

Tab 1

Meeting Minutes

**Meeting Minutes**

**Regular Meeting**

**July 27, 2022**

**Rockville Housing Enterprises  
Board of Commissioners Meeting Minutes  
July 27, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Regular Meeting on  
July 27, 2022**

**To Join via Zoom Video Conference:**  
<https://zoom.us/join> Meeting ID: 927 6506 5009 Passcode: 226657  
**To Join via Zoom Telephone Conference:**  
Dial In: 301-715-8592 Meeting ID: 927 6506 5009 Passcode: 226657

**Present**

Chairman – James Hedrick, PhD  
Commissioner- Edward J. Duffy  
Commissioner – Steve Marr  
Commissioner – Stacy Kaplowitz  
Commissioner – Nathan Robbins

**In Attendance**

Jessica Anderson, Executive Director RHE  
Monique Ashton, Councilperson City of Rockville  
Christele Etienbla, RHE Staff Deputy Director

6:30 PM Call to Order

Chairman Hedrick called the July 27, 2022, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

6:35 PM Consent Items

Chairman Hedrick called for a vote to approve the meeting minutes from the following Board Meeting minutes; June 22, 2022; Commissioner Marr moved the meeting minutes be approved; Commissioner Kaplowitz seconded the motion. All present voted aye.

6:38 PM Citizen Forum

Chairman Hedrick asked if there were any citizens present that had any comments. There were none.

Chairman Hedrick called for the next item on the agenda, Executive Director's Report:

**Activities during the month of June 2022**

Meetings/Activities

- Parkside Landing Property Management calls were held bi-weekly.

- Food Distributions at the David Scull Community are held twice weekly.
- RHE held a grant award event on June 28 with the HUD Field Office representatives to announce RHE's Radon Mitigation grant award of \$157,870
- RHE and Fireside/Parkside Landing staff attended the City of Rockville Town Hall on public safety and security on June 23

Upcoming Activities

- RHE Staff will be presenting the FY2023 Annual Plan and MTW Supplement for public posting in August. A series of required resident meetings will be held in September. The public hearing will be held on October 5, 2022.

Financial Management (See Tab 3)

Finance and Accounting Department has closed out the FYE2021 audit season. See Audit reports and summary in Tab 7 of this board report.

**Housing Choice Voucher (HCV) Program (404 Regular Vouchers ; ) FYB 10-1-2021**

The Net Restricted Assets (HAP) for the month of June 2022 is a negative (\$20,330). Year to date the HAP is a negative (\$458,232.75). The RNP based on the prior year balance of \$687,865 carried over is \$229,632.25.

The Un-Restricted Net Assets (Administrative Expenses) for the month ending June 2022 is a negative (\$19,077.36). Year to date is a \$ 25,757.01.

**Mainstream Vouchers (50 Mainstream) FYB 10-1-2021**

The Net Restricted Assets (HAP) for the month of June 2022 is a positive \$2,747. Year to date the HAP is negative (\$4,974.48) due from HUD reconciliation against held reserves necessary to reduce equity deficit to zero for financial reporting purpose.

The Unrestricted Net Assets (Administrative Expenses) for the month ending June 2022 is a positive \$1,064.38. Year to date is positive \$12,531.92.

**Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2021**

The Program cash flow for the month of June 2022 is a positive \$1,001. Year to date the HAP is negative (\$8,547). The prior year positive carry over amount is \$17,116 resulting in a program balance of \$8,569.

**Public Housing Program (PH) (76 PH Units) FYB 10-1-2021**

The Net Income on the PH Cash Flow Report for the month of June 2022 indicates a positive \$14,277.06. Year to date is a negative (\$59,858.11). Expenses will be reallocated from PH to RHEP Scattered Sites.

**RHE Properties Scattered (29 – Scattered Units) FYB 01-1-2022**

The Cash Flow Statement for the month ending June 2022 indicates a positive \$24,375.88. Year to date is a positive \$95,635.77.

