

# HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

## Minutes

June 5, 2024

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, June 5, 2024 with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:12 p.m. Those in attendance were:

### Present

Roy Priest, Chair  
Jeffrey Merkowitz, Vice Chair  
Robin Salomon, Chair Pro Tem  
Frances Kelleher, Commissioner

### Absent

Linda Croom, Commissioner  
Pamela Byrd, Commissioner

### Also Attending

Chelsea Andrews, <small>President/Exe. Director</small>	Aisha Memon, <small>General Counsel</small>
Paige Gentry, <small>Deputy General Counsel</small>	Kayrine Brown
Zachary Marks	John Wilhoit
Jay Shepherd	Daejauna Donahue
Timothy Goetzinger	DaVida Rowley-Blackman
Rita Harris	Bonnie Hodge
Ali Ozair	David Brody
Lynn Hayes	Michael Somerville
Alex Laurens	Tia Blount
Kai Hsieh	Ken Silverman
Terri Fowler	

### IT Support

Irma Rodriquez  
Richard Congo  
Aries Cruz  
David Brody  
Genio Etienne

### Commission Support

Morgan Tucker  
Contessa Webster  
Terry Sidney  
Imani Benjamin-Johnson

Chair Priest opened the meeting at 4:12pm by introducing Commission members and HOC President, Chelsea Andrews.

**I. Information Exchange**

**A. Community Forum**

Ms. Joann Nickle addressed the Commission to discuss various concerns with her landlord and tenants in her building. Ms. Nickle was able to meet with Bonnie Hodge, Chief Ombudsman Officer, and Rita Harris, Special Assistant to the Vice-President of Resident Services, prior to the commission meeting. Ms. Nickle will work with Ms. Hodge to resolve these stated issues.

**B. Report of the President**

- Chelsea Andrews, President/Executive Director, provided a presentation of the written report for the month of May 2024.
- President Andrews announced the 5-year strategic plan has been launched.
- Additionally, President Andrews highlighted updates from the Resident Services, Real Estate, Housing Resource and Compliance divisions.
- HOC was the winner of the National Ivory Prize.

**C. Status Report from the Resident Advisory Board**

- Irma Washington, President, and Adam Pinchuk, Vice President, provided a status report to the Commission and HOC Staff. Ms. Washington acknowledged the passing of one of the Resident Advisory board members. The Resident Advisory Board plans to review the bylaws during the September meeting to determine how to proceed with selecting a new board member.
- Ms. Washington also discussed the written response to the Resident Advisory Board from Mr. Ali Ozair.
- The Resident Advisory Board will recess for the summer and resume meetings in in September.

**D. Commissioner Exchange**

There were no items for discussion.

**II. Approval of Minutes** – The minutes were approved as submitted. A motion was made by Commissioner Merkowitz and seconded by Commissioner Salomon. Affirmative votes were cast by Commissioners Kelleher, Merkowitz, Priest, and Salomon.

**A. Approval of Minutes of May 8, 2024 Open Session**

**B. Approval of Minutes of May 8, 2024 Closed Session**

**III. Consent Item**

- A. Westwood Towers: Approval of Additional Funding for the Continuation of Litigation Services for Westwood Tower Apartments**
- B. Development Corporation: Approval to Appoint Commissioners to the Board of Directors of Various Development Corporations**

A motion to approve Resolutions 24-42 and 24-43 was made by Commissioner Merkowitz and seconded by Commissioner Salomon. Affirmative votes were cast by Commissioners Priest, Merkowitz, and Salomon. Commissioner Kelleher cast a vote of no. HOC General Counsel, Aisha Memon, confirmed that a majority of the quorum of the Commissioners present is necessary for approval, and this item was approved.

**IV. Committee Reports and Recommendations for Actions**

**A. Budget, Finance and Audit Committee – Commissioner Priest, Chair**

- 1. Procurement of Property Management Services: Renewal of Property Management Contract for the Leggett**

Committee Chair Priest provided a brief overview of the item and introduced President Andrews. President Andrews introduced Ali Ozair, Vice President, Property Management. Staff recommended that the Commission authorize the President/Executive Director to approve the renewal of the property management services contract with Habitat America for The Leggett. A motion to approve Resolution 24-44 was made by Commissioner Merkowitz and seconded by Commissioner Salomon. Affirmative votes were cast by Commissioners Salomon, Priest, Merkowitz, and Kelleher.

- 2. Fiscal Year 2024 Third Quarter Budget to Actual Statements: Acceptance of FY'24 Third Quarter Budget to Actual Statements**

Committee Chair Priest provided a brief overview of the item and introduced President Andrews. President Andrews introduced Tim Goetzing, Senior Vice President, Finance/Chief Financial Officer, Terri Fowler, Budget Officer, and Kai Hsieh, Assistant Budget Officer, who provided the presentation. Staff requested approval from the Commission to formally accept the Third Quarter FY'24 Budget to Actual Statements. A motion to approve Resolution 24-45 was made by Commissioner Salomon and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Kelleher, Merkowitz, Priest, and Salomon.

- 3. MetroPointe (Wheaton Metro Limited Partnership): Approval of CY'24 Budget Amendment for MetroPointe (Wheaton Metro Limited Partnership)**

Committee Chair Priest provided a brief overview of the item and introduced President Andrews. President Andrews introduced Terri Fowler, Budget Officer, who provided the presentation. Staff requested approval of the proposed CY'24 Budget Amendment for MetroPointe (Wheaton Metro Limited Partnership). A motion to approve Resolution 24-46 was made by Commissioner Merkowitz and seconded by Commissioner Salomon. Affirmative votes were cast by Commissioners Kelleher, Priest, Merkowitz, and Salomon.

