

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Minutes**

August 10, 2022

22-08

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted via a hybrid platform and teleconference on Wednesday, August 10, 2022, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:03 p.m. Those in attendance were:

**Present**

Roy Priest, Chair  
Frances Kelleher, Vice Chair  
Richard Y. Nelson, Jr., Chair Pro Tem  
Pamela Byrd  
Linda Croom

**Present via Zoom**

Jackie Simon

**Absent**

Jeffrey Merkowitz

**Also Attending**

Chelsea Andrews, Executive Director  
Zachary Marks  
Bonnie Hodge  
Darcel Cox

Aisha Memon, General Counsel  
Marcus Ervin  
Lynn Hayes  
Kathryn Hollister

**Also Attending via Zoom**

Elliott Rule  
Paige Gentry  
Gail Willison  
Leidi Reyes

Jennifer Arrington  
Timothy Goetzinger  
John Broullire

**IT Support**

Irma Rodriguez  
Aries "AJ" Cruz

**Commission Support**

Patrice Birdsong

Chair Priest opened the meeting welcoming all to the monthly meeting. There was a roll call of Commissioners participating.

I. **Information Exchange**  
**Community Forum**

- There were no speakers who signed up to address the Board.

**Executive Director**

- Chelsea Andrews, Executive Director, provided an overview of the written report as well as a slide presentation of events.

**Commissioner Exchange**

- Chair Pro Tem Nelson announced that the end of fall single audit report will be provided. He requested of the Chair and Executive Director to take the necessary steps to prepare an RFQ for an Internal Auditor.
- Chair Priest thanked the Commissioners for sharing information about the different organizations that they are a part of outside of HOC.

- II. **Approval of Minutes** – There was a discussion concerning a discrepancy in the HOC Minutes of July 13, 2022 made by Commissioner Simon. The discrepancy was related to the vote approving Resolution 22-56 – Authorization to Revise Administrative Plan for the Housing Choice Voucher Program to add Clarity to Chapters 4, 7, 8, and 21. The approval of the Minutes were table and reconvened for voting at 5:00 p.m. After discussion and review of the recorded meeting, the minutes were approved as submitted. The motion was made by Commissioner Croom and seconded by Commissioner Simon. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Byrd, Croom, and Simon. Commissioner Merkowitz was necessarily absent and did not participate in the vote.

**A. Approval of Minutes of July 13, 2022 Public Hearing**

**B. Approval of Minutes of July 13, 2022**

III. **COMMITTEE REPORTS AND RECOMMENDATIONS FOR ACTION**

**A. Administrative and Regulatory Committee – Com. Kelleher, Chair**

1. Authorization to Submit HOC's FY 2022 Section Eight Management Assessment Program Certification to HUC

Executive Director Andrews provided an overview, and introduced Darcel Cox, Chief Compliance Officer, and Lynn Hayes, Director of Housing Resources, who provided the presentation and addressed questions of the Commissioners.

The following resolution was adopted upon a motion by Vice Chair Kelleher and seconded by Commissioner Croom. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Byrd, Croom, and Simon. Commissioner Merkowitz was necessarily absent and did not participate in the vote.

**RESOLUTION NO.: 22-62**

**RE: Authorization to Submit HOC's Fiscal Year  
2022 Section Eight Management  
Assessment Program Certification to HUD**

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development ("HUD") require that the Housing Opportunities Commission of Montgomery County ("HOC") submit a Section Eight Management Assessment Program ("SEMAP") certification to HUD annually;

**WHEREAS**, the fiscal year ("FY") 2022 SEMAP certification, which measures the status of HOC's administration of the Section Eight Program for FY 2022, must be submitted to HUD within 60 days of the end of the FY; and

**WHEREAS**, staff has completed the FY 2022 SEMAP certification and recommends that it be submitted to HUD.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Executive Director, or her designee, is hereby authorized to submit the FY 2022 SEMAP Certification to HUD.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Executive Director, or her designee, is hereby authorized and directed, without any further action in its part, to take all other actions necessary and proper to submit the FY 2022 SEMAP certification to HUD.

**B. Development and Finance Committee – Com. Simon, Chair**

1. **Westwood Tower:** Approval to Draw on the PNC Bank, N.A. Real Estate Line of Credit to Provide Interim Financing for Westwood Tower Apartments

Marcus Ervin, Director of Development, and Kathryn Hollister, Senior Financial Analyst, provided presentation.

The following resolution was adopted upon a motion by Chair Pro Tem Nelson and seconded by Commissioner Simon. Affirmative votes were cast by Commissioners Priest, Kelleher, Nelson, Byrd, Croom, and Simon. Commissioner Merkowitz was necessarily absent and did not participate in the vote.

**RESOLUTION: 22-63**

**RE: Approval to Draw on the PNC Bank, N.A. Real  
Estate Line of Credit to Provide Interim Financing  
for Westwood Tower Apartments**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County ("HOC" or the "Commission") is the owner of a multifamily building located at 5401 Westbard Avenue, Bethesda known as Westwood Tower Apartments ("Westwood Tower" or the "Property"); and

**WHEREAS**, HOC acquired Westwood Tower on December 14, 2017 by drawing on its PNC Bank, N.A. Real Estate Line of Credit ("RELOC") and refinanced the draw with short-term acquisition financing ("Acquisition Loan") on March 26, 2018, which matures on August 26, 2022 ("Maturity Date"); and

**WHEREAS**, the Commission wishes to provide interim financing (“Interim Financing”) in an amount up to \$20.35 million to repay the Acquisition Loan on or before the Maturity Date; and

**WHEREAS**, the Commission wishes to makes draws on its RELOC to fully fund the Interim Financing; and

**WHEREAS**, the Commission wishes to provide the Interim Financing for a term that is coterminous with the expiration of the RELOC facility, which is on September 30, 2024.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County authorizes providing Interim Financing for the Property in an amount up to \$20.36 million.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that it authorizes taxable draws on the RELOC in an amount of up to \$20.36 million as a source for the Interim Financing.

**BE IT FURTHER RESOLVED** by the Housing Opportunities Commission of Montgomery County that the term of the Interim Financing be coterminous with the expiration of the RELOC facility on September 30, 2024.

**BE IT FURTHER RESOLVED** that the Housing Opportunities Commission Montgomery County authorizes the Executive Director, or her designee, without any further action on its part, to take any and all other actions necessary and proper to carry out the transaction and actions contemplated herein, including the execution of any documents related thereto.

Based upon this report and there being no further business to come before this session of the Commission, the Commission adjourned the open session at 6:31 p.m.

Respectfully submitted,

Chelsea Andrews  
Secretary-Treasurer

/pmb

**Approved: September 14, 2022**