") and own various HOC properties. For each development corporation, the Board of Directors is comprised of the HOC Commissioners and the officers are the same as the officers of the Commission.

Mr. Priest called to order the meeting of the Alexander House Development Corporation.

- **Procurement of Property Management Services:** Approval of the Property Management Contract for Alexander House

President/Executive Director, Chelsea Andrews, provided an overview of the presentation and introduced Vice President of Property Management, Ali Ozair, to provide the detailed presentation. Staff recommended that the Board of Directors of the Alexander House Development Corporation approve the property management contract with Edgewood Management Corporation for Alexander House through December 31, 2025. A motion was made by Jeffery Merkowitz to approve Resolution 23-003AH, and seconded by Frances Kelleher. Affirmative votes were cast by Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Linda Croom, Jeffrey Merkowitz, and Robin Salomon. Pamela Byrd was necessarily absent and did not participate in the vote.

Based upon this report and there being no further business to come before this meeting of the Alexander House Development Corporation, the meeting adjourned at 6:22 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer of the  
Corporation

*Adjourn*

**Brookside  
Glen  
Apartments  
Development  
Corporation**

**Brookside Glen Development Corporation**

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

**Minutes**

November 15, 2023

**23-003BG**

Mr. Priest convened the meeting of the Brookside Glen Development Corporation on Wednesday, November 15, 2023, at 6:23 p.m. via a hybrid platform (with some participating in-person and some participating online/via teleconference), with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Rick Nelson  
Robin Salomon  
Linda Croom

**Attending Via Zoom**

Pamela Byrd

**Also Attending**

Chelsea Andrews, President/Executive Director  
Kayrine Brown, Senior Executive Vice President  
Kathryn Hollister  
Monte Stanford  
Victoria Dixon  
Alex Laurens  
John Brouillire  
Davida Blackman-Rowley  
Elaine Cole  
Richard Congo

Aisha Memon, Senior Vice President, Legal Affairs  
John Wilhoit  
Meta Lim  
Lynn Hayes  
Ken Silverman  
Ali Ozair  
Paul Vinciguerra  
Demarcus Hubbard  
Tim Goetzinger  
Pat Mattingly

**Attending Via Zoom**

Matt Husman  
Sean Asberry

Kai Hsieh  
Eugenia Pascal

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Development Corporation Support**

Jocelyn KOON, Senior Executive Assistant  
Morgan Tucker, Assistant

Prior to calling the meeting to order, Mr. Priest explained that development corporations are entities that are wholly-controlled by the Housing Opportunities Commission of Montgomery County ("HOC") and own various HOC properties. For each development corporation, the Board of Directors is comprised of the HOC Commissioners and the officers are the same as the officers of the Commission.

Mr. Priest called to order the meeting of the Brookside Glen Development Corporation.

- **Procurement of Property Management Services:** Approval of the Property Management Contract for Brookside Glen

President/Executive Director, Chelsea Andrews, provided an overview of the presentation and introduced Vice President of Property Management, Ali Ozair, to provide the detailed presentation. Staff recommended that the Board of Directors of the Brookside Glen Development Corporation approve the property management contract with Residential One, LLC for Brookside Glen through December 31, 2025. A motion was made by Jeffery Merkowitz to approve Resolution 23-003BG, and seconded by Frances Kelleher. Affirmative votes were cast by Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Linda Croom, Jeffrey Merkowitz, and Robin Salomon. Pamela Byrd was necessarily absent and did not participate in the vote.

Based upon this report and there being no further business to come before this meeting of the Brookside Glen Development Corporation, the meeting adjourned at 6:24 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer of the  
Corporation

*Adjourn*

# Diamond Square Development Corporation



**Diamond Square Development Corporation**

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

**Minutes**

November 15, 2023

**23-003DS**

Mr. Priest convened the meeting of the Diamond Square Development Corporation on Wednesday, November 15, 2023, at 6:26 p.m. via a hybrid platform (with some participating in-person and some participating online/via teleconference), with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Rick Nelson  
Robin Salomon  
Linda Croom

**Attending Via Zoom**

Pamela Byrd

**Also Attending**

Chelsea Andrews, President/Executive Director  
Kayrine Brown, Senior Executive Vice President  
Kathryn Hollister  
Monte Stanford  
Victoria Dixon  
Alex Laurens  
John Brouillire  
Davida Blackman-Rowley  
Elaine Cole  
Richard Congo

