

**HOUSING COMMISSION OF ANNE ARUNDEL COUNTY**  
**BOARD MEETING MINUTES**  
**August 21, 2017**

Present: Peter J. Ponne, Chairman  
Bob Bradshaw, Vice Chair  
Danny Boyd, Commissioner  
Beryle Downs, Commissioner  
Sandra Ervin, Commissioner  
Tanya Hill-Brown, Commissioner  
William F. Utz, Commissioner  
Carrie Blackburn Riley, Legal Counsel  
Clifton C. Martin, Chief Executive Officer  
Diane Haislip, Deputy Chief Executive Officer  
Gina Dyer, Director of Property Management  
Michael Hale, Director of Modernization  
Lanita Hillen, Director of Housing Services  
Christopher Ostovitz, Director of Information Technology  
William Sansing, Fiscal Analyst

Teleconference:

Absent: Carole Ann Brazeal, Executive Services Administrator  
Anupama Francis, Director of Finance

Guest: Lisa Sarro, Legal Aid

Location: HCAAC, 7477 Baltimore-Annapolis Blvd, Third Floor, Glen Burnie, MD 21061

Meeting called to order at 11:00 a.m. by Chair Ponne.

**RESIDENT COUNCIL**

Chairman Ponne noted no residents in attendance and no topics were presented for discussion.

**MINUTES**

Chair Ponne opened the discussion of the July 2017 minutes.

- Chair Ponne asked if there were any questions concerning the minutes from the July 2017 meeting.
- Legal Counsel Riley noted a few grammatical errors.
- Chair Ponne asked for a motion to approve the minutes with grammatical corrections. Motion made by Commissioner Ervin, seconded by Commissioner Utz and all in favor.

**BUSINESS AGENDA**

Chair Ponne moved on to the first item on the business agenda, Resolution #646 – MEEHA grant for Pinewood Village.

- Mr. Martin announced that the Housing Commission is going to be receiving \$673,144 in a grant for energy upgrades at Pinewood Village. This could take a large percentage of the future RAD renovations out of the future financing, which is a very positive development.
- MDHCD (Maryland Department of Housing & Community Development) issued a resolution for the board supporting the grant and authorizes us to move forward and execute the preliminary document for the grant.
- There appeared to be a clear discrepancy in the text of the resolution with Item #4 contradicting a previous Item. It was decided to approve the resolution striking the clear discrepancy in Item #4.
- Commissioner Ervin made a motion to approve resolution #646 with the removal of paragraph four, seconded by Commissioner Boyd and all in favor.

Chair Ponne moved on to the second item on the business agenda, Resolution #647 – Appointment of Peter Ponne to ACDS (Arundel Community Development Services) Board,

- Mr. Martin stated that every 3 years the board is required to appoint a liaison to serve as a board member to ACDS as their bylaws require a representative from this agency. Chairman Ponne has been serving in that capacity, and would like to remain on the board, Resolution #647 authorizes continuation of Chairman Ponne as the liaison to the ACDS board for the next 3-year term.
- Vice Chair Bradshaw made a motion to approve the resolution. Commissioner Downs seconded the motion and all in favor.

Chair Ponne moved on to the third item on the business agenda, Update on RAD Processes.

- Mr. Martin mentioned that starting in September we will be putting in the financial packages together for Pinewood Village, Pinewood East, Glen Square, and Stoney Hill.
- Mr. Martin stated that some years ago the Housing Commission partnered up with a shelter property called College Parkway Place. We signed on as minority owner obtaining a small percentage of ownership (<1%). Recently, Shelter sold all of their affordable housing properties to Enterprise. Since we are part owner, we received our portion of the sale proceeds, which totaled to be approximately \$972,000. This unrestricted income will take pressure off of the agency fronting some of the RAD expenses.

