

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

December 9, 2014  
815 Florida Avenue, NW  
Washington, DC 20001  
5:30 pm

Approved, as Amended Minutes

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

The Chairperson, Mr. Derek Ford, called the meeting to order at 5:41 PM and asked the Interim Secretary of the Board, Ms. Maria K. Day-Marshall, Esq., to verify a quorum. With four members present, the Board of Directors (the “Board”) had a quorum, and the meeting continued. Mr. Ford, Chairman, Mr. Stanley Jackson, Mr. Charles R. Lowery, Jr., and Mr. M. Craig Pascal were present for the roll call.

The Chairperson asked the Board Members present to review the revised agenda that removed the item concerning the Plaza West project. In addition, a new closed session was added as Item X to discuss the Big K project. The Chairperson then asked for a motion to approve the agenda as presented. A motion was made by Mr. Stanley Jackson to approve the agenda as presented and seconded by Mr. Charles R. Lowery, Jr. The agenda was unanimously approved.

**II. Approval of minutes from the November 25, 2014 board meeting.**

The Chairperson asked the Board Members present to review the draft minutes of the November 13, 2014 meeting. One member asked for a change on page 3, under Item VII, Interim Executive Director’s Report, 4<sup>th</sup> Quarter and FY14 Year End Results, 2<sup>nd</sup> sentence – add the word “and” between Ms. Day-Marshall and Mr. Kuzmenchuk. A motion was made by Mr. M. Craig Pascal, to approve the minutes as amended, and seconded by Mr. Jackson. The minutes, as amended, were unanimously approved.

*(Ms. Leila Batties, Vice Chairperson arrived.)*

**III. Introduction – Marisa Gaither Flowers, Green Door Advisors, LLC**

Ms. Day-Marshall, Interim Secretary, introduced Ms. Marisa Gaither Flowers, Green Doors Advisors, LLC to the Board Members. Ms. Flowers introduced her team members, Ayris Scales and Barry Wright, to the Board Members. Ms. Flowers subsequently presented the approach that her team planned to use related to the Real Estate Advisory Services contract recently awarded to Green Door Advisors, LLC. In addition to the Board Members, Fran D. Makle, Deputy Executive Director will serve as the primary point of contact for Green Doors Advisors, LLC.

**IV. Presentation – Peter Tatian, Senior Fellow, Urban Institute's Metropolitan Housing and Communities Policy Center**

Mr. Lowery, Jr. introduced Peter Tatian, Senior Fellow, Urban Institute's Metropolitan Housing and Communities Policy Center to the Board Members. Mr. Tatian shared a presentation with the Board Members and answered questions. The presentation was titled "Inclusive Housing in Washington, D.C."

**V. Vote to close meeting to discuss the approval of the Maycroft Apartments project and bond transaction.**

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating the price and other material terms of the Maycroft Apartments project. An open meeting would adversely affect the bargaining position or negotiation strategy of the public body. (D.C. Code §2-575(b)(2)).

**VI. Re-open meeting.**

A motion to re-open the meeting was made by Ms. Batties, Vice Chairperson and seconded by Mr. Jackson. The motion was approved by voice vote.

**VII. Consideration of DCHFA Eligibility Resolution No. 2014-23 for Maycroft Apartments.**

Ms. Day-Marshall, Interim Secretary to the Board, introduced the resolution to the Board for their consideration. Ms. Day-Marshall then introduced Mr. Anthony Waddell to present the matter to the Board. Mr. Waddell introduced Danté Thomas as the development officer for the project. The development team present included Avi Fechter, EquityPlus, Marty Mellett, Jubilee Housing, and Jim Knight, Jubilee Housing.

The principal developer and sponsor of this project is Jubilee Maycroft Apartments, LLP, which will be controlled by Jubilee Housing, Incorporated. The property is located at 1474 Columbia Road, N.W., in Ward 1, in the Columbia Heights neighborhood. This project represents the acquisition and rehabilitation of an existing four-story apartment building that will be reconfigured. After the rehabilitation is completed, the unit mix will total 64 units. The number of efficiencies, two-bedroom units and three-bedroom units will be increased. The proposed bedroom unit mix is as follows: 18 efficiencies, 32 one-bedroom units, 11 two-bedroom units, three three-bedroom units.

