

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Annual Meeting Minutes**

March 7, 2018

18-03

The Annual meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, March 7, 2018 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:11 p.m. Those in attendance were:

**Present**

Jackie Simon, Chair  
Richard Y. Nelson, Vice Chair  
Margaret McFarland  
Linda Croom  
Pamela Byrd

**Absent**

Edgar Rodriguez, Chair Pro Tem

**Also Attending**

Stacy L. Spann, Executive Director  
Eugene Spencer  
Arthur Tirsky  
Zachary Marks  
Ethan Cohen  
Melody Stanford  
Fred Swan  
Jennifer Arrington  
Jim Atwell  
Ali Khademian  
Victoria Dixon  
Natalie Craver  
Terri Fowler  
Charnita Jackson  
Eugenia Pascual  
Rita Harris

Nowelle Ghahhari, General Counsel  
Patrick Mattingly  
Clarence Landers  
Shauna Sorrells  
Kayrine Brown  
Ellen Goff  
Pedro Martin  
Lauren Jackson  
Garrett Jackson  
Kashif Paul  
Renee Harris  
Ian Williams  
Gail Gunod-Green  
Bonnie Hodge  
Tiffany Jackson  
Brian Selden

**Guest**

Mindy Melgar,  
Marta Melgar  
Lynn Pekkanen  
Jay Mallin  
Harvey M. Matthews  
Ingrid Golstrom  
Marsha Adebayo, Macedonia Baptist Church  
Tim Willard  
Akiko Cacaji  
Laurel Hoa

**Guest Cont'd**

Clarence Snuggs, DHCA

**Resident Advisory Board**

Yvonne Caughman

**IT Support**

Irma Rodriguez  
Gabriel Taube

**Commission Support**

Patrice Birdsong

At the start of the Annual Meeting, Chair Simon, on behalf of the Commissioners, expressed to Executive Director Spann the admiration, talent that he brings, and the dedication to a mission they all can share.

Executive Director Spann welcomed all to the 2018 Annual Meeting. As part of the records, attached to these minutes is a copy of the Executive Director's speech.

**RECOGNITION OF HOUSING HONOR AND SPECIAL RECOGNITION RECIPIENTS**

**Housing Honor Roll Award**

HOC gives the Housing Honor Roll Award annually to recognize outstanding efforts to provide a fair and affordable housing supply in Montgomery County. The honoree will receive an engraved plaque from the Commission and have their name engraved on the list of Housing Honor Roll Award Winners.

**Sally Roman** – For more than 30-years, Mrs. Roman has dedicated her career to expanding opportunity for families in Montgomery County. She has held prominent positions with Montgomery County Government including her role as a Master Planner for Housing and Demographics in Montgomery County's Department of Park and Planning where she served as the Department's lead planner for housing issues. Most notably, Mrs. Roman worked closely with Montgomery County Council staff to update the Moderately Priced Dwelling Unit (MPDU) Law. She also worked closely with staff from the Department of Planning to update a study on the need for senior housing in Montgomery County. Mrs. Roman was appointed to the HOC Board in 2007, serving until her retirement in 2017.

**Special Recognition Award**

HOC gives the Special Recognition Awards annually to recognize outstanding efforts on behalf of HOC, its residents and affordable housing in our community. The Honorees will receive a Plaque Certificate of Recognition from the Commission. This year's recipients are:

**Rosie McCray-Moody** – Since she began working for the County in 1990, Ms. McCray-Moody has demonstrated a deep commitment to serving this community. Her work has spanned the County’s Public Library system, the Health Department and the Department of Housing. Her passion for housing issues began with her career at the Department of Housing and Community Affairs (DHCA), where she assisted eligible citizens in need with securing Rental Assistance. Within DHCA, Ms. McCray-Moody worked as both a Housing Code Enforcement Inspector and a Landlord-Tenant Investigator before assuming her current position as the Manager of the Office of Landlord-Tenant Affairs in 2009.

**Ben Toler** – Benjamin W. Toler is a veteran financial service professional dedicated to serving communities across Montgomery County. With over 20-years of experience in the consumer and small business segments, Mr. Toler has used his financial expertise in service to the Bethesda-Chevy Chase YMCA and helped developed the financial literacy curriculum planning for Junior Achievement in Montgomery County. He currently serves as Vice President & Senior Branch Manager for PNC Bank, N.A. in the Bethesda, Maryland market.

