

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

**Budget, Finance, and Audit Committee Minutes
November 3, 2023**

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, November 3, 2023 with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 10:00 a.m. There was a livestream of the meeting held on YouTube, available for viewing [here](#). Those in attendance were:

Present

Jeffrey Merkowitz, Commissioner
Frances Kelleher, Commissioner

Present via Zoom

Richard Y. Nelson-- Chair

Also Present

Chelsea Andrews, President/Executive Director
Kayrine Brown, Senior Executive Vice President
Terri Fowler, Budget Officer
Aisha Memon, Senior Vice President, Legal
John Wilhoit
Ali Ozair

Timothy Goetzinger, Chief Financial Officer
Richard Congo
Zachary Marks
Alex Torton
DeMarcus Hubbard
Morgan Tucker

Present via Zoom

Claudia Wilson
John Broullire
Deneen Crawford
Alex Laurens

Kai Hsieh
Sewavi Prince Agbodjan
Sean Asberry

IT Support

Aries "AJ" Cruz

Commission Support

Alicia Black, Temp Assistant

Commissioner Nelson opened the meeting with a welcome and introduction of Commissioner Kelleher, Commissioner Nelson, and President Chelsea Andrews. Commissioner Merkowitz began the meeting with the approval of the minutes.

APPROVAL OF MINUTES

The minutes of the September 20, 2023 meeting were approved as submitted with a motion by Commissioner Kelleher and seconded by Commissioner Nelson. Affirmative votes were cast by Commissioners Nelson, Merkowitz and Kelleher.

ACTION/DISCUSSION ITEMS

1. Calendar Year 2024 (CY '24) Portfolio Budgets: Presentation of CY'24 Portfolio Budgets.

Commissioner Merkowitz introduced Chelsea Andrews, President, to provide an overview of the presentation. President Andrews introduced Tim Goetzinger, Chief Development Funds Officer/ Acting Chief Financial Officer and Terri Fowler, Budget Officer, to provide a summary of the financial positions of the agency. Staff addressed questions from the Committee. Staff recommended that the Budget, Finance and Audit Committee join its recommendation to the Commission for the approval of the CY'24 Portfolio Budgets. The motion was moved by Commissioner Kelleher and seconded by Commissioner Nelson. Affirmative votes were cast by Commissioners Kelleher, Nelson, and, Merkowitz.

2. Fiscal Year 2025 (FY'25) County Operating Budget: Presentation of the FY'25 County Operating Budget.

Commissioner Merkowitz introduced Chelsea Andrews, President, to provide an overview of the presentation. President Andrews introduced Tim Goetzinger, Chief Development Funds Officer/ Acting Chief Financial Officer, and Terri Fowler, Budget Officer, to provide a summary of the financial positions of the agency. Staff addressed questions from the Committee. Staff recommended that the Budget, Finance and Audit Committee join its recommendation to the Commission for authorization to submit the proposed FY'25 County Operating Budget of \$7,972,501 to Montgomery County's Office of Management and Budget. The motion was moved by Commissioner Nelson and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Kelleher, Nelson, and, Merkowitz.

3. Alternate MPDU Placement: Approval to Accept Payment for Alternative Placement of Required MPDU's and Provision of Corresponding MPDU's at HOC Properties.

Commissioner Merkowitz introduced Chelsea Andrews, President, to provide an overview of the presentation. President Andrews introduced Zachary Marks, Chief Real Estate Officer, who provided the detailed presentation. Staff addressed questions from the Committee. Staff recommended that the Budget, Finance and Audit Committee join its recommendation to approve the acceptance of payment for alternative placement of required MPDU's for the Pinnacle and Corso Chevy Chase developments and provision of corresponding MPDU's at HOC

Properties. The motion was made by Commissioner Kelleher and seconded by Commissioner Nelson. Affirmative votes were cast by Commissioners Kelleher, Nelson, and, Merkowitz.

4. Property Management Procurement for Multiple HOC Properties:

Approval of Firm Selected to Provide Property Management Services for:

- a. Alexander House in Accordance with #RFP2407**
- b. Arcola Towers in Accordance with #RFP2420**
- d. Bauer Park Apartments in Accordance with #RFP2416**
- f. Cider Mill Apartments in Accordance with #RFP2394**
- g. Diamond Square in Accordance with #RFP2408**
- h. Forest Oak Towers in Accordance with #RFP2413**
- i. Georgia Court in Accordance with #RFP2403**
- k. Greenhills Apartments in Accordance with #RFP2412**
- m. The Lindley in Accordance with #RFP2401**
- n. Magruders Discovery in Accordance with #RFR2404**
- o. MetroPointe in Accordance with #RFP2400**
- p. The Metropolitan in Accordance with #RFP2402**
- q. The Montgomery Arms in Accordance with #RFP2406**
- r. Stewartown Homes in Accordance with #RFP2418**
- s. Strathmore Court in Accordance with #RFP2409**
- u. Waverly House in Accordance with #RFP2417**
- v. Westwood Tower in Accordance with #RFP2405**
- w. Willow Manor Properties in Accordance with #RFP2414**

