

Tab 1

Meeting Minutes

**Rockville Housing Enterprises
Board of Commissioners Meeting Minutes
Tuesday, December 17, 2024, Board Meeting**

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 – Bobby Byrd

In Attendance

Christele Etienbla, RHE Staff Executive Director
Rebecca Niaba, Voucher Manager
Tosha Dyson – Manager of Client Services and Community Engagement
Karshia Farrow-Butler – Asset Manager
Irving Hyde, Waiting List/ Housing Financial Analyst
Kurt Turnier, Youth Build Program Manager
Modoya Likekele, ROSS Coordinator
Planmedi Ngoy – Project Coordinator
Zola Shaw, City of Rockville Councilmember
Jacki Mills, Grady Management Regional Manager
Dominick Bonomolo, Hampstead Asset Manager
Hyunsuk Choi-CDC-Scarborough Square Consultant

6:32 PM Call to Order

Vice Chair Edward Duffy called the December 17th, 2024, meeting of the Rockville Housing Board of Commissioners Meeting to Order.

6:32 PM Consent items

Vice Chair Edward Duffy made the motion to approve the previous month's meeting minutes, which included the special meeting minutes for November 11th, 2024, and regular meeting minutes for November 20th, 2024. Commissioner Kapres Meadows moved this motion, and Chair Stacy Kaplowitz seconded it. All present voted aye in favor of this motion.

6:33 PM Citizens Forum

Vice Chair Edward Duffy called for the following item on the agenda, the Citizens Forum. No speaker

6:33 PM Executive Director Report

Vice Chair Edward Duffy called for the following item on the agenda: The Executive Director Report.

Rockville Housing Enterprises Executive Director's Report As of December 12, 2024

Activities during the month of November 2024

Meetings/Activities

- Monthly property management meetings for Parkside Landing were conducted.
- Weekly property management meetings for RHE Scarborough Square continue to take place.
- Monthly meetings with the HUD Officer were held to review HCV utilization.
- The Community Center renovation was completed in November 2024, with a soft opening planned for mid-January 2025.
- Weekly discussions were held regarding the submission of Scarborough Square's Low-Income Housing Tax Credit application.
- HVAC replacements at First were completed, and reimbursement from the City of Rockville is pending.
- Judge Lena Kim visited on November 14, 2024, to engage with the Youth Build Participants.
- Programs staff participated in several training sessions throughout November.
- The RHE Foundation received a \$5,244 grant from the County for Operation I.R.I.S. (Individuals Reaching Independence and Self-Sufficiency).

Financial Management (See Tab 3)

Housing Choice Voucher (HCV) Program (400 Regular Vouchers ;) FYB 10-1-2024

The Net Restricted Asset (HAP) for November 2024 is positive \$20,889. Year to date, it is negative (\$3,784).

The Un-Restricted Net Assets (Administrative Expenses) for the month ending November 2024 is a positive \$4,262.22. Year to date is zero.

Mainstream Vouchers (50 Mainstream) FYB 10-1-2024

The Net Restricted Assets (HAP) for November 2024 is negative (\$501). The year to date is negative (\$4,358).

The Unrestricted Net Assets (Administrative Expenses) for the month ending November 2024 is positive \$3,362.21. Year to date is a positive \$9,515.43.

Mod Rehab Program (5 Mod Vouchers) FYB 10-1-2024

The Program's cash flow for November 2024 is positive \$3,757. Year to date, it is a positive \$6,509.

Public Housing Program (PH) (79 PH Units) FYB 10-1-2024

The Net Income on the PH Cash Flow Report for the month of November 2024 is negative (\$77,915) due to two CDBG payments (RHE is awaiting reimbursement from the City), the annual software renewal, costs for the FDS Consultant, and final invoices for the community center. Year to date is a negative (\$25,590.31).

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

The Cash Flow Statement for the month ending November 2024 indicates a negative (\$9,332.56) due to decreased rent collections and the annual software renewal fee. Year to date is a positive \$6,055.13.

