

**ROCKVILLE HOUSING ENTERPRISES  
BOARD OF COMMISSIONERS REGULAR  
MEETING**

**ROCKVILLE, MARYLAND 20850  
Wednesday, July 24, 2024, 6:30 p.m.**

**MEETING TO BE HELD VIA ZOOM/ TELECONFERENCE**

***To Join via Zoom Video Conference:***

***<https://zoom.us/join> Meeting ID: 92765065009***

***Passcode: 226657***

***To Join via Zoom Telephone Conference:***

***Dial In: 301-715-8592 Meeting ID: 927 6506 5009 Passcode: 226657***

**Present**

Chair- Stacy Kaplowitz  
Vice Chair – Edward J. Duffy  
Commissioner- Kapres Meadows  
Commissioner- Mayela Ngimbi  
Commissioner- Bobby Byrd

**In Attendance**

Christele Etienbla, RHE Staff Executive Director  
Tosha Dyson, Manager of all Special Programs  
Rebecca Niaba, Voucher Manager  
Irving Hyde, Waiting List/Housing Financial Analyst  
Che'Mere Jones, Assistant Property Manager  
Modoya Likekele, Resident Services Coordinator  
Kurt Turnier, Youth Build Program Manager

Monique Ashton, Mayor of the City of Rockville  
Fedrerika Granger, Acting Director for the Department of Housing Committee Development for the  
City of Rockville

Hyunsuk Choi-CDC-Scarborough Square Consultant  
Brian Kim- CDC Consultant  
Dominick Bonomolo- Parkside Landing Asset Manager

**6:30 PM Call to Order**

Chair Stacy Kaplowitz called the July 24<sup>th</sup>, 2024, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

### **6:31 PM Agenda**

Chair Stacy Kaplowitz called for the following item on the agenda, the Citizens Forum. No speaker.

### **6:31 Executive Directors Report**

Chair Stacy Kaplowitz discussed the previous month's meeting minutes to approve, which included June 26th, 2024. Commissioner Kapres Meadows moved this motion, and Vice Chair Edward Duffy seconded it. All present voted aye in favor of this motion.

### **6:32 PM Consent items**

Chair Stacy Kaplowitz called for the following item on the agenda, the Executive Directors Report.

## **Rockville Housing Enterprises Executive Director's Report As of July 18, 2024**

### **Activities during the month of June 2024**

#### **Meetings/Activities**

- Monthly Property Management meetings for Parkside Landing were held.
- Monthly meetings with the HUD Officer were conducted to discuss HCV utilization.
- Biweekly meetings were held with Oak Ridge Construction LLC regarding the progress of the Community Center renovation.
- Weekly discussions focused on submitting Scarborough Square's Low-Income Housing Tax Credit application.
- The RHE Audit was received with no findings.

### **Financial Management (See Tab 3)**

#### **Housing Choice Voucher (HCV) Program (400 Regular Vouchers :) FYB 10-1-2023**

The Net Restricted Asset (HAP) for June 2024 is positive \$7,490. Year to date, it is negative (\$116,815).

The Un-Restricted Net Assets (Administrative Expenses) for the month ending June 2024 is positive \$16,556.47. Year to date is a positive \$125,323.00.

#### **Mainstream Vouchers (50 Mainstream) FYB 10-1-2023**

The Net Restricted Assets (HAP) for June 2024 is negative (\$29,202.00) due to back payments to landlords. Year to date is a positive \$2,579.00.

The Unrestricted Net Assets (Administrative Expenses) for the month ending June 2024 is a positive \$6,153.21. Year to date is a positive \$46,124.69.

#### **Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2023**

The Program's cash flow for June 2024 is positive \$1,717.00. Year to date, it is positive \$12,461.00.

**Public Housing Program (PH) (79 PH Units) FYB 10-1-2023**

The Net Income on the PH Cash Flow Report for the month of June 2024 is negative (\$115.00). Year to date is a positive \$95,946.88.

**RHE Properties Scattered (29 – Scattered Units) FYB 01-1-2024.**

The Cash Flow Statement for the month ending June 2024 indicates a negative (\$3,539.10) due to one-floor replacement and unit turnover invoices. Year to date is a positive \$12,929.70.

**RELP – (56 Low-Income Housing Tax Credit Units) FYB 01-1-2024**

The net income for RELP One for the month of June 2024 is negative (\$31,817.95) due to the audit, DHCD, and the County interest invoices. Year-to-date net income is a negative (\$9,310.31).

**RHE Properties (4 – Affordable Units) FYB 01-1-2024**

The Cash Flow Statement for the month ending June 2024 indicates a positive \$3,038.70. Year-to-date is a positive \$15,473.36.

