

**HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY**

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

**Minutes**

October 2, 2013

The monthly meeting of the Housing Opportunities Commission of Montgomery County was conducted on Wednesday, October 2, 2013 at 10400 Detrick Avenue, Kensington, Maryland beginning at 4:05 p.m. Those in attendance were:

**Present**

Roberto Piñero, Chair  
Sally Roman, Vice Chair  
Michael Kator, Chair Pro Tem  
Jean Banks  
Pamela Lindstrom  
Rick Edson

**Absent**

Michael Wienczek

**Also Attending**

Stacy Spann, Executive Director  
Ifang Navintranonth  
Gail Willison  
Patricia Oliver  
Sue Swierdsiol  
Scott Ewart  
Scott Ellinwood  
Tara Whicker  
Lorie Seal  
Diana Bird  
Eugene Spencer  
Nancy Scull  
Moustapha Diop  
Kenneth Thomas  
Sal Dangamuwa  
Jim Atwell  
Belle Seyoum  
Andrew Oxendine  
Denise Sadler  
Gail Gunod-Green

Ken Tecler, Staff Counsel  
Susan Smith  
Cathy Kramer  
Dean Tyree  
Katie Duffy  
Ellen Brown  
Milca Acevedo  
Margaret Blassingame  
Tom Debrine  
Geraldine DeMesme  
Claudia Wilson  
Fran Jamieson-Unger  
John Vass  
Kenneth Miller  
Heather Zetscher  
Lynn Manning  
Zachary Smith  
Chienying Wang  
Michele Henderson  
Yvette Williams

Tonya Clark  
Joy Flood  
Marsha Smith  
Rose Matthews  
Kitty McCoy  
Richard Hanks  
Jim Atwell  
Jay Shepherd  
Lola Knights

Carrie Smith  
Maria Montero  
Wilson Choi  
Emily Dorfman  
Antonia Whitfield  
Gina Smith  
Clarence Landers  
Christopher Donald

**Commission Support**

Patrice Birdsong, Spec. Asst. to Commission

**IT Support**

Dominique Laws  
Irma Rodriguez

Prior to the meeting convening, Chair Piñero and Commissioner Banks recognized Norman Dreyfuss, former HOC Commissioner and current Montgomery County Planning Board Member, for his exceptional and ongoing commitment to HOC families, particularly his generous donation to a summer camp fund allowing 66 children to participate in summer camps during 2013. Patrick Mattingly, Human Resources Director, along with Division Directors, presented Resolutions to employees retiring effective September 30, 2013.

The Consent Calendar, items A-O, was approved upon a motion by Vice Chair Roman and seconded by Commissioner Edson. Affirmative votes were cast by Commissioners Piñero, Roman, Kator, Banks, Edson, and Lindstrom. Commissioner Wiencek was necessarily absent and did not participate in the vote. At the request of the Commission, Consent Item P was moved to Deliberation.

**I. CONSENT ITEMS**

**A. Approval of Minutes**

- **Approval of Minutes of Regular Meeting of September 11, 2013** – The minutes were approved as submitted.

**B. Adoption of Retirement Resolution for Milca Acevedo** – The following resolution was approved.

**RESOLUTION: 13-84**

**RE: Adoption of Retirement Resolution for  
Milca Acevedo**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Milca Acevedo for 24 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Milca began her career with HOC in 1989 as Day Care Assistant II at Timberlawn Crescent; and

**WHEREAS**, during Milca's "first" career with HOC, she did an excellent job working with children in a day care setting, planning and implementing a daily learning program for a group of children, maintaining a safe and orderly learning environment and maintaining good rapport with parents; and

**WHEREAS**, in 1994, Milca's career took a new turn when HOC daycare centers closed. She was reassigned to Resident Accounting Clerk Trainee in the Finance Division; and

**WHEREAS**, in 1996, Milca successfully completed the trainee program and was promoted to Resident Accounting Clerk. In 1999, she was promoted again to Resident Accounting Clerk II and to Resident Accounting Specialist I in 2003; and

**WHEREAS**, Milca processed deposits, tenant refunds, rent receivable postings, and portable voucher payments. She provided excellent customer service to HOC residents, staff and co-workers, responding quickly to requests, emails and questions. She was known as the "go to" person for all Spanish-speaking clients wanting to discuss their rent issues; and

**WHEREAS**, Milca consistently provided patient and knowledgeable assistance to clients, particularly during upgrades to HOC financial systems. During HOC's transition to an online rent payment system, she worked closely with clients to make sure they understood how the system functioned; and

**WHEREAS**, Milca's can-do attitude and willingness to help co-workers contributed to a positive work environment and ensured prompt and accurate processing of payments; and

**WHEREAS**, Milca did an excellent job training junior and temporary staff on HOC financial processes and systems, including processing rent payments, charge batches, NSF processing and others. Milca also trained and worked closely with staff from other divisions, working with the Housing Resource Division and Federal Programs to resolve and report any discrepancies; and

**WHEREAS**, Milca established a good working relationship with the Agency's bank and was extremely helpful in resolving issues related to deposits; and

**WHEREAS**, Milca was always willing to go the extra mile to help the Agency's financial team when challenges arose. During periods when the office was short-staffed, she cheerfully filled in for others when needed; and

**WHEREAS**, Milca earned numerous employee awards over the years for her outstanding service in HOC's child care program, for her initiative and teamwork in accepting additional responsibilities to support the Resident Accounting Office, and for significant contributions and support in the conversion of the accounting system to Yardi.