Aisha Memon, Senior Vice President, Legal Affairs  
John Wilhoit  
Meta Lim  
Lynn Hayes  
Ken Silverman  
Ali Ozair  
Paul Vinciguerra  
Demarcus Hubbard  
Tim Goetzinger  
Pat Mattingly

**Attending Via Zoom**

Matt Husman  
Sean Asberry

Kai Hsieh  
Eugenia Pascal

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Development Corporation Support**

Jocelyn Koon, Senior Executive Assistant  
Morgan Tucker, Assistant

Prior to calling the meeting to order, Mr. Priest explained that development corporations are entities that are wholly-controlled by the Housing Opportunities Commission of Montgomery County ("HOC") and own various HOC properties. For each development corporation, the Board of Directors is comprised of the HOC Commissioners and the officers are the same as the officers of the Commission.

Mr. Priest called to order the meeting of the Diamond Square Development Corporation.

- **Procurement of Property Management Services:** Approval of the Property Management Contract for Diamond Square

President/Executive Director, Chelsea Andrews, provided an overview of the presentation and introduced Vice President of Property Management, Ali Ozair, to provide the detailed presentation. Staff recommended that the Board of Directors of the Diamond Square Development Corporation approve the property management contract with Residential One, LLC for Diamond Square through December 31, 2025. A motion was made by Jeffrey Merkowitz to approve Resolution 23-003DS, and seconded by Frances Kelleher. Affirmative votes were cast by Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Linda Croom, Jeffrey Merkowitz, and Robin Salomon. Pamela Byrd was necessarily absent and did not participate in the vote.

Based upon this report and there being no further business to come before this meeting of the Diamond Square Development Corporation, the meeting adjourned at 6:27 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer of the  
Corporation

*Adjourn*

# Glenmont Crossing Development Corporation

**Glenmont Crossing Development Corporation**

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

**Minutes**

November 15, 2023

**23-003GC**

Mr. Priest convened the meeting of the Glenmont Crossing Development Corporation on Wednesday, November 15, 2023, at 6:26 p.m. via a hybrid platform (with some participating in-person and some participating online/via teleconference), with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Rick Nelson  
Robin Salomon  
Linda Croom

**Attending Via Zoom**

Pamela Byrd

**Also Attending**

Chelsea Andrews, President/Executive Director  
Kayrine Brown, Senior Executive Vice President  
Kathryn Hollister  
Monte Stanford  
Victoria Dixon  
Alex Laurens  
John Brouillire  
Davida Blackman-Rowley  
Elaine Cole  
Richard Congo

Aisha Memon, Senior Vice President, Legal Affairs  
John Wilhoit  
Meta Lim  
Lynn Hayes  
Ken Silverman  
Ali Ozair  
Paul Vinciguerra  
Demarcus Hubbard  
Tim Goetzinger  
Pat Mattingly

**Attending Via Zoom**

Matt Husman  
Sean Asberry

Kai Hsieh  
Eugenia Pascal

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Development Corporation Support**

Jocelyn Koon, Senior Executive Assistant  
Morgan Tucker, Assistant

Prior to calling the meeting to order, Mr. Priest explained that development corporations are entities that are wholly-controlled by the Housing Opportunities Commission of Montgomery County (“HOC”) and own various HOC properties. For each development corporation, the Board of Directors is comprised of the HOC Commissioners and the officers are the same as the officers of the Commission.

Mr. Priest called to order the meeting of the Glenmont Crossing Development Corporation.

- **Procurement of Property Management Services:** Approval of the Property Management Contract for Glenmont Crossing

President/Executive Director, Chelsea Andrews, provided an overview of the presentation and introduced Vice President of Property Management, Ali Ozair, to provide the detailed presentation. Staff recommended that the Board of Directors of the Glenmont Crossing Development Corporation approve the property management contract with Residential One, LLC for Glenmont Crossing through December 31, 2025. A motion was made by Rick Nelson to approve Resolution 23-003GC, and seconded by Jeffrey Merkowitz. Affirmative votes were cast by Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Linda Croom, Jeffrey Merkowitz, and Robin Salomon. Pamela Byrd was necessarily absent and did not participate in the vote.

