

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Minutes**

August 7, 2013  
13-09

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, August 7, 2013 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:20 p.m. Those in attendance were:

**Present**

Roberto Piñero  
Sally Roman, Vice Chair  
Michael Kator, Chair Pro Tem  
Pamela Lindstrom

**Not Present**

Jean Banks  
Rick Edson  
Michael Wienczek

**Also Attending**

Stacy Spann, Executive Director  
Andrew Oxendine  
Joy Flood  
Jim Atwell  
Bobbie DaCosta  
Audrey Rutkove  
Patricia Oliver  
Rita Harris  
Bill Anderson  
Cathy Kramer  
Larry Marbley  
Kenneth Thomas  
Yiping Ye  
Jennifer Arrington  
Ken Goldstraw  
Tonya Clark  
Marsha Smith  
Susan Yancy  
Sal Dangamuwa  
Nate McKinstry

Ken Tecler, Staff Counsel  
Kayrine Brown  
Patrick Mattingly  
Ifang Navintranonth  
Zachary Marks  
Michelle Wright  
Silvia Zelayandia  
Eugene Spencer  
Agnes Adebona  
Dean Tyree  
Sharon Marbley  
Louis Chaney  
Larry Johnson  
Jay Demory  
Bonnie Hodge  
Saundra Boujai  
Hiwote Yohannes  
Margaret Blassingame  
Berneta Green  
Tara Whicker

Lorie Seals  
Angela Coleman  
Terri Fowler  
Tom DeBrine

Lola Knight  
Maria Montero  
Belle Seyoum  
Racquel Mitchell  
Alethia Cooper

**Guest**

Craig Ballew, *Labor Attorney*  
Victoria Walters  
Esther Damon  
LaVata Wallace

**IT Support**

Irma Rodriguez  
Dominique Laws

**Commission Support**

Patrice Birdsong, *Spec. Asst. to the Commission*

Prior to the meeting convening, Patrick Mattingly, Human Resources Director, along with Division Directors presented Resolutions to employees retiring August 1, 2013.

The Consent Calendar was approved upon a motion by Chair Pro Tem Kator and seconded by Vice Chair Roman. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**I. CONSENT ITEMS**

**A. Approval of Minutes**

- **Approval of Minutes of Regular Meeting of July 17, 2013** – The minutes were approved as submitted.

**B. Adoption of Retirement Resolution for Lois Drew** – The following resolution was approved.

**RESOLUTION: 13-51**

**RE: Adoption of Retirement Resolution for Lois Drew**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Lois Drew for 25 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Lois began her career with HOC in 1988 as a Scattered Site Manager at Middlebrook Square; and

**WHEREAS**, in 2001, Lois was reassigned to Housing Inspector in the Rental Assistance Division. Lois took great pride in her work, had high regard for tenant integrity and did not compromise her position in enforcing program regulations and demonstrated a genuine concern for the community she served. As a result of her foresight and proactivity, properties inspected by Lois attained higher standards of maintenance and management.

**WHEREAS**, Lois is recognized for her professionalism, reliability, excellent organizational and time management skills, effective client and landlord relationships and as a valued team player; and

**WHEREAS**, Lois's years of service and expertise in the inspection process have benefitted HOC and the entire inspection team; and

**WHEREAS**, Lois earned many employee awards over the years including participation on a Work Quality Task Force in 1997 to establish a new Time and Attendance policy and implementation of Compressed and Flexible Work Schedules at HOC, for her teamwork in achieving a 95% goal for Housing Choice Voucher program lease-up effort as mandated by HUD in 2003, and for her work with data entry and reconciliation in the Yardi Voyager system implementation.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Lois for her many contributions and wishes her health and happiness in her retirement.

**C. Adoption of Retirement Resolution for Vivian Ferguson** – The following resolution was approved.

**RESOLUTION: 13-52**

**RE: Adoption of Retirement Resolution for Vivian Ferguson**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Vivian Ferguson for 15 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Vivian began her career with HOC in 1998 as Site Manager II for Middlebrook Square and Tobytown; and

**WHEREAS**, Vivian was promoted to Site Manager III in 2000. Following a complete renovation of Middlebrook Square, the property was renamed Seneca Ridge and Vivian continued to manage Seneca Ridge and Tobytown and took on additional duties as the Maintenance Manager for Lasko Manor; and

