HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

OFFICIAL MEETING MINUTES

Date
Tuesday, June 26, 2026

Time
4:30 p.m.

Location
Housing Authority of the City of Annapolis
1217 Madison Street
Annapolis, Maryland 21403

Board Leadership
Chairman: Bishop Coates
Executive Director/CEO: Melissa Maddox-Evans

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING MINUTES

I. Call to Order

A. Roll Call / Quorum

II. Approval of Previous Meeting Minutes

III. Chairman's Report

IV. Executive Director's Report

V. New Business

VI. Public Comments

VII. Announcements

VIII. Next Meeting

IX. Adjournment

As of June 30, 2026

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

OFFICIAL MEETING MINUTES

Date

Tuesday, June 23, 2026

Time

4:30 p.m.

Location

Pip Moyer Recreation Center
273 Hilltop Lane
Annapolis, Maryland 21403

Board of Commissioners

Chairman
Bishop Craig Coates

Commissioners

- Patrick Sheridan, Vice-Chairman
- Jackie Wells, Secretary
- Arthur “Jib” Edwards, Treasurer
- Sharon Elliott, Commissioner
- Henrietta Herbert-Webb, Commissioner
- Kimberlee Cornett, Commissioner

Executive Leadership

Melissa Maddox-Evans
Executive Director / Chief Executive Officer

Prepared By

Executive Office
Housing Authority of the City of Annapolis

Official Record of Proceedings

These minutes constitute the official record of the proceedings of the Housing Authority of the City of Annapolis Board of Commissioners Regular Monthly Meeting held on Tuesday, June 23, 2026. The minutes have been prepared in accordance with the Maryland Open Meetings Act and HACA Board policies and summarize the actions taken, reports presented, motions considered, and official business conducted during the meeting.

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING MINUTES

Date: Tuesday, June 23, 2026
Time: 4:30 p.m.
Location: Pip Moyer Recreation Center, 273 Hilltop Lane, Annapolis, Maryland

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I. CALL TO ORDER / ROLL CALL

Presenter

Bishop Craig Coates
Chairman, Board of Commissioners

Chairman Craig Coates called the Regular Monthly Meeting of the Housing Authority of the City of Annapolis (HACA) Board of Commissioners to order at **4:31 p.m.** He welcomed Commissioners, staff, residents, and guests in attendance and requested that the Board Secretary conduct the official roll call.

Roll Call

The Board Secretary conducted the official roll call.

Commissioner's Present

- Bishop Craig Coates, Chairman
- Patrick Sheridan, Vice-Chairman
- Jackie Wells, Secretary
- Arthur "Jib" Edwards, Treasurer
- Sharon Elliott, Commissioner
- Henrietta Herbert-Webb, Commissioner
- Kimberlee Cornett, Commissioner

Staff Present

- Melissa Maddox-Evans, Executive Director / Chief Executive Officer

- Senior Leadership Team
- Department Directors
- Administrative Staff

A quorum of the Board was established. Chairman Coates declared that a quorum was present and that the Board could proceed with official business.

II. APPROVAL OF MINUTES

Presenter

Bishop Craig Coates
Chairman, Board of Commissioners

Chairman Coates requested that the Commissioners review the **May 26, 2026, Open Meeting Minutes**, which had been distributed prior to the meeting for review and consideration.

The Chairman asked whether there were any corrections, additions, or amendments to the minutes.

Hearing none, he requested a motion to approve the minutes as presented.

Motion

A motion was made to approve May **26, 2026, Open Meeting Minutes**.

Second

The motion was seconded.

Vote

Chairman Coates called for a voice vote.

Vote Result: Unanimous Approval

- **In Favor:** All Commissioners Present
- **Opposed:** None
- **Abstentions:** None

Board Action

May 26, 2026, Open Meeting Minutes were approved as presented.

III. CHAIRMAN'S REPORT

Presenter

Bishop Craig Coates
Chairman, Board of Commissioners

Chairman Coates welcomed Commissioners, HACA staff, residents, elected officials, community partners, and guests to the June Regular Monthly Meeting.

The Chairman encouraged residents to remain vigilant throughout the summer months and reminded everyone that suspicious activity should be reported directly to HACA management or the appropriate authorities rather than through social media. He emphasized that direct communication enables staff to respond promptly and effectively to resident concerns while supporting a safe living environment for all residents.

Redevelopment Progress

Chairman Coates reported that HACA continues making meaningful progress toward its redevelopment initiatives and expressed appreciation for the dedication demonstrated by staff throughout the Authority.

