

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Minutes

October 4, 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, October 4, 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

Virtual

Pamela Byrd, Commissioner

Also Attending

Chelsea Andrews, Executive Director
Kayrine Brown, Deputy Executive Director
Richard Congo
Ken Silverman
Elaine Cole
Victoria Dixon
Bonnie Hodge
Terri Fowler
Darcell Cox
Ken Silverman
Jay Shepard

Aisha Memon, General Counsel
Morgan Tucker
Zachary Marks
John Wilhoit
Lynn Hayes
Timothy Goetzinger
Monte Stanford
Latonya Brooks
Paulette Dudley
Tia Blount
DaVida Rowley-Blackman

Also attending via Zoom

Ali Ozair
Kai Hsieh

Alex Laurens
Matt Husman

IT Support

Irma Rodriquez
Aries "AJ" Cruz

Commission Support

Jocelyn Koon, Senior Executive 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, Executive Director provided a presentation of the written report. Ms. Andrews also shared updates regarding HOC activities and spotlights for the month of September 2023.

Commissioner Exchange

- The Board was advised by Chair Priest on updates within the Commission.
- Chair Priest acknowledged Commissioner Croom's and Executive Director, Chelsea Andrews' intent to attend the NAHRO Inaugural Conference in New Orleans, Louisiana. The Board and HOC staff wished them well and bid safe travels.

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, Byrd, Kelleher, Croom, and Salomon.

- A. Approval of Minutes of September 13, 2023**
- B. Approval of Minutes of September 13, 2023 Closed Session**
- C. Approval of Minutes of September 21, 2023 Special Session**
- D. Approval of Minutes of September 21, 2023 Closed Session**

III. Consent

A. Approval of New Participating Lender for Single Family Mortgage Purchase Program

Staff recommended that the Commission approve First Savings Mortgage Corporation for participation in the Single Family Mortgage Purchase Program. Chair Priest asked for a motion to adopt resolution 23-56. Commissioner Nelson motioned, Merkowitz seconded. Affirmative votes were cast by Priest, Kelleher, Byrd, Croom, Merkowitz, Nelson and Salomon.

III. Committee Reports and Recommendations for Action

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

1. Fiscal Year 2023 Fourth Quarter Budget to Actual Statements: Presentation of Fourth Quarter FY'23 Budget to Actual Statements

Chair Nelson introduced President, Chelsea Andrews, who provided an overview and introduced Timothy Goetzinger, Chief Development Funds Officer and Acting Chief Financial Officer, and Terri Fowler, Budget Officer, to provide the detailed presentation. Staff recommended that the Commission formally accept the Fourth Quarter FY'23 Budget to Actual Statements. The motion was made by Commissioner Nelson to adopt resolution 23-57 with slight renaming of the title of the resolution. Commissioner Kelleher seconded the motion. Affirmative votes were cast by Chair Priest, Commissioners Merkowitz, Nelson, Kelleher, Salomon, Croom, and Byrd.

2. Uncollectible Tenant Accounts Receivable: Authorization to Write-Off Uncollectible Tenant Accounts Receivable (April 1, 2023 - June 30, 2023)

Chair Nelson introduced President Andrews, who provided an overview of the next item to be discussed. Executive Director Andrews introduced Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial, and Terri Fowler, Budget Officer, as the presenters. Staff requested that the Commission authorize the write-off of uncollectible tenant accounts receivable of \$73,335. The motion was made by Commissioner Nelson to adopt resolution 23-58. Commissioner Merkowitz seconded the motion. Affirmative votes were cast by Chair Priest, Commissioners Croom, Byrd, Nelson, Merkowitz, Salomon, and Kelleher.

C. Development and Finance Committee, Chair Merkowitz

1. HOC Headquarters: Approval to Negotiate and Execute a Guaranteed Maximum Price Contract with Paradigm Contractors, LLC.

Chair Merkowitz introduced Executive Director Andrews, who provided an overview of the item to be discussed. Executive Director Andrews introduced Jay Shepherd, Housing Acquisition Manager, and Zachary Marks, Chief Real Estate Officer, who provided the presentation. Staff recommended that the Commission authorize the Executive Director to negotiate and execute a Guaranteed Maximum Price contract for the amount of \$50,109,878 with Paradigm Contractors, LLC as the General Contractor for the HOC HQ and issue a notice to proceed. Staff addressed questions by the Commission. The motion was made by Commissioner Salomon to adopt resolution 23-59. Commissioner Nelson seconded the motion. Affirmative votes were cast by Chair Priest, Commissioner Merkowitz, Kelleher, Nelson, Salomon, Byrd, and Croom.

2. HOC Headquarters: Approval of the Financing Plan for Construction and Permanent Financing, and Approval of Bond Authorizing Resolution

Chair Merkowitz introduced Executive Director Andrews, who provided an overview of the item to be discussed. Executive Director Andrews introduced Victoria Dixon, Senior Multifamily Underwriter, and Monte Stanford, Mortgage Finance Director, who provided the presentation. Staff with support of the Development and Finance Committee, recommended the Commission approve of the following actions:

1. Approval of the HOC HQ Financing Plan and budget totaling approximately \$76.9 million.
2. Approval of a Bond Authorizing Resolution for the issuance and delivery of long-term tax-exempt governmental bonds, backed by the general obligation pledge of the Commission, with a term of up to 43 years, under the 2002 Multiple Purpose Indenture in an amount up to \$75 million.

Staff addressed questions by the Commission. A motion was made by Commissioner Merkowitz to adopt resolutions 23-60a and 23-60b. Commissioner Croom seconded the motion. Affirmative votes were cast by Chair Priest, Commissioner Kelleher, Nelson, Merkowitz, Croom, Salomon, and Byrd.

3. MetroPointe: Approval to Acquire Limited Partner Interest in Wheaton Metro Limited Partnership.

Chair Merkowitz introduced Executive Director Andrews, who provided an overview of the item to be discussed. President Chelsea Andrews introduced John Wilhoit, Director of Asset Management, who provided the presentation. Staff recommended that the Commission:

1. Approve the acquisition of the limited partner interest from Wells Fargo for Wheaton Metro LP for \$100 plus legal fees.
2. Approve the assignment of the limited partner interest for Wheaton Metro LP to HOC YR15 LLC, of which HOC is the sole member.
3. Approve a draw of up to \$6,000 from the Opportunity Housing Reserve Fund for the acquisition related costs.

Staff addressed questions by the Commission. Commissioner Salomon made a motion to adopt an amended Resolution 23-61 striking the penultimate be it further resolved and the related whereas. Commissioner Nelson seconded the motion. Affirmative votes were cast by Chair Priest, Commissioners Croom, Salomon, Byrd, Kelleher, Merkowitz, and Nelson.

D. Items Requiring Deliberation and/or Action

1. HOC Strategic Planning: Strategic Plan Status Update and Next Steps

Chair Priest introduced President Chelsea Andrews to provide an overview on the Strategic Plan Update and Next Steps. President Andrews introduced Ken Silverman to provide the detailed presentation. Chair Priest mentioned the Commission will convene after reviewing the material provided by Public Works.

Based on this report and there being no further business before this session of the Commission, Chair Priest made a motion to adjourn the meeting at 5:52 p.m. Commissioner Merkowitz seconded. Affirmative votes were cast by Priest, Kelleher, Merkowitz, Salomon, Byrd, Croom and Nelson.

Respectfully submitted,

Chelsea Andrews,
President/ Executive Director