**RELP – (56 Low Income Housing Tax Credit Units) FYB 01-1-2022**

The net income for RELP One for the month of June 2022 is a positive \$5,020.99. Year to date net income is a positive \$29,129.79.

**RHE Properties (4 – Affordable Units) FYB 01-1-2022**

The Cash Flow Statement for the month ending June 2022 indicates a negative (\$5,566.26) due to turnover and flooring replacement invoices for one unit in King Farm. Year to date is a negative (\$2,661.59).

**RHE Corporation (the General Partnership entity for RELP One) FYB 01-1-2022**

There was no activity for this entity during the month of June 2022. Year to date net income is \$0.

**RHE Development Account (bank account that receives and holds non-federal funds) FYB-10-1-2022**

The Cash Flow Statement for the month ending June 2022 indicates a positive \$ 6,144.25. Year to date net income is a negative (\$24,525.44).

**RHE FIRESIDE PARK FYB 01-2022**

The Cash Flow Statement for the month ending May 2022 indicates a positive \$134,173.79. Year to date net income is a positive \$647,854.81.

At the time of the printing of this report, the Financials for the month of June have not yet been received from RHE FIRESIDE PARK.

**Asset Management June 2022 (See TAB 4 and TAB 6 of Board Report)**

- PH Occupancy (David Scull) was as follows (76 units):
  - 94.74% for the month ending June – (4 vacancy)
  - Rent Collection Percentage 83%
- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):
  - 86.2% for the month ending June – (4 vacancy)
  - Rent Collection Percentage 101.21%
- RELP One Occupancy was as follows (56 units):
  - 96.4% for the month ending June – (2 vacant)
  - Rent Collection Percentage 86%
- RHEP Occupancy was as follows: (4 units).
  - 100% for the month ending June
  - Rent Collection Percentage 95.54
- Fireside Occupancy was as follows:
  - Occupancy – 97% occupancy rate for the month ending June

**Maintenance Activity Summary for June**

- RHE maintenance staff completed 91 work orders in June.

- RHE maintenance staff conducted preventive maintenance and housekeeping inspections for 19 units on First Street. These were the first preventive maintenance inspections since before Covid-19.
- RHE maintenance staff accompanied pest control on 20 preventive pest control appointments. These were the first preventive pest control treatments since before Covid-19.
- The maintenance department facilitated 26 HQS inspections with third-party landlords in the month of June.
- There were 3 move-in and 4 move-outs for June. Vacant units are in process of turnover.

### Housing Choice Voucher Program (HCVP) Management

#### **June 2022**

- HCV Program voucher units leased for the month ending June 2022 was 83.4%, and calendar year to date in June 2022 was 84.85%. HCV Program budget utilization for the month ending June 2022 was 101.31% and calendar year to date in June 2022 was 105.97%.
- The 50-unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization is 94% leased for the month of June 2022.
- The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, for which funds are allocated dollar for dollar based on utilization, is 100% leased for the month of June 2022.
- The 10 VASH vouchers are 30% leased. One applicant is conducting housing search. RHE receives referrals from the VA for VASH vouchers.

### Fostering Youth into Independence (FYI) Vouchers

- RHE has received sixteen (22) referrals from Montgomery County Child Welfare.
- RHE has been awarded fourteen (18) Fostering Youth into Independence Vouchers.
- RHE has issued fourteen (18) vouchers to youth transitioning into housing.
- Thirteen (13) vouchers are leased.

### Parkside Landing

**RHE Staff are working to plan for a grand reopening celebration. A date has been set for September 13, 2022.**

**Reporting Period:** June 2022

#### **Schedule**

- The project has achieved 100% completion.
- Relocation is complete
- A few minor parking lot improvements and scope related to the entrance retaining wall have been approved by the City and are pending issuance of permit.
- Development Team is working with GC to complete the cost certification.
- Jubilee has identified 100% of the committed clients for the development.