**Emmanuel Brinklow Seventh-Day Adventist Church** – Founded in 1962, the mission of Emmanuel Brinklow Seventh-Day Adventist Church has been to transform the world through the good work of its followers. One of Emmanuel Brinklow’s basic tenets is the provision of community aid – assisting low-income and disadvantaged persons in the Montgomery County community and abroad. Locally, Emmanuel Brinklow also operates youth camps, community service projects, family life counseling and other programs to assist those wishing to overcome drug addiction and alcohol or tobacco dependence. Emmanuel Brinklow Seventh-Day Adventist Church is located at 18800 New Hampshire Avenue in Ashton, Maryland.

After Mr. Spann’s speech, Vice Chair Nelson and Commissioner McFarland both expressed their gratitude to staff and the accomplishments of the organization.

Chair Simon began the business meeting at 4:31 p.m. with a motion to approve the Consent Calendar by Commissioner Byrd and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson, McFarland, Croom, and Byrd. Commissioner Rodriguez was necessarily absent and did not participate in the vote.

**I. CONSENT**

- A. Approval of Minutes of February 7, 2018** – The minutes were approved as submitted.
- B. Approval of Minutes of February 7, 2018 Administrative Session** – The minutes were approved as submitted.

**II. INFORMATION EXCHANGE**

- A. Report of the Executive Director** – No Reports.
- B. Calendar** – No additions.

C. **Commissioners Exchange** – No Reports.

D. **Resident Advisory Board**

- Ms. Caughman reported that presentations from the Departments are still in process. They are also considering a presentation from the Legal Department and other future initiatives.

E. **Community Forum**

- Marta Melgar addressed the Board with her housing concern at Alexander House. Charnita Jackson, Asset Manager, was designated to assist.

### III. **COMMITTEE REPORTS AND RECOMMENDATIONS FOR ACTION**

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

1. **Acceptance of Second Quarter Budget Amendment**

Gail Willison, Chief Project Officer, and Terri Fowler, Budget Officer, were presenters.

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

**Resolution No.: 18-16**

**Re: Acceptance of Second Quarter FY'18  
Budget to Actual Statements**

**WHEREAS**, the budget policy for the Housing Opportunities Commission of Montgomery County states that quarterly budget to actual statements will be reviewed by the Commission; and

**WHEREAS**, the Commission reviewed the Second Quarter FY'18 Budget to Actual Statements during its March 7, 2018 meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that it hereby accepts the Second Quarter FY'18 Budget to Actual Statements.

2. **Approval of FY'18 Second Quarter Budget Amendment**

Gail Willison, Chief Project Officer, and Terri Fowler, Budget Officer, were presenters.

The following resolution was adopted upon a motion by Vice Chair Nelson and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Simon, Nelson,



**WHEREAS**, the Calendar Year 2018 budget forecasts net cash flow of \$669,653 that will be restricted to the property.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County, acting for itself and for and on behalf of Greenhills Apartments Limited Partnership as its current general partner, hereby approves the CY'18 Budget for Greenhills Apartments Limited Partnership.

**4. Approval to Extend the \$60 Million PNC Bank Line of Credit and the \$90 Million Real Estate Line of Credit (RELOC) to Finance Commission Approved Actions related to: Montgomery Homes Limited Partnership (MHLP) VII, Fairfax Court Apartments, Chevy Chase Lake Development Corporation, Ambassador Apartments, and Avondale Apartments**

Gail Willison, Chief Project Officer, and Tiffany Jackson, Accounting Manager, were presenters.