He specifically recognized:

- Executive Director Melissa Maddox-Evans.
- Aseem Nigam and the Development Team.
- Ron McCoy and the Housing Choice Voucher Program staff.
- The Finance Department.
- HACA's in-house maintenance and administrative staff.

Chairman Coates commended staff for their professionalism, responsiveness, and commitment to addressing operational challenges while continuing to improve services for HACA residents. He remarked that he had personally observed staff working diligently to resolve issues and expressed his appreciation for their teamwork and dedication.

Finance Department Recognition

Chairman Coates recognized **Marisa Stanley, Finance Director**, for the extensive preparation completed for the recent Finance Committee meeting and the Fiscal Year 2027 Budget presentation.

He noted that the financial information prepared for the Board was comprehensive, well organized, and reflective of HACA's continued commitment to fiscal responsibility and transparency.

The Chairman thanked the Finance Department for its continued efforts in strengthening the Authority's financial position.

City Partnership

Chairman Coates announced that the City of Annapolis had recently appointed a new Ombudsman and welcomed both the City's Ombudsman and the new City Manager to the meeting.

He emphasized the importance of maintaining a strong collaborative relationship between the City and HACA and stated that continued cooperation would strengthen redevelopment efforts, improve resident services, and enhance communication between both organizations.

Chairman Coates concluded his report by thanking the Commissioners, staff, residents, and community partners for their continued support and engagement before recognizing Executive Director **Melissa Maddox-Evans** to present the Executive Director's Report.

IV. EXECUTIVE DIRECTOR'S REPORT

Presenter

Melissa Maddox-Evans
Executive Director / Chief Executive Officer

Executive Director Melissa Maddox-Evans thanked Chairman Coates for his leadership and recognized his efforts in organizing the City's Juneteenth celebration. She commended Chairman Coates for his commitment to preserving African American history and culture in Annapolis and thanked him for his continued leadership of the Housing Authority.

Agency Updates

Ms. Maddox-Evans provided the following operational updates:

Open Meetings Act Compliance

The Executive Director advised the Board that HACA continues to strengthen compliance with the Maryland Open Meetings Act.

She reported that several HACA staff members have successfully completed State-certified Open Meetings Act training, including **Paula, Elie, Adrienne Carter, and William Eberle**. She also noted that Commissioner **Jackie Wells** is certified in the Maryland Open Meetings Act, further strengthening the Board's understanding of statutory requirements.

Ms. Maddox-Evans stated that these certifications demonstrate HACA's continued commitment to transparency, accountability, and compliance with State law.

Public Housing Occupancy

The Executive Director reported continued improvement in HACA's Public Housing occupancy.

She advised the Board that occupancy increased from **90.46 percent** during the previous reporting period to **91.04 percent** as of the meeting date.

For comparison, she noted that the average occupancy rate among Maryland housing authorities is approximately **93.76 percent**. Management continues implementing strategies designed to increase occupancy while maintaining compliance with HUD requirements.

Housing Choice Voucher Program

Ms. Maddox-Evans reported that HACA is **no longer operating in Housing Choice Voucher Program shortfall status**, representing a significant operational accomplishment.

She advised the Board that management continues utilizing conservative financial practices while working with HUD before fully reopening the Housing Choice Voucher waiting list. She further reported that both Housing Choice Voucher Program performance indicators currently exceed **95 percent**, reflecting improvements in program administration, resident file management, and regulatory compliance.

Community Pool Operations

The Executive Director informed the Board that HACA's community pool successfully opened for the summer season and is currently operating seven days per week.

She advised that management recently revised the pool rules to require that children **12 years of age and younger** be accompanied by a parent or legal guardian while using the facility. The policy was implemented after staff observed several instances in which young children were dropped off without adult supervision.

Ms. Maddox-Evans explained that pool personnel are responsible for lifeguard duties and are not equipped to provide childcare services. The revised policy was adopted to promote resident safety while maintaining uninterrupted pool operations.

Bloomsbury Square Water Line Incident

The Executive Director reported that contractor work resulted in a temporary water line break at Bloomsbury Square, affecting approximately six residential units for approximately twenty-four hours.

Management immediately offered hotel accommodation to affected residents while repairs were completed. Because the interruption affected the building's sprinkler system, HACA was required to maintain a continuous fire watch until water service was restored.

Ms. Maddox-Evans recognized **Dee Brown, Marvin Johnson, Jabri Fagan, and James Battle** for providing around-the-clock emergency coverage during the incident and thanked them for their commitment to resident safety.