Commissioner Merkowitz introduced Chelsea Andrews, President, to provide an overview of the presentation. President Andrews introduced Ali Ozair, Director of Property Management, who provided the detailed presentation. Staff recommended that the Budget, Finance, and Audit Committee join its recommendation to the full Commission to award the property management services contracts to the management companies proposed by staff. The motion was made by Commissioner Nelson and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Kelleher, Nelson, and, Merkowitz.

c. Approval of Firm Selected to Provide Property Management Services for Battery Lane in Accordance with #RFP2410

Commissioner Merkowitz introduced Chelsea Andrews, President, to provide an overview of the presentation. President Andrews introduced Ali Ozair, Director of Property Management, who provided the detailed presentation. Staff recommended that the Budget, Finance, and Audit Committee recommends to the full Commission authorization for the President to execute a management contract with Residential One for property management services at Battery Lane. The motion was made by Commissioner Nelson and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Kelleher, Nelson, and, Merkowitz.

e. Approval of Firm Selected to Provide Property Management Services for Bradley Crossing in Accordance with #RFP2411

Commissioner Merkowitz introduced Chelsea Andrews, President, to provide an overview of the presentation. President Andrews introduced Ali Ozair, Director of Property Management, who provided the detailed presentation. Staff recommended that the Budget, Finance, and Audit Committee recommends to the full Commission authorization for the President to execute a management contract with Residential One for property management services at Bradley Crossing. The motion was made by Commissioner Kelleher and seconded by Commissioner Nelson. Affirmative votes were cast by Commissioners Kelleher, Nelson, and, Merkowitz.

j. Approval of Firm Selected to Provide Property Management Services for Glenmont Crossing and Glenmont Westerly in Accordance with #RFP2415

Commissioner Merkowitz introduced Chelsea Andrews, President, to provide an overview of the presentation. President Andrews introduced Ali Ozair, Director of Property Management, who provided the detailed presentation. Staff recommended that the Budget, Finance, and Audit Committee join its recommendation to the full Commission authorization for the Executive Director to execute a management contract with Residential One for property management services at Glenmont Crossing and Glenmont Westerly. The motion was made by Commissioner Kelleher and seconded by Commissioner Nelson. Affirmative votes were cast by Commissioners Kelleher, Nelson, and, Merkowitz.

t. Approval of Firm Selected to Provide Property Management Services for The Glen (Brookside Glen) in Accordance with #RFP2409

Commissioner Merkowitz introduced Chelsea Andrews, President, to provide an overview of the presentation. President Andrews introduced Ali Ozair, Director of Property Management, who provided the detailed presentation. Staff recommended that the Budget, Finance, and Audit Committee join its recommendation to the full Commission authorization for the Executive Director to execute a management contract with Residential One for property management services at The Glen (Brookside Glen). The motion was made by Commissioner Nelson and seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Kelleher, Nelson, and, Merkowitz.

l. Approval of Firm Selected to Provide Property Management Services for Hillendale Gateway in Accordance with #RFP2421

President Andrews announced that this item is not advancing.

Commissioner Merkowitz read the Written Closing Statement and made a motion to adopt the statement and close the meeting. Commissioner Nelson seconded the motion, with Commissioners Nelson, Kelleher, and Merkowitz voting in approval.

Based upon this report and there being no further business to come before this session of the Commission, the Commission adjourned the open session at 12:32 p.m. and reconvened in closed session at 12:38 p.m.

In compliance with Section 3-306(c)(2), General Provisions Article, Maryland Code, the following is a report of the Housing Opportunities Commission of Montgomery County's Budget, Finance, & Audit Committee closed session held on November 3, 2023 at approximately 12:38 p.m. via a hybrid model (with some participating in-person and some participating online/via teleconference) with moderator functions occurring at 10400 Detrick Avenue, Kensington, MD 20895. The meeting was closed under the authority of Section 3-305(b)(13) to discuss confidential commercial and financial information related to accepting a temporary expansion to a line of credit from PNC Bank N.A.

The meeting was closed and the closing statement dated November 3, 2023 was adopted on a motion made by Commissioner Merkowitz, seconded by Commissioner Nelson, with Commissioners Merkowitz, Nelson, and Kelleher voting in favor of the motion. The following persons were present: Commissioner Merkowitz, Commissioner Nelson, Commissioner Kelleher, Chelsea Andrews, Kayrine Brown, Aisha Memon, Zachary Marks, and Morgan Tucker.

In closed session, the Commission discussed the below topic and took the following action:

1. **Topic:** Confidential commercial and financial information related to accepting a temporary expansion to a line of credit from PNC Bank N.A. (pursuant to Section 3-305(b)(13)).
 - a. **Action Taken:** With a quorum present, Commissioners Merkowitz, Nelson, and Kelleher voted to support staff's recommendation to the full Commission to temporarily expand a line of credit from PNC Bank N.C., as necessary.

The closed session was adjourned at 12:45 p.m.

Respectfully submitted,

Chelsea Andrews
Secretary-Treasurer

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