

BOARD MEETING MINUTES

December 16, 2019

11 AM

Present: Danny Boyd, Chair
Sandra Ervin, Vice Chair
William Utz, Commissioner
Beryle Downs, Commissioner
Jerry Benoit, 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
Michael Hale, Director of Modernization
Christopher Ostovitz, Director of Information Technology
Lanita Hillen, Director of Housing Services
Pam Walton, Director of Housing Resources
Alex Sankov, Development Manager

Teleconference:

Absent: Pete Smith, Commissioner
Tanya Hill-Brown, Commissioner
Carole Ann Brazeal, Agency Services Manager

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

Chair Boyd noted no residents in attendance.

APPROVAL OF PREVIOUS MEETING MINUTES – November 2019

Chair Boyd opened the discussion of the November 2019 minutes. Legal Counsel Riley suggested edits.

Chair Boyd asked for a motion to approve the minutes with edits. Motion made by Commissioner Downs, seconded by Commissioner Utz, all in favor and November 2019 Minutes were approved.

BUSINESS AGENDA

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

- Mr. Martin said we have received the go ahead from HUD to close Meade Village and received the RCC (right to close). Closing will be in January now due to county changes.
- 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.

- Mr. Martin said we have decided now to start work on Glen Square and Stoney Hill as the first of the remaining 4 sites and it will move more quickly after the 1st of the year. Moseley Architects have reviewed the site at Glen Square and are proposing now to add units on the site. Hosted a meeting with Alison Pickard about Glen Square growth – she is very supportive.

Mr. Martin said we are looking into new ventures.

- Looking at adjacent site to Freetown, possibly co-develop with Attman Properties. Possible 65 to 100 units. Workforce Housing allows R5 up to R22.
- The Hogan Company wants to donate a parcel of land worth alleged \$2.5 mil in Severna Park for elderly units. Mr. Hadjis commented we are doing a PHASE 1 and ALTA survey and can have title by 12/31/2019.
- New Harbor development, Michael Font proposes fee develop and turn over to us. Land in Gambrills and Odenton.
- Attman contacted us to manage some properties. Waiting for more information. Don't want to turn down or burden staff.

Chair Boyd moved on to the second item on the business agenda, Budget Approvals.

- Heritage Crest and Heritage Overlook are doing well.
- Whitaker budgeted vs actual explanation summary on final page.
- Ms. Gibson commented on Meade Village vacancies that may impact Severn Homes budget in the future.

Chair Boyd asked for a motion to approve the budgets. Motion made by Vice-Chair Ervin, seconded by Commissioner Downs, all in favor and budgets were approved.

REVIEW OF MONTHLY DASHBOARD

Chair Boyd moved on to the Dashboard.

- Legal Counsel Riley submitted comments electronically regarding new report for PHAS and SEMAP, and adding Southwest breakdown. Mr. Martin will scan and send to all.

OLD BUSINESS

Chair Boyd moved on to Old Business.

- Mr. Martin stated edits have been received for the By-Laws from Commissioner Benoit and Legal Counsel Riley regarding procurement, signatures, addendums and referencing the Open Meetings Act. Mr. Martin will compile and send to Board for review.
- Mr. Martin said the NAP Building Land Lease owners visited last week.

NEW BUSINESS/ANNOUNCEMENTS

Chair Boyd moved on to New Business /Announcements.

- Mr. Martin invites all the Commissioners to our HCAAC Holiday Luncheon.

ADJOURNMENT

Chair Boyd moved to adjourn.

Chair Boyd asked for a motion.

Commissioner Downs made the motion, Commissioner Benoit seconded and the regular meeting was adjourned at 12:10 PM to move to a closed session.