

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY  
BOARD OF DIRECTORS MEETING**

July 26, 2016  
815 Florida Avenue, NW  
Washington, DC 20001  
5:30 p.m.

**Minutes**

**I. Call to order and verification of quorum.**

The Chairman, Mr. Buwa Binitie, called the meeting to order at 5:45 p.m. and asked the Acting Secretary to the Board of Directors, Mr. Todd A. Lee, to verify a quorum. With five members present, the Board of Directors (the “Board”) had a quorum, and the meeting continued. The members present included Mr. Binitie, Mr. Stephen M. Green (via telephone), Mr. Bryan Scottie Irving, Mr. Stanley Jackson, and Ms. Sheila Miller.

**II. Approval of the Minutes from the July 12, 2016 Board Meeting.**

Mr. Irving made a motion to approve the minutes as they were presented to the Board, which was seconded by Mr. Jackson. The minutes were then approved by a chorus of ayes.

**III. Vote to close the meeting to discuss the approval of the Fort Stevens Place Apartments transaction.**

Pursuant to the District of Columbia Administrative Procedure Act, a vote was called to close the meeting to discuss, establish or instruct the Agency’s staff or negotiating agents concerning the position to be taken in negotiating the price and other material terms of the Fort Stevens Place Apartments transaction. An open meeting would adversely affect the bargaining position or negotiating strategy of the Agency. (D.C. Code §2-575(b)(2)).

A motion to close the meeting was made by Mr. Jackson and seconded by Mr. Irving. The motion was approved by a chorus of ayes.

The meeting was re-opened at 6:27 p.m.

**III. Consideration of DCHFA Resolution No. 2016-11 for the Fort Stevens Place Apartments.**

Mr. Lee introduced the resolution and then introduced Ms. Carolyn Fischer, Development Officer, who provided a brief summary of the project. The principal developer and sponsor of this project is Fort Stevens Place, LLC (the “Sponsor”), whose sole member is CPDC Fort Stevens Place, LLC, whose sole member is Community Housing, Incorporated, a nonprofit real estate arm of Community Preservation and Development Corporation (“CPDC”). Additional members of the development team include Miner Feinstein Architects, LLC (“MFA”) as the architect of record, Harkins Builders as the general contractor, and Edgewood Management as the property manager.

The project is located in the Brightwood neighborhood of Ward 4 and consists of the acquisition and renovation of a 59-unit apartment building. The tenant association, 1339 Fort Stevens Drive NW Tenant Association, assigned the Sponsor the development rights to the property. The Sponsor later acquired the property in May 2016.

Members of the development team who were present at the meeting included the following: Matt Engel and Suzanne Welch of CPDC, Alan Miner and James Frazier of MFA, and Genora Keener, the president of the tenants association. Ms. Welch provided a brief history of the work of CPDC. Mr. Engel then spoke more specifically about the scope of work of the project and the positive impact that the planned rehabilitation will have on the current residents. The developer has applied to the District's Department of Housing and Community Development for additional financing. Included in that application was a request for seven (7) Local Rent Supplement Program vouchers for tenants who earn less than thirty percent (30%) of the area median income (AMI) but are paying rent at the sixty percent (60%) AMI level. Ms. Keenan, who has lived in the building for more than forty (40) years, described some of the problems that the residents of the property face and told the Board Members how much she is looking forward to working with CPDC to renovate the property. Mr. Miner detailed the proposed scope of work and provided a brief presentation of the drawings of the property, which will include a new community room.

Mr. Irving asked for clarification of the proposed rents. Mr. Engel replied that the negotiations with the tenants resulted in annual rent increases that would not exceed five percent (5%). However, tenants' rents will then be reduced by a HUD-approved utility allowance, because after the rehabilitation, the tenants will be responsible for paying their own utilities.

Mr. Jackson asked Ms. Keenan if the residents understand that they will now be responsible for paying their own utilities. Ms. Keenan replied that the developer had explained that very well. Mr. Jackson also asked if the developer plans to maximize the property's energy efficiency so that the residents are not unduly burdened when paying their utilities. Mr. Engel replied that CPDC intends to greatly improve the energy efficiency of the property and that the possibility of solar energy is also being considered.

Mr. Binitie asked the developer if the \$4,700 per unit that is in the preliminary budget will be sufficient for tenant relocation expenses. Mr. Engel replied that the current plan is to hold open any units that become vacant between now and closing so that there will be sufficient hospitality suites for on-site relocation. However, if there are no more vacancies prior to closing, the developer would relocate approximately six tenants off-site for one year while the rehabilitation is taking place. CPDC would pay the moving expenses and any rent differential.

Ms. Miller asked if the tenants would be responsible for identifying offsite relocation opportunities. Mr. Engel replied that the developer would have that responsibility.

Mr. Binitie noted that the construction costs per unit are rather high. Mr. Engel and Mr. Miner replied that the scope of work is quite extensive, and that those costs, along with relocation costs of a fully occupied building, are driving up the construction numbers. Mr. Binitie responded that it would be helpful to identify outlying conditions that are driving up the construction numbers when the project is presented to the Board for final bond resolution consideration.

Mr. Irving asked if the developer intends to keep the rents staggered at the property after the rehabilitation has been completed. Mr. Engel replied that the rents will remain staggered.

A motion to approve the resolution was made by Mr. Green and seconded by Mr. Jackson. The roll was called, and with five affirmative votes, the resolution was approved.

At 7:00 p.m. Mr. Green left the meeting.

**IV. Consideration of DCHFA Resolution No. 2016-12(G), Regarding the Agency's response to a Request for Applications to serve as an Administrator for the DC Department of Housing and Community Development's Homebuyer Programs ("Programs"), participation in a pilot program in which the Agency would serve as an Administrator for the Programs, and executing a subrecipient agreement to receive grant funds and/or any other documents necessary to implement the Programs.**

A motion to approve the Resolution was made by Mr. Irving and seconded by Ms. Miller. The roll was called, and the Resolution was unanimously approved by the four remaining Board Members.

**VI. Acting Executive Director's Report.**

- The National Council of State Housing Agency's annual conference will be held from September 24<sup>th</sup> until the 27<sup>th</sup> in Miami. Staff will distribute information to the Board Members to gauge their interest in attending.
- Board Members should receive from staff tomorrow a package of articles mentioning the Agency and its products.
- The September 27<sup>th</sup> Board meeting will likely need to be rescheduled because of the NCSHA conference. An alternate date will be identified.

**VII. Adjournment.**

The meeting was adjourned at 7:04 p.m.

Submitted by Todd A. Lee, Acting Secretary to the Board of Directors on August 5, 2016.

Approved by the Board of Directors on August 9, 2016.