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

**C. Adoption of Retirement Resolution for Margaret Blassingame** – The following resolution was approved.

**RESOLUTION: 13-85**

**RE: Adoption of Retirement Resolution  
for Margaret Blassingame**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Margaret Blassingame for 28 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Margaret began her career with HOC in 1985 as Daycare Teacher for the Middlebrook Preschool Center; and

**WHEREAS**, in 1988, Margaret was promoted to Daycare Center Director I at Emory Grove. She was promoted again in 1992 to Center Director II with the consolidation of the Emory Grove and Washington Square daycare programs; and

**WHEREAS**, in 1994, Margaret was reassigned to Resident Counselor Trainee and successfully completed her training program in 1995. She was promoted to Resident Counselor III; and

**WHEREAS**, Margaret was deeply committed to serving the needs of HOC clients, providing information, referrals, crisis intervention, counseling and other supportive services at the Gaithersburg Customer Service Center and, earlier in her career, at HOC's Day Care Center. Her extensive knowledge of Federal, County, State, private and nonprofit organizations enabled her to quickly find resources and services for people in need and earned her the title "Referral Guru" among her colleagues; and

**WHEREAS**, Margaret was meticulous in her delivery of services to clients. She had expertise in assessing problems and working with clients to develop realistic solutions, providing follow-up and help to ensure their success; and

**WHEREAS**, Margaret coordinated with team members to plan and produce holiday food and gift drives for clients, special events for children, educational workshops for clients, helped clients apply for college scholarships and worked closely with resident associations, developing positive working relationships with clients; and

**WHEREAS**, over the years, thousands of HOC clients benefitted from Margaret's assistance in finding appropriate financial, educational and psychological services when needed; and

**WHEREAS**, Margaret routinely worked after hours and on weekends if it was necessary to help her clients and co-workers; and

**WHEREAS**, Margaret earned many employee awards over the years for her teamwork in taking on additional caseloads to help out whenever the office was understaffed, for exceptional service delivery to the Parkway Woods community, and for her contributions to the Pay for Performance working group.

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

**D. Adoption of Retirement Resolution for Ellen Brown** – The following resolution was approved.

**RESOLUTION: 13-86**

**RE: Adoption of Retirement  
Resolution for Ellen Brown**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Ellen Brown for 24 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Ellen began her career with HOC in 1989 as a Program Aide II for the Agency's Congregate Housing Program which provided support and assistance to seniors living at Leafy House, Arcola Tower, Elizabeth House, Waverly House, Bethany House and Holly Hall. She provided housekeeping services and served lunch and dinner to the residents; and

**WHEREAS**, during a 1996 winter blizzard, with little regard for her own safety, Ellen traveled to Arcola Towers to grocery shop and prepare meals for the seniors for a week, even staying at Arcola Towers to make sure all of the residents were cared for and fed; and

**WHEREAS**, in 2001, the Congregate Housing Program ended and Ellen transferred to the Towne Centre Place Family Resource Center in Olney as a Community Aide. She helped plan and facilitate Family Resource Center activities for HOC clients including a cooking class and a sewing program; and

**WHEREAS**, Ellen single handedly managed and distributed food deliveries and pickups from local restaurants, food bank services and the summer lunch program for HOC clients; and

**WHEREAS**, Ellen earned numerous employee awards for her exceptional customer service to residents and for her outstanding teamwork in accepting additional responsibilities to assist with the operation of the Congregate Housing Services Program. Ellen was also recognized for her contributions in organizing sign-in sheets and inputting data in spreadsheets in preparation of a biannual report for the Sandy Spring and Towne Centre Place communities.

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

**E. Adoption of Retirement Resolution for Thomas Debrine** – The following resolution was approved.

**RESOLUTION: 13-87**

**RE: Adoption of Retirement  
Resolution for Thomas Debrine**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Thomas (“Tom”) Debrine for 32 years of loyal service and dedication to the Agency and to the citizens of Montgomery County; and

**WHEREAS**, Tom began his career with HOC in 1981 as Mortgage Loan Underwriter. In 1985 Tom accepted a career opportunity outside HOC and returned to the Agency in 1986 as Single Family Underwriter in the Mortgage Finance office; and

**WHEREAS**, Tom was promoted to Single Family Loan Management Coordinator in 1989 and again to Single Family Loan Management Supervisor in 1997; and

**WHEREAS**, since 1997 and under Tom’s management, the Single Family program issued 121 series of new and refunding bonds totaling \$1.17 billion and used \$410 million to create 2,530 new low cost mortgages for first time home buyers in Montgomery County; and

**WHEREAS**, over the past several years, HOC’s mortgage programs thrived -- in spite of a challenging economy -- largely due to innovations which Tom helped to implement at HOC, including adding new lenders to the Mortgage Purchase Program, implementing increases in income limits for the Program, conducting specialized lender training sessions, helping the County implement a new county employee closing cost assistance program and implementing a closing cost assistance program for the city of Gaithersburg which generated revenue for HOC; and

**WHEREAS**, in 2012 Tom helped HOC transition the HOC Mortgage Purchase Program into the Mortgage Backed Securities business which will enable HOC’s homebuyer programs to remain in the business of providing mortgages to first time homebuyers in an environment of low mortgage rates and uncompetitive bond rates. Tom led the effort to select and implement new software to manage the homebuyer programs and select a loan reservation system in support of the MBS business; and

**WHEREAS**, Tom managed the HOC Home Ownership Program, which helps HOC residents purchase their first homes; and

**WHEREAS**, Tom’s customer service excellence increased the high regard the lending community has for HOC Homeownership Programs and HOC staff; and