Forty-one units are planned to be subsidized from the District's Local Rent Supplement Program (LRSP), and the DC Housing Authority's Annual Contributions Contract (ACC) program with the U.S. Department of Housing and Urban Development (HUD). All of the subsidized units will be restricted to residents earning 30 percent or less of Area Median Income (AMI) and 15 of the subsidized units will serve as permanent supportive housing for the Department of Behavioral Health (DBH) consumers, residents living with HIV or AIDS, and residents who were formerly homeless.

The sponsor has elected to set aside 100 percent of the units at or below 60 percent of area median income.

Another key feature of this project is the redevelopment of 11,000 square feet located on the terrace level of the building. This area is currently designed to provide an early childhood development center, an after-school program for teenagers and a family resource center. All costs attributed to the construction and build out of this space will be financed separately with proceeds from a new market tax credit transaction.

The total development cost is \$26.4 million. The plan of finance includes a combination of tax-exempt bonds, 4% Low Income Housing Tax Credit (LIHTC) equity, historic tax credits, two grants from the Federal Home Loan banks (Pittsburgh and Atlanta), a grant from HUD, a grant from the DBH and deferred developer fee.

Questions asked by the Board of Directors included the following:

- Please discuss the tenant agreement and the relocation plan. The development team responded that they became involved with the project because of a failed Tenant Opportunity to Purchase Act (TOPA) deal. Once the TOPA effort had failed, the tenant association wanted to find a new partner. After several discussions and meetings, the tenants decided to work with the development team primarily because the development team agreed to keep the returning rents at the same level as the current rents. In addition, the development team agreed to a level of rehabilitation that was acceptable to the tenant association. Regarding the relocation plan, some tenants chose to vacate the property and accept compensation for moving, yet others decided to stay on site. For the tenants that decided to stay on site, each tenant was given information about their current rent, the rent that they would pay in year 1, year 2, etc. The developer will also pay for the moving cost and utility costs.
- Please discuss the two grants from the Federal Home Loan Banks. The development team responded that they were successful in securing two grants from the Federal Home Loan Bank of Atlanta and Pittsburgh. Both arms of the Federal Home Loan Bank are knowledgeable of the overall plan of finance.

A motion to approve the transaction was made by Ms. Batties, Vice Chairperson, and seconded by Mr. Jackson. The Interim Secretary called the roll, and the motion carried with 5 votes in the affirmative.

#### **VIII. Interim Executive Director's Report.**

- Revised Investment Policy – The Board will consider the comments made to the Revised Investment Policy at the next meeting in December.
- Next Board Meeting – December 16, 2014 at 5:30 PM
- 35<sup>th</sup> Anniversary and Holiday Party – December 12, 2014 at 6 PM
- RFP for Financial Management Software – Two bids were received and opened on Thursday, November 20, 2014. While 32 companies pulled the RFP off of the website, only two bids were submitted by the deadline. The two bidders are

Emphasys Software and SS&C Technologies. The staff plans to bring a recommendation to the Board in January 2015.

- Upcoming Events – The groundbreaking for the 2321 4<sup>th</sup> Street NW project is scheduled for Wednesday, December 10, 2014 at 11 am. The Severna at K Ribbon Cutting is scheduled for Thursday, December 11, 2014 at 10 am.

**IX. Other Business.**

Mr. Pascal thanked the Interim Executive Director and the Staff for their hard work over the last year. Mr. Pascal also thanked his fellow Board Members for their support and he wished the Board and the Staff the best in the future. Mr. Pascal's term will expire at the end of December 2014.

**X. Vote to close meeting to discuss the Big K project.**

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors called a vote to close the meeting in order to discuss, establish, or instruct the public body's staff or negotiating agents concerning the position to be taken in negotiating the price and other material terms of the Big K project. An open meeting would adversely affect the bargaining position or negotiation strategy of the public body. (D.C. Code §2-575(b)(2)).

**XI. Re-open meeting.**

A motion to re-open the meeting was made by Ms. Batties, Vice Chairperson and seconded by Mr. Jackson. The motion was approved by voice vote.

**XII. Adjournment.**

The meeting adjourned at 9:30 PM.

Submitted by Maria K. Day Marshall, Esq., Interim Secretary to the Board of Directors  
January 9, 2015

Approved, as amended, by the Board of Directors on January 13, 2015