

## **POOKS HILL DEVELOPMENT CORPORATION MEETING**

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

### **Minutes**

June 9, 2021

21-001

Mr. Priest convened the annual meeting of the Pooks Hill Development Corporation on Wednesday, June 9, 2021 at 4:27 p.m. via an online platform and teleconference, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland. Those in attendance were:

### **Present**

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

### **Also Attending**

Stacy Spann, HOC Executive Director  
Aisha Memon, HOC General Counsel  
Timothy Goetzinger  
Nicolas Deandreis  
Charnita Jackson  
Darcel Cox  
Jennifer Arrington  
Olutomi Adebo  
Claudia Wilson  
Jay Berkowitz  
Millicent Anglin  
Gio Kaviladze

Kayrine Brown, HOC Deputy Director  
Christina Autin  
Kristyn Greco  
Fred Swan  
Cornelia Kent  
Renee Harris  
Marcus Ervin  
Terri Fowler  
Eugenia Pascual  
Hyunsuk Choi  
Lyn Hayes  
Nathan Bovelle

### **Development Corporation Support**

Patrice Birdsong, Special 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 also announced that the development corporations are being asked to approve electing the officers of the Commission as the officers of the Corporation; to approve their respective FY’22 Operating and Capital Budgets for the property owned by the corporation; and to authorize the Executive Director of HOC, or his designee, to execute documents that have been approved by the corporation.

Mr. Priest called to order the meeting of the Pooks Hill Development Corporation to approve the single item on the agenda.

- **Pooks Hill Development Corporation Annual Meeting: Election of Officers and Adoption of FY’22 Operating and Capital Budgets**

A motion was made by Frances Kelleher, to approve Resolution 21-001<sub>PH</sub>, and seconded by Richard Y. Nelson, Jr. Affirmative votes were cast by Roy Priest, Frances Kelleher, Richard Y. Nelson, Jr., Pamela Byrd, Linda Croom, Jeffrey Merkwowitz, and Jackie Simon.

**RESOLUTION NO.: 21-001<sub>PH</sub>**

**RE: Pooks Hill Development Corporation  
Annual Meeting: Election of Officers and  
Adoption of FY’22 Operating and Capital Budgets**

**WHEREAS**, the Pooks Hill Development Corporation (the “Corporation”) is a wholly-controlled corporate instrumentality of the Housing Opportunities Commission of Montgomery County (“HOC” or the “Commission”);

**WHEREAS**, the Corporation’s Board of Directors is solely comprised of HOC Commissioners;

**WHEREAS**, the Corporation desires to elect the officers of the Commission as officers of the Corporation;

**WHEREAS**, the Corporation needs an annual budget that provides a sound financial and operating plan for operation of Pooks Hill Apartments (the “Property”);

**WHEREAS**, the Corporation entered into an Asset Management Agreement with the Commission;

**WHEREAS**, by resolution at the April 23, 1997 Board of Directors meeting, the Corporation agreed to include the Property’s annual budget preparation, presentation, and approval process with the Commission’s budget process;

**WHEREAS**, the Corporation’s FY’22 Operating and Capital Budgets were presented to the Commission’s Budget, Finance and Audit Committee on May 11, 2021;

**WHEREAS**, the Corporation has reviewed and desires to approve the FY'22 Operating and Capital Budgets for the Property; and

**WHEREAS**, the Corporation desires to authorize the Executive Director of HOC, or his duly authorized designee, to execute any and all documents (including, without limitation, all deeds, mortgages, bonds, and contracts) that have been approved by the Corporation.

**NOW, THEREFORE, BE IT RESOLVED** by the Pooks Hill Development Corporation that:

1. The officers of the Commission are elected as the officers of the Corporation.
2. The Corporation approves the FY'22 Operating and Capital Budgets for the Property.
3. The Executive Director of HOC, or his duly authorized designee, is authorized to execute any and all documents (including, without limitation, all deeds, mortgages, bonds, and contracts) that have been approved by the Corporation.
4. This resolution shall take effect immediately.

Based upon this report and there being no further business to come before this session, the meeting of the Pooks Hill Development Corporation adjourned at 4:28 p.m.

Respectfully submitted,

Stacy L. Spann  
Secretary-Treasurer  
Pooks Hill Development Corporation

/pmb

**Approved: July 7, 2021**