She also acknowledged the assistance provided by **Councilman Hartley** and the **City of Annapolis Office of Emergency Management**, whose staff responded promptly by delivering bottled water and other emergency assistance to impacted residents.

Chairman Coates thanked Ms. Maddox-Evans for her report and recognized **Marisa Stanley, Finance Director**, to present the Finance Report.

B. Finance Report

Presenter

Marisa Stanley
Finance Director

Chairman **Bishop Craig Coates** recognized **Marisa Stanley, Finance Director**, to present the proposed Fiscal Year (FY) 2027 Operating Budget and financial outlook for the Housing Authority of the City of Annapolis (HACA).

Ms. Stanley advised the Board that the FY2027 Operating Budget reflects the Authority's continued progress toward financial stability while maintaining a conservative approach to budgeting. She explained that management developed the budget using realistic revenue projections, historical operating trends, anticipated HUD funding levels, and measured occupancy assumptions to ensure the Authority remains financially sustainable throughout the fiscal year.

FY2027 Operating Budget Overview

Ms. Stanley reported that the proposed FY2027 Operating Budget projects approximately **$22.1 million in total operating revenue**, **$21.0 million in operating expenditures**, and an estimated **$1.13 million in net operating income**.

She stated that these projections reflect improvements across multiple operational areas and demonstrate the Authority's continued progress toward achieving long-term financial sustainability.

The Finance Director noted that the budget was intentionally prepared using conservative financial assumptions rather than optimistic projections to ensure that HACA remains positioned to respond to unexpected operational or financial challenges.

Housing Choice Voucher Program Financial Status

Ms. Stanley informed the Commissioners that one of the Authority's most significant accomplishments during the past year was the financial stabilization of the Housing Choice Voucher Program.

She reminded the Board that while preparing the previous fiscal year's budget, HACA projected a Housing Choice Voucher funding shortfall and expressed concern regarding the potential recapture of Housing Assistance Payment reserves by HUD.

She reported that through conservative financial management, careful monitoring of voucher utilization, and improved program administration, HACA now projects:

- No Housing Choice Voucher funding shortfall.
- No anticipated HUD recapture of Housing Assistance Payment reserves.
- An increase of approximately **$965,000** in restricted Housing Assistance Payment reserves.

Ms. Stanley emphasized that although these reserves strengthen the Authority's financial position, Housing Assistance Payment reserves remain federally restricted and may only be used for eligible Housing Choice Voucher Program expenditures.

Public Housing Financial Performance

Ms. Stanley advised the Board that the Public Housing Program also reflects continued financial improvement.

Projected FY2027 operating results include:

- **Approximately $6.2 million** in Public Housing revenues.
- **Approximately $6.0 million** in operating expenditure.
- **Approximately $163,000** in projected operating income.

She attributed these positive results to increased occupancy, improved rent collections, conservative budgeting practices, continued support from federal, state, and local funding partners, and strategic utilization of Capital Fund resources.

Capital Fund Program

The Finance Director reported that HACA anticipates receiving approximately **$2.17 million** in Capital Fund assistance during FY2027.

She noted that this represents a significant increase from the Authority's previous Capital Fund allocation of approximately **$1.6 million**.

Capital Fund resources will support:

- Rehabilitation of vacant dwelling units.
- Deferred maintenance projects.
- Modernization of existing housing inventory.
- Preservation of Authority-owned assets.

- Improvements necessary to increase occupancy and improve resident quality of life.

Ms. Stanley advised that these investments are essential to supporting HACA's redevelopment strategy and achieving Recovery Agreement performance objectives.

Budget Assumptions

Ms. Stanley reviewed the major assumptions used in developing the FY2027 Operating Budget.

Those assumptions include:

- **93 percent HUD Operating Subsidy Proration** based upon current federal appropriations.
- **Five percent (5%) Cost-of-Living Adjustment (COLA)** and merit increases for employees.
- Conservative occupancy assumptions utilizing phased leasing projections rather than assuming immediate achievement of maximum occupancy.
- Continued implementation of cost-control measures and responsible fiscal management.

She explained that these assumptions provide a realistic financial framework while allowing management flexibility to respond to changing operating conditions throughout the fiscal year.

Board Discussion

Commissioner Kimberly Elliott

Commissioner **Kimberly Elliott** requested clarification regarding the Operating Subsidy Proration included within the proposed FY2027 Budget.

Ms. Stanley explained that HUD determines each housing authority's operating subsidy using a federally established formula that considers rental revenue, utility costs, occupancy, and numerous additional operational factors.

