

**MINUTES
OF
BOARD OF DIRECTORS
COLUMBIA DOWNTOWN HOUSING CORPORATION**

April 17, 2019

Enterprise Corporation, 11000 Broken Land Parkway, 9th Floor, Columbia, MD 21044

Board of Directors Present

Patricia Sylvester, *President*
Jeryl Baker
Jolly Burks
Paul K. Casey
John DeZinno
Gregory Fitchitt
Christopher J. Fritz- *Conference Call*
Bethany Hooper
Pastor Mary Ka Nippard Kanahan
Peter Morgan
Bruce Rothschild
Russell Snyder

Board of Directors Absent

Reverend Dr. Robert Turner

Guests

Kelly Cimino
Kevin J. Kelehan

Recording Secretary

Tracy Deik

I. CALL TO ORDER AND HOUSEKEEPING MATTERS

- *With a quorum present, the April 17, 2019 CDHC Board of Directors meeting was called to order at 4:40 P.M. by President Sylvester.*

A. Approval of Agenda

- *The April 17, 2019 Agenda that was previously circulated was approved as submitted.*

B. Approval of March Minutes

- *Bethany Hooper motioned to approve the March 20, 2019 Minutes as submitted. Motion passed 11-0.*

C. Introduction of Guests

Guests included:

- Kelly Cimino, *Howard County Dept. of Housing & Community Development*
- Kevin J. Kelehan, *General Counsel*

II. Artists Flats Apartments -AKA Toby's- Financing Resolution -Review & Approval

- Board members received a copy of the Approval of Agenda Item: Funding for Artists Flats Apartments; Exhibit A: HCHC Request for Funding; and Exhibit B: CDHC Letter of Intent (LOI).
- The LOI offers to make a loan of \$2.5M to assist in the financing of the development and construction of Artists Flats Apartments (AKA Toby's), a mixed

income Low Income Housing Tax Credit development.

- To meet CDA requirements, the total number of Artists Flats units had to be decreased so that more 3-bedroom units could be created. Currently, 87 affordable units and 174 total units are projected. The difference of affordable units is expected to be built at the library site.
- The Board discussed the proposed funding requests for Artists Flats and reviewed the Finance Group's recommendations to move forward to approve gap financing and provide the requested LOI to the Housing Commission. Russ Snyder requested that prior to the final execution of the LOI/loan documents, President Sylvester and the Finance Committee report back to the Board. The Board discussed this request and other issues.
- After much discussion, board members agreed to modify both the LOI and the Approval of Funding for Artists Flats Apartments.
- The LOI was amended to include the following:
 - Replace the word "intention" with "expectation" (section 3.4).
 - Replace the word "later" with "earlier" (section 3.5).
 - Modify the legal fee cost, environmental guarantee and advertising payment of 2%.

Bethany Hooper motioned to approve Exhibit B: Letter of Intent- Artists Flats Apartments as amended. Motion passed 11-0.

- The Approval of Funding for Artists Flats Apartments was amended to include the following:
 - Add the word "Housing" to Columbia Downtown Corporation (paragraph 1).
 - Add the phrase "that the President is authorized to make such modifications as deemed appropriate" (Resolution #1, line 4).
 - Add the phrase "with the approval of the Finance Committee, loan documents and any other documents..." (Resolution #3, line 2).

Bruce Rothschild motioned to approve funding for Artists Flats Apartments and adopt the recommended resolutions as amended. Motion passed 11-0.

- *Bruce Rothschild motioned to adopt the previously amended Approval of Funding for Artists Flats Apartments with the following modification:*
 - Add the phrase "that the President or a designee of CDHC..." (Resolution #4, line 1).

Motion passed 11-0.

- A signed LOI from CDHC will be submitted to the Housing Commission by May 7th.
- President Sylvester shared with the Board a thank-you note from Jean Carbo.

III. Live-Where-You-Work Update

A. Progress with Hospital

- CDHC, the Department and the Hospital met a few weeks ago and agreed on the language of the MOU. The Department is working on finalizing the employee application.
- Another meeting will be scheduled with the hospital next month.
- A LWYW Program announcement is expected to take place sometime in May/June.

B. Outreach to Landlords

- The Lakehouse's regional manager declined to participate in the LWYW Program because the apartment complex already has a waitlist.
- The regional manager at The Metropolitan forwarded the LWYW Program information to its legal department for review.
- Bethany Hooper will follow up with The Columbia Town Center/Gables next week to see if they are interested in the LWYW program.

C. MOU with DHCD

- Kevin Kelehan and Kelly Cimino are working on finalizing the MOU between CDHC and the Department. The Department will provide projected costs for the administration of the LWYW program.
- Kevin Kelehan will contact Mary Kay Sigaty and Stacy Spann for information about CDHC's original/modified legislation regarding administrative costs to administer the Fund.

D. Outreach to Vantage House

- Jeryl Baker and President Sylvester met with the Executive Director and HR of Vantage House to share information about the LWYW Program. During the meeting, Vantage House asked if current voucher holders would be eligible to participate in the Program. Jeryl Baker will follow up with Vantage House after the LWYW Committee meets next month.

E. Follow-up with HCPSS

- Pastor Kanahan reached out to HCPSS and will follow up next week.

F. Security Deposit Guaranties for HRD Properties

- The LWYW Committee will meet on May 15th to discuss whether CDHC or the Employer will be responsible for the security deposit guaranties for HRD properties.

IV. Housing Affordability Coalition

A. April 11 Presentation on Affordable Housing in Downtown

- The presentation on affordable housing was a great opportunity to educate the community on the advocacy, housing efforts and accomplishments that lead to an increase in access to housing affordability in downtown Columbia.

B. County Housing Master Plan Activities

- Per recommendation of the Economic Opportunity Task Force, a decision has been made to proceed with the creation of the Housing Master Plan.
- The Department of Housing has taken the lead in preparing the requests for proposals (RFP). A draft RFP is expected by the end of April.

V. Inclusionary Units

A. Master Lease Update

- Discussions about the master lease between the Housing Commission and Howard Hughes are underway. Issues about default provisions and unit preservation regarding changes in building use will be discussed.

B. Utility Allowance Obligation

- The estimated utility allowance that CDHC will assist with is projected at \$20,000/year. Bethany will discuss details with the Partnership.

VI. General Updates & Discussion

- Kevin Kelehan and the Board congratulated President Sylvester for receiving the 2019 Heritage Legacy Award.

VII. Date and Time of Upcoming Board & Committee Meetings

A. Committee Meetings:

- Finance- May 14, 2019 at DHCD- 9820 Patuxent Woods Dr.
- LWYW- May 15, 2019 at DHCD- 9820 Patuxent Woods Dr.

B. Full Board Meeting: (discussed possible educational topics/guests for the June meeting. The Board discussed the possibility of inviting County Council Member Deb Jung, District 4.)

- June 19, 2019 at 70 Corporate Center

VIII. Adjournment

- *Bethany Hooper motioned to adjourn the April 17, 2019 CDHC Board Meeting at 6:37 P.M. Motion passed 11-0.*

Respectfully submitted by,

Tracy Deik

Recording Secretary