**4. The Leggett: Approval of CY'24 Budget Amendment for the Leggett (Elizabeth House III Limited Partnership).**

Committee Chair Priest provided a brief overview of the item and introduced President Andrews. President Andrews introduced Terri Fowler, Budget Officer, who provided the presentation. Staff requested approval of the proposed CY'24 Budget Amendment for The Leggett (Elizabeth House III Limited Partnership). A motion to approve Resolution 24-47 was made by Commissioner Merkowitz and seconded by Commissioner Salomon. Affirmative votes were cast by Commissioners Kelleher, Merkowitz, Priest, and Salomon.

**5. Uncollectible Tenant Accounts Receivables: Approval of Request to Write-Off Uncollectible Tenant Accounts Receivable (January 1, 2024 – March 31, 2024)**

Committee Chair Priest provided a brief overview of the item and introduced President Andrews. President Andrews introduced Tim Goetzinger, Senior Vice President, Finance/Chief Financial Officer. Staff recommended to approve the proposed write-off of uncollectible former residents' balances for the third quarter of FY'24, which totaled \$502,275. A motion to approve Resolution 24-48 was made by Commissioner Merkowitz and seconded by Commissioner Salomon. Affirmative votes were cast by Commissioners Kelleher, Priest, Merkowitz and Salomon.

**6. Calendar Year 2023 Audits: Acceptance of Calendar Year 2023 Low Income Tax Credit Partnership and Limited Liability Company Audits**

Committee Chair Priest a brief overview of the item and introduced President Andrews. President Andrews introduced Tim Goetzinger, Senior Vice President, Finance/Chief Financial Officer, who provided the presentation. Staff recommended the Commission accept the 15 CY 2023 Tax Credit Entities and CCL Multifamily LLC audits. A motion to approve Resolution 24-49 was made by Commissioner Merkowitz and seconded by Commissioner Salomon. Affirmative votes were cast by Commissioners Merkowitz, Priest, Kelleher, and Salomon.

**7. Fiscal year 2025 (FY'25) Budget: Adoption of Fiscal Year 2025 Agency Budget**

Committee Chair Priest a brief overview of the item and introduced President Andrews. President Andrews introduced Tim Goetzinger, Senior Vice President, Finance/Chief Financial Officer, who provided the presentation. Staff recommended the adoption of the FY'25 Operating and Capital Budgets and related resolutions by approving resolutions 24-50A and 24-50B. A motion to approve Resolutions 24-50A and 24-50B was made by Commissioner Merkowitz and seconded by Commissioner Salomon. Commissioner Kelleher submitted a vote of no. Affirmative votes were cast by Commissioners Merkowitz, Priest, and Salomon.

**B. Development and Finance Committee, Commissioner Merkowitz, Chair**

- 1. Wheaton Gateway: Approval to Select Clark Construction Group, LLC for General Contracting Services for the Preconstruction and Construction of Wheaton Gateway Development (Phase I), Approval for the President/Executive Director to Negotiate and Execute the Contract for Preconstruction Service, and Approval for the President/Executive Director to Negotiate the Guaranteed Maximum ("GMP") Contract**

Committee Chair Merkowitz provided a brief overview of the item and introduced President Andrews. President Andrews introduced Daejauna Donahue, Project Manager, who provided the presentation. Staff recommended the Commission approve the authorization of Clark Construction Group, LLC to provide general contracting services for the preconstruction and construction of the Wheaton Gateway Phase 1, approval of preconstruction services costs, authorization for the President/Executive Director to negotiate and execute a contract for the preconstruction services with Clark Construction Group, LLC, and authorization for the President/Executive Director to negotiate and the GMP contract for construction services with Clark Construction Group. A motion to approve Resolution 24-51 was made by Committee Chair Merkowitz and seconded by Commissioner Salomon. Affirmative votes were cast by Commissioners Kelleher, Priest, Merkowitz, and Salomon.

**2. Elizabeth House Apartments: Approval of an Additional Bridge Loan of up to \$1.5 million from the PNC Bank, N.A., \$60 Million line of Credit (“LOC”) to Provide Funding for the Demolition of Elizabeth House Apartments.**

Committee Chair Merkowitz provided a brief overview of the item and introduced President Andrews. President Andrews introduced Jay Shepherd, Housing Acquisition Manager, who provided the presentation. Staff recommended the Commission approve the full cost and funding of the demolition of Elizabeth House, totaling approximately \$4.5 million and to approve the authorization to draw from HOC’s PNC Bank, N.A \$60 million line of credit for \$1.5 million to cover additional budget increases for the demolition. A motion to approve Resolution 24-52A and Resolution 24-52B was made by Committee Chair Merkowitz and seconded by Commissioner Priest. Affirmative votes were cast by Commissioners Merkowitz, Salomon, Kelleher, and Priest.

A motion to recess the Commission meeting to convene the Development Corporation meetings was made by Commissioner Salomon and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Kelleher, Salomon, Merkowitz, and Priest.

The meeting went into recess at 5:57pm and reconvened at 6:04pm.

With no further business to come before this session of the Commission, Chair Priest adjourned the open session at 6:05pm.

Respectfully submitted,

Chelsea Andrews,  
Secretary-Treasurer

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