**WHEREAS**, Tom earned numerous employee awards over the years for development and implementation of the Agency's Closing Cost Assistance Program in 1997; exceptional management of significant changes to the Single Family Mortgage Purchase Program in 2003 and 2004, making HOC a competitive force as a lender and contributing to the financial health of the Agency; and for his integral role in implementation of the U.S. Treasury Department, Fannie Mae and Freddie Mac Initiative for Housing Finance Agencies which responded to the municipal market collapse of 2008 and enabled HOC to issue bonds in escrow at low rates that were converted into long-term bonds for the benefit of first-time homebuyers in Montgomery County; and

**WHEREAS**, Tom's legacy will be his contributions to 32 years of an HOC program which was only two years old when he joined it and one that experienced many boom and bust cycles of the real estate housing market and survived one of the worst financial crisis in the nation's history, but one that remains healthy and continues to serve the citizens of Montgomery County. Tom will also be remembered as a fixture at the Montgomery County Agricultural Fair, the Affordable Housing Conference, the County Housing Fair, and the National Association of Local Housing Finance Agencies conferences where he interacted with community groups, housing advocates, realtors, lenders and trade groups, always promoting the Single Family Mortgage Purchase Program and learning new ideas and trends to enhance the program.

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

**F. Adoption of Retirement Resolution for Geraldine DeMesme** – The following resolution was approved.

**RESOLUTION: 13-88**

**RE: Adoption of Retirement  
Resolution for Geraldine DeMesme**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Geraldine DeMesme for 23 years of loyal and dedicated service to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Gerri began her career with HOC in 1990 as Accounting Assistant; and

**WHEREAS**, Gerri was promoted to Accountant I in 1993 and to Accountant II in 1994;  
and

**WHEREAS**, Gerri worked closely with other HOC departments and outside management companies to review and analyze Agency property financial statements, review audited financial statements, prepare annual property tax returns, prepare and analyze bank

reconciliations prepared by management companies and assist with REAC reporting requirements; and

**WHEREAS**, Gerri is a self-starter who often volunteered for new projects that benefitted her entire office; and

**WHEREAS**, Gerri's expertise and understanding of HOC's financial reporting requirements and her thoroughness in preparing and reviewing reports benefitted HOC and contributed to the financial community's high regard for HOC's financial reporting; and

**WHEREAS**, Gerri is recognized for her professionalism, reliability, excellent organizational and time management skills and as a valued team player; and

**WHEREAS**, Gerri earned numerous employee awards over the years for her contributions to year-end tax credit audits and at times when the Finance Division was understaffed or property management companies changed. Gerri worked closely with the new management companies to explain HOC policies and accounting procedures and ensured that all properties had back-up for the Year 2000 conversion. Gerri was also recognized for taking on additional work projects, for her role as Acting Managed Property Accountant, and for training new employees and temporary staff.

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

**G. Adoption of Retirement Resolution for Gonzalo Guerra** – The following resolution was approved.

**RESOLUTION: 13-89**

**RE: Adoption of Retirement  
Resolution for Gonzalo Guerra**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Gonzalo Guerra for 21 years of dedicated service to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Gonzalo began his career with HOC in 1991 as Trades Maintenance Worker II at the Upper County Facility; and

**WHEREAS**, Gonzalo's expertise in plumbing, HVAC installation and repairs, appliance installation and repairs, carpentry, cabinetry, electrical installation and other critical property maintenance skills kept HOC properties well maintained and in good running order. Gonzalo was praised by HOC clients and coworkers for his abilities; and

**WHEREAS**, over the years, Gonzalo has helped remodel hundreds of kitchens and bathrooms for HOC, exhibiting excellent workmanship; and

**WHEREAS**, Gonzalo was well-known for his positive attitude and customer service skills and could always be counted on to do the job right the first time; and

**WHEREAS**, Gonzalo is recognized for his professionalism, reliability, excellent organizational and time management skills and as a valued team player; and

**WHEREAS**, Gonzalo earned numerous employee awards over the years and was designated East Deer Park Employee of the Month on two occasions. In 1998, Gonzalo earned a Special Project Award for his skilled craftsmanship in constructing a Wood Working Shop at the East Deer Park Office, saving the Agency over \$4,000 in outside contracting work. Gonzalo was also recognized for his contributions to repairs and replacement of HVAC systems, again with savings of thousands of dollars in contractor's costs.

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

**H. Adoption of Retirement Resolution for Kenneth Miller** – The following resolution was approved.

**RESOLUTION: 13-90**

**RE: Adoption of Retirement  
Resolution for Kenneth Miller**

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

**WHEREAS**, Kenny began his career with HOC in 1987 as Trades Maintenance Apprentice II in the Upper County office; and

**WHEREAS**, in 1989, Kenny was promoted to Procurement and Inventory Assistant. Later that year, he was promoted to Facilities Maintenance Worker in the Housing Management Division; and

**WHEREAS**, Kenny transferred to the Executive Division as Records Management Clerk II in 1993; and

**WHEREAS**, Kenny assisted with special courier and delivery services including the transport of rent check pouches to designated site locations. He also processed Section 8 checks and vendor checks for Accounts Payable, along with processing receipts for rent payments and billing requests for the Tenant Accounting Department; and

**WHEREAS**, Kenny was always cheerful and flexible as HOC procedures changed over the years. Kenny helped the Agency move to a computerized database for records management and helped other HOC staff learn the new system; and

**WHEREAS**, Kenny was reliable and always willing to help out other staff with a wide range of projects and duties; and

**WHEREAS**, Kenny earned numerous employee awards over the years for his exemplary support of the Facilities Department's workload during staff shortages and relocation of the Records Center. Kenny was also recognized for his contributions in converting the office supply system to a computerized system and for his courage and support of the Facilities Department during the September 11, 2001 national crisis. At the time, many mail couriers and postal facilities were concerned with the implications of Anthrax and the safety and health of staff and clients. HOC implemented significant changes to security protocol in the mail room. Kenny never wavered in his responsibility to handle HOC's mail in a safe and secure manner.

