



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

**UPDATE AND EXPANDED AGENDA**

June 8, 2022

YouTube Link: [https://youtu.be/Lgw7xl9d\\_sM](https://youtu.be/Lgw7xl9d_sM)

**In order to continue to implement recommended social distancing guidelines, HOC will conduct its June 8, 2022 monthly meeting through a hybrid model. HOC’s Board of Commissioners and certain staff will participate in-person. The public will continue to participate via an online platform and teleconference call until further notice.**

4:00 p.m.	<b>I. <u>INFORMATION EXCHANGE</u></b> A. Community Forum B. Report of the Acting Executive Director C. Commissioner Exchange		
4:40 p.m.	<b>II. <u>APPROVAL OF MINUTES</u></b> A. Approval of Minutes of May 4, 2022 B. Approval of Minutes of May 4, 2022 Closed Session		
4:50 p.m.	<b>III. <u>CONSENT</u></b> A. Appointment of Secretary-Treasurer and Executive Director B. Approval to Appoint Commissioners to the Board of Directors of Various Development Corporations C. Approval to Increase Executive Leadership Service Pay Grade Schedule		
	<b><u>RECESS</u></b>		
	<b>A. <u>DEVELOPMENT CORPORATION ANNUAL MEETINGS AND ADOPTION OF FY 2023 BUDGETS</u></b>		
4:55 p.m.	<b>1. Alexander House Development Corporation</b> a. Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets b. Authorization to Renew the Property Management Contracts for Alexander House		
5:00 p.m.	<b>2. Barclay Apartments Development Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>  <b>3. Brookside Glen Apartments Development Corporation</b> a. Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets b. Authorization to Renew the Property Management Contracts for Brookside Glen Apartments		
5:05 p.m.	<b>4. Diamond Square Development Corporation</b> a. Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets b. Authorization to Renew the Property Management Contracts for Diamond Square		
5:10 p.m.	<b>5. Glenmont Crossing Development Corporation</b> a. Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets b. Authorization to Renew the Property Management Contracts for Glenmont Crossing		
5:15 p.m.	<b>6. Glenmont Westerly Development Corporation</b> a. Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets		

	b. Authorization to Renew the Property Management Contracts for Glenmont Westerly	
5:20 p.m.	<b>7. Magruder’s Discovery Development Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
5:25 p.m.	<b>8. The Metropolitan Development Corporation</b> a. Approval of Minutes of May 4, 2022 Metropolitan Development Corporation b. Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets	
5:30 p.m.	<b>9. Montgomery Arms Development Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
5:35 p.m.	<b>10. Paddington Square Development Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
5:40 p.m.	<b>11. Pooks Hill Development Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
5:45 p.m.	<b>12. RAD 6 Development Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
5:50 p.m.	<b>13. Scattered Site One Development Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
5:55 p.m.	<b>14. Scattered Site Two Development Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
6:00 p.m.	<b>15. Sligo Hills Development Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
6:05 p.m.	<b>16. TPM Development Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
6:10 p.m.	<b>17. VPC One Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
6:15 p.m.	<b>18. VPC Two Corporation – Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets</b>	
6:20 p.m.	<b>19. Wheaton Metro Development Corporation</b> a. Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets b. Authorization to Renew the Property Management Contracts for Wheaton Metro	
6:25 p.m.	<b>20. The Oaks at Four Corners Development Corporation</b> a. Annual Meeting and Adoption of FY 2023 Operating and Capital Budgets b. Authorization to Renew the Property Management Contracts at The Oaks at Four Corners	
	<b><u>RESUME HOC MONTHLY MEETING</u></b>	
6:30 p.m.	<b>IV. <u>COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION</u></b>	
	<b>A. Administrative and Regulatory Committee – Com. Kelleher, Chair</b> 1. Response to Management Letter Comments in the FY 2021 Audited Financial Statement	