**WHEREAS**, Vivian has been a resourceful and valued team player, setting and meeting high standards for the maintenance of properties she has managed, including raising REAC scores at the properties and being unfailingly polite and professional in her dealings with residents, staff and others, including helping mediate an agreement between Tobytown homeowners and residents and HOC and helping these residents during a challenging 2006 property renovation while displaying the utmost care and concern for the well being of these residents; and

**WHEREAS**, Vivian was always willing to volunteer her time and expertise to assist others carry out their duties, including training other property managers and counselors; and

**WHEREAS**, Vivian earned numerous employee awards over the years including an award for her role as a key player in the transformation of Middlebrook Square and Tobytown into thriving communities. She received a Special Project award for outstanding performance during the complete renovation of Seneca Ridge to coordinate the work of contractors, architects and project managers. Vivian was also instrumental in assisting the Montgomery County Police to apprehend a fugitive wanted for murder in 2010.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Vivian for her many contributions and wishes her health and happiness in her retirement.

**D. Adoption of Retirement Resolution for Larry Johnson** – The following resolution was approved.

**RESOLUTION: 13-53**

**RE: Adoption of Retirement Resolution for  
Larry Johnson**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Larry Johnson for 26 years of dedicated service to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Larry began his career with HOC in 1987 as Custodian for Waverly House. In 1991, Larry was temporarily assigned to Leafy House for two years as a Security Officer. In May 1998, Larry accepted a career opportunity outside HOC and returned to the Agency later that year as Roving Custodian. He was promoted to Housing Inspector in the Rental Assistance Division in 2000; and

**WHEREAS**, Larry took great pride in his work, whether in maintenance or inspections. In addition to keeping Waverly House sparkling clean, for two years during his tenure there Larry volunteered his time on weekends to help with a garden and landscaping project. He often came in on his days off to help if he was needed. When he became an inspector, Larry continued to go the extra mile and not only performed and documented property inspections, but provided advice and referral information to landlords and managers to assist them with property repairs; and

**WHEREAS**, over the years, Larry's donations to the Sick Leave Donor Program to help his fellow employees were extraordinary. His generosity in donating hundreds of hours of sick leave is unprecedented at HOC; and

**WHEREAS**, Larry is recognized for his professionalism, reliability, excellent organizational and time management skills, effective client and landlord relationships and as a valued team player; and

**WHEREAS**, Larry's years of service and experience of the inspection process have provided immeasurable contributions to the entire inspection team including those who worked side by side as Housing Inspectors as well as supervisors and managers for whom he has worked during the course of his tenure; and

**WHEREAS**, Larry earned many employee awards over the years including a Special Project Award for his outstanding work in the development of a Resident Translator Handbook, for his teamwork in achieving a 95% goal for the Housing Choice Voucher program lease-up effort as mandated by HUD in 2003, for providing assistance to Arcola Towers during a major power outage caused by a hurricane, for his work with data entry and reconciliation in the Yardi Voyager system implementation, and for exemplary service in volunteering and assisting with initial or special inspections in other portfolios and participation on a Hoarding Task Force team.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Larry for his many contributions to HOC and wishes him health and happiness in his retirement.

**E. Adoption of Retirement Resolution for Leslie "Ray" Lewis** – The following resolution was approved.

**RESOLUTION: 13-54**

**RE: Adoption of Retirement Resolution for Leslie "Ray" Lewis**

**WHEREAS**, the Housing Opportunities Commission is indebted to Leslie ("Ray") Lewis for 22 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Ray began his career with HOC in 1990 as a Trades Maintenance Worker II at Middlebrook Square; and

**WHEREAS**, Ray was relocated to the East Deer Park Office scattered sites team in 2000. He was promoted to Lead Trades Maintenance Worker in 2005 and assigned to Emory Grove; and

**WHEREAS**, as a team leader Ray was very responsive and willing to meet with contractors and staff to provide technical advice and find ways to save money on property maintenance. Ray was helpful in evaluating major maintenance projects and worked closely with property managers to develop strong scope of work statements when hiring contractors. He provided keen oversight at Emory Grove and routinely helped out with property

maintenance issues at other properties. Ray possesses a good sense of humor and could always be counted on to keep his fellow workers smiling; and

**WHEREAS**, Ray earned many employee awards over the years, including a Special Project Award as a skilled craftsman in constructing a woodworking workshop at the East Deer Park Office, saving the Agency thousands of dollars in contracting costs; for outstanding performance with HVAC repairs and complete systems replacement in response to peak air conditioning season; and for exemplary service for his teamwork in assessing problems and proposing solutions to the multifamily team properties.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission expresses sincere thanks and appreciation to Ray and wishes him health and happiness in his retirement.