Based upon this report and there being no further business to come before this meeting of the Glenmont Crossing Development Corporation, the meeting adjourned at 6:27 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer of the  
Corporation

*Adjourn*

# Glenmont Westerly Development Corporation



**Glenmont Westerly Development Corporation**

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

**Minutes**

November 15, 2023

**23-003GW**

Mr. Priest convened the meeting of the Glenmont Westerly Development Corporation on Wednesday, November 15, 2023, at 6:24 p.m. via a hybrid platform (with some participating in-person and some participating online/via teleconference), with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Rick Nelson  
Robin Salomon  
Linda Croom

**Attending Via Zoom**

Pamela Byrd

**Also Attending**

Chelsea Andrews, President/Executive Director  
Kayrine Brown, Senior Executive Vice President  
Kathryn Hollister  
Monte Stanford  
Victoria Dixon  
Alex Laurens  
John Brouillire  
Davida Blackman-Rowley  
Elaine Cole  
Richard Congo

Aisha Memon, Senior Vice President, Legal Affairs  
John Wilhoit  
Meta Lim  
Lynn Hayes  
Ken Silverman  
Ali Ozair  
Paul Vinciguerra  
Demarcus Hubbard  
Tim Goetzinger  
Pat Mattingly

**Attending Via Zoom**

Matt Husman  
Sean Asberry

Kai Hsieh  
Eugenia Pascal

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Development Corporation Support**

Jocelyn Koon, Senior Executive Assistant  
Morgan Tucker, Assistant

Prior to calling the meeting to order, Mr. Priest explained that development corporations are entities that are wholly-controlled by the Housing Opportunities Commission of Montgomery County (“HOC”) and own various HOC properties. For each development corporation, the Board of Directors is comprised of the HOC Commissioners and the officers are the same as the officers of the Commission.

Mr. Priest called to order the meeting of the Glenmont Westerly Development Corporation.

- **Procurement of Property Management Services:** Approval of the Property Management Contract for Glenmont Westerly

President/Executive Director, Chelsea Andrews, provided an overview of the presentation and introduced Vice President of Property Management, Ali Ozair, to provide the detailed presentation. Staff recommended that the Board of Directors of the Glenmont Westerly Development Corporation approve the property management contract with Residential One, LLC for Glenmont Westerly through December 31, 2025. A motion was made by Jeffery Merkowitz to approve Resolution 23-003GW, and seconded by Linda Croom. Affirmative votes were cast by Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Linda Croom, Jeffrey Merkowitz, and Robin Salomon. Pamela Byrd was necessarily absent and did not participate in the vote.

Based upon this report and there being no further business to come before this meeting of the Glenmont Westerly Development Corporation, the meeting adjourned at 6:25 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer of the  
Corporation

*Adjourn*

# Magruder's Discovery Development Corporation

**Magruder’s Discovery Development Corporation**

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

**Minutes**

November 15, 2023

**23-003MD**

Mr. Priest convened the meeting of the Magruder’s Discovery Development Corporation on Wednesday, November 15, 2023, at 6:28 p.m. via a hybrid platform (with some participating in-person and some participating online/via teleconference), with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Rick Nelson  
Robin Salomon  
Linda Croom

**Attending Via Zoom**

Pamela Byrd

**Also Attending**

Chelsea Andrews, President/Executive Director  
Kayrine Brown, Senior Executive Vice President  
Kathryn Hollister  
Monte Stanford  
Victoria Dixon  
Alex Laurens  
John Brouillire  
Davida Blackman-Rowley  
Elaine Cole  
Richard Congo

Aisha Memon, Senior Vice President, Legal Affairs  
John Wilhoit  
Meta Lim  
Lynn Hayes  
Ken Silverman  
Ali Ozair  
Paul Vinciguerra  
Demarcus Hubbard  
Tim Goetzinger  
Pat Mattingly

**Attending Via Zoom**

Matt Husman  
Sean Asberry

Kai Hsieh  
Eugenia Pascal

**IT Support**

Irma Rodriguez  
Aries “AJ” Cruz

**Development Corporation Support**

Jocelyn Koon, Senior Executive Assistant  
Morgan Tucker, Assistant

Prior to calling the meeting to order, Mr. Priest explained that development corporations are entities that are wholly-controlled by the Housing Opportunities Commission of Montgomery County ("HOC") and own various HOC properties. For each development corporation, the Board of Directors is comprised of the HOC Commissioners and the officers are the same as the officers of the Commission.