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

The net income for RELP One for the month of November 2024 is positive \$2,904.73. Year-to-date net income is negative (\$25,955.87). RHE is still awaiting reimbursement from HOC of \$45,000.

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

The Cash Flow Statement for the month ending November 2024 indicates a positive \$2,863.99. Year-to-date is positive \$21,635.97.

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

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

RHE Development Account (bank account that receives and holds non-federal funds) FYB-10-1-2025.

The Cash Flow Statement for the month ending November 2024 indicates a negative (\$161,852) due to Scarborough Square's December mortgage assistance payment. Year-to-date net income is negative (\$132,398.87).

RHE PARKSIDE LANDING FYB 01-2024

The Cash Flow Statement for the month ending October 2024 indicates a positive \$181,318.14. Year-to-date net income is a positive \$1,392,098.78.

As of the report date, the Cash Flow Statement for the month ending November 2024 has not yet been received.

RHE Scarborough Square FYB-01-1-2024

The Cash Flow Statement for the month ending November 2024 indicates a positive \$217,846.99. Year-to-date net income is a positive \$54,776.14.

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

- PH Occupancy (David Scull) was as follows (76 units):

- 92.10% for the month ending November – (1 move-out; 1 move-in . 6 vacancies as of November due to a resident passing away, a pull from the HOC waiting list for a voucher, personal reasons, 2 home acquisitions, and an eviction).
- Rent Collection Percentage 89.91%
- RHEP PBV Scattered Sites Occupancy (Scattered Sites) was as follows (29 units):
 - 84.84% for the month ending November - (0 move-out; 0 move-in. 2 vacancies as of November due to a home acquisition and a pull from the HOC waiting list for a voucher).
 - Rent Collection Percentage 93.10%
- RELP One Occupancy was as follows (56 units):
 - 96.43% for the month ending November – (0 move-out; 1 move-in. 2 vacancies as of November due to one downsize, and one skipped).
 - Rent Collection Percentage 81.88%
- RHEP Occupancy was as follows: (4 units):
 - 100% for the month ending November.
 - Rent Collection Percentage 102.30%
- RHE Scarborough Square Occupancy was as follows: (121 units):
 - 65.29% for the month ending November- (4 move-outs; 0 move-in for November. 42 vacancies as of November due to renovation, job relocation, termination, and home acquisition)
 - Rent Collection Percentage 91.04%
- Parkside Landing Occupancy was as follows: (236 units):
 - 92% for the month ending November (3 move-outs for November. 15 vacancies as of November due to evictions, personnel reasons, and a skip due to non-payment).

Maintenance Activity Summary for November 2024 Work orders.

RHE maintenance staff completed **128** work orders in November

Work Order Period Activity

Completed Date From: 11/01/2024

Completed Date To: 11/30/2024

Period Date From: 11/01/2024

Period Date To: 11/30/2024

Approval Status :

Property	Opening Balance	Created	Closed	Closing Balance
David(david)	2.00	26.00	28.00	0.00
REL P LP(relp1)	8.00	14.00	22.00	0.00
RHE Property(rhep1)	1.00	1.00	2.00	0.00
RHE Scarborough Square (rhe-sq)	5.00	64.00	69.00	0.00
RHEP PBV SCATTERED SITE(rhep-sca)	1.00	6.00	7.00	0.00
Total	17.00	111.00	128.0	0.00

Pest Control

The RHE maintenance staff attended pest control appointments at David Scull and Scarborough Square with ASAP Pest Control LLC for preventive services and special resident requests. Please note that these special requests were made by residents outside of the regular monthly preventive pest control schedule.

- RELP1, Scattered Site, and RHEP properties receive pest control services as needed.
- Scarborough Square is currently on a weekly pest control schedule; 121 units were scheduled for pest control service in November.

- David Scull is on a weekly pest control schedule; 76 units were scheduled for pest control service during November for David. For October, we had 1 special request- Unit 1278 was treated for bedbugs.

HQS

- The maintenance department facilitated **1 HQS** inspection in November. The unit failed inspection due to the resident.