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

I. **Adoption of Retirement Resolution for Andrew Oxendine** – The following resolution was approved.

**RESOLUTION: 13-91**

**RE: Adoption of Retirement  
Resolution for Andrew Oxendine**

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

**WHEREAS**, Andrew began his career with HOC in 1986 as Trades Maintenance Worker I for Arcola Towers; and

**WHEREAS**, in 1989, Andrew was promoted to Lead Trades Maintenance Worker. Through his diligence and outstanding performance, Andrew was again promoted in 1995 to Resident Manager III of Arcola Towers where he excelled at managing the property including reducing turnover, maintaining a low vacancy rate, managing maintenance staff, improving the landscaping of the building and reaching out to community partners to bring new services and improvements to residents; and

**WHEREAS**, in 1997, Andrew was promoted to Property Manager where he oversaw the management of numerous HOC properties and assumed management functions in the Property Management Division. Andrew conducted asset management of several HOC properties including ensuring that the physical plants, residents, communities and regulatory and financial viability needs of the properties were met. Andrew had a "vision" for the communities under his management. He successfully implemented the Drug Elimination grant program, started and planned major renovations at Camp Hill Square, Emory Grove and Washington Square and assumed responsibility for a new Agency security program; and

**WHEREAS**, Andrew was promoted in 2001 to Senior Property Manager. Andrew excelled in managing a large staff at the Agency's East Deer Park office where he improved accountability and set high standards for his employees. Andrew was able to bring out the best in his staff, quickly recognizing potential and supporting staff in their training needs and work goals. He was well liked and well respected throughout HOC; and

**WHEREAS**, in 2007, Andrew was promoted to Assistant Director of Housing Management. He served as Acting Director of Property Management from February 2011 to February 2012 and, again, from October 2012 through September 2013; and

**WHEREAS**, Andrew was an outstanding leader always willing to work with his employees on almost any chore, rolling up his sleeves to lead his staff. His strong leadership skills helped HOC and the community during the difficult days and weeks that followed the 2000 murder of Tony Davis, an HOC employee working at an HOC property in Germantown; and

**WHEREAS**, during his tenure Andrew successfully reached out to political, government and community leaders in support of HOC clients and their communities. One example of his involvement is Tobytown. Andrew was the liaison between Tobytown and the Agency, ensuring swift and equitable resolutions to disputes; and

**WHEREAS**, Andrew was always willing to take on extra tasks including representing HOC on a local cable TV channel and meeting with a group of graduate students seeking information on HOC; and

**WHEREAS**, Andrew had one of the most challenging and complex jobs in the Agency and succeeded with finesse and tact, epitomizing the total professional in carrying out his responsibilities; and

**WHEREAS**, Andrew is recognized for his professionalism, reliability, excellent organizational and time management skills and as a valued team player; and

**WHEREAS**, Andrew earned numerous employee awards over the years for developing a Resident Translation Handbook in 1992; for exemplary performance and commitment to a Pay for Performance Working Group which led to the formulation of a new Pay for Performance Policy in 1999; for his dedication and support of Agency staff in the midst of a tragic accident at Middlebrook Square in 2000; for going above and beyond to assist the elderly and ensure their safety and well being and for arranging for a new chiller to be delivered, installed and operating in nine days as well as installation of 150 portable air conditioners; and for his vision and innovation in negotiating an exclusive agreement with Comcast that resulted in \$240,000 in revenue for the Commission.

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

**J. Adoption of Retirement Resolution for Larry Swartz** – The following resolution was approved.

**RESOLUTION: 13-92**

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

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

**WHEREAS**, Larry began his career with HOC in 2007 as Inventory Control Assistant for the Scattered Sites Program; and

**WHEREAS**, in 2008, Larry was promoted to Inventory and Control Specialist; and

**WHEREAS**, Larry ensured that the Agency's warehouse was supplied at all times with the parts and materials needed by property maintenance staff. He filled requests efficiently and tracked orders through the Agency's computer system. Larry was also responsible for maintaining the East Deer Park facility and assisted with vehicle maintenance; and

**WHEREAS**, Larry was attentive to the needs of the Agency's maintenance workers and excelled in anticipating the needs of maintenance staff and helping them get the correct material to get the job done; and

**WHEREAS**, Larry helped train coworkers on using the Agency's IWIN system and was a dedicated team member; and

**WHEREAS**, Larry earned an employee award for his outstanding customer service and support of the East Deer Park facility during times when the office was understaffed. Larry went above and beyond to ensure that the East Deer Park warehouse continued to run smoothly, often working extra hours so that maintenance staff would have the necessary parts to complete their work orders.