Mr. Priest called to order the meeting of the Magruder's Discovery Development Corporation.

- **Procurement of Property Management Services:** Approval of the Property Management Contract for Magruder's Discovery

President/Executive Director, Chelsea Andrews, provided an overview of the presentation and introduced Vice President of Property Management, Ali Ozair, to provide the detailed presentation. Staff recommended that the Board of Directors of the Magruder's Discovery Development Corporation approve the property management contract with Edgewood Management for Magruder's Discovery through December 31, 2025. A motion was made by Rick Nelson to approve Resolution 23-003MD, and seconded by Frances Kelleher. Affirmative votes were cast by Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Linda Croom, Jeffrey Merkwowitz, and Robin Salomon. Pamela Byrd was necessarily absent and did not participate in the vote.

Based upon this report and there being no further business to come before this meeting of the Magruder's Discovery Development Corporation, the meeting adjourned at 6:29 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer of the  
Corporation

*Adjourn*

# The Metropolitan Development Corporation



**Metropolitan Development Corporation**

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

**Minutes**

November 15, 2023

**23-003ME**

Mr. Priest convened the meeting of the Metropolitan Development Corporation on Wednesday, November 15, 2023, at 6:30 p.m. via a hybrid platform (with some participating in-person and some participating online/via teleconference), with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Rick Nelson  
Robin Salomon  
Linda Croom

**Attending Via Zoom**

Pamela Byrd

**Also Attending**

Chelsea Andrews, President/Executive Director  
Kayrine Brown, Senior Executive Vice President  
Kathryn Hollister  
Monte Stanford  
Victoria Dixon  
Alex Laurens  
John Brouillire  
Davida Blackman-Rowley  
Elaine Cole  
Richard Congo

Aisha Memon, Senior Vice President, Legal Affairs  
John Wilhoit  
Meta Lim  
Lynn Hayes  
Ken Silverman  
Ali Ozair  
Paul Vinciguerra  
Demarcus Hubbard  
Tim Goetzinger  
Pat Mattingly

**Attending Via Zoom**

Matt Husman  
Sean Asberry

Kai Hsieh  
Eugenia Pascal

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Development Corporation Support**

Jocelyn Koon, Senior Executive Assistant  
Morgan Tucker, Assistant

Prior to calling the meeting to order, Mr. Priest explained that development corporations are entities that are wholly-controlled by the Housing Opportunities Commission of Montgomery County (“HOC”) and own various HOC properties. For each development corporation, the Board of Directors is comprised of the HOC Commissioners and the officers are the same as the officers of the Commission.

Mr. Priest called to order the meeting of the Metropolitan Development Corporation.

- **Procurement of Property Management Services:** Approval of the Property Management Contract for Metropolitan

President/Executive Director, Chelsea Andrews, provided an overview of the presentation and introduced Vice President of Property Management, Ali Ozair, to provide the detailed presentation. Staff recommended that the Board of Directors of the Metropolitan Development Corporation approve the property management contract with Bozzuto for Metropolitan through December 31, 2025. A motion was made by Rick Nelson to approve Resolution 23-003ME, and seconded by Jeffrey Merkowitz. Affirmative votes were cast by Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Linda Croom, Jeffrey Merkowitz, and Robin Salomon. Pamela Byrd was necessarily absent and did not participate in the vote.

Based upon this report and there being no further business to come before this meeting of the Metropolitan Development Corporation, the meeting adjourned at 6:30 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer of the  
Corporation

*Adjourn*

# Montgomery Arms Development Corporation

**Montgomery Arms Development Corporation**

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

**Minutes**

November 15, 2023

**23-002MA**

Mr. Priest convened the meeting of the Montgomery Arms Development Corporation on Wednesday, November 15, 2023, at 6:31 p.m. via a hybrid platform (with some participating in-person and some participating online/via teleconference), with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Rick Nelson  
Robin Salomon  
Linda Croom

**Attending Via Zoom**

Pamela Byrd

**Also Attending**

Chelsea Andrews, President/Executive Director  
Kayrine Brown, Senior Executive Vice President  
Kathryn Hollister  
Monte Stanford  
Victoria Dixon  
Alex Laurens  
John Brouillire  
Davida Blackman-Rowley  
Elaine Cole  
Richard Congo