Vacancy

There were **2** move-ins and **5** move-outs in November. Vacant units are being turned over

- David Scull: **1** move-in. **1** move-out.
- RELP: 1 move-in. **0** move-out.
- RHEP (Scattered and MPDU): **0** move-in. **0** move-out.
- Scarborough Square 0 move-in. **4** move-outs.

Housing Choice Voucher Program (HCVP) Management

November 2024

HCV Program voucher units leased for the month ending November 2024 was 83.79%, and the calendar year to date in November 2024 was 84.35%. HCV Program budget utilization for the month ending November 2024 was 99.39%, and the calendar year to date in November 2024 was 96.48%.

RHE purposely keeps some vouchers utilized for various reasons. There are vouchers purposely not leased so that they can be reserved for specific 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 98% leased for November 2024.

The 5-unit Moderate Rehabilitation Single Room Occupancy (SRO) program, in which funds are allocated dollar for dollar based on utilization, is 60% leased for November 2024.

The 10 VASH vouchers are 80% leased. Two additional VASH vouchers have been issued, and the clients are searching for a unit.

	Allocated	Utilized
Regular Voucher (TP, PBV, Port Out)	365	310
Vash	10	8
Scattered	29	26
Stability	5	0
Foster	26	23
Total	435	367
Mod Rehab	5	3
MS	50	49

Fostering Youth into Independence (FYI) Vouchers

Referral	Voucher Issued	Searching	RFTA in Process	Lease-Up	HAP Pending	Total Current Paid Vouchers	Total Existing Vouchers
0	0	3	2	0	1	23	29

Parkside Landing

Air Conditioning

Six (6) remaining air conditioning units need to be repaired. Replacement involves compressors, a pressure switch, and a Pepco thermostat. The maintenance team is coordinating to secure parts and schedule repair dates.

No-Heat Prevention

Space heaters have been provided to residents.

General Maintenance

Currently, there are 48 outstanding tickets as of 12/10/24.

Evictions:

- 62 Active Cases – 14
- Total Pending Evictions: 44
- Cases Dismissed: 8
- Resident Payment Plans: 2

Management and RHE are working to propose a creative down payment plan strategy to address the rent delinquency backlog with residents. The proposal will address 50% or 75% payment plans based on the nature and amount of rent delinquency.

Rental License in good standing.

Look Ahead

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

RHE Scarborough Square

Reporting Period: November 2024

- The property collected 91.04% of the rent in November.
- The percentage of delinquent tenants with a balance this month decreased from 20.1% in October to 18.5% in November. RHE staff is currently processing evictions, and the RHE team is working diligently to collect the rent on time

Look-Ahead

June/July/August 2024

- Kickoff call with CDA
- Submission of the Combined Viability/Commitment Package

October/November/December 2024

- Issuance of Building Permit
- Submitted Application Package to HUD for Firm Commitment in December
- The Architect will issue the Construction Document Set

1st Quarter 2025

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 and submitted the Combined Viability-Commitment application to CDA on August 23, 2024. Staff received the approved building permit in October. The MAP lender submitted the firm application to HUD in December.

DHCD provided their comments on November 13, 2024, for construction comments for our application, and DHCD Housing Finance Review Committee meetings (HFRC) have been temporarily suspended because their volume is high. Staff will submit our responses for construction comments to DHCD before Christmas. Additionally, DHCD Rental Lending (RL) is focusing on a number of projects that are facing Qualified Census Tracts (QCT) and Difficult Development Areas (DDA) issues that need to be resolved by the end of the year, which is testing our workforce. Therefore, we are expecting to close in March 2025.