**F. Adoption of Retirement Resolution for Larry Marbley** – The following resolution was approved.

**RESOLUTION: 13-55**

**RE: Adoption of Retirement Resolution for  
Larry Marbley**

**WHEREAS**, the Housing Opportunities Commission is indebted to Larry Marbley for 34 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Larry began his career with HOC in 1978 as Custodian for Elizabeth House. Later that year, he was reassigned to Town Center; and

**WHEREAS**, in 1981, Larry was reassigned to Holly Hall and later to Arcola Towers. He was promoted to Trades Maintenance Apprentice for the Management Division in 1982. In 1989, Larry's position was reclassified to Inventory Warehouse Assistant at the Upper County Facility. In 1991, he was promoted to Trades Maintenance Worker I and, again, to Trades Maintenance Worker II in 1994; and

**WHEREAS**, he approached all his tasks with determination and was a dedicated, reliable employee who displayed a strong work ethic. Larry's dedication allowed him to advance and succeed in several positions which included Maintenance Apprentice in August 1990 and Inventory and Warehouse Assistant in May 1991 before transferring back to the maintenance field in September 2000 to seek additional job satisfaction and an opportunity for upward mobility in his pursuit of public service; and

**WHEREAS**, during the Summer of 1999 – one of the area's hottest on record – Larry was recognized with his team members for outstanding service in keeping the air conditioning units in HOC scattered site homes in good running order and making necessary repairs quickly to keep the apartments and homes cool, protecting the health and comfort of HOC residents; and

**WHEREAS**, while employed by the Agency, Larry earned a diploma in Air Conditioning and Refrigeration from the International Correspondence School and a Certificate from Southern Management Training Center in the Apartment Maintenance Program which aided in his promotion to the position of Trade Maintenance Apprentice; and

**WHEREAS**, Larry's attention to detail, his ability to communicate well with HOC residents and his willingness to share his expertise to help train co-workers benefitted HOC; and

**WHEREAS**, Larry earned numerous employee awards over the years including outstanding performance with DHCA Code Enforcement Inspections to address Section 8 issues and for HVAC repairs during peak seasons.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission expresses sincere thanks and appreciation to Larry for his many contributions and wishes him health and happiness in his retirement.

**G. Adoption of Retirement Resolution for Sharon Marbley** – The following resolution was approved.

**RESOLUTION: 13-56**

**RE: Adoption of Retirement Resolution for Sharon Marbley**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Sharon Marbley for 35 years of loyal service and dedication to the Agency and to the citizens of Montgomery County; and

**WHEREAS**, Sharon began her career with HOC in 1977 as Tenant Aide I for Bel Pre Square; and

**WHEREAS**, Sharon was promoted to Homeownership Specialist for Tenant Relations at the Kensington office in 1983 and to Program Specialist II in 1984. In 1988, Sharon was assigned to the Development Division and promoted to Program Specialist III in 1997; and

**WHEREAS**, in 1999, Sharon was promoted to Homeownership Coordinator for Single Family Programs in the Mortgage Finance Division. Hundreds of HOC residents have been able to purchase their first home in Montgomery County through the HOC Single Family Mortgage Purchase Program and the Housing Choice Voucher Homebuyer Program due to Sharon's efforts. She provided counseling, conducted workshops and offered encouragement to first time homebuyers as well as helping train lenders on how to implement HOC's homebuyer and closing cost assistance programs. Sharon also ran workshops and programs for employees including HOC staff and Park and Planning employees. Sharon excelled at marketing HOC's homeownership programs at various County fairs and housing conferences, helping HOC to expand its homeownership programs; and

**WHEREAS**, Sharon’s hard work, dedication, attention to detail and leadership skills have earned her the respect of her coworkers and managers and have contributed to the mission and goals of the Housing Opportunities Commission; and

**WHEREAS**, Sharon earned numerous employee awards over the years for her contributions to the success of Mortgage Finance programs including direct responsibility for the Neighborhood Initiative Program in 1998. Sharon worked closely with civic representatives, non-profits and members of other government agencies to implement the program and assist homebuyers. In 2007, HOC purchased and resold an unusually large number of MPDUs to residents. Sharon’s role included showing units to residents, managing the sales contract and mortgage application process, and recovering over \$200,000 owed to HOC from homeowners who had sold their homes without the required sharing of profits with HOC.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Sharon for her many contributions and wishes her health and happiness in her retirement.