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

**K. Adoption of Retirement Resolution for Fran Jamieson-Unger** – The following resolution was approved.

**RESOLUTION: 13-93**

**RE: Adoption of Retirement  
Resolution for Fran Jamieson-Unger**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Fran Jamieson-Unger for 27 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Fran began her career with HOC in 1986 as Resident Counselor III; and

**WHEREAS**, Fran assisted hundreds of Housing Choice Voucher clients each year, helping to approve security deposit loans, provide short-term counseling and supportive services and provide information and referrals; and

**WHEREAS**, Fran is well known for her competency in helping clients in a caring and compassionate manner. During her career at HOC, she went all out to assist her clients, staying in touch with them, assessing their needs and helping them. During the Thanksgiving and Christmas holidays, Fran was especially helpful, coordinating, holiday food and gift donations and other special projects; and

**WHEREAS**, Fran played a leading role in serving the needs of HOC's Spanish-speaking clients, providing help that included interpreting, crisis intervention and case management; and

**WHEREAS**, Fran helped develop the Participant Education Awareness Program (PEAT), a very helpful tool used to provide education to Housing Choice Voucher participants and Waiting List applicants; and

**WHEREAS**, Fran earned many employee awards over the years including for her teamwork in achieving a 95% goal for the Housing Choice Voucher program lease-up effort mandated by HUD in 2003.

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

**L. Adoption of Retirement Resolution for Chienying Wang** – The following resolution was approved.

**RESOLUTION: 13-94**

**RE: Adoption of Retirement  
Resolution for Chienying Wang**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Chienying (“Chien”) Wang for 13 years of loyal and dedicated service to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Chien began her career with HOC in 2000 as Accounting Clerk I in the Finance Division; and

**WHEREAS**, in 2006, Chien was promoted to Payroll Assistant in the Executive Division; and

**WHEREAS**, over the course of her employment, Chien consistently did her job well, exceeding expectations and exhibiting dedication and perseverance when faced with new tasks or challenges; and

**WHEREAS**, as Accounts Payable Clerk, Chien provided oversight for HOC’s purchase order/payment process ensuring, among other tasks, that invoices and purchases orders were paid accurately and on time including payment of more than 2,000 HOA fees for which HOC is responsible. In carrying out her work, Chien applied her extensive knowledge of accounting to suggest procedural changes that enabled HOC to save money; and

**WHEREAS**, Chien’s high level of performance set a high standard for her division. She often volunteered for difficult projects and gladly took on additional duties during a coworker’s absence for several months; and

**WHEREAS**, when Chien was promoted to Payroll Assistant in the Executive Division, she quickly mastered a set of complex payroll processes to ensure that employees were paid accurately and on time, as well as making sure employee leave was accounted for correctly. Chien patiently and conscientiously worked with supervisors and employees to resolve any discrepancies; and

**WHEREAS**, Chien is recognized for her professionalism, reliability, excellent organizational and time management skills and as a valued team player; and

**WHEREAS**, Chien earned numerous employee awards over the years for her exemplary work in paying HOA fees timely and eliminating late fees, monitoring vendor invoices to avoid double billing, and implementing an inventory list of units managed by HOA management companies to verify units owned by HOC and ensure against overpaid or underpaid HOA fees. Chien was also recognized for her outstanding performance in the completion of various payroll projects and for conversion to a new payroll system in 2010.

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

**M. Adoption of Retirement Resolution for Yvette Williams** – The following resolution was approved.

**RESOLUTION: 13-95**

**RE: Adoption of Retirement  
Resolution for Yvette Williams**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is indebted to Yvette Williams for 11 years of loyal service and dedication to the Agency and the citizens of Montgomery County; and

**WHEREAS**, Yvette began her career with HOC in 2002 as Program Assistant in the Rental Assistance Division; and

**WHEREAS**, Yvette was promoted to Administrative Assistant to the Director of Resident Services later that year; and

**WHEREAS**, Yvette provided excellent customer service to the Resident Services Division and provided a range of valuable services including editing and proofreading monthly staff reports, Commission packet items, newsletters and letters and coordinating Resident Services Division meetings; and

**WHEREAS**, for many years, Yvette served as a point of contact for the Resident Advisory Board, keeping the Board apprised of meeting dates, processing Board travel vouchers and arranging catering for Resident Advisory Board events; and

**WHEREAS**, Yvette enthusiastically took on many new projects that exceeded her core responsibilities including Resident Services event planning, facilitating the campaign to choose a new logo for the Resident Advisory Board and serving as a trainer to help staff on using new software such as Tracking At A Glance; and

**WHEREAS**, Yvette was a valued team member and was always eager to help co-workers with special project requests, often under short deadlines; and

**WHEREAS**, Yvette earned employee awards for her contributions to the design, administration and improvement of an Agency training database designed to capture training data and allocate budgeted training funds for Division staff. Yvette was also recognized for her dedication and expertise in designing and implementing a gift card distribution system for residents in need of food, clothing and school supplies.

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

**N. Approval of Wages for Unrepresented Staff and the Approval of Wages for Represented Staff for FY'14 Wage Re-opener Negotiations** – The following resolution was approved.

**RESOLUTION: 13-96**

**RE: Approval of Wages for Unrepresented Staff and the Approval of Wages for Represented Staff for FY'14 Wage Re-opener Negotiations**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County is required by law to enter into a collective bargaining agreement for those employees of the Commission who are covered under the Collective Bargaining Law that went into effect as of October 1, 1999; and

**WHEREAS**, the Commission and the Municipal County Government Employees Organization (MCGEO), who is the exclusive union representative for those employees in the bargaining units of Service, Labor, and Trades (SLT) and Office, Professional, and Technical (OPT), have successfully negotiated the Collective Bargaining Agreement which is a three-year agreement for the period of July 1, 2012 through June 30, 2015; and

**WHEREAS**, the Collect Bargaining Agreement stipulates that there will be wage reopener negotiations for years two and three of the Agreement to address wage adjustments; and

**WHEREAS**, the wage reopener negotiations for wage adjustments for the second year of the Agreement began on April 1, 2013 and was completed on September 6, 2013; and

**WHEREAS**, the Union membership ratified the reopener negotiated wage adjustments for FY 2014 and FY 2015 in a meeting held on September 18, 2013 by a vote of 156 to 1.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County approves the Fiscal Year 2014 Wage Reopener Agreement and that the Agreement will become effective July 1, 2013. Effective the first pay period after July 1, 2013, each actively employed bargaining unit member, at the time of payment, shall receive a three percent (3.00%) general wage adjustment. Effective the first full pay period after July 1, 2014, each actively employed bargaining unit member, at the time of payment, shall receive a three percent (3.00%) general wage adjustment. All actively employed part time bargaining unit members shall receive a pro rata wage adjustment based on the work year designation of each individual position computed on a full time equivalent salary.