RAD Processes for Freetown Village:

- Mr. Martin reiterated that at the last board meeting DHCD rejected our renovation plan regarding the 4% tax credit deal for Freetown Village and wanted us to enhance renovations at Freetown.
- Mr. Martin stated that all the drawings are done and we are waiting on the final pricing to come in from Whiting Turner. Once the pricing is complete we will do a last look at the finance plan to see if there is a gap, and if so how it would be addressed. Once complete, the next step would be move to close; which is a long process.
- Mr. Martin said that the threshold set back of 48 units to 36 units in July has thrown a potential wrinkle into the November closing. Closing may be moved back a month or two, but that does not issue a cause for concern because we will still be very close to the production schedule. Legal Counsel Riley verified that HUD stated we have to close by the end of the year. Mr. Martin responded that HUD did state that closing would need to be done by end of year. However, Mr. Martin states that we can still pitch for the deadline to be moved. Ms. Haislip added that the HUD Project Manager was apprehensive on the closing date and did not feel that November was feasible. Legal Counsel Riley questioned if the representative from HUD will support the Commission in the request to push back the deadline, to which Ms. Haislip responded that the representative would support the extension of the deadline.

- Legal Counsel Riley asked if the reduction in number of units will change the profit calculations significantly. Mr. Martin answered that it would, but it would also change the loan amount. Ms. Haislip voiced that they increased the number of 3 bedroom units to try and compensate for the reduction in number of units. Legal Counsel Riley asked if the 3 bedroom units were subsidized units, and Ms. Haislip expressed they were both subsidized and market units.

#### RAD Processes for Meade Village:

- Mr. Martin said that we are on schedule with viability and commitment packages. Mr. Martin said that as of right now, we are on target with the conversion for Meade Village.

#### Mr. Martin gave an update on the DEMO/DISPO at Heritage Overlook:

- Mr. Martin stated that it is going "gangbusters". We are beginning conversations about leasing. The projected completion of construction is projected for February.
- Ms. Haislip stated that we are advertising in the MD Gazette on Wednesday (August 23, 2017) for the waitlist opening for both Heritage Overlook and Freetown Village. Ms. Haislip added that anyone on the Public Housing family waitlist that qualifies for a 0-4-bedroom family unit will automatically be placed on the new Freetown Village waiting list. Both Freetown Village and Heritage Overlook waitlist will open on September 1<sup>st</sup>.
- Legal Counsel Riley advised that while this decision seemed to be a benefit to all of those on the waitlist, who would now be on both lists; to be cautious so as to make certain that it is in concert with the agency plan.

#### Chair Ponne moved onto the Dashboard.

- Commissioner Bradshaw asked if the legal case was the same as previous reports. Legal Counsel Riley stated that client has recently filed a rent escrow case (set for hearing September 26). Resident is bringing up issues from 2014, which she believes are too old and is a backdoor way of seeking a rent adjustment. Ms. Haislip stated the resident has requested a grievance that has been granted and scheduled for August 22. Legal Counsel Riley added that if there were any further questions she would be available after the meeting.
- Commissioner Bradshaw then asked about a homicide case that happened last year at MV. Mr. Martin said the case was solved almost immediately after it had happened.
- Legal Counsel Riley then asked about section 9 and section E (page 63), HCV financials, as she was unclear on the balances. Mr. Martin indicated one report details cumulative reserves and the other was monthly expenses. Legal Counsel Riley confirmed she understood.
- Legal Counsel Riley ask about the E rating on the PH report for Meade Village and Mr. Martin stated it was for delinquency in rent collections. Ms. Haislip explained although the amount is higher than usual it is relatively minor and collections vary on the time of year.
- Commissioner Downs asked what 'extraordinary' expense on the financial reports meant. Ms. Haislip stated that it could be from any of the properties and could be expenses for additional landscaping, projects not anticipated at budgeting, emergencies, systems failures, etc. Ms. Haislip explained there are specific details for these items in the individual property reports.
- Commissioner Downs asked if the donation made to the Boys & Girls Club summer camp was something done all the time? Mr. Martin explained that over the years the participation from the community lessens due to the fee and this was a way to ensure our resident children attended. The board at a previous meeting also approved this amount.

Chair Ponne moved on to Old Business.

- No comments made.

Chair Ponne moved on to New Business.

- Mr. Martin announced that the next board meeting will be on September 18, 2017 at 6:30. at Freetown Village
- Mr. Martin stated that the next NAHRO conference is in October, and will be held in Pittsburgh and to advise staff if anyone was interested in attending.

Chair Ponne said if there is no other business we will adjourn, Chair Ponne asked for a motion to adjourn.

Commissioner Ervin made the motion and the meeting adjourned at 11:53 am.