**H. Adoption of Retirement Resolution for John Mcllroy** – The following resolution was approved.

**RESOLUTION: 13-57**

**RE: Adoption of Retirement Resolution for John Mcllroy**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to John Mcllroy for 32 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, John began his career with HOC in 1980 as Property Manager in the Housing Management Division; and

**WHEREAS**, John was promoted to Modernization Manager in 1988. He remained with the Housing Management Division until 2012 when he was reassigned to the Executive Division as a result of a reorganization. John continued his work as Modernization Manager in the department of Asset Management and Construction; and

**WHEREAS**, John successfully managed HOC capital funds and maintained a high level of control over projects and, chiefly due to his efforts, HOC was able to consistently receive a “high performer” rating in the HUD Capital Fund Program; and

**WHEREAS**, by working through the Montgomery County Department of Environmental Protection, John was successful in procuring County Weatherization grant funds which enabled HOC to update and renovate homes in its Opportunity Housing portfolio and help residents reduce their energy bills; and

**WHEREAS**, John successfully managed many HOC projects including the renovation of homes in the Neighborhood Conservation Initiative and Neighborhood Stabilization Program, the renovation of Arcola Towers, Elizabeth House and Holly Hall and consistently kept his projects on budget and on time; and

**WHEREAS**, John's oversight of projects ensured strict compliance with requirements of programs including Davis Bacon and Section 3 reporting; and

**WHEREAS**, John excelled in customer service and consistently maintained good relationships with contractors, County personnel and co-workers and expanded and refined the skills of his Construction Management Team; and

**WHEREAS**, John earned numerous employee awards over the years for leading the physical rehabilitation of Camp Hill Square in 1987; for his efforts in planning, obligating and expending modernization funds in a timely and cost-effective manner as recognized by HUD in 1999 and a total weighted PHMAP score of 99.25% designating HOC as a high performer; and for managing energy performance contracts with available stimulus grants and public housing capital funds in 2009.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to John for his many contributions and wishes him health and happiness in his retirement.

- I. **Adoption of Retirement Resolution for Jean "Sandy" Tuttle** – The following resolution was approved.

**RESOLUTION: 13-58**

**RE: Adoption of Retirement Resolution for Jean "Sandy" Tuttle**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Jean ("Sandy") Tuttle for 15 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Sandy began her career with HOC in 1998 as Resident Counselor III for Washington Square, providing supportive services to multifamily communities; and

**WHEREAS**, in 2004 Sandy was reassigned to the Preservation Properties Program at Paddington Square to continue her work with HOC's multifamily population; and

**WHEREAS**, Sandy puts 100 percent into her endeavors, demonstrating creativity and a dogged persistence in providing services to her residents. At Washington Square, she became an integral part of the community and the Family Resource Center. She developed numerous

programs, recruited local businesses for assistance and helped draw up a State of Maryland bill to enhance funding for after school activities; and

**WHEREAS,** Sandy has been responsible for creating many new programs at Paddington Square, reaching out to organizations such as the YMCA, IMPACT Silver Spring, the Friends of Bethesda Library, Manna Food and others to bring youth activities, education, emergency services and cultural enrichment. Through Sandy's efforts, a large colorful mosaic mural was created by Paddington Square youth working with a local art organization, *Arts on the Block*. The mural, "It Takes a Village" was permanently installed poolside at Paddington Square and will enhance the property for decades to come; and

**WHEREAS,** Sandy was an energetic part of the movement to address neighborhood crime by joining forces with the local police precinct and surrounding community. She led the effort to create a full Neighborhood Watch Program for Paddington Square and the surrounding streets, which lowered crime in the neighborhood. She effectively lobbied the utility company to install better lighting, which contributes to a more inviting and safer neighborhood; and

**WHEREAS,** Sandy earned an award for her outstanding contributions in serving the Washington Square community.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Sandy for her many contributions and wishes her health and happiness in her retirement.

