

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Budget, Finance, and Audit Committee Minutes  
May 17, 2024**

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Budget, Finance and Audit Committee was conducted via a hybrid platform (with some participating in-person and some participating online/via teleconference) on Friday, May 17, 2024 with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 10:01 a.m. There was a livestream of the meeting held on YouTube, available for viewing [here](#). Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Commissioner  
Jeffrey Merkowitz, Commissioner

**Also Attending**

Chelsea Andrews, <small>President/Exe. Director</small>	Aisha Memon, <small>General Counsel</small>
Kayrine Brown	Zachary Marks
Darcel Cox	Elliot Rule
Timothy Goetzinger	John Wilhoit
Terri Fowler	Eugenia Pascual
Nilou Razeghi	Ali Ozair

**IT Support**

Irma Rodriguez  
Richard Congo  
Aries Cruz  
David Brody  
Genio Etienne

**Commission Support**

Morgan Tucker  
Imani Benjamin-Johnson  
Terry Sidney

Committee Chair Priest opened the meeting at 10:01am with a welcome and introduction of Commissioner Merkowitz and Commissioner Kelleher. Commissioner Merkowitz made a motion to update the order of agenda items and Commissioner Kelleher seconded. Affirmative votes were cast by Commissioners Priest, Kelleher and Merkowitz.

### **APPROVAL OF MINUTES**

The minutes of the April 19, 2024 meeting were approved as submitted with a motion by Commissioner Kelleher and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Priest, Kelleher, and Merkowitz.

### **ACTION/DISCUSSION ITEMS**

**1. Action Plan Update: Update on the Action Plan in Response to Specific Audit Findings from the FY'2023 Single Audit**

Committee Chair Priest introduced President Andrews to provide an overview of the presentation. President Andrews introduced Darcel Cox, Vice President, Compliance who provided the presentation. Ms. Cox provided updates to the Committee with a progress update on the FY'23 Corrective Action Plan. A motion to advance this item to the full Commission was made by Commissioner Merkowitz and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Priest, Merkowitz and Kelleher.

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

Committee Chair Priest introduced President Andrews to provide an overview of the presentation. President Andrews introduced Ali Ozair, Vice President, Property Management who provided the presentation. Staff recommended that the Committee recommend approval of the renewal of the property management services contract with Habitat America for the Leggett. A motion to advance this item to the full Commission was made by Commissioner Kelleher and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Priest, Merkowitz and Kelleher.

**3. Fiscal Year 2024 Third Quarter Budget to Actual Statements: Presentation of Third Quarter FY'24 Budget to Actual Statements**

Committee Chair Priest introduced President Andrews to provide an overview of the presentation. President Andrews introduced Tim Goetzinger, Chief Financial Officer, Terri Fowler, Budget Officer, and Kai Hsieh, Assistant Budget Officer, who provide the presentation. Staff recommended the Committee recommend that the Commission accept the Third Quarter FY'24 Budget to Actual Statements A motion to advance this item to the full Commission was made by Commissioner Merkowitz and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Priest, Merkowitz and Kelleher.

**4. Calendar Year 2024 (CY'24) Budget Amendment for MetroPointe (Wheaton Metro Limited Partnership): Presentation of CY'24 Budget Amendment for MetroPointe (Wheaton Metro limited Partnership)**

Committee Chair Priest introduced President Andrews to provide an overview of the presentation. President Andrews introduced Tim Goetzinger, Chief Financial Officer, Terri Fowler, Budget Officer, who provided the presentation. Staff recommended the Committee

recommend that the Commission approve the proposed CY'24 Wheaton Metro Limited Partnership Budget Amendment. A motion to advance this item to the full Commission was made by Commissioner Merkowitz and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Priest, Merkowitz and Kelleher.

**5. Calendar Year 2024 (CY'24) Budget Amendment for the Leggett (Elizabeth House III Limited Partnership): Presentation of CY'24 Budget Amendment for The Leggett (Elizabeth House III Limited Partnership)**

Committee Chair Priest introduced President Andrews to provide an overview of the presentation. President Andrews introduced Tim Goetzinger, Chief Financial Officer, Terri Fowler, Budget Officer, who provided the presentation. Staff recommended that the Committee recommend that the Commission approve the proposed CY'24 Elizabeth House III Limited Partnership Budget Amendment. A motion to advance this item to the full Commission was made by Commissioner Kelleher and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Priest, Merkowitz and Kelleher.

**6. Fiscal Year 2024 Third Quarter Unaudited Financial Statements: Presentation of the Unaudited Financial Statements for the Third Quarter ended March 31, 2024**

Committee Chair Priest introduced President Andrews to provide an overview of the presentation. President Andrews introduced Eugenia Pascual, Controller, who provided the presentation. This item was a presentation solely for the Committee and does not advance to the full commission – no vote was needed.

**7. Uncollectible Tenant Accounts Receivable: Presentation of Request to Write-Off Uncollectible Tenant Accounts Receivable (January 1, 2024- March 31, 2024)**

Committee Chair Priest introduced President Andrews to provide an overview of the presentation. President Andrews introduced Nilou Razeghi, Accounting Manager, who provided the presentation. Staff recommended the Committee recommend that the Commission authorize the write-off of uncollectible tenant accounts receivable totaling \$502,275. A motion to advance this item to the full Commission was made by Commissioner Kelleher and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Priest, Merkowitz and Kelleher.

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

Committee Chair Priest introduced President Andrews to provide an overview of the presentation. President Andrews introduced Tim Goetzinger, Chief Financial Officer, who provided the presentation. Staff recommended the Committee recommend that the Commission accept the 14 CY 2023 Tax Credit Partnership and CCL Multifamily LLC Audits presented. A motion to advance this item to the full Commission was made by Commissioner Merkowitz and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Priest, Merkowitz and Kelleher.

**9. Fiscal Year 2025 (FY'25) Budget Presentation: Presentation of the FY 2025 Opportunity Housing Fund Budget**

Committee Chair Priest introduced President Andrews to provide an overview of the presentation. President Andrews introduced Tim Goetzinger, Chief Financial Officer, Terri

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Fowler, Budget Officer, and Kai Hsieh, Assistant Budget Officer, who provided the presentation. Staff provided updates on the current status of the budget. A motion to advance this item to the full Commission was made by Commissioner Kelleher and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Priest, Merkowitz and Kelleher.

**10. Fiscal Year 2025 (FY'25) Budget Presentation: Presentation of the FY 2025 Mortgage Finance and Real Estate Development Budgets**

Committee Chair Priest introduced President Andrews to provide an overview of the presentation. President Andrews introduced Tim Goetzinger, Chief Financial Officer and Terri Fowler, Budget Officer, who provided the presentation. Staff focused on the management of the timing of commitment and development fees and discussed modifications to the budget based on new projections. A motion to advance this item to the full Commission was made by Commissioner Merkowitz and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Priest, Merkowitz and Kelleher.

With no further business to come before this session of the Committee, the Committee Chair Priest adjourned the meeting at 11:48 a.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer

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