- **Career Service**
  - Maryland Workforce Exchange
  - Worksource Montgomery
  - Career Catchers
- **Scholarships**
  - Bernie Scholarship
  - Montgomery College
- **Resources:**
  - Computer Pick Up various locations in Montgomery County
  - Free internet for Low-Income Families
  - FREE Summer Camp with Team of Stars

**Other Discussions**

Director Anderson noted the need for a strategic planning session. November was floated as a good month to have the strategic planning session.

**7:03 PM City of Rockville (COR) Report**

Councilmember Monique Ashton presented the City of Rockville report.

- It was noted the Council took action on affordable housing issues. The MPDU rents were set to increase approximately 30%. The Council passed a smaller 4.6% rent increase cap for the MPDU rents.
- Mayor and Council will be going on recess in August. Council will be looking at performance measures to determine the effectiveness of government and how well Council is doing. The City is looking at increasing outputs on grants. The City has received grants relating to climate change and grants related to stormwater management. The goal is to upgrade the stormwater management plan to identify areas susceptible to flash flooding.
- The City has adopted requirements for home sales that will require radon testing.
- National Night Out is next Tuesday.
- The City of Rockville offers financial assistance to qualified families that reduces the cost of participating in City of Rockville Community Center activities.

Director Anderson noted National Night out will be held with Mt. Calvary Baptist church. RHE sponsored the taco truck.

7:00 PM Actions and Discussion –

**Audit Presentation FYE2021**

Director Anderson presented the audit reports for RHE programs for the fiscal year ending 2021. (See Board Packet for a copy of the power point presentation)

Discussions regarding the audit presentation including Councilmember Ashton asking if RHE has a need for donations and is there a need to acquire more units. Director

Anderson responded yes to both issues and noted that it helps if the City participates in acquisitions with financial contributions. Councilmember Ashton noted how the city is working to build in flexibilities incentives for developers to add more affordable units.

**Commissioners Comments**

Commissioner Duffy noted Board member should prepare written comments or ideas for the strategic planning session and send to the Director. Commissioner Marr expressed congratulations on a clean audit report.

**8:15 PM Adjourned**

Chair Hedrick called for a motion to adjourn. Commissioner Kaplowitz moved to adjourn; Commissioner Duffy seconded the motion. All present voted Aye.

**Meeting Minutes**

**Special Meeting**

**August 24, 2022**

**Rockville Housing Enterprises  
Board of Commissioners Meeting Minutes  
August 24, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Special Meeting on  
August 24, 2022**

**To Join via Zoom Video Conference:**  
*<https://zoom.us/join> Meeting ID: 927 6506 5009      Passcode: 226657*  
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**Present**

Chairman – James Hedrick, PhD  
Commissioner- Edward J. Duffy  
Commissioner – Steve Marr  
Commissioner – Stacy Kaplowitz  
Commissioner – Nathan Robbins

**In Attendance**

Jessica Anderson, Executive Director RHE  
Christele Etienbla, RHE Staff  
Asmara Habte, Director DHCD City of Rockville  
Monique Ashton, Councilperson City of Rockville  
Bridgett Newton, Mayor City of Rockville

5:41 PM Call to Order

Chairman Hedrick called the August 24, 2022, special meeting of the Rockville Housing Board of Commissioners Meeting to Order.

5:42 PM Executive Session

Chairman Hedrick called for a motion to suspend the open session and enter into Executive Session in accordance with Article 3-305(b)(3) to consider the acquisition of real property and matters related thereto. Commissioner Duffy moved to suspend the open session and enter into Executive Session; Commissioner Kaplowitz seconded the motion. All present voted aye. The open session was suspended and Executive Session began. Executive Session discussions were held.

Chairman Hedrick called for a motion to conclude the Executive Session and open the Regular Session. Commissioner Marr moved to conclude the Executive Session and commence the Regular Session; Commissioner Kaplowitz seconded the motion. All present voted aye.

7:25 PM Open Session Began

Chairman Hedrick called for a motion to authorize RHE Staff to pursue researching the potential acquisition of Scarborough Square. Commissioner Duffy moved to authorize RHE Staff to pursue researching the potential acquisition of Scarborough Square; Commissioner Marr seconded the motion. All present vote aye.