**J. Adoption of Retirement Resolution for Don Wade** – The following resolution was approved.

**RESOLUTION: 13-59**

**RE: Adoption of Retirement Resolution for Don Wade**

**WHEREAS,** the Housing Opportunities Commission of Montgomery County is indebted to Don Wade for 20 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS,** Don began his career with HOC in 1993 as Trades Maintenance Worker for Middlebrook Square; and

**WHEREAS,** in 1997, Don was promoted to Scattered Sites Manager and, again, in 2000 to Project Manager in the Housing Management Division; and

**WHEREAS,** in 2013 Don was assigned to the Real Estate Division as a result of a reorganization. Don performed his duties for HOC in a conscientious and responsible manner, frequently putting in extra time to complete projects; and

**WHEREAS**, as a Scattered Site Manager, Don was a positive force in helping HOC maintain good relationships in communities with scattered sites and met often with dozens of HOAs, helping to implement HOC's Good Neighbor Program. He also involved himself in community events, pitching in during community clean up days and encouraging HOC residents to take steps to improve their community and meet their neighbors; and

**WHEREAS**, as a Project Manager in HOC's Modernization Office, Don assisted with physical need assessments of HOC properties, helped develop bid documents, provided oversight of contractors, supervised architects and engineers working on HOC projects -- including homes purchased by HOC as part of the Neighborhood Stabilization Program -- helped prepare HOC's Five Year Capital Fund plan for HUD, monitored repair and renovation work budgets, ensured HOC compliance with handicapped access regulations, complied with HUD and HOC procurement regulations and served as the agency's expert on lead based paint, ensuring that all HOC public housing is lead free. Don was key to the successful completion of the many ARRA (American Recovery and Reinvestment Act) projects HOC undertook in 2009; and

**WHEREAS**, Don is known for his initiative and excellent customer service and as a valued team player; and

**WHEREAS**, Don earned numerous employee awards over the years including the comprehensive exterior renovation of seven multi-family public housing communities with Capital Grant and County funds in 2001. Don led the development and implementation of a compendium of renovation plans, each tailored to the community, and transformed the properties to vibrant communities. Don also successfully implemented an Opportunity Housing Weatherization Program in partnership with the Montgomery County Department of Housing and Community Affairs in 2011. Weatherization services were provided to more than 300 families living in scattered sites to lower their energy consumption and reduce their utility bills.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Don for his many contributions and wishes him health and happiness in his retirement.

**K. Adoption of Retirement Resolution for Yvonne Walters** – The following resolution was approved.

**RESOLUTION: 13-60**

**RE: Adoption of Retirement Resolution for Yvonne Walters**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Yvonne Walters for 19 years of loyal and dedicated service to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Yvonne began her career with HOC in 1993 as Rental Assistance Clerk; and

**WHEREAS**, in 2004, Yvonne was reassigned to the Executive Division as File Clerk and later to Receptionist with responsibility for providing assistance to walk-in clients and telephone inquiries; and

**WHEREAS**, Yvonne relocated to the Housing Resources Division as File Clerk in 2008 and relocated once more to the Silver Spring Customer Service Center in 2011. Yvonne's diligence, cooperative spirit and genuine concern for the residents she served were appreciated by her co-workers and HOC clients; and

**WHEREAS**, Yvonne earned numerous employee awards over the years for her teamwork in assisting the Waiting List office during periods of recruitment and staff absences, for outstanding performance with clients and support of the Rental Assistance Division through maintenance of filing systems, and for her teamwork in achieving a 95% goal for the Housing Choice Voucher program lease-up effort as mandated by HUD in 2003.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Yvonne for her many contributions and wishes her health and happiness in her retirement.

**L. Adoption of Retirement Resolution for Silvia Zelayandia** – The following resolution was approved.

**RESOLUTION: 13-61**

**RE: Adoption of Retirement Resolution for  
Silvia Zelayandia**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Silvia Zelayandia for six years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Silvia began her career with HOC in 2007 as Assistant Site Manager for Paddington Square; and

**WHEREAS**, Silvia was transferred to Camp Hill Square in 2011 as Assistant Property Manager; and

**WHEREAS**, Silvia has been a resourceful and valued team player and was always willing to assist residents in any way she could. Silvia displayed dedication and commitment to her duties during the renovation of Paddington Square, working seven days a week at times, if necessary, to keep the renovation on schedule; and

**WHEREAS**, Silvia was a positive force in developing good relations between HOC and its residents and neighbors. She helped out with many community activities, assisting the

Neighborhood Watch Program, Community Pool Party, National Night Out and other property-sponsored events; and

**WHEREAS**, Silvia was excellent at marketing her properties, both in person and on the phone, meeting with prospective renters and providing Spanish translation and interpreting services when needed; and

**WHEREAS**, Silvia earned an award in 2011 for her outstanding assistance with the renovation of Paddington Square Apartments. She provided guidance to residents who were being relocated, monitored progress of contractors and clean up efforts, and attended evening resident renovation meetings as a translator.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County expresses sincere thanks and appreciation to Silvia for her many contributions and wishes her health and happiness in her retirement.

