

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Development and Finance Committee Minutes

August 20, 2021

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Development and Finance Committee was conducted via an online platform and teleconference on Friday, August 20, 2021, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 10:02 a.m., available for viewing [here](#). Those in attendance were:

Present

Jackie Simon, Chair – Development and Finance Committee
Richard Y. Nelson, Jr. - Commissioner
Jeffrey Merkowitz – Commissioner

Commissioners Also Present

Roy Priest
Frances Kelleher

Also Attending via Online

Kayrine Brown, Acting Executive Director	Aisha Memon, General Counsel
Zachary Marks	Victoria Dixon
Timothy Goetzinger	Jennifer Arrington
Cornelia Kent	Nathan Bovel
Claire Kim	Christina Autin
Charnita Jackson	Jay Shepherd
Marcus Ervin	Vivian Benjamin
Jocelyn Cruz	Kathryn Hollister
Ellen Goff	Darcel Cox
Eugenia Pascual	Paul Vinciguerra
Hyunsuk Choi	Gail Willison
Len Vilicic	Jay Berkowitz
	Patrice Birdsong, Spec. Asst. to Commission

Commissioner Simon welcomed Commissioner Merkowitz to the Development and Finance Committee. Commissioner Simon also noted the celebration held on August 17, 2021 introducing solar development at Paddington Square.

APPROVAL OF MINUTES

The minutes of the June 25, 2021 Development and Finance Committee were approved upon a motion by Commissioner Nelson and seconded by Commissioner Simon. Affirmative votes were cast by Commissioners Simon and Nelson. Commissioner Merkowitz abstained

DISCUSSION ITEMS

- 1. Westside Shady Grove Building D: Approval to Select Kim Engineering, Inc. for Construction Materials Testing and Third-Party Inspector and Authorization for the Acting Executive Director to Execute a Contract in Accordance with Request for Proposal #2265**

Marcus Ervin, Acting Director of Development, introduced Paul Vinciguerra, Construction Manager, who provided a presentation on recommending to the full Commission Approval to Select Kim Engineering, Inc. as Construction Material Testing and Third Party Inspector for new construction of the Westside Shady Grove Building D project, and Authorize the Acting Executive Director to execute a Contract.

There was discussion among the Commissioners and Staff in regards to the process. Commissioner Nelson suggested that the packet be edited before submission for full Commission approval. A motion was made by Commissioner Nelson and seconded by Commissioner Merkowitz to recommend the item for approval at the September 1, 2021 monthly Commission meeting. Affirmative votes were cast by Commissioners Simon, Nelson, and Merkowitz.

- 2. Willow Manor: Approval of Final Development Plan, Including the Approval and Acceptance of a Seller Note and Bridge Financing for the Transaction, and Approval to Execute a Contract and Early Start Agreement with Nastos Construction, Inc.**

Kathryn Hollister, Senior Financial Analyst, provided the presentation to recommend to the full Commission to request approval of the final development plan for renovation, to authorize staff to negotiate with Montgomery County DHCA to consolidate a loan, refinance and resubordinate the properties three HIF loans, for the new property owner to accept the loan, authorize the Acting Executive Director to sign a purchase and sale agreement between the properties, and various other action as explained.

Commissioners and Staff discussed the recommended actions. A motion was made by Commissioner Nelson and seconded by Commissioner Merkowitz to recommend to the full

Commission at the September 1, 2021 monthly meeting. Affirmative votes were cast by Commissioners Simon, Nelson, and Merkowitz.

3. **Willow Manor: Approval of the Financing Plan, Feasibility and Public Purpose for Willow Manor Properties; Authorization to Issue Loans to HOC at Willow Manor, LLC for Acquisition and Construction Financing; Authorization to Issue a Commitment for Permanent Financing; and, Authorization for the Borrower to Accept Loans in Accordance with the Finance Plan**

Jennifer Arrington, Acting Director Mortgage Finance, introduced Victoria Dixon, Senior Multifamily Underwriter, who provided the presentation requesting action of the Development and Finance Committee to recommend to the full Board the approval of Willow Manor financing plan, approval of the feasibility and public purpose for the Property, approval of a Bond Authorizing Resolution, as well as other actions to be approved.

