

Minutes

HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

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

Budget, Finance and Audit Committee Minutes

May 19, 2023

For the official record of the Housing Opportunities Commission of Montgomery County, an open meeting of the Budget, Finance and Audit Committee was conducted via a hybrid platform (with some participating in-person and some participating online/via teleconference) on Friday, May 19, 2023, with moderator functions occurring at 10400 Detrick Avenue, Kensington, Maryland beginning at 10:03 a.m. There was a livestream of the meeting held on YouTube, available for viewing [here](#). Those in attendance were:

Present in Person

Richard Y. Nelson, Jr., Chair
Jeffrey Merkowitz – Chair Pro Tem, Commissioner

Via Zoom

Frances Kelleher, Vice Chair, Commissioner

Also Attending

Chelsea Andrews, Executive Director
Kayrine Brown, Deputy Executive Director
Terri Fowler, Budget Officer
Vivian Ikoru
Deanna Wharwood
John Wilhoit

Timothy Goetzinger, Acting Chief Financial Officer
Aisha Memon, General Counsel
Zachary Marks
John Brouilliere
Richard Congo

Via Zoom

Sean Asberry
Nilou Razeghi
Francisco Vega

Eugenia Pascal
Darcel Cox
Marcus Ervin

IT Support

Aries “AJ” Cruz

Commission Support

Jocelyn Koon, Senior Executive Assistant

Committee Chair Nelson opened the meeting with a welcome and introduction of Commissioner Kelleher, Commissioner Merkowitz, Commissioner Kelleher, and the Executive Director. Commissioner Nelson began the meeting with the approval of the minutes.

APPROVAL OF MINUTES

The minutes of May 12, 2023 meeting were approved as submitted with a motion by Commissioner Nelson and seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Merkowitz, Nelson and Kelleher,

ACTION/DISCUSSION ITEMS

- 1. Fiscal Year 2023 Third Budget Quarter Budget to Actual Statements Presentation:**
Presentation of the Third Quarter FY'23 Budget to Actual Statements

Chelsea Andrews, Executive Director, provided an overview of the presentation and introduced Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, and Terri Fowler, Budget Officer who provided the presentation on the FY 2024 General Fund. Staff addressed questions of the Commission. No formal action was taken.

- 2. Fiscal Year 2023 Third Quarter Unaudited Financial Statements:** Presentation of the Unaudited Financial Statements for the Third Quarter ended March 31, 2023

Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, provided an overview of the presentation and introduced Francisco Vega, Assistant Controller, who provided the presentation on the Third Quarter FY'23 Budget to Actual Statements. There were no questions to be addressed by the Commission. Commissioner Merkowitz made a motion to accept the Third Quarter Unaudited Financial Statements, seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Merkowitz, Nelson, and Kelleher.

- 3. Uncollectible Tenant Accounts Receivable:** Presentation of Request to Write-Off Uncollectible Tenant Accounts Receivable (January 1, 2023-March 31, 2023)

Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, provided an overview of the presentation and introduced Nilou Razeghi, Accounting Manager, who provided the presentation. Staff addressed questions of the Commission. Commissioner Kelleher made a motion to join with staff's recommendations to the commission authorizing the write-off of uncollectible tenant accounts receivable, seconded by Commissioner Merkowitz. Affirmative votes were cast by Commissioners Merkowitz, Nelson and Kelleher.

4. Calendar Year 2022 Audits: Presentation of Calendar Year 2022 Low Income Housing Tax Credit Partnerships and Limited Liability Company Audits.

Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, provided an overview of the presentation and introduced Claudia Wilson, Accounting Manager, who provided the presentation on the Calendar Year 2022 Audits. Staff addressed questions of the Commission. Commissioner Merkowitz made a motion to join with staff's recommendations to the Commission to accept the Calendar Year 2022 Audits, seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Merkowitz, Nelson, and Kelleher.

5. Calendar Year 2023 (CY'23) HOC at Westside Shady Grove, LLC (The Laureate) Budget Amendment: Presentation of CY'23 HOC at Westside Shady Grove, LLC (The Laureate) Budget Amendment

Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, provided an overview of the presentation and introduced Terri Fowler, Budget Officer, who provided the presentation on the Calendar Year 2023 (CY'23) HOC at Westside Shady Grove, LLC (The Laureate) Budget Amendment. Staff addressed questions of the Commission. Commissioner Merkowitz made a motion to join with staff's recommendations to the Commission to accept the Calendar Year 2023 (CY'23) HOC at Westside Shady Grove, LLC (The Laureate) Budget Amendment, seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Merkowitz, Nelson, and Kelleher.

6. Calendar Year 2023 (CY'23) Elizabeth House III LP (The Leggett) Budget Amendment: Presentation of CY'23 Elizabeth House III LP (The Leggett) Budget Amendment

Timothy Goetzinger, Chief Development Funds Officer/Acting Chief Financial Officer, provided an overview of the presentation and introduced Terri Fowler, Budget Officer, who provided the presentation. Staff addressed questions of the Commission. Commissioner Merkowitz made a motion to join with staff's recommendations to the Commission to accept the Calendar Year 2023 (CY'23) Elizabeth House III LP (The Leggett) Budget Amendment, seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Merkowitz, Nelson, and Kelleher.

7. Property Management Contracts: Approval Additional Extension of Property Management Contracts Expiring June 30, 2023 for: Alexander House, Cider Mill Apartments, Diamond Square, Fenton Silver Spring, Forest Oaks Towers, Georgian Court, Brookside Glen, Glenmont Crossing, Glenmont Westerly, Greenhills Apartments, MetroPointe Apartments, The Oaks at Four Corners, Stewartown Homes, and Westwood Tower; and

Approval Additional Extension of Property Management Contracts Expiring September 30, 2023 for: Camp Hill Square, Pooks Hill Court, Pooks Hill Tower, RAD 6 Development Corp. (Ken Gar, Parkway Woods, Sandy Spring Meadow, Seneca Ridge, Towne Centre Place, Washington Square), Residences on the Lane, Shady Grove Apartments, Spring Garden, and The Willows of Gaithersburg

Chelsea Andrews, Executive Director, provided an overview of the presentation and introduced Alex Torton, Asset Manager, who provided the presentation on the Extension of Property Management Contracts. Staff addressed questions of the Commission. Commissioner Merkowitz made a motion to join with staff's recommendations to the Commission to extend the Property Management Contracts, seconded by Commissioner Kelleher. Affirmative votes were cast by Commissioners Merkowitz, Nelson and Kelleher.

8. Action Plan Update: Update on the Action Plan in Response to Specific Audit Findings from the FY2022 Single Audit

Chelsea Andrews, Executive Director, provided an overview of the presentation and introduced Darcel Cox, Chief Compliance Officer, who provided the presentation on the Action Plan Update. Staff addressed questions of the Commission. No formal action was taken.

Based upon this report and there being no further business to come before this session of the Budget, Finance and Audit Committee, the meeting adjourned at 11:20 a.m.

Respectfully submitted,

Chelsea Andrews
Secretary-Treasurer

/jlk