## **II. INFORMATION EXCHANGE**

- A. Report of the Executive Director** – Mr. Spann reported on the following: There will be more retirement receptions within the next two months; The five (5) Town Hall Meetings have concluded, with well over 300 attendees at each session. Barbara Peters, Receptionist, was available for Spanish interpretation. Commissioners Piñero and Lindstrom attended separate meetings and thought they were done very well. He also reported that, per the request of Commissioner Banks, staff is working on scheduling Town Hall Meetings at the Elderly Properties.
- B. Commissioner Exchange** – Chair Piñero announced that he, Mr. Spann and staff would be meeting with CASA de Maryland, Inc. on August 14<sup>th</sup>.
- C. Resident Advisory Board** – None
- D. Status Report**
  - 1. Proposed Process for Contracts Awarded to Minority Owned Business** – Jim Atwell, Internal Auditor, updated the Board on Montgomery County's Process and suggested that HOC work with the County and follow their process.

## **III. COMMITTEE REPORTS and RECOMMENDATIONS FOR ACTION**

### **A. Development and Finance Committee – Commissioner Lindstrom, Chair**

#### **1. Approval to Select a Pool of Architects for Preliminary Consulting Services**

Kayrine Brown, Director of Mortgage Finance/Real Estate Development and Zachary Marks, Housing Acquisitions Manager, requested the Board's approval on the selection of architectural consultants on an as-needed basis. Eighteen responses from the Request for Proposal (RFP) were received, ten of the top scoring firms were recommended. Staff also

requested approval of an annual spending cap of \$300,000 that is allocable across the individual contracts.

The following resolution was adopted upon a motion by Chair Pro Tem Kator and seconded by Vice Chair Roman. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION: 13-62**

**RE: Approval to Select a Pool of Architects for Preliminary Consulting Services**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (HOC) has an ongoing need to undertake due diligence and evaluate potential acquisitions and renovations of properties; and

**WHEREAS**, the evaluation of the potential projects often requires the services of a qualified architect; and

**WHEREAS**, to solicit proposals from qualified architectural firms interested in providing these services on an as-needed basis, HOC released a Request for Proposals (RFP No. 1878) (the "RFP") on May 2, 2013; and

**WHEREAS**, 18 proposals were timely received in response to the RFP; and

**WHEREAS**, the RFP attached a weight of 70% to the firm's qualifications for the job and 30% to the fee to be charged; and

**WHEREAS**, each of the 18 proposals were evaluated, assigning numerical values to the firms' experience in Montgomery County, experience with affordable housing, general ability, qualifications, price, sustainability experience, site plan evaluation; and

**WHEREAS**, applying the criteria described above, the 10 highest overall scores were received by Miner Feinstein Architects, Bennett Frank McCarthy, A.R. Meyers, Architecture by Design, Grimm & Parker, KGD Architects, Mark Thomas Architects, Design Collective, EDG, Tori Gallas & Partners.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County authorizes the Executive Director to execute contracts with Miner Feinstein Architects, Bennett Frank McCarthy, A.R. Meyers, Architecture by Design, Grimm & Parker, KGD Architects, Mark Thomas Architects, Design Collective, EDG, Tori Gallas & Partners, for consulting services on an as-needed basis for an annual amount not to exceed \$50,000 each with an annual spending cap of \$300,000 allocable across the individual contracts.

**IV. ITEMS REQUIRING DELIBERATION and/or ACTION**

**A. Authorization to Submit FY 2013 Section Eight Management Assessment Program (SEMAP) Certification to HUD**

Jim Atwell, Internal Auditor, reported on HUD's mandate rule that housing agencies submit annually the SEMAP Certification.

The following resolution was adopted upon a motion by Vice Chair Roman and seconded by Commissioner Lindstrom. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION: 13-63**

**RE: Authorization to Submit FY 2013 Section Eight Management Assessment Program (SEMAP) Certification to HUD**

**WHEREAS**, HUD regulations require that the Housing Opportunities Commission submit the Section Eight Management Assessment Program certification annually; and

**WHEREAS**, the certification, which measures the status of HOC's administration of the Section Eight Program for Fiscal Year 2013, must be submitted to HUD within 60 days of the end of the fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Executive Director is hereby authorized to submit the FY 2013 SEMAP Certification to HUD.

**B. Approval for Executive Director to Execute Contract with SwishData Corporation for Storage Technology**

Scott Ewart, Chief Information Officer and Ken Goldstraw, Network Manager, addressed the Commission to request approval for the Executive Director to enter into a contract with SwishData Corporation for storage technology due to aging Storage Area Network (SAN).