Although the formula calculates HACA's full operating need, Congress currently funds approximately **93 percent** of that calculated amount. Consequently, housing authorities must prepare budgets using conservative assumptions to account for the funding shortfall.

Commissioner Webb-Herbert

Commissioner **Webb-Herbert** requested additional information regarding the utility component included within HUD's operating subsidy calculation.

Ms. Stanley explained that utility expenses directly influence the federal subsidy calculation and therefore impact on the Authority's overall operating revenue.

She further noted that occupancy levels, rent collections, and utility consumption all affect HACA's financial performance and are carefully monitored throughout the fiscal year.

Occupancy Strategy

Returning to her presentation, Ms. Stanley explained that management intentionally avoided preparing the FY2027 Budget based upon immediate achievement of a **95 percent occupancy rate**.

Instead, the proposed budget incorporates a phased leasing strategy that anticipates placing approximately **22 additional dwelling units** into service over the course of the fiscal year.

Management projects incremental occupancy improvements throughout FY2027 while ensuring that units are properly rehabilitated, inspected, licensed, and leased in compliance with HUD regulations and City requirements.

She stated that this phased approach produces more realistic revenue projections while allowing management to continuously evaluate occupancy performance and adjust operational strategies as necessary.

Executive Director Comments

Presenter

Melissa Maddox-Evans
Executive Director / CEO

Executive Director **Melissa Maddox-Evans** supplemented the Finance Report by reminding the Commissioners that although the Authority projects a positive operating position, HACA continues operating within a relatively narrow financial margin.

She explained that unforeseen infrastructure failures, emergency maintenance needs, or other significant operating expenses could quickly reduce the projected surplus.

Accordingly, management will continue pursuing federal grants, State of Maryland funding opportunities, City partnerships, and additional external resources to strengthen the Authority's long-term financial position while addressing aging infrastructure and redevelopment priorities.

Strategic Priorities

Ms. Stanley concluded her presentation by outlining management's principal financial priorities for FY2027, including:

- Increasing Public Housing occupancy.
- Maximizing Housing Choice Voucher utilization.
- Maintaining balanced operating budgets.
- Improving rent collections.
- Preserving Authority-owned housing assets.
- Advancing redevelopment initiatives.
- Maintaining compliance with HUD regulations and the HACA Recovery Agreement.

She thanked the Executive Director, Finance Department staff, and department managers for their collaboration in developing the FY2027 Operating Budget.

Chairman **Bishop Craig Coates** thanked Ms. Stanley for her comprehensive presentation and recognized the Finance Department for its diligent work in preparing a balanced and fiscally responsible budget. The Chairman then opened the floor for additional discussion concerning occupancy, maintenance operations, and long-term financial planning before proceeding to the next departmental report under the Executive Director's Report.

C. Operations Report

Presenter

Dee Brown
Senior Manager of Housing

Chairman **Bishop Craig Coates** recognized **Dee Brown, Senior Manager of Housing**, to present the monthly Operations Report.

Ms. Brown reported that the Operations Department continues to focus on improving occupancy, reducing vacancies, strengthening lease enforcement, and enhancing operational efficiency across HACA's housing portfolio. She advised the Board that staff remain committed to meeting the Authority's Recovery Agreement goals while providing quality housing and responsive services to residents.

Lease Enforcement

Ms. Brown reported that the Operations Department continues to actively enforce lease requirements while working with residents to encourage voluntary compliance whenever possible.

She advised the Commissioners that **thirty-two (32) cases** had been referred to legal counsel during the reporting period.

The pending legal actions included:

- **Twenty-nine (29)** annual recertification non-compliance cases.
- **Two (2)** cases involving residents whose electrical service had been disconnected.
- **One (1)** lease enforcement case involving a residential fire.

Ms. Brown explained that each matter is reviewed individually and follows all HUD regulations, lease requirements, and due process procedures before legal action is initiated.

Board Discussion

Commissioner Webb-Herbert

Commissioner **Webb- Herbert** requested additional information regarding the lease enforcement case involving the residential fire and asked whether the resident had been immediately removed from the property.

Ms. Brown explained that although the incident was serious, HACA is required to follow HUD regulations and the Authority's lease enforcement procedures. She advised that management issued the required **14-day notice** before proceeding with additional legal action, thereby ensuring compliance with applicable due process requirements.

Leasing Activity

Ms. Brown provided an update regarding current leasing activity throughout the Authority.