Chairman Hedrick called for a motion to suspend the RFP posting period to allow for a quick turnaround procurement for a contractor to conduct the feasibility analysis for the proposed purchase. Commissioner Marr moved to suspend the RFP posting period to allow for a quick turnaround procurement for a contractor to conduct the feasibility analysis for the proposed purchase; Commissioner Duffy seconded the motion. All present vote aye.

7:59 PM Adjourned

Chairman Hedrick called for a motion to adjourn. Commissioner Duffy moved to adjourn; Commissioner Kaplowitz seconded the motion. All present voted Aye.

**Meeting Minutes**

**Special Meeting**

**August 26, 2022**

**Rockville Housing Enterprises  
Board of Commissioners Meeting Minutes  
August 26, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Special Meeting on  
August 26, 2022**

***To Join via Zoom Video Conference:***

<https://us06web.zoom.us/j/86923424717?pwd=NkhvZGN4eXJxTzRvMGNiQUpKODAwUT09>

**Meeting ID: 869 2342 4717 Passcode: 682896**

***To Join via Zoom Telephone Conference:***

***Dial In: 301-715-8592 Meeting ID: 869 2342 4717 Passcode: 682896***

**Present**

Chairman – James Hedrick, PhD  
Commissioner- Edward J. Duffy  
Commissioner – Steve Marr  
Commissioner – Stacy Kaplowitz Absent Excused  
Commissioner – Nathan Robbins

**In Attendance**

Jessica Anderson, Executive Director RHE

3:30 PM Call to Order

Chairman Hedrick called the August 26, 2022, special meeting of the Rockville Housing Board of Commissioners Meeting to Order.

3:40 PM Agenda Item Discussion

Executive Director Anderson, presented the Contract with CDC Capital to conduct the due diligence and feasibility analysis needed for the acquisition of Scarborough Square Apartments and to secure financing proposals for the acquisition. The proposal submitted and the contract for services was discussed as well as the current ownership structure of Scarborough Square Apartments. Director Anderson noted a quick turn RFP was issued as was directly sent to 3 contractors that are known to have expertise in the area of conducting this type of financial analysis. Director Anderson noted there was only one respondent. The fees proposed are well within the establish HUD Safe Harbor guidelines for third party consultants for mixed finance real estate transactions.

Chairman Hedrick called for a motion to approve the contract with CDC Capital and authorize the Executive Director to execute the contract for services for the completion of due diligence and feasibility analysis and provision of financing options. Commissioner Duffy called for a motion to approve the contract with CDC Capital. Commissioner Marr seconded the motion. All present voted aye.

3:50 PM Adjourned

Chair Hedrick called for a motion to adjourn. Commissioner Duffy moved to adjourn; Commissioner Marr seconded the motion. All present voted Aye.

**Meeting Minutes**

**Special Meeting**

**September 9, 2022**

**Rockville Housing Enterprises  
Board of Commissioners Meeting Minutes  
September 9, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Special Meeting on  
September 9, 2022**

**To Join via Zoom Video Conference:**  
*<https://zoom.us/join> Meeting ID: 927 6506 5009 Passcode: 226657*  
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**Present**

Chairman – James Hedrick, PhD  
Commissioner- Edward J. Duffy  
Commissioner – Steve Marr  
Commissioner – Stacy Kaplowitz  
Commissioner – Nathan Robbins

**In Attendance**

Jessica Anderson, Executive Director RHE  
Christele Etienbla, RHE Staff  
Asmara Habte, Director DHCD City of Rockville  
Monique Ashton, Councilperson City of Rockville  
Mark Piechrezela, Councilperson City of Rockville  
Stacy Spann, CDC Capital  
Brian Kim, CDC Capital  
Ron Bell, Coates Rose  
Lawrence Cager, Montgomery County DHCD

5:41 PM Call to Order

Chairman Hedrick called the September 9, 2022, special meeting of the Rockville Housing Board of Commissioners Meeting to Order.