The following resolution was adopted upon a motion by Vice Chair Roman and seconded by Commissioner Lindstrom. Affirmative votes were cast by Commissioners Piñero, Roman, Kator and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION: 13-64**

**RE: Approval for Executive Director to Execute Contract with SwishData Corporation for Storage Technology**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County requires a new storage system to replace the aging Storage Attached Network (SAN) system in place today; and

**WHEREAS**, the current storage system is nearing maximum capacity and as such, critical data and operations could be negatively affected; and

**WHEREAS**, the budget for this purchase was approved during the FY'14 budget process; and

**WHEREAS**, SwishData Corporation offers the most competitive solution to replace HOC's SAN and offers GSA Schedule 70 pricing.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Executive Director is authorized to execute a contract in the amount of \$449,446 with SwishData Corporation for storage technology.

### **Approval of Management Contracts**

Andrew Oxendine, Acting Director of Property Management and Bobbie DaCosta, Program Oversight Manager, reported on the selection of property management contracts for individual managed properties. Chair Pro Tem Kator suggested that future reports go through the Budget, Finance and Audit Committee prior to presentation to the full Board.

#### **C. Approval of Management Contract for Diamond Square Apartments**

The following resolution was adopted upon a motion by Chair Pro Tem Kator and seconded by Vice Chair Roman. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION: 13-65**

**RE: Approval of Management Contract for Diamond Square Apartments**

**WHEREAS**, the Housing Opportunities Commission issued a Request for Proposal (RFP) for management of Diamond Square Apartments; and

**WHEREAS**, based on the criteria included in the RFP and pricing from two responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real

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Estate scored the results and determined that McShea Management is the most qualified to manage Diamond Square Apartments.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of three (3) years with McShea Management for property management services at Diamond Square Apartments.

**I HEREBY CERTIFY** that the following resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013

**D. Approval of Management Contract for The Metropolitan and Strathmore Court Apartments**

The following resolution was adopted upon a motion by Vice Chair Roman and seconded by Commissioner Lindstrom. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION: 13-66**

**RE: Approval of Management Contract for The Metropolitan and Strathmore Court Apartments**

**WHEREAS**, the Housing Opportunities Commission issued a Request for Proposal (RFP) for management of The Metropolitan Apartments and Strathmore Court Apartments; and

**WHEREAS**, based on the criteria included in the RFP and pricing from six responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that Bozutto Management is the most qualified to manage The Metropolitan Apartments and Strathmore Court Apartments.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of one (1) year with Bozutto Management for property management services at The Metropolitan Apartments and Strathmore Court Apartments.

**I HEREBY CERTIFY** that the following resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013

**E. Approval of Management Contract for Westwood Tower and Chevy Chase Lake Apartments**

The following resolution was adopted upon a motion by Vice Chair Roman and seconded by Commissioner Lindstrom. Affirmative votes were cast by Commissioners Piñero, Roman,

Kator, and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION: 13-67**

**RE: Approval of Management Contract  
for Westwood Tower and Chevy  
Chase Lake Apartments**

**WHEREAS**, the Housing Opportunities Commission issued a Request for Proposal (RFP) for management of Westwood Tower and Chevy Chase Lake Apartments; and

**WHEREAS**, based on the criteria included in the RFP and pricing from six responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that McShea Management is the most qualified to manage Westwood Tower and Chevy Chase Lake Apartments.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of three (3) years with McShea Management for property management services at Westwood Tower and Chevy Chase Lake Apartments.

**I HEREBY CERTIFY** that the following resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013

**F. Approval of Management Contract for Greenhill Apartments and Townhomes**

The following resolution was adopted upon a motion by Vice Chair Roman and seconded by Commissioner Lindstrom. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION: 13-68**

**RE: Approval of Management Contract  
for Greenhill Apartments and  
Townhomes**

**WHEREAS**, the Housing Opportunities Commission issued a Request for Proposal (RFP) for management of Greenhills Apartments and Townhomes; and

**WHEREAS**, based on the criteria included in the RFP and pricing from four responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that McShea Management is the most qualified to manage Greenhills Apartments and Townhomes.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of three (3) years

with McShea Management for property management services at Greenhills Apartments and Townhomes.