6:40 p.m.	2. <b>Technology Policy and Acceptable Use Policy:</b> Approval of Information Technology and Acceptable Use Policy of Information Technology Infrastructure and Resources Policy to Reflect Current Processes and Risks	
6:50 p.m.	3. <b>Information Security Assurance Policy and Telework Policy:</b> Approval of Information Technology Security Assurance Policy to Incorporate Changes in Systems Infrastructure, New Technologies, and User Environment to Reflect Current Processes and Risks, and Approval of the HOC Telework Policy	
7:00 p.m.	<b>B. Budget, Finance and Audit Committee – Com. Nelson, Chair</b>	
	1. <b>Fiscal Year 2022 (FY’22) Third Quarter Budget to Actual Statements:</b> Commission Acceptance of Third Quarter FY’22 Budget to Actual Statement	
7:10 p.m.	2. <b>Calendar Year 2022 (CY’22) First Quarter Budget Amendment:</b> Commission Approval of the FY’22 First Quarter Budget Amendment for MetroPointe Apartments	
7:20 p.m.	3. <b>Uncollectable Tenant Accounts Receivable:</b> Authorization to Write-Off Uncollectable Tenant Accounts Receivable (January 1, 2022 – March 31, 2022)	
7:30 p.m.	4. <b>Calendar Year 2021 Audits:</b> Acceptance of Calendar Year 2021 Low Income Tax Credit Partnership and Limited Liability Company Audits	
7:40 p.m.	5. <b>Extension of the Use of Credit Facilities:</b> Approval to Extend the use of the PNC Bank N.A. Line of Credit (“PNC LOC”) and the Real Estate Line of Credit (“RELOC”) to Finance Commission Approved Actions related to: Montgomery Homes Limited Partnership (“MHLP”) VII, Fairfax Court Apartments, Lyttonsville (8800 Brookville Road), Lindsay Ford Holdings Site (Wheaton Gateway), HOC Fenwick & Second Headquarters, Brooke Park Apartments, MPDI I (64), Ambassador Apartments, Avondale Apartments and Year 15 LIHTC Properties	
7:50 p.m.	6. <b>Inspection Services Contract Extension:</b> Authorization to Extend Inspection Services Contract with Inspection Experts, Inc. (“IEI”)	
8:00 p.m.	7. <b>Procurement of Property Management Services:</b> Renewal of Property Management Contracts for Alexander House, Cider Mill Apartments, Fenton Silver Spring, Forest Oak Towers, Georgian Court Apartments, Greenhills Apartments, Stewartown Homes, Westwood Towers, and Wheaton Metro (MetroPointe)	
8:10 p.m.	8. <b>Elizabeth House III:</b> Approval to Procure Property Management Services	
8:20 p.m.	9. Adoption of the Fiscal Year 2023 Budget	
8:30 p.m.	<b>C. Development and Finance Committee – Com. Simon, Chair</b>	
	1. <b>Single Family:</b> Approval of Structure, Cost of Issuance Budget, and Adoption of Series Resolution(s) for the Issuance of Single Family Mortgage Revenue Bonds	
8:35 p.m.	2. <b>Financial Advisor Contract:</b> Approval of Firm to Serve the Commission as its Financial Advisor in Accordance with Request for Proposal (RFP) #2318	
8:45 p.m.	3. Authorization to Enter into Interest Rate Hedge and/or Novation in Connection with Certain Single Family Mortgage Revenue Bonds and Multifamily Housing Development Bonds and to Execute and Deliver Documents in Connection Therewith	

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NOTES:

1. This Agenda is subject to change without notice.
2. Public participation is permitted on Agenda items in the same manner as if the Commission was holding a legislative-type Public Hearing.
3. ***Times are approximate and may vary depending on length of discussion.***
4. \*These items are listed "For Future Action" to give advance notice of coming Agenda topics and not for action at this meeting.
5. Commission briefing materials are available in the Commission offices the Monday prior to a Wednesday meeting.

If you require any aids or services to fully participate in this meeting, please call (240) 627-9425 or email [commissioners@hocmc.org](mailto:commissioners@hocmc.org).

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