**BE IT FURTHER RESOLVED** that bargaining unit members who receive a fully satisfactory FY 2013 performance evaluation shall receive a two and three-quarter percent (2.75%) annual pay increment effective the first pay date in September 2013. Bargaining unit members who receive a fully satisfactory FY 2014 performance evaluation shall receive a two and three-quarter percent (2.75%) annual pay increment effective the first pay date in September 2014. An employee who fails to obtain fully satisfactory performance evaluation shall receive a pro-rated amount of the two and three-quarter percent (2.75%) annual pay increment from the date that the bargaining unit member successfully completes a performance improvement plan.

**BE IT FURTHER RESOLVED** that in Fiscal Year 2014, HOC will pay a one-half (0.5%) lump sum payment to all actively employed bargaining unit members who reached the top of grade as of September 1, 2013 and who receive a fully satisfactory FY 2013 performance evaluation. In Fiscal Year 2015, HOC will pay a one-half (0.5%) lump sum payment to all actively employed bargaining unit members who reached the top of grade as of September 1, 2014 and who receive a fully satisfactory FY 2014 performance evaluation.

**BE IT FURTHER RESOLVED** that the Wage Reopener Agreement extends the duration of the current Collective Bargaining Agreement from June 30, 2015 to June 30, 2016 and provides for a Wage Reopener for the final year of the contract with negotiations to begin no later than April 1, 2015.

**O. Approval of FY 2014 Compensation for Non-represented Merit System Staff for the Period July 1, 2013 Through June 30, 2014** – The following resolution was approved.

**RESOLUTION: 13-97**

**RE: Approval of FY 2014 Compensation  
For Non-represented Merit System  
Staff for the Period July 1, 2013  
Through June 30, 2014**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County approved the Collective Bargaining Agreement Wage Reopener for second year at a regular meeting on October 2, 2012; and

**WHEREAS**, the Commission wishes to award a compensation package for non-represented staff for FY2014 that is fair, equitable and consistent with that of represented employees.

**NOW, THEREFORE, BE IT RESOLVED** that effective the first pay period after July 1, 2013, each actively employed non-represented merit system staff member, at the time of payment, shall receive a three percent (3.00%) general wage adjustment. All actively employed part time non-represented merit system employees shall earn a pro rata wage adjustment based on the work year designation of each individual position computed on a full time equivalent salary.

**BE IT FURTHER RESOLVED** that non-represented merit system staff who receive a fully satisfactory FY 2013 performance evaluation shall receive a two and three-quarter percent (2.75%) annual pay increment effective the first pay date in September 2013. An employee who fails to obtain fully satisfactory performance evaluation shall receive a pro-rated amount of the two and three-quarter percent (2.75%) annual pay increment from the date that the merit system employee successfully completes a performance improvement plan.

**BE IT FURTHER RESOLVED** that in Fiscal Year 2014, HOC will pay a one-half percent (0.5%) lump sum payment to all actively employed non-represented merit system employees who reached the top of grade as of September 1, 2013 and who receive a fully satisfactory FY 2013 performance evaluation.

- P. **Ratification of Action Taken in Executive Session for the Acquisition of Brooke Park Apartments** - was moved from Consent Calendar to Deliberation at the request of Chair Piñero.

## II. **INFORMATION EXCHANGE**

- A. **Report of the Executive Director** – Mr. Spann reported that a banner was placed on HOC's website to remind clients that the Federal Government continues to be closed due to furlough. On September 27<sup>th</sup>, Eakin, Youngentob & Associates (EYA) Foundation sponsored a volunteer event at Parkway Woods, a property in Rockville. They committed over 80-volunteers and \$15,000 to a property renovation. The Family Self-Sufficiency's (FSS) 20<sup>th</sup> Anniversary Graduation Ceremony will be held on October 16<sup>th</sup> at the Silver Spring Civic Center. There are 28 graduates and County Executive Isiah Leggett will be delivering remarks.
- B. **Calendar** – Vice Chair Roman inquired about the Friends of HOC event. Mr. Spann report that it is postponed until next October 2014.
- C. **Commissioner Exchange** – Commissioner Lindstrom attended a panel discussion in Baltimore, MD featuring the Head of the Department for Housing Research and International Relations for the City of Vienna, Austria. HOC along with other Affordable Housing Agencies will be working on setting up a meeting with the speaker when he returns to the Metropolitan area in November 2013.

Chair Pro Tem Kator was concerned with the number of turnover in the Resident Services Department. Executive Director Spann assured him that it was nothing to be concerned about. The new Director, Fred Swan, would be coming on board soon. Being that this is one of three (3) retirement ceremonies, Resident Services Division may have had more retirees honored at this event.

