

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Development & Finance Committee Minutes**

**May 24, 2024**

For official record of the Housing Opportunities Commission of Montgomery County, an open meeting of Development and Finance Committee was conducted, via a hybrid platform (with some participating in-person and some participating online/via teleconference) on Friday, May 24, 2024 with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 9:04 a.m. Those in attendance were:

**Present**

Jeffrey Merkowitz, Chair  
Roy Priest, Vice Chair  
Robin Salomon, Commissioner

**Also Attending**

Chelsea Andrews, President/Exe. Director Aisha Memon, General Counsel  
Paige Gentry, Deputy General Counsel Kayrine Brown  
Zachary Marks John Wilhoit  
Jay Shepherd Daejauna Donahue  
Fernando Miranda

**Also attending via Zoom**

Kai Hsieh Terri Fowler  
Paul Vinciguerra Ellen Goff  
Sean Ashbury Tim Goetzinger  
John Brouillre Ali Ozair

**IT Support**

Richard Congo  
Irma Rodriguez

**Commission Support**

Imani Benjamin-Johnson  
Morgan Tucker  
Contessa Webster

Chair Merkowitz opened the meeting with a roll call and the introduction of the Committee and the President/Executive Director, Chelsea Andrews.

**I. Approval of Minutes**

**A. Approval of Minutes of April 29, 2024 Open Session**

Commissioner Priest moved to approve the minutes of April 29, 2024 and Chair Merkowitz seconded the motion. Affirmative votes were cast by Commissioners Priest and Merkowitz. Commissioner Salomon was necessarily absent on April 29, 2024 and thus abstained from voting.

**II. Discussion/Action Items**

**A. 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**

Chair Merkowitz introduced President Andrews who provided an overview and introduced Zachary Marks, Vice President, Real Estate and Daejauna Donahue, Project Manager, Real Estate, who provided the presentation. Staff recommended that the Committee approve the selection of Clark Construction Group, LLC for the preconstruction and construction of Wheaton Gateway, preconstruction services in the amount of \$270,000 plus a 15% contingency, the President/Executive Director to negotiate and execute a contract for preconstruction services, and for the President/Executive Director to negotiate a GMP contract. Commissioner Priest noted a correction that needed to be made in the presentation materials. Commissioner Salomon requested a chart to display the General Contractors and their assigned task. A motion was made by Commissioner Salomon to advance the recommendation to the full Commission. Commissioner Priest seconded. Affirmative votes were cast by Commissioner Priest, Commissioner Salomon, and Commissioner Merkowitz.

**B. Elizabeth House Apartments: Approval of a Bridge Loan of up to \$1.5 Million from HOC's PNC Real Estate Line of Credit ("RELOC") to Provide Funding for the Demolition of Elizabeth House**

Chair Merkowitz introduced President Andrews who provided an overview and introduced Jay Shepherd, Project Manager, who provided the presentation. Staff recommended that the Commission approve funding the increased cost of the demolition of Elizabeth House Apartments (approx. \$4.5 million) and increasing the draw from the PNC Bank Real Estate Line of Credit of up to \$1.5 million. President Andrews reassured the Committee that HOC will continue to pursue negotiations for County funds and will provide the rates for the PNC loan to the Commission. Commissioner Priest asked that staff ensure that the community is aware of the all safeguards in place for the demolition. A motion was made by Commissioner Priest to recommend the item to full Commission. Commissioner Salomon seconded the motion. Affirmative votes were cast by Chair Priest, Commissioner Salomon, and Commissioner Merkowitz.

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Based upon this report and there being no further business to come before this session of the Committee, the Committee adjourned the open session at 9:40 a.m.

Respectfully submitted,

Chelsea Andrews,  
Secretary-Treasurer

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