5:42 PM Executive Session

Chairman Hedrick called for a motion to suspend the open session and enter into Executive Session in accordance with Article 3-305(b)(3) to consider the acquisition of real property and matters related thereto. Commissioner Duffy moved to suspend the open session and enter into Executive Session; Commissioner Marr seconded the motion. All present voted aye. The open session was suspended and Executive Session began. Executive Session discussions were held.

Chairman Hedrick called for a motion to conclude the Executive Session and open the Regular Session. Commissioner Duffy moved to conclude the Executive Session and

commence the Regular Session; Commissioner Marr seconded the motion. All present voted aye.

7:38 PM Open Session Began

Chairman Hedrick called for a motion to introduce and approve Resolution number 2022-09 authorizing RHE to request the City of Rockville, to authorize Montgomery County, MD DCHD to exercise the Right of First Refusal on behalf of Rockville Housing Enterprises for the acquisition of Scarborough Square Apartments. Executive Director read the resolution. Commissioner Duffy moved to pass Resolution 2022-09; Commissioner Robbins seconded the motion. All present vote aye.

Chairman Hedrick called for a motion to introduce and approve Resolution number 2022-10 authorizing the Executive Director to execute the necessary documents to accept the Purchase and Sale Agreement and execute documents need to fund the required deposits. Executive Director read the resolution. Commissioner Duffy moved to pass Resolution 2022-09; Commissioner Robbins seconded the motion. All present vote aye.

8:10 PM Adjourned

Chair Hedrick called for a motion to adjourn. Commissioner Duffy moved to adjourn; Commissioner Marr seconded the motion. All present voted Aye.

**Meeting Minutes**  
**Special Meeting**  
**September 16, 2022**

**Rockville Housing Enterprises  
Board of Commissioners Meeting Minutes  
September 16, 2022 Board Meeting**

**The Board of Commissioners for Rockville Housing Enterprises Special Meeting on  
September 16, 2022**

**To Join via Zoom Video Conference:**  
<https://zoom.us/join> Meeting ID: 927 6506 5009 Passcode: 226657  
**To Join via Zoom Telephone Conference:**  
Dial In: 301-715-8592 Meeting ID: 927 6506 5009 Passcode: 226657

**Present**

Chairman – James Hedrick, PhD  
Commissioner- Edward J. Duffy  
Commissioner – Steve Marr  
Commissioner – Stacy Kaplowitz Absent, Excused  
Commissioner – Nathan Robbins

**In Attendance**

Jessica Anderson, Executive Director RHE  
Christele Etienbla, RHE Staff  
Ron Bell, Legal Counsel Coast Rose

1:00 PM Call to Order

Chairman Hedrick called the September 16, 2022, special meeting of the Rockville Housing Board of Commissioners Meeting to Order.

1:05 PM Executive Session

Chairman Hedrick called for a motion to suspend the open session and enter into Executive Session in accordance with Article 3-305(b)(3) to consider the acquisition of real property and matters related thereto. Commissioner Duffy moved to suspend the open session and enter into Executive Session; Commissioner Marr seconded the motion. All present voted aye. The open session was suspended and Executive Session began. Executive Session discussions were held.

Chairman Hedrick called for a motion to conclude the Executive Session and open the Regular Session. Commissioner Duffy moved to conclude the Executive Session and commence the Regular Session; Commissioner Marr seconded the motion. All present voted aye.

1:55 PM Open Session Began

Chairman Hedrick called for a motion to approve the Letter of Intent (LOI) of financing from Orlo regarding the purchase of Scarborough Square Apartments. Commissioner Duffy moved to approve the execution of the LOI. Commissioner Marr seconded the motion. All present voted aye.

2:00 PM Adjourned

Chair Hedrick called for a motion to adjourn. Commissioner Duffy moved to adjourn; Commissioner Robbins seconded the motion. All present voted Aye.