

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Development and Finance Committee Minutes**

**December 1, 2023**

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Development and Finance Committee was conducted via a hybrid platform (a combination of in-person and online platform/teleconference) on December 1, 2023 with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 10:05 a.m. There was a livestream of the meeting held on YouTube, available for viewing [here](#). Those in attendance were:

**Present**

Jeffrey Merkowitz - Chair  
Richard Y. Nelson, Jr. - Commissioner  
Robin Salomon - Commissioner

**Also Attending**

Chelsea Andrews, President/ Executive Director	Paige Gentry, Deputy General Counsel
Kayrine Brown, Senior Executive Vice President	Sean Asberry
Aisha Memon, Senior Vice President, Legal Affairs	John Wilhoit
Monte Stanford	Zachary Marks
Alex Laurens	Victoria Dixon
Richard Congo	Patrick Mattingly
Timothy Goetzinger	Walker Taylor

**Via Zoom**

Jay Shepherd	Timothy Goetzinger
Kai Hsieh	Claudia Wilson
John Broullire	Terri Fowler
Ellen Goff	Paul Vinciguerra
Alex Torton	Contessa Webster
Matt Husman	

**IT Support**

Aries Cruz, IT Support

**Commission Support**

Morgan Tucker, Temp Assistant  
Jocelyn Koon, Senior Executive Assistant

Commissioner Merkowitz opened the meeting with a welcome and introduced Commissioner Nelson and Salomon.

### **APPROVAL OF MINUTES**

The minutes of the October 27, 2023 Development and Finance Committee meeting were approved upon a motion by Commissioner Salomon and seconded by Commissioner Nelson. Affirmative votes were cast by Commissioners Salomon, Merkowitz, and Nelson.

### **DISCUSSION/ACTION ITEMS**

#### **1. Westwood Tower: Approval of Emergency Procurement to Replace Fire Panel**

Chelsea Andrews, President, provided an overview and introduced John Wilhoit, Vice President of Asset Management, and Zachary Marks, Senior Vice President of Real Estate, who provided the presentation. Staff recommended the Development and Finance Committee support its recommendation to the Commission to: (1) approve the enactment of Section 5.6 of the Procurement Policy to replace the fire panel at Westwood Tower; and (2) authorize the President/Executive Director to negotiate and execute a contract with Summit Fire & Security to complete the full scope replacement of the fire panel at Westwood Tower at a cost of \$470,570. A motion was made by Commissioner Salomon and seconded by Commissioners Nelson to recommend to the full Commission to support staff's recommendation. Affirmative votes were cast by Commissioners Merkowitz, Salomon and Nelson.

#### **2. Garnkirk Farms Apartments: Approval to Submit a 9% Low Income Housing Tax Credit ("LIHTC") Application for Garnkirk Farms Apartments**

Chelsea Andrews, President, provided an overview and introduced Gio Kaviladze, Senior Finance Analyst, and Zachary Marks, Senior Vice President, Real Estate, and Walker Taylor, Financial Analyst, who provided the presentation. Staff recommended that the Development and Finance Committee join staff's recommendation to the Commission to authorize staff to submit a 9% LIHTC application for Garnkirk Farms Apartments. After deliberation, Commissioner Nelson asked that staff provide a complete package that outlines all Garnkirk Farms transactions to date. A motion was made by Commissioner Salomon and seconded by Commissioners Nelson to recommend to the full Commission to support staff's recommendation. Affirmative votes were cast by Commissioners Merkowitz, Salomon and Nelson.

### **3. Springvale Terrace: Approval to Submit a Faircloth-to RAD Application for 48 Units at Springvale Terrace**

Chelsea Andrews, President, provided an overview and introduced Zachary Marks, Senior Vice President, Real Estate, who provided the presentation. Staff asked the Development and Finance Committee to join staff's recommendation to the Commission to authorize the submission of an application to the FairCloth-to-RAD program for up to 48 units to be placed at Springvale Terrace. A motion was made by Commissioner Nelson and seconded by Commissioner Salomon to support staff's recommendation to the full Commission. Affirmative votes were cast by Commissioners Merkowitz, Salomon, and Nelson.

### **4. Scattered Sites: Discussion of Portfolio Capital and Operations Plan**

Chelsea Andrews, President, highlighted that HOC has been evaluating and analyzing the scattered sites portfolio and has brought in key leaders to evaluate how HOC approaches the portfolio holistically. The presentation did not require any request of action but was an opportunity to provide context and initial thoughts on how HOC would proceed with the Scattered Sites Assets. President Andrews, introduced Zachary Marks, Chief Real Estate Officer, John Wilhoit, Vice President, Asset Management, Ali Ozair, Vice President, Property Management, and Sean Asberry, Vice President, Maintenance, who provided the presentation. In order to meet the reinvestment needs of HOC's 1733 scattered site units, staff recommended a four-pronged strategy:

- a) **Renovation:** Priority on younger units with lower capital needs in desirable locations (e.g., areas of high opportunity, neighborhoods with limited HOC inventory).
- b) **Disposition:** Priority on older units with high capital needs in areas where either HOC has an abundance of inventory or has ample opportunity to acquire new MPDUs.
- c) **NPO Partnership:** Direct a portion of units for renovation, disposition, or both through NPO partners which will augment annual capacity for portfolio renovation and utilize grants and other capital available to those NPOs.
- d) **Operating Improvements:** Staff is placing a renewed focus on increasing occupancy, improving revenue, and reducing operating expenses. Increased net operating income would all for the generation of some debt proceeds.

Staff addressed questions of the Commission. After further deliberation, Commissioner Nelson recommended distributing this portion of the recording to the full Commission.

**5. Multifamily Disposition: Exploratory Discussion regarding the Rebalancing of HOC's Multifamily Portfolio through Targeted Disposition**

Chair Merkowitz provided an overview of the discussion regarding the rebalancing of HOC's Multifamily Portfolio through targeted dispositions. Chair Merkowitz also highlighted the agenda item is for discussion purposes only and there will not be any actions taken during the meeting. The discussion on Multifamily Disposition was to address questions that have been raised as well as to understand the considerations that may go into potential dispositions of multifamily properties that HOC owns. Chair Merkowitz introduced President Andrews, who provided an overview of the discussion. The Commission further deliberated with staff on the topic.

A motion was made by Commissioner Nelson and seconded by Commissioner Salomon to adjourn the meeting. Affirmative votes were cast by Commissioner Salomon, Nelson and Merkowitz. The Committee adjourned the meeting at 12:45 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer

/jlk