**RHE Corporation (the General Partnership entity for RELP One) FYB 01-1-2024**

This entity did not have any activity during June 2024. Its year-to-date net income is \$0.

**RHE Development Account (bank account that receives and holds non-federal funds) FYB-10-1-2024.**

The Cash Flow Statement for the month ending June 2024 indicates a positive \$6,264. Year-to-date net income is negative (\$420,010.44).

**RHE PARKSIDE LANDING FYB 01-2024**

The Cash Flow Statement for the month ending June 2024 indicates a positive \$168,915.51. Year-to-date net income is positive \$907,134.21.

**RHE Scarborough Square FYB-01-1-2024**

The Cash Flow Statement for the month ending June 2024 indicates a negative (\$22,313.62) due to two unit turnovers, a carpet turnover, and several repair invoices. Year-to-date net income is negative (\$184,394).

**Asset Management June 2024 (See TAB 4 and TAB 6 of Board Report)**

- PH Occupancy (David Scull) was as follows (76 units):
  - 97.37% for the month ending June – (2 vacancies)
  - Rent Collection Percentage 76.12%
- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):
  - 96.5% for the month ending June - (1 vacancy)
  - Rent Collection Percentage 96.4%
- RELP One Occupancy was as follows (56 units):
  - 94.64% for the month ending June – (3 vacancies)
  - Rent Collection Percentage 87.99%
- RHEP Occupancy was as follows: (4 units):

- 100% for the month ending June.
- Rent Collection Percentage 100.79%
- RHE Scarborough Square Occupancy was as follows: (121 units):
  - 91.89% for the month ending June (9 vacancies)
  - Rent Collection Percentage 114.60%
- Fireside Occupancy was as follows:
  - Occupancy – 92% occupancy rate for the month ending June.
  - Rent Collection Percentage 78.75%

## **Maintenance Activity Summary for June 2024**

### **Work orders.**

- RHE maintenance staff completed **96** work orders in June.

### **Work Order Period Activity**

Period Date From: 06/01/2024

Period Date To: 06/30/2024

Approval Status:

<b>Property</b>	<b>Opening Balance</b>	<b>Created</b>	<b>Closed</b>	<b>Closing Balance</b>
David(david)	16.00	15.00	31.00	0.00
HCV VOUCHER (hcv)	3.00	0.00	3.00	0.00
Mainstream(ms)	2.00	0.00	2.00	0.00
PBV RHE Scarborough Square(pbv-sq)	8.00	0.00	8.00	0.00
PBV SCATTERED SITE (pbv-sca)	3.00	4.00	7.00	0.00
REL P LP (relp1)	7.00	4.00	11.00	0.00
RHE Property(rhep1)	1.00	0.00	1.00	0.00
RHE Scarborough Square (rhe-sq)	13.00	13.00	26.00	0.00
RHEP PBV SCATTERED SITE (rhep-sca)	0.00	7.00	7.00	0.00
<b>Total</b>	<b>53.00</b>	<b>43.00</b>	<b>96.00</b>	<b>0.00</b>

### **Pest Control**

- RHE maintenance staff conducted the pest control services with ASAP Pest Control LLC on **preventive and special requests (residents who requested pest control outside of customarily scheduled preventive Pest control)** appointments for David Scull and Scarborough Square. RELP1, Scattered Site, and RHEP properties receive pest control services as needed.
1. Scarborough Square is currently on a weekly pest control schedule; **121 units** were scheduled for pest control service in June.

2. David Scull is on a weekly pest control schedule; **76** units were scheduled for pest control service during June for David. Special Request **1** Special Request-Scattered Sites-Rodent (Backyard)

**HQS**

- The maintenance department facilitated **4** HQS inspections in June.

**Vacancy**

- There was **1** move-in and **5** move-outs in June. Vacant units are in the process of turnover.
  - David Scull: **0** move-in. **1** move-out.
  - RELP: 0 move-in, 0 move-out.
  - RHEP (Scattered and MPDU): **0** move-out.
  - Scarborough Square **1** move-in **4** move-outs

**Housing Choice Voucher Program (HCVP) Management**

**June 2024**

- HCV Program voucher units leased for the month ending June 2024 was 84.22%, and the calendar year to date in June 2024 was 85.55%. HCV Program budget utilization for the month ending June 2024 was 98.54%, and the calendar year to date in June 2024 was 100.33%.  
RHE purposely keeps some vouchers utilized for various reasons. There are vouchers purposely not leased so that they can be reserved for certain purposes, such as unutilized project-based vouchers at Scarborough Square. RHE has also set aside vouchers for Foster Youth, which only have a 3-year term. Once the 3 years are up, RHE will issue the Foster Youth Voucher holders a regular RHE voucher. RHE is also required to issue a tenant-based voucher to PBV voucher holders once they have lived in a PBV unit for at least 2 years. The units are purposely under-leased to ensure RHE has enough vouchers to meet future voucher issuance obligations.
- The 50-unit Mainstream Disabled Voucher program, in which funds are allocated dollar for dollar based on utilization, is 100% leased for June 2024.
- The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, for which funds are allocated dollar for dollar based on utilization, is 100% leased for the month of June 2024.
- The 10 VASH vouchers are 70% leased. Two additional VASH vouchers have been issued, and the clients are searching for a unit.