- D. **Resident Advisory Board** – None

E. **Community Forum** – None

F. **Status Report** – None

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

A. **Budget, Finance & Audit Committee – Commissioner Kator, Chair**

1. **Acceptance of Fourth Quarter FY'13 Budget to Actual Statement**

Gail Willison, Chief Financial Officer and Terri Fowler, Budget Officer, reported that in FY'13, the Agency ended in a surplus due to savings of the General Fund. Most of the properties did meet their budget expectations. The Public Housing program ended with a surplus in operating funds.

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

**Resolution: 13-98**

**Re: Acceptance of Fourth Quarter  
FY'13 Budget to Actual  
Statements**

**WHEREAS**, the budget policy for the Housing Opportunities Commission of Montgomery County states that quarterly Budget to Actual Statements will be reviewed by the Commission; and

**WHEREAS**, the Budget, Finance and Audit Committee reviewed the Fourth Quarter FY'13 Budget to Actual Statements during its September 18, 2013 meeting; and

**WHEREAS**, the Agency ended the year with a surplus of \$66,801; and

**WHEREAS**, the Commission authorized the restriction of \$66,801 to the Opportunity Housing Fund Property Reserve (OHPR) to help fund the shortfall for capital needs that can be expected during the FY'15 budget season.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that it hereby accepts the Fourth Quarter FY'13 Budget to Actual Statements and corresponding restriction of the FY'13 surplus.

2. **Approval of Loans and Advances to Non-HOC Owned Entities as of June 30, 2013**

Gail Willison, Chief Financial Officer and Belle Seyoum, Controller, gave a brief report on the approval of transfers of HOC funds to any properties that HOC does not own. Ms. Willison explained that this item is included in the Budget Policy for Board's approval because there are funds that are spent during the year.

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

**RESOLUTION: 13-99**

**RE: Approval of Loans and  
Advances to Non-HOC Owned  
Entities as of June 30, 2013**

**WHEREAS**, in accordance with the Commission approved budget policies as amended on December 7, 1998, the Commission must approve any transfers of HOC funds to any properties HOC does not own; and

**WHEREAS**, at the October 3, 2012 meeting, the Commission approved \$35,530,117 in loans and advances to tax credit partnerships and \$1,164,631 to 236 properties as of June 30, 2012; and

**WHEREAS**, total advances to the tax credit partnerships increased by \$4,927,203 from \$35,530,117 on June 30, 2012 to \$40,457,320 as of June 30, 2013; and

**WHEREAS**, total advances to the 236 properties decreased by \$127,753, from \$1,164,631 on June 30, 2012 to \$1,036,878 as of June 30, 2013.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that \$40,457,320 in loans and advances to the tax credit partnerships and \$1,036,878 in advances to the 236 properties is approved as of June 30, 2013.

**3. Approval to Submit FFY 2014 Public Housing Operating Subsidy Calculations to HUD for the Period January 1, 2014 through December 31, 2014**

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

**Resolution: 13-100**

**Re: Approval to Submit FFY 2014  
Public Housing Operating Subsidy  
Calculations to HUD for the Period  
January 1, 2014 through  
December 31, 2014**

**WHEREAS**, HOC is required by HUD to submit a calculation of its Public Housing Operating Subsidy for each Asset Management Project (AMP) for the period January 1, 2014 through December 31, 2014.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that the Chair or his designee is hereby authorized to execute Form HUD-52723 (Calculation of Operating Subsidy) and Form HUD-52722 (Calculation of Utilities Expense Level) for the purpose of submitting staff's calculations of the Public Housing Operating Subsidy for the period January 1, 2014 through December 31, 2014.

**4. Approval of a Bridge Loan to Tanglewood & Sligo LP to Complete the Rehabilitation of Tanglewood and Sligo Hills Apartments**

Kayrine Brown, Director of Mortgage Finance/Real Estate and Richard Hanks, Real Estate, requested Board's approval of a Bridge Loan for Tanglewood and Sligo Hills to complete the project.

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

**RESOLUTION: 13-101**

**RE: Approval of a Bridge Loan to  
Tanglewood & Sligo LP to Complete  
the Rehabilitation of Tanglewood and  
Sligo Hills Apartments**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (the "Commission"), is the general partner in a limited partnership known as Tanglewood and Sligo LP (the "Partnership"); and

**WHEREAS**, the Partnership was established to provide the benefit of low income housing tax credits to certain property known as Tanglewood and Sligo Apartments located in Silver Spring pursuant to Section 42 of the Internal Revenue Code of 1986; and

**WHEREAS**, on January 2, 2013, construction began on the renovation of the property with a planned completion date of late March 2014; and

**WHEREAS**, based on the contractor's formal and informal time delay/extension requests, it is estimated that the work on the Property would not be finished before July 2014; and

**WHEREAS**, in addition, the renovation work on the Property has experienced significant unanticipated expenses relating to implementation of a Davis Bacon wage scale and changes in the work due to conditions on the Property that were not reflected on plans and drawings; and

**WHEREAS**, in an effort to reduce cost overruns and avoid delayed completion, the contractor has accelerated the schedule of the work on the property with the aim that the project be substantially completed by December 31, 2013; and

**WHEREAS**, it is estimated that the total impact of construction/hard cost adjustments that exceed the budgeted contingency (including acceleration of the progress schedule to substantially complete all the work by December 31, 2013) is approximately \$1.8 million, approximately half of which can be paid for through savings in other categories; and

**WHEREAS**, The Commission as the general partner and guarantor of the Partnership has obligations to assure that the work on the property is completed properly, that the tax credits are delivered as intended and that the property is occupied by qualified residents as quickly as possible; and

**WHEREAS**, given the circumstances, it is appropriate for the Commission to identify sources of funding to cover project costs beyond the current budgeted amount to complete the work on the property.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County authorizes a loan to the Partnership of up to \$1.2 million from the OHRF account to be utilized to pay project costs beyond that amount provided for in the current budget to complete the renovations of the Property with repayment anticipated to be made by September 30, 2014 with funds from the permanent financing of the Property and/or the development fee to be paid by the Partnership to the Commission.

