

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**  
**10400 Detrick Avenue**  
**Kensington, Maryland 20895**  
**(240) 627-9425**

**Budget, Finance and Audit Committee Minutes**

**August 10, 2021**

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 an online platform and teleconference on Tuesday, August 10, 2021, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 10:02 a.m. There was a livestream of the meeting held on YouTube, available for viewing [here](#). Those in attendance were:

Present

Richard Y. Nelson, Jr., Chair – Budget, Finance and Audit Committee  
Frances Kelleher – Commissioner  
Jeffrey Merkowitz - Commissioner

Also Attending

Kayrine Brown, Acting Executive Director	Aisha Memon, General Counsel
Cornelia Kent, Chief Financial Officer	Terri Fowler, Budget Officer
Olumtomi Adebo, Assistant Budget Officer	Eugenia Pascual, Controller
Christina Autin	Fred Swan
Hyunsuk Choi	Charnita Jackson
Aries Cruz	Zachary Marks
Nathan Bovelie	Millicent Anglin
Francisco Vega	Nilou Razeghi
Jay Berkowitz	Leidi Reyes
Lynn Hayes	Frederick Colas
Marcus Ervin	Timothy Goetzinger
Ellen Goff	Niketa Patel
Matt Husman	Claire Kim
Darcel Cox	Zachary Marks

Guest

Brian Kim  
Patrice Birdsong, Spec. Asst. to Commission

Commissioner Nelson opened the meeting with a roll call of Commissioners who participate on the Committee, with an introduction and welcome of Jeffrey Merkowitz to the Committee. The

Committee now consist of Commissioners Richard Y. Nelson, Jr., Chair, Frances Kelleher, and Jeffrey Merkowitz.

### **APPROVAL OF MINUTES**

The minutes of May 25, 2021, were approved as submitted with a motion by Commissioner Kelleher and seconded by Commissioner Nelson. Affirmative votes were cast by Commissioners Nelson and Kelleher. Commissioner Merkowitz abstained.

### **ACTION ITEMS**

- 1. County FY'23-28 Capital Improvements Program Budget:** Authorization to Submit County FY'23-28 Capital Improvements Program Budget

Cornelia Kent, Chief Financial Officer, introduced Terri Fowler, Budget Officer, who provided the presentation of the County FY'23-28 Capital Improvements Program Budget.

There was discussion among the Committee in regards to cost of temporary storm line. Hyunsuk Choi, Real Estate Acquisitions Manager provided explanation. A motion was made by Commissioner Kelleher and seconded by Commissioner Merkowitz to move forward to full Commission for approval. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

- 2. Wheaton Gateway, LLC and 8800 Brookville Road (Lyttonville):** Approval to Extend the Maturity Dates for the Draws on the PNC Bank Line of Credit Which Financed the Acquisition of Lindsey Ford (Wheaton Gateway) and the Lyttonsville Site (8800 Brookville Road)

Cornelia Kent, Chief Financial Officer, introduced Eugenia Pascual, Controller, who provided a presentation to extend the maturity dates for the draws on the PNC Bank Line of Credit. Staff addressed Commissioner Nelson's question regarding an RFP with WSSC. A motion was made by Commissioner Kelleher and seconded by Commissioner Merkowitz to move forward to the full Commission for approval. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

- 3. Spring Garden One Associates Limited Partnership – Property Management Contract:** Presentation of Request to Renew the Property Management Contract for Spring Garden One Associates Limited Partnership

Cornelia Kent, Chief Financial Officer, introduced Jay Berkowitz, Asset Manager – Property Management Division, who provided a presentation to request the Committee’s approval to recommend to the full Commission a request a one-year renewal of the property management contract for Spring Garden One Associates Limited Partnership.

There was discussion regarding the Resident Survey and working with the third party management in following up on their resolves. A motion was made by Commissioner Kelleher and seconded by Commissioner Merkowitz to move forward to full Commission for approval. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

**4. The Willow Manor Properties – Property Management Contract:** Presentation of Request to Renew the Property Management Contract for The Manor at Clopper’s Mill, LLC, The Manor at Colesville, LLC, and The Manor at Fair Hill Farm, LLC

Jay Berkowitz, Asset Manager – Property Management Division, provided a presentation to request the Committee’s approval to recommend to the full Commission a one-year renewal of the property management contract for The Manor at Clopper’s Mill, LLC, The Manor at Colesville, LLC, and The Manor at Fair Hill Farm, LLC.

There was discussion and questions among the Committee that staff addressed. A motion was made by Commissioner Kelleher and seconded by Commissioner Merkowitz to move forward to full Commission for approval. Affirmative votes were cast by Commissioners Nelson, Kelleher, and Merkowitz.

The meeting adjourned at 10:31 a.m. by Committee Chair Nelson. The next scheduled meeting is September 21, 2021.

Respectfully submitted,

Kayrine Brown  
Acting Secretary-Treasurer

/pmb

**Approved: September 21, 2021**