**I HEREBY CERTIFY** that the following resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013

**G. Approval of Management Contract for Pooks Hill Mid-Rise and Pooks Hill Tower**

The following resolution was adopted upon a motion by Vice Chair Roman and seconded by Commissioner Lindstrom. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION: 13-69**

**RE: Approval of Management Contract  
for Pooks Hill Mid-Rise and  
Pooks Hill Tower**

**WHEREAS**, the Housing Opportunities Commission issued a Request for Proposal (RFP) for management of Pooks Hill Mid-Rise and Pooks Hill Tower; and

**WHEREAS**, based on the criteria included in the RFP and pricing from six responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that Vantage Management is the most qualified to manage Pooks Hill Mid-Rise and Pooks Hill Tower.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of three (3) years with Vantage Management for property management services at Pooks Hill Mid-Rise and Pooks Hill Tower.

**I HEREBY CERTIFY** that the following resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013

**H. Approval of Management Contract for Montgomery Arms Apartments**

The following resolution was adopted upon a motion by Vice Chair Roman and seconded by Commissioner Lindstrom. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION: 13-70**

**RE: Approval of Management Contract  
for Montgomery Arms Apartments**

**WHEREAS**, the Housing Opportunities Commission issued a Request for Proposal (RFP) for management of Montgomery Arms; and

**WHEREAS**, based on the criteria included in the RFP and pricing from six responding companies, a panel of HOC staff from Property Management, Finance, Compliance and Real Estate scored the results and determined that Edgewood Management is the most qualified to manage Montgomery Arms.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission that the Executive Director is hereby authorized to execute a contract for the term of three (3) years with Edgewood Management for property management services at Montgomery Arms.

**I HEREBY CERTIFY** that the following resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013

**V. FUTURE ACTION ITEMS**

None

**VI. INFORMATION EXCHANGE (CONT'D)**

None

**VII. NEW BUSINESS**

**A. Authorization of Formation of VPC Two Corporation and Execution of Related Documents**

Jim Atwell, Internal Auditor, addressed the Commission to request authorization for the Executive Director to execute documents and necessary steps to create and establish VPC Two Corporation.

The following resolution was adopted upon a motion by Chair Pro Tem Kator and seconded by Vice Chair Roman. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, and Lindstrom. Commissioners Banks, Edson and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION NO.: 13-71**

**RE: Authorization of Formation of VPC Two Corporation and Execution of Related Documents**

**WHEREAS**, the Commission, a public body corporate and politic duly create, organized and existing under the laws of the state of Maryland, is authorized pursuant to the Housing

Authorities Law, organized under Division II of the Housing and Community Development Article of the Annotated Code of Maryland, (The "Act"), authorized to carry out and effectuate the purpose of providing affordable housing including the formation of a development corporation for that purpose; and

**WHEREAS**, the Commission applied for and HUD approved the disposition of 669 Public Housing units; and

**WHEREAS**, the application provided for the establishment of two corporations to be wholly controlled by the Commission to own and operate the units transferred out of the Public Housing program; and

**WHEREAS**, the Commission has already established VPC One Corporation which will own and operate the initial 390 units to be transferred; and

**WHEREAS**, the Commission seeks to create another corporation wholly controlled by the Commission to acquire 279 of the units to be transferred out of the Public Housing program.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that:

1. Intending to create under the Maryland Non-Stock Corporation Law a non-stock non-membership corporation to be known as VPC Two Corporation (the "Corporation"), the Commission authorizes and directs the Executive Director, acting as sole incorporator, to execute and file with the State of Maryland Articles of Incorporation and any amendment thereto, in the name of the Corporation, using the foregoing name or any name substantially similar thereto accepted by the State of Maryland Department of Assessments and Taxation.
2. The Articles of Incorporation shall provide that the initial directors of the Corporation shall be the members of the Commission then in office and that the board of directors shall number at least three (3) persons.
3. The authority conferred under this Resolution extends as well to any modifications, amendments and restatements of any agreements, instruments and other writings referred to in this Resolution

**I HEREBY CERTIFY** that the forgoing resolution was adopted by the Housing Opportunities Commission at a regular meeting conducted on August 7, 2013.

**B. Information Exchange - Commissioner Exchange (Continued)**

Commissioner Lindstrom briefed the Commission on HOC's plan to host a housing forum. Topics discussed were draft agenda, keynote speakers and topics, and sponsoring organizations.

Based upon this report and there being no further business to come before this session of the Commission, a motion was made, seconded and unanimously adopted to adjourn.

The meeting adjourned at 5:51 p.m.

Respectfully submitted,



Stacy L. Spann  
Secretary-Treasurer

/pmb