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

**Resolution No.: 18-19**

**RE: Approval to Extend the \$60 Million PNC Bank Line of Credit and the \$90 million Real Estate Line of Credit (RELOC) to Finance Commission Approved Actions related to: Montgomery Homes Limited Partnership (MHLP) VII, Fairfax Court Apartments, Chevy Chase Lake Development Corporation, Ambassador Apartments, and Avondale Apartments**

**WHEREAS**, various Commission actions related to Montgomery Homes Limited Partnership (MHLP) VII, Fairfax Court Apartments, Chevy Chase Lake Development Corporation, Ambassador Apartments, and Avondale Apartments are currently financed through the \$60 Million PNC Bank Line of Credit and \$90 Million RELOC; and

**WHEREAS**, it is proposed to extend, through June 30, 2019, the use of the \$60 Million PNC Bank Line of Credit at the taxable borrowing rate of LIBOR plus 90 basis points or the tax exempt rate of 68.5% of LIBOR plus 59 basis points and the \$90 Million RELOC at the taxable rate of LIBOR plus 58 basis points or the tax exempt rate of 68.5% of LIBOR plus 38 basis points to finance approved Commission actions; and

**WHEREAS**, the estimated cost, as of February 8, 2018, under the Lines of Credit is expected to be approximately \$441,744.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that it hereby approves extending, through June 30, 2019, the use of the \$60 Million PNC Bank Line of Credit and the \$90 Million RELOC to finance various Commission actions related to: Montgomery Homes Limited Partnership (MHLP) VII, Fairfax Court Apartments, Chevy Chase Lake Development Corporation, Ambassador Apartments, and Avondale Apartments.

At the close of the Budget, Finance, and Audit Committee presentations, Mr. Spann and Vice Chair Nelson, acknowledged and expressed their gratitude to Gail Willison former Chief Financial Officer for her outstanding service to the agency. Ms. Willison will now serve as the Chief Project Officer and thanked the Commission for the opportunity to serve as the Chief Financial Officer.

**B. Legislative and Regulatory Committee – Com. Byrd, Chair**

**1. Authorization to Implement Voucher Payment Standards Based on HUD FY 2018 Small Area Fair Market Rents**

Ethan Cohen, Housing Programs Coordinator, and Lynn Hayes, Director of Housing Resources, were presenters.

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

**Resolution No.: 18-20**

**RE: Authorization to Implement  
Voucher Payment Standards Based on HUD FY  
2018 Small Area Fair Market Rents**

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development (HUD) require that the Housing Opportunities Commission of Montgomery County (HOC) establish and implement new Voucher Payment Standards (VPS) annually for use in HOC's administration of the Housing Choice Voucher Program; and

**WHEREAS**, the establishment of these Voucher Payment Standards must be based upon a percentage between 90 and 110 percent of the HUD Small Area Fair Market Rents (SAFMR) for the given fiscal year; and

**WHEREAS**, the Housing Opportunities Commission of Montgomery County must and desires to revise its Administrative Plan for the Housing Choice Voucher Program to use the new,

lower payment standards to calculate a family's Housing Assistance Payment (HAP) for existing voucher customers whose new VPS will decrease due to HUD's SAFMRs.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County to establish the VPSs described herein and revise HOC's Administrative Plan for the Housing Choice Voucher program to use the new, lower payment standards to calculate a family's HAP for existing voucher customers whose new payment standards will decrease due to HUD's SAFMRs. Furthermore, the Commission authorizes the Executive Director, or his designee, to implement the VPSs described herein and to insert this revision to the Administrative Plan into the Plan for HOC's administration of the Housing Choice Voucher program.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Executive Director is authorized and directed, without further action on its part, to take any and all other actions necessary and proper to carry out the activities contemplated herein.

**IV. ITEMS REQUIRING DELIBERATION and/or ACTION**  
**None**

**V. INFORMATION EXCHANGE (continued)**

- A.** Community Forum – a second Community Forum took place allowing representatives of the Macedonia Baptist Church address the Board. Those who addressed the Board are as followed: Marsha Adebayo provided a copy of letter to General Council regarding request for cadaver dogs; Lynn Pekkanan provided a copy of FOIA request to the Commissioners; Harvey A. Matthews, Sr.; Alicia Bernadette; Tim Willard – County Council at Large Candidate; Laurel Hoa - Showing Up for Racial Justice (SURJ); Carol Spring-Brooks - Brandy Brooks, Candidate for Council at Large

**VI. NEW BUSINESS**  
**None**

Based upon this report and there being no further business to come before this session of the Commission, a motion was made, seconded and unanimously adopted to adjourn.



The open session adjourned at 5:35 p.m.

Respectfully submitted,

Stacy L. Spann  
Secretary-Treasurer

Attachment

1- Annual Meeting Speech

/pmb

**Approved: April 4, 2018**