**B. Development & Finance Committee – Commissioner Lindstrom, Chair**

**1. Approval to Select a Consultant to Provide Advisory Services in Support of HOC's Participation in HUD's Rental Assistance Demonstration (RAD) Program**

Kayrine Brown, Director of Mortgage Finance/Real Estate Development, and Zachary Marks, Assistant Director of New Development, requested the Board's approval to select a consultant to manage the regulatory and conversion processes.

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

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

**RESOLUTION: 13-102**

**RE: Approval to Select a Consultant to Provide Advisory Services in Support of HOC's Participation in HUD's Rental Assistance Demonstration (RAD) Program**

**WHEREAS**, the Housing Opportunities Commission of Montgomery County (HOC) has undertaken feasibility analysis as to the possible disposition of the Public Housing assets under its management via the Rental Assistance Demonstration (RAD) program; and

**WHEREAS**, the Commission solicited proposals from qualified consultants interested in and capable of providing expertise in support of HOC's potential disposition efforts by a Request for Qualifications (RFP No. 1883) (the "RFQ") on May 10, 2013; and

**WHEREAS**, the proposals received in response to the RFQ were evaluated, assigning numerical values to the firms' related experience and expertise, capacity, expertise and analysis, and pricing structure; and

**WHEREAS**, applying the criteria described above, the highest overall score was received by Morrison Avenue Capital Partners; and

**WHEREAS**, payment of the fee for each property would be made incrementally based on successful achievement in reaching three milestones: 1) receipt of the Commitment to enter into a Housing Assistance Payment contract ("CHAP"), 2) submission of the financing plan; and, 3) receipt of a RAD conversion commitment.

**NOW, THEREFORE, BE IT RESOLVED** that the Housing Opportunities Commission of Montgomery County authorizes the Executive Director to execute a contract with Morrison Avenue Capital Partners to provide technical assistance and expertise as defined in RFQ #1883 with a fee of \$600 per unit converted successfully through the RAD Program to be paid in increments based on achievement of milestones.

**BE IT FURTHER RESOLVED** that the contract with Morrison Avenue Capital Partners provides for performance of services for the 11 multifamily Public Housing properties currently under HOC ownership and that authorization to proceed with the application and processing under the RAD Program on any given property shall be based on task orders issued by HOC from time to time.

**BE IT FURTHER RESOLVED** that funding for the services of Morrison Avenue Capital Partners with respect to any property to obtain a CHAP will come, in part, from Capital Fund Program monies with the sources of additional funding for subsequent services to be determined by the Commission promptly after achievement of this milestone.

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

**A. Ratification of Action Taken in Executive Session for the Acquisition of Brooke Park Apartments – *this item was moved from Consent to Deliberation***

Kayrine Brown, Director of Mortgage Finance/Real Estate Development, and Christopher Donald, Housing Acquisitions Manager, gave a brief presentation and requested the Board's approval to ratify the acquisition of Brooke Park 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, and Kator. Commissioners Edson and Lindstrom voted against. Commissioners Banks and Wiencek were necessarily absent and did not participate in the vote.

**RESOLUTION: 13-103**

**RE: Ratification of Action Taken in Executive Session for the Acquisition of Brooke Park Apartments**

**WHEREAS**, Montgomery County has exercised its rights under Article 53A of the Montgomery County Code by matching the terms of a contract for the purchase (the "Contract") of the Brooke Park Apartments consisting of 18 units located at 6301-6307 MacArthur Boulevard in Bethesda (the "Property"); and

**WHEREAS**, the County proposes to assign its rights under the Contract to the Housing Opportunities Commission; and

**WHEREAS**, the current rents on the Property do not exceed 50% of Area Median Income (AMI) and, as proposed, the units will be rented to households with incomes at or below 65% AMI; and

**WHEREAS**, the County has provided a commitment for a loan to the Commission in the amount of \$5,200,000 (the "Loan") to cover acquisition and renovation costs for the Property; and

**WHEREAS**, after completing a thorough examination of the needs of the Property and determining the best options for permanent financing, the Commission will establish a Development Plan prior to beginning renovation of the Property.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Opportunities Commission of Montgomery County that it hereby approves the assignment of the PSA and acquisition of Brooke Park Apartments.

**BE IT FURTHER RESOLVED** that the Commission authorizes the Executive Director to:

1. Execute an assignment of the Purchase and Sale Agreement from Montgomery County for the acquisition of Brooke Park Apartments located at 6301-6309 MacArthur Blvd in Bethesda, MD for \$3.5 million.
2. Execute the commitment letter from Montgomery County for the Loan in the amount of \$5,200,000 from the Housing Initiative Fund for acquisition and construction costs.
3. Execute the note, deed of trust, regulatory agreement and related loan documents to obtain the Loan from Montgomery County and those documents necessary to acquire the Property including a closing statement, applicable affidavits and certifications to consummate the purchase.

**V. FUTURE ACTION ITEMS**

**None**

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

**None**

**VII. NEW BUSINESS**

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 6:03 p.m.

Respectfully submitted,

Stacy L. Spann  
Secretary-Treasurer

/pmb