Aisha Memon, Senior Vice President, Legal Affairs  
John Wilhoit  
Meta Lim  
Lynn Hayes  
Ken Silverman  
Ali Ozair  
Paul Vincinguerra  
Demarcus Hubbard  
Tim Goetzinger  
Pat Mattingly

**Attending Via Zoom**

Matt Husman  
Sean Asberry

Kai Hsieh  
Eugenia Pascal

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Development Corporation Support**

Jocelyn Koon, Senior Executive Assistant  
Morgan Tucker, Assistant

Prior to calling the meeting to order, Mr. Priest explained that development corporations are entities that are wholly-controlled by the Housing Opportunities Commission of Montgomery County (“HOC”) and own various HOC properties. For each development corporation, the Board of Directors is comprised of the HOC Commissioners and the officers are the same as the officers of the Commission.

Mr. Priest called to order the meeting of the Montgomery Arms Development Corporation.

- **Procurement of Property Management Services:** Approval of the Property Management Contract for Montgomery Arms

President/Executive Director, Chelsea Andrews, provided an overview of the presentation and introduced Vice President of Property Management, Ali Ozair, to provide the detailed presentation. Staff recommended that the Board of Directors of the Montgomery Arms Development Corporation approve the property management contract with Edgewood Management Corporation for Montgomery Arms through December 31, 2025. A motion was made by Rick Nelson to approve Resolution 23-002MA, and seconded by Linda Croom. Affirmative votes were cast by Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Linda Croom, Jeffrey Merkowitz, and Robin Salomon. Pamela Byrd was necessarily absent and did not participate in the vote.

Based upon this report and there being no further business to come before this meeting of the Montgomery Arms Development Corporation, the meeting adjourned at 6:32 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer of the  
Corporation

*Adjourn*

# Wheaton Metro Development Corporation



**Wheaton Metro Development Corporation**

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

**Minutes**

November 15, 2023

**23-002MA**

Mr. Priest convened the meeting of the Wheaton Metro Development Corporation on Wednesday, November 15, 2023, at 6:51 p.m. via a hybrid platform (with some participating in-person and some participating online/via teleconference), with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Jeffrey Merkowitz, Chair Pro Tem  
Rick Nelson  
Robin Salomon  
Linda Croom

**Attending Via Zoom**

Pamela Byrd

**Also Attending**

Chelsea Andrews, President/Executive Director  
Kayrine Brown, Senior Executive Vice President  
Kathryn Hollister  
Monte Stanford  
Victoria Dixon  
Alex Laurens  
John Brouillire  
Davida Blackman-Rowley  
Elaine Cole  
Richard Congo

Aisha Memon, Senior Vice President, Legal Affairs  
John Wilhoit  
Meta Lim  
Lynn Hayes  
Ken Silverman  
Ali Ozair  
Paul Vinciguerra  
Demarcus Hubbard  
Tim Goetzinger  
Pat Mattingly

**Attending Via Zoom**

Matt Husman  
Sean Asberry

Kai Hsieh  
Eugenia Pascal

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Development Corporation Support**

Jocelyn Koon, Senior Executive Assistant  
Morgan Tucker, Assistant

Prior to calling the meeting to order, Mr. Priest explained that development corporations are entities that are wholly-controlled by the Housing Opportunities Commission of Montgomery County (“HOC”) and own various HOC properties. For each development corporation, the Board of Directors is comprised of the HOC Commissioners and the officers are the same as the officers of the Commission.

Mr. Priest called to order the meeting of the Wheaton Metro Development Corporation.

- **Procurement of Property Management Services:** Approval of the Property Management Contract for Wheaton Metro

President/Executive Director, Chelsea Andrews, provided an overview of the presentation and introduced Vice President of Property Management, Ali Ozair, to provide the detailed presentation. Staff recommended that the Board of Directors of the Wheaton Metro Development Corporation approve the property management contract with Bozzuto Management Corporation for Wheaton Metro through December 31, 2025. A motion was made by Rick Nelson to approve Resolution 23-003WM, and seconded by Jeffrey Merkwitz. Affirmative votes were cast by Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Linda Croom, Jeffrey Merkwitz, and Robin Salomon. Pamela Byrd was necessarily absent and did not participate in the vote.

Based upon this report and there being no further business to come before this meeting of the Wheaton Metro Development Corporation, the meeting adjourned at 6:52 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer of the  
Corporation

*Reconvene*

*Adjourn*