Staff addressed Commissioners questions. A motion was made by Commissioner Nelson and seconded by Commissioner Merkowitz to recommend to the full Commission at the September 1, 2021 monthly meeting. Affirmative votes were cast by Commissioners Simon, Nelson, and Merkowitz.

4. **The Upton II: Approval for the Acting Executive Director to Execute Change Order to Continue CFI Construction for Construction Management Services**

Jay Shepherd, Housing Acquisition Manager, provided a presentation requesting the Development and Finance Committee to recommend to the full Board approval to execute change order to continue CFI Construction for Construction Management Services.

A motion was made by Commissioner Nelson and seconded by Commissioner Merkowitz to recommend the item for approval at the September 1, 2021 monthly Commission meeting. Affirmative votes were cast by Commissioners Simon, Nelson, and Merkowitz.

5. **Georgian Court: Approval of the Final Development Plan for Georgian Court and Authorization for the Acting Executive Director to Sign the General Contract with Hamel Builders, Inc.**

Kayrine Brown, Acting Executive Director, introduced Hyunsuk Choi, Acquisitions Manager, who provided a presentation requesting the Development and Finance Committee to recommend to the full Board to approve the final development budget with proposed renovations of the Property, authorization of the Acting Executive Director to sign the general contract with Hamel Builders, Inc., to authorize a Limited Scope Contract to allow Hamel to

execute agreement with subcontractors and suppliers, approve the sale of Georgian Court Apartments to HOC at Georgian Court, LLC, and enter into an Operating Agreement with Boston Financial.

Staff addressed Commissioners questions. A motion was made by Commissioner Nelson and seconded by Commissioner Merkowitz to recommend the item for approval at the September 1, 2021 monthly Commission meeting. Affirmative votes were cast by Commissioners Simon, Nelson and Merkowitz.

6. **Shady Grove: Approval of the Final Development Plan for Shady Grove and Authorization for the Acting Executive Director to Sign the General Contractor Contract with Hamel Builders, Inc.**

Hyunsuk Choi, Acquisitions Manager, provided a presentation requesting the Development and Finance Committee to recommend to the full Board approval of the final development plan for Shady Grove and authorize the Acting Executive Director to sign the General Contractor contract with Hamel Builders, Inc.

A motion was made by Commissioner Nelson and seconded by Commissioner Merkowitz to recommend the item for approval at the September 1, 2021 monthly Commission meeting. Affirmative votes were cast by Commissioners Simon, Nelson, and Merkowitz.

7. **Mortgage Finance: Approval to Renew the Contracts of the Underwriting Team Consisting of a Senior Manager, Co-Senior Manager, and Co-Managers in Accordance with the Current Contracts and the Procurement Policy**

Jennifer Arrington, Acting Director Mortgage Finance, provided a presentation requesting the Development and Finance Committee to recommend to the full Board to approve the final one-year renewal of the contracts with Bank of America Merrill Lynch, PNC Capital Markets, LLC, Morgan Stanley, RBC Capital Markets, Jefferies, LLC, and Wells Fargo, N.A. to continue to serve as Underwriters.

A motion was made by Commissioner Nelson and seconded by Commissioner Merkowitz to recommend the item for approval at the September 1, 2021 monthly Commission meeting. Affirmative votes were cast by Commissioners Simon, Nelson, and Merkowitz.

8. **Wheaton Gateway: Discussion of Wheaton Gateway Development Approach – i) Approach to Sustainability and Building Resiliency; ii) Approach to Building Construction Technologies; iii) Key Site Layout Components**

Kayrine Brown, Acting Executive Director, provided an overview of the discussion item prior to introducing Zachary Marks, Chief Investment Officer, and Marcus Ervin, Acting Director Real Estate, as presenters.

There was discussion among the Commissioners and Staff. No action necessary.

The meeting adjourned at 1:23 p.m.

Respectfully submitted,

Kayrine Brown
Acting Secretary-Treasurer

/pmb

Approved: September 24, 2021