Family Self Sufficiency (FSS) /Resident Services Report-Period YTD: November 2024

- 25 Active Public Housing
- 6 Progress reports
- 52 Active HCV
- Homeownership Convening Training

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

- o 50 -Public Housing Active Participants
- o 7 – Progress Reports

Client Services Detailed Report-Period: November 2024

- o Laptop Distributions-12
- o Food Referrals-1
- o Holiday Drive -11
- o Emergency Services -3
- o Transition Youth Learning Committee Meeting
- o Rockville Steering Committee
- o HCV Homeownership Convening Training
- o So What Else Gala
- o Final Walk-through David Scull Renovation
- o Meeting with the Montgomery County housing resources team
- o Meeting with Baltimore County DSS Ready by 21 Program
- o Meeting with Trinity Health Pace
- o CoC-Wide Training:
 - o Homeless and Housing Resources
 - o How health systems and hospitals can help solve homelessness
 - o Housing protections for survivors under VAWA for PHA's

- Parkside, Jubilee, and Bi-weekly call with MOCO VETS

Youth Build Services Detailed Report

- Youth Build Bi-Weekly Call with Dept. of Labor & YB Coach
- Construction at Scarborough Sq.
- Mental Toughness: 20 new youth participants
- Truist Bank Speaker – Bank on Your Success
- 2 Participants completed OSHA 10
- YB Participants visited So What Else. Prepared and handed out meals to families.
- Guest Speaker from Maryland Montgomery County Juvenile Courts Magistrate Lena Kim and Judge Karla Smith. Spoke about a potential partnership
- Visit from U.S. Navy Petty Officer Scott
- Invited to speak at University of Maryland -College Park Intro to Public Policy Students about Housing Policy
- Invited to speak at Long Branch Library to students

Chair Stacy Kaplowitz inquired about RHE's steps to engage with residents and an advocacy agency at Parkside Landing that received eviction notices.

Dominick Bonomolo, Hampstead's Asset Manager, reported that several long-term non-paying residents faced eviction and sought help from Legal Aid, represented by Casa. Despite their claims, the property management prevailed in court with substantial evidence. In response, Casa escalated the matter with a letter threatening press action unless past-due rents were forgiven and eviction claims dropped. Meanwhile, some residents cite invalid physical deficiencies for non-payment, while others rely on County ERAP funds. Property management continues to support cooperative residents, including setting up payment plans.

Councilmember Zola Shaw inquired about a maintenance notice received by a tenant outlining various maintenance requests for which tenants would be financially responsible.

Chair Stacy Kaplowitz suggested tableting the topic to receive more insight and clarity.

Chair Stacy Kaplowitz inquired about Magistrate Lena Kim's site visit and the potential partnership.

Tosha Dyson, RHE Resident Services Manager, reported having a productive meeting with the magistrate, judge, and social worker. They were highly impressed by RHE's programs, including Youth Build and other services. They expressed interest in expanding partnerships and continuing to refer youth to RHE. The meeting highlighted opportunities for collaboration and opened new avenues for referrals and community impact.

7:10 City of Rockville Report

No report for the month of December

7:10 Updated Walker Dunlap LOI

Chair Stacy Kaplowitz called the next item on the agenda, the LOI Update.

Executive Director Christele Etienbla reported that during the August board meeting, RHE recommended Walker and Dunlop as the LIHTC investor for RHE Scarborough Square. The board requested additional clarity on the terms and suggested further negotiations. Last week, RHE shared an updated LOI with the board members and is seeking approval to move forward with Walker and Dunlop as the LIHTC investor.

Chair Stacy Kaplowitz made the motion to accept Walker Dunlop. Vice Chair Edward Duffy moved the motion, seconded by Commissioner Kapres Meadows. All present voted aye.

7:12 FY 2025 Commissioner Meetings Schedule

Chair Stacy Kaplowitz called the next item on the agenda, the Commissioners meeting schedule.

Executive Director Christele Etienbla presented the FY2025 Commissioners' meeting schedule for approval.

Chair Stacy Kaplowitz made the motion to approve the FY 2025 commissioners meeting schedule. Vice Chair Edward Duffy moved the motion, seconded by Commissioner Kapres Meadows. All present voted aye.

7:13 Commissioners Comments

Vice Chair Edward Duffy requested feedback from staff next week regarding the outcome of the notice sent to Parkside Landing residents.

7:13 Meeting Adjourned

Chair Stacy Kaplowitz made the motion to adjourn the meeting. Vice Chair Edward Duffy moved the motion. Commissioner Bobby Byrd seconded. All present voted aye.

