

## **BOARD MEETING MINUTES**

**November 18, 2019**

**11 AM**

Present: Sandra Ervin, Vice Chair  
William Utz, Commissioner  
Jerry Benoit, Commissioner  
Tanya Hill-Brown, Commissioner  
Carrie Blackburn Riley, Legal Counsel  
Clifton C. Martin, Chief Executive Officer  
Diane Haislip, Deputy Chief Executive Officer  
Dean Hadjis, Chief Financial Officer  
Gina Gibson, Director of Property Management  
Christopher Ostovitz, Director of Information Technology  
Lanita Hillen, Director of Housing Services  
Pam Walton, Director of Housing Resources  
Alex Sankov, Development Manager  
Carole Ann Brazeal, Executive Services Administrator

Teleconference: Danny Boyd, Chair  
Beryle Downs, Commissioner

Absent: Pete Smith, Commissioner  
Michael Hale, Director of Modernization

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

Quorum Yes

### **MEETING CALLED TO ORDER AT 11:00 AM**

#### **ACKNOWLEDGEMENT OF GUESTS AND VISITORS**

Vice-Chair Ervin noted no residents in attendance. Vice-Chair Ervin welcomed guests Jeanne Jehl and Katherine Larrabee representing the League of Women Voters of Anne Arundel County Observer Corps. No topics were presented for discussion.

#### **APPROVAL OF PREVIOUS MEETING MINUTES – SEPTEMBER 2019**

Vice-Chair Ervin opened the discussion of the September 2019 minutes.

- Vice-Chair Ervin asked for a motion to approve the minutes. Motion made by Commissioner Benoit, seconded by Commissioner Utz and all in favor.

#### **BUSINESS AGENDA**

Vice-Chair Ervin moved on to the first item on the business agenda, Chief Executive Officer Report presented by Clifton Martin, Chief Executive Officer.

- Mr. Martin said Freetown Village is now in the final days of leasing the newly constructed units. At this point, we are looking to receive our next Developer Fee payment and relinquish of our hold against the loan during the construction phase. We expect those payments to come at the close of the 90-day period of leasing. Looking at adjacent site to possibly co-develop with Attman Properties.

- Mr. Martin said we have received the go ahead from HUD to close Meade Village and received the RCC (right to close). We are planning tentatively to close around December 15.
- Mr. Martin said we have decided now to start work on Glen Square and Stoney Hill as the first of the remaining 4 sites to move forward. Moseley Architects have reviewed the site at Glen Square and are proposing now to add units on the site. More news on this will come later.
- Mr. Martin said we plan to celebrate graduation of over 25 clients on November 15. These are 2018- 2019 graduates to date. Stay tuned for more news.

Vice-Chair Ervin moved on to the second item on the business agenda, approval of Resolution #665 – Collection Losses for period ending March 31, 2019. Vice-Chair Ervin asked for a motion to approve Resolution #665. Motion made by Commissioner Utz, seconded by Vice-Chair Ervin and all in favor.

Vice-Chair Ervin moved on to the third item on the business agenda, Approval of Resolution #666; Authorization for the rehabilitation and financing of Meade Village and giving either Clifton Martin or Diane Haislip the authorization to execute and deliver all documents relating to the project.

- Vice-Chair Ervin asked for a motion to approve Resolution #666. Motion made by Commissioner Utz, seconded by Commissioner Benoit and all in favor.

Vice-Chair Ervin moved on to the fourth item on the business agenda, review By-Laws. A By-Law committee was formed and includes Chair Boyd, Commissioner Benoit, and Legal Counsel Riley.

## **REVIEW OF MONTHLY DASHBOARD**

Vice-Chair Ervin moved on to the Dashboard.

- Legal Counsel Riley added an update to the Risk Management Slide. A Discrimination Case in Federal Court against the agency and employees has been dismissed reviewed and no appeal has been filed.
- Mr. Martin said the HCV HAP Admin fees and reserve fees are under review and he was notified Friday HUD had completed their review.
- Vice-Chair Ervin asked the Board if they like the new format of the minimized Board Report and they do like it. Legal Counsel Riley suggested a discussion on a few reports that were deleted she thinks are important to include. The Board recommended she email her concerns to the Commissioners and we will discuss the matter again at the next Board Meeting. She also suggested removing any newspaper articles as they become part of the legal document. Mr. Martin agreed and offered to send any relevant news articles separately when sending the monthly Board reports.

## **OLD BUSINESS**

Vice-Chair Ervin moved on to Old Business.

- Mr. Martin said Oakleaf Villas is a twenty-four-year-old community that has never undergone major renovations. The current conditions of the property are dated and maintenance issues become more expensive each year. Oakleaf Villas is very profitable and there is an excessive amount of money that is restricted in an investment account. This is not a best use for our agency with affordable housing. The Housing Commission of Anne Arundel County (HCAAC) would like to use a portion of this money to update and repair capital needs at Oakleaf Villas and then retain a fund that can be utilized for acquisition or renovation of new and agency owned affordable housing communities. A proposed budget number for Oakleaf Villa unit renovations is based on the information from a third party needs assessment and a greater and detailed review of all units by the Director of Modernization and the Director of Property Management along with representative from a general contracting firm. After renovation and the establishment of the Reserve for Replacement, there remains an excess balance of \$353,175 to re-establish the Investment Reserve. Excess cash flow and, (once the Replacement Reserve exceeds its cap) excess Replacement funds, will be deposited into this invested fund. With written approval from DHCD, HCAAC proposes to re-allocate the Investment Reserve funds to be used in the development, acquisition or renovation of existing HCAAC owned/affiliated affordable housing. We are hoping to grow this fund to \$2 mil over the next few years.

## **NEW BUSINESS/ANNOUNCEMENTS**

Vice-Chair Ervin moved on to New Business /Announcements.

- Mr. Martin invited the Commissioners to our annual Holiday Luncheon to be held December 20<sup>th</sup>, 2019 at The Westin BWI in Linthicum.
- Commissioner Benoit asked the Commissioners to pick a date for a special meeting. Chair Boyd stated they could have the meeting at his office in Millersville. A tentative date of November 26<sup>th</sup> at 11am was chosen. Chair Boyd asked Mr. Martin to be available by phone.

## **ADJOURNMENT**

Vice-Chair Ervin moved to adjourn.

Vice-Chair Ervin asked for a motion. Commissioner Hill-Brown made the motion and the regular meeting was adjourned at 12:24 pm.