

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Minutes**

September 6, 2017

17-09

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, September 6, 2017 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:16 p.m. Those in attendance were:

**Present**

Jackie Simon, Chair  
Richard Y. Nelson, Chair Pro Tem  
Linda Croom  
Pamela Byrd

**Absent**

Christopher Hatcher  
Margaret McFarland  
Edgar Rodriguez

**Also Attending**

Stacy Spann, Executive Director  
Rita Harris  
Clarence Landers  
Angelia McIntosh-Davis  
Saundra Boujai  
Sherraine Rawlins  
Jennifer Arrington  
Christina Autin  
Brian Kim  
Tiffany Jackson  
Arthur Tirsky  
David Berry  
Paul Vinciguerra  
Joan McGuire

Nowelle Ghahhari, General Counsel  
Patrick Mattingly  
Victoria Dixon  
Natalie Craver  
Ian Williams  
Hyunsuk Choi  
Ethan Cohen  
Zachary Marks  
Ugonna Ibebuchi  
Francisco Vega  
Eugenia Pascual  
Jim Atwell  
Douglas Brooks

**RAB**

Yvonne Caughman

**Guest**

Marsha Coleman-Adebayo, Macedonia Bapt.

Chrh

**Guest Cont'd**

Harvey Matthews, Macedonia Bapt. Chrh  
Laurel Hoa, Macedonia Bpt. ChrcJ  
Pam Strokey, SUIU

**IT Support**

Irma Rodriguez  
Carlton Boujai

**Commission Support**

Patrice Birdsong, Spec. Asst. to the Commission

The meeting began with approval of the Consent Calendar. The Consent Calendar was adopted upon by a motion by Commissioner Byrd and seconded by Chair Pro Tem Nelson. Affirmative votes were cast by Commissioners Simon, Nelson, Croom, and Byrd. Commissioners Hatcher, McFarland, and Rodriguez were necessarily absent and did not participate in the vote.

**I. CONSENT ITEMS**

- A. Approval of Minutes of August 9, 2017** – The minutes were approved as submitted.
- B. Approval of Minutes of August 9, 2017 Administrative Session** – The minutes were approved as submitted.

**II. INFORMATION EXCHANGE**

- A. Report of the Executive Director** – Executive Director Spann acknowledged the HOC Academy and Fatherhood Initiative on their community service work with the youth during the summer months. Chair Pro Tem Nelson also congratulated the entire staff on great work done in the communities and showing that HOC is more than just housing. Mr. Nelson also congratulated staff on the lease up of the VPC I & II.
- B. Calendar and Follow-up Action** – None
- C. Commissioner Exchange**
- Commissioner Croom reported that she and Chair Simon will be attending the Executive Director/Commissioner Professional Development Conference on September 21-22, 2017 to be held in Massachusetts.
- D. Resident Advisory Board (RAB)** – Ms. Yvonne Caughman, Vice President, reported that the Board is back in session after their break in August. They are finalizing the MOU, and from staff on Departmental Presentations.

- E. **Community Forum** – Laurel Howe, Marsha Coleman-Adebayo, and Harvey Matthew, address the Board with their concerns regarding preserving the Historical African-American Burial ground associated with the Macedonia Baptist Church Historical.

### III. **ADMINISTRATIVE AND SPECIAL SESSIONS ACTIONS**

- A. **Ratification of Action Taken in Administrative Session on August 9, 2017: Authorization to Transfer Purchase Agreement to Purchase Real Property in Wheaton to a Previously-Approved Newly Created Entity; Approval to Admit New Member to, and Enter into Operating Agreement for, the Newly Created Entity for the Redevelopment of the Real Property; and Approval of Initial Predevelopment Funding for the Real Property**

The following resolution was adopted upon a motion by Chair Pro Tem Nelson and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson, McFarland, and Croom. Commissioners Hatcher, Byrd, and Rodriguez were necessarily absent and did not participate in the vote.

**RESOLUTION: 17-58R**

**RE: Authorization to Transfer Purchase Agreement to Purchase Real Property in Wheaton to a Previously-Approved Newly Created Entity; Approval to Admit New Member to, and Enter into Operating Agreement for, the Newly Created Entity for the Redevelopment of the Real Property; and Approval of Initial Predevelopment Funding for the Real Property**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (“HOC” or “Commission”), a public body corporate and politic duly created, organized and existing under the laws of the State of Maryland, is authorized pursuant to the Housing Authorities Law, organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland (the “Act”), to carry out and effectuate the purpose of providing affordable housing including providing for the acquisition, construction, rehabilitation and/or permanent financing or refinancing (or a plan of financing) of rental housing properties which provide a public purpose; and

**WHEREAS**, at an Administrative Session duly called and held on August 9, 2017, with a quorum present, the Commission duly adopted Resolution 17-58AS, which authorized the assignment of HOC’s purchase agreement of April 7, 2017 for the acquisition of certain real property in Wheaton to a previously-approved, newly formed entity, the addition of a new member to that entity, and the execution of, and funding for, the predevelopment of that real property.

**WHEREAS**, consistent with the Commission's Amended and Restated Bylaws, the Commission wishes to ratify and affirm, in an open meeting with a quorum physically present, the action undertaken by the Commission in adopting Resolution 17-58AS and any action taken since August 9, 2017 to effectuate the transaction contemplated therein.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that Resolution 17-58AS and any subsequent actions taken in relation thereto are hereby ratified and affirmed.