	<b>Allocated</b>	<b>Utilized</b>
<b>Regular Voucher (TP, PBV, Port Out)</b>	359	308
<b>Additional Voucher</b>	6	1
<b>Vash</b>	10	7

<b>Scattered</b>	29	28
<b>Stability</b>	5	0
<b>Foster</b>	22	19
<b>Total</b>	<b>431</b>	<b>363</b>
<b>Mod Rehab</b>	<b>5</b>	<b>5</b>
<b>MS</b>	<b>50</b>	<b>50</b>

### **Fostering Youth into Independence (FYI) Vouchers**

- RHE has received thirty-eight (38) referrals from Montgomery County Child Welfare.
- RHE has been awarded twenty (22) Fostering Youth into Independence Vouchers.
- RHE has issued twenty (22) FYI Vouchers
- Nineteen (19) youth has leased.
- Three (3) on waitlist
- Mentorship meeting with FYI participants
- Transitioning Youth Collaborative

### **Parkside Landing**

**Reporting Period:** June 2024

**Fire Panel Signal Boosters & Fire Watch-** The Property-wide fire watch started on June 21, 2024, with 6 fire watch officers. They are reduced to 2 fire watch officers on July 3. Management is waiting for the Baltimore Fire Protection & Equipment (BFPE) for the signal booster proposal and delivery date.

**Air Conditioning-** A total of 8 compressors require replacement. The remaining 6 compressors are pending scheduling for completion.

**Key Fobs:** Management is working to get the Vendor on-site to complete 2 door repairs. The Site Team has secured all doors in buildings 741 and 737 until repairs are scheduled.

**Maintenance-** 15 open tickets

### **Look-Ahead**

- RHE conducts monthly transition progress/coordination calls with WINN management.
- Ongoing coordination with the management team to maintain both economic/physical vacancy goals for stabilization and conversation.

## **RHE Scarborough Square**

### **Reporting Period: June 2024**

- In June, the property successfully collected 114.60% of the rent.
- This month, the percentage of delinquent tenants with a balance increased from 19.4% in May to 21.8% in June. The staff is currently processing evictions, and the RHE team is working diligently to collect the rent on time.

### **Look-Ahead**

#### **April/June/June 2024**

- The Architect submitted Building Permit drawings to the Ownership, and the Ownership submitted a Building Permit application to the City of Rockville in June.

#### **June/July 2024**

- RHE Scarborough Square Team had a kickoff call with CDA.
- RHE Scarborough Square will submit the Combined Viability/Commitment Submission Package.

#### **June/July/August 2024**

- RHE Scarborough Square will submit the Application Package to HUD for Firm Commitment.
- Issuance of Building Permit.
- The Architect will issue the Construction Document Set.

#### **November 2024**

- Estimated closing

### **Low-Income Housing Tax Credit Status Update**

Staff submitted the 4% LIHTC application to DHCD, and CDA's Threshold Review was completed and approved. Staff had a kickoff call with CDA with all consultants. Staff is preparing documents to submit the firm commitment application in July to CDA. Staff submitted a building permit to the City of Rockville in June and is expecting to receive the approved building permit in September. Finally, staff shared the updated pro forma with the potential LIHTC investors for a best and final Letter of Intent (LOI) from R4 Capital and Boston Financial and will make a recommendation in August.

### **Family Self Sufficiency (FSS) /Resident Services Report-Period YTD: June 2024**

- 25 Active Public Housing
- 5 Progress reports
- 52 Active HCV
- 4 Homeowners
- FSS Graduate 4 YTD
- FSS Office Hours with HUD
- Webinar with the Accredited Financial Counseling Agency

## **Resident Opportunities and Self-Sufficiency Services (ROSS) Detailed Report-Period YTD: June 2024**

50 - Public Housing participant                      13 - Progress Reports completed

- HUD Strong Families: Health Learning Session
- Senior Housing Resource Expo at Rockville Senior Center
- Meeting with the Chinese Culture and Community Services Center

## **Client Services Detailed Report-Period: June 2024**

- Laptop Distributions (continuous) -2 distributed
- Food Referrals -3 food referrals
- Emergency Rental Assist. – 1 Referral
- Community Homeless Memorial
- Meeting on the lease-up process to improve access to and delivery of services to prevent housing instability
- CoC-wide Training via Zoom: WorkSource Montgomery, OESS

## **Youth Build Services Detailed Report**

- Youth Build Bi-Weekly Call with Dept. of Labor
- Outreach at Rockville Library, MCPS,
- Department of Commerce Youth Summit 2.0 in DC

Monthly call for Parkside with WINN on the 3rd Wednesday of every month.