**IV. COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION**

**A. Budget, Finance and Audit Committee – Com. Nelson, Chair**

**1. Approval to Select Bozzuto as Property Manager for Metropolitan Pursuant to RFP #2062**

Clarence Landers, Acting Director Property Management, and Pedro Martin, Acting Asset Manager, were presenters.

The following resolution was adopted upon a motion by Chair Pro Tem Nelson and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson, Croom, and Byrd. Commissioners Hatcher, McFarland, and Rodriguez were necessarily absent and did not participate in the vote.

**RESOLUTION NO.: 17-59**

**RE: Approval of Management  
Contract for The Metropolitan  
Apartments**

**WHEREAS**, the Housing Opportunities Commission issued a Request for Proposals (RFP) for management of The Metropolitan Apartments; and

**WHEREAS**, based on the criteria included in the RFP and pricing from six responding companies, a panel of HOC staff from Property Management, Finance and Compliance scored the results and determined that Bozzuto Management is the most qualified to manage The Metropolitan Apartments.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of two (2) years and two renewable one-year terms with Bozzuto Management for property management services at The Metropolitan Apartments.

**2. Approval to Select Bozzuto as Property Manager for Strathmore Court Pursuant to RFP #2062**

Clarence Landers, Acting Director Property Management, and Melody Standford, Asset Manager, were presenters.

The following resolution was adopted upon a motion by Chair Pro Tem Nelson and seconded by Commissioner Byrd. Affirmative votes were cast by Commissioners Simon, Nelson, Croom, and Byrd. Commissioners Hatcher, McFarland and Rodriguez were necessarily absent and did not participate in the vote.

**RESOLUTION NO.: 17-60**

**RE: Approval of Management  
Contract for Strathmore Court  
Apartments**

**WHEREAS**, the Housing Opportunities Commission issued a Request for Proposals (RFP) for management of Strathmore Court Apartments; and

**WHEREAS**, based on the criteria included in the RFP and pricing from seven responding companies, a panel of HOC staff from Property Management, Finance and Compliance scored the results and determined that Bozzuto Management is the most qualified to manage Strathmore Court Apartments.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of one (1) year with three renewable one year terms. Bozzuto Management for property management services at Strathmore Court Apartments.

**3. Authorization to Submit County FY'19-24 Capital Improvement Program (CIP) Budget**

Gail Willison, Chief Financial Officer, and Tiffany Jackson, Budget Officer, were presenters.

The following resolution was adopted upon a motion by Chair Pro Tem Nelson and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson, Croom, and Byrd. Commissioners Hatcher, McFarland and Rodriguez were necessarily absent and did not participate in the vote.

**RESOLUTION: 17-61**

**RE: Authorization to Submit County  
FY'19-24 Capital Improvements  
Program (CIP) Budget**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County receives County CIP funding for ongoing CIP projects; and

**WHEREAS**, the Commission must submit a request for both new and renewed funding by September 11, 2017; and

**WHEREAS**, the Commission wishes to maintain current funding levels in the amount of \$75,107,000; and

**WHEREAS**, the Commission wishes to request additional funding in the amount of \$2,500,000 for predevelopment funding for an HOC Office Headquarters; and

**WHEREAS**, the Commission wishes to request additional funding in the amount of \$3,000,000 for underground utility infrastructure for 900 Thayer.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Commission authorizes staff to submit the County FY'19-24 Capital Improvements Program (CIP) Budget in the total amount of \$80,607,000 by September 11, 2017.

**V. ITEMS REQUIRING DELIBERATION and/or ACTION**

**Approval of an Amended Financing Plan for the Woodfield Commons Development, Approval of the Terms of a Joint Venture Agreement with Woodfield Commons Managing Member LLC, Approval of Woodfield HOC, LLC Entering Into an Operating Agreement for the Management of Woodfield Commons Associates LLC, Approval of an Operating Agreement for Woodfield HOC LLC, Authorization for the Executive Director to Execute Operating Agreements for Woodfield Commons Associates LLC, Woodfield HOC LLC, the Joint Venture Agreement and Closing Documents for the Woodfield Commons Development Transaction**

Vivian Benjamin, Assistant Director Mortgage Finance, and Ugonna Ibebuchi, Financial Analyst, were presenters.

The following resolution was adopted upon a motion by Chair Pro Tem Nelson and seconded by Commissioner Byrd. Affirmative votes were cast by Commissioners Simon, Nelson, Croom, and Byrd. Commissioners Hatcher, McFarland and Rodriguez were necessarily absent and did not participate in the vote.

**VI. FUTURE ACTION ITEMS**

None

**VII. INFORMATION EXCHANGE (continued)**

None

**VIII. NEW BUSINESS**

None

**IX. ADMINISTRATIVE SESSION FINDING**  
**None**

Based upon this report, and there being no further business to come before this open session of the Commission, pursuant to Section 3-305 of the General Provisions Article of the Maryland Annotated Code, a motion was made to adjourn the open session to a closed session by Chair Pro Tem Nelson and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson, Croom, and Byrd. Commissioners Hatcher, McFarland, and Rodriguez were necessarily absent and did not participate in the vote.

The open session adjourned at 4:51 p.m.

Respectfully submitted,

Stacy L. Spann  
Secretary-Treasurer

/pmb

**Approved: November 1, 2017**