Monthly call for the VASH program with the Department of Veterans Affairs on the 10th of every month.

Commissioner Bobby Bird inquired about the relocation plan's timeline, report, and process.

Executive Director Christele Etienbla responded that the team has just received the relocation plan, and the review will start the next day.

Commissioner Bobby Bird inquired about the targeted number of vacancies.

Executive Director Christele Etienbla stated that the relocation plan will be completed in four phases, with 25-30 vacancies per phase.

CDC Consultant Brian Kim added that the renovation will take 18-20 months.

Mayor Monique Ashton informed the RHE Commissioners and the RHE Team that College Garden Middle School has a new principal. This is an excellent opportunity to discuss the social needs of Scarborough Square residents with the principal. Mayor Ashton reiterated the need for after-school programming and support for the students.

RHE Manager of Special Programs Tosha Dyson informed Mayor Ashton about the close collaboration with the residents at Scarborough and the school. Flyers were sent to the Scarborough Square

management team, informing them of the several services provided for our residents. In addition, RHE has a constant contact platform where information is also sent to the residents.

**7:00 City of Rockville Report:**

Acting Director Frederika Granger informed the RHE Commissioners and the RHE team that her department met with the former principal of College Gardens Elementary School to discuss bringing the city's mental health and mentoring services to the school. The same information was shared with the current principal, with a plan to provide half-day counseling sessions and an after-school mentoring program for 10-12 children. The City partnered with Nourish, a food distribution organization, and is working with them to expand their portfolio by adding satellite sites where they will provide food.

Regarding Housing and Community Development, a 90-day promotion campaign was underway for a particular group of residents—those over 35 with disabilities who work in Rockville. Sixty-eight Moderately Priced Dwelling Units (MPDUs) would be available to them until September 1, 2024.

The REACH Program, which offers down payment assistance to Rockville residents looking to buy homes, has been managed by HCI for several years. The City was still working on transitioning the program's management to RHE or the City.

New MPDU price and rent letters were sent to landlords.

Four nonprofit organizations were awarded CDBG grants.

The new Housing Director, Ryan Trout, started on August 19.

A rent stabilization presentation was delivered to the council on July 8, 2024.

Jeff Mahalik began his role as the new City Manager on July 15 and would assist with an upcoming affordable housing work session.

The Rockville Urgency Assistance Program saw increased demand due to the county running out of funds by the end of the year. Residents who typically sought assistance from the county for eviction or utility shut-offs turned directly to the city for help due to county funds exhaustion.

The Area Median Income (AMI) eligibility for county assistance shifted from 60% to 30%, meaning many residents above 30% AMI were no longer eligible for county aid, increasing the city's responsibility in assisting.

The Bridge Program supports residents in short-term financial crises, such as job loss or family emergencies, by covering one month's rent instead of multiple months. The program was busy with many clients.

The City experienced an increase in landlord-tenant complaints. The landlord-tenant specialist handled conflicts involving early lease terminations, security deposit disputes, delayed maintenance, and poor landlord communication. Mediation and code enforcement were key approaches to resolving these issues.

Mayor Ashton highlighted that some MPDU rentals and homeownership opportunities were available at locations such as "The Farms" and "Potomac Whetstone." She encouraged the RHE Commissioners and team to help connect potential homeowners to these opportunities. She also noted additional projects in the pipeline, signaling a trend toward offering more affordable housing options.

Mayor Ashton stressed the importance of informing residents, especially those in the Archie community, of new housing opportunities. She urged collaboration to connect individuals on housing waitlists with available homes. Housing was a key priority for the mayor and council, along with economic development and public safety. She mentioned plans for a housing symposium likely in September and noted ongoing discussions to improve living conditions, including more frequent inspections of single-family and multifamily homes. The City also explored ways to enhance tenant protections, expand the MPDU program, and revise housing codes.

Lastly, the City partnered with the Montgomery County Black Collective and Rockville Economic Development to offer the Consumer Mastermind Financial Literacy Series, which would provide training on money management, budgeting, credit usage, and home-buying preparation.

**7:17 Commissioners Comments:**

Vice Chair Edward Duffy thanks Executive Director Christele Etienbla for the Board Members' training.

**7:18 PM Adjourned**

Chair Stacy Kaplowitz made a motion to adjourn the meeting. Vice Chair Edward J. Duffy moved this motion. Commissioner Kapres seconded this motion. All present voted aye.