She reported that:

- **Two (2)** families successfully moved into Harbor House during the reporting period.
- **Seven (7)** additional families were actively touring available units at Robinwood.
- **Fifteen (15)** applicant families were progressing through HACA's eligibility and screening process.
- Approximately **eighteen (18)** additional dwelling units are expected to become available for leasing during the next thirty days following completion of rehabilitation activities.

She explained that Operations continues maintaining an active applicant pipeline so that qualified families are prepared to lease units immediately after they become available.

Occupancy Update

Ms. Brown reported continued improvement in occupancy throughout HACA's housing portfolio.

She advised that management has focused on returning vacant units to service as quickly as possible while ensuring that rehabilitation, inspections, licensing, and leasing activities are completed in compliance with HUD and City of Annapolis requirements.

She further reported that **Eastport Harbor House**, previously identified as one of the Authority's lowest occupied developments, had experienced significant improvement. At the time of the meeting, only **one vacant three-bedroom unit** remained available, and management was actively working with a qualified applicant family to complete the leasing process.

Board Discussion

Commissioner Herbert Webb

Commissioner **Herbert Webb** reviewed the occupancy information presented by staff and observed that approximately **50 vacant units** remained throughout the Authority's housing portfolio.

He commented that successful leasing of the applicants currently progressing through the screening process would substantially reduce the Authority's vacancy rate and further improve occupancy.

Ms. Brown agreed and stated that management's objective remains to lease all available units as quickly as possible while ensuring compliance with HUD occupancy standards and HACA policies.

Unit Readiness Strategy

Ms. Brown explained that Operations has modified its leasing process by preparing applicant files before units become available.

Rather than waiting until rehabilitation is completed before identifying prospective residents, management now maintains a pool of qualified applicants who have substantially completed the eligibility process.

This strategy allows leasing staff to complete move-ins more efficiently once maintenance work, inspections, and licensing requirements have been satisfied, thereby reducing vacancy periods and improving occupancy performance.

Operational Priorities

Ms. Brown advised the Board that the Operations Department will continue focusing on the following priorities during the upcoming reporting period:

- Increasing occupancy across all HACA developments.
- Reducing unit turnaround time.
- Strengthening lease compliance.
- Improving communication between Operations, Property Management, and Maintenance.
- Preparing qualified applicants before units become available.
- Supporting HACA's Recovery Agreement performance goals.

She stated that these initiatives remain essential to improving operational performance and supporting the Authority's overall financial recovery.

Board Response

Chairman **Bishop Craig Coates** thanked Ms. Brown for her report and commended the Operations Department for its continued efforts to increase occupancy and improve operational performance.

The Chairman noted that the progress reported demonstrates the commitment of HACA staff to strengthening the Authority's housing operations while providing quality service to residents.

Chairman Coates then recognized **Ron McCoy, Housing Choice Voucher Program Manager**, to present the next departmental report under the Executive Director's Report.

D. Housing Choice Voucher (HCV) Program Report

Presenter

Ron McCoy
Housing Choice Voucher Program Director

Chairman **Bishop Craig Coates** recognized **Ron McCoy, Housing Choice Voucher Program Manager**, to present the monthly Housing Choice Voucher (HCV) Program Report.

Mr. McCoy reported that the Housing Choice Voucher Program is currently operating at approximately **93–94 percent utilization** and that the department continues to focus on improving operational efficiency, strengthening HUD compliance, and enhancing customer service for participating families. He explained that management's primary objectives are to streamline operations, maintain compliance with HUD performance requirements, and improve service delivery through more efficient workflows.

Operational Improvements

Mr. McCoy advised the Board that the department is reviewing internal procedures to identify opportunities for improvement rather than continuing processes solely because they have traditionally been performed in a certain way.

Current initiatives include:

- Reviewing and simplifying departmental workflows.
- Revising correspondence and participant notification letters to improve clarity.

- Enhancing customer service for participating families.
- Improving operational efficiencies while maintaining HUD compliance.

He stated that these improvements are intended to benefit both HACA staff and Housing Choice Voucher participants by creating a more efficient and responsive program.

Program Administration

Mr. McCoy discussed several proposed administrative changes designed to improve efficiency and reduce unnecessary administrative burdens.

These initiatives include:

- Implementing **triennial recertifications** for eligible elderly households with fixed incomes rather than requiring annual recertifications, as permitted by HUD regulations.
- Reducing the number of routine inspections required for Project-Based Voucher units by utilizing HUD's alternative inspection provisions while continuing to conduct complaint-based and emergency inspections as needed.
- Realigning staff assignments so that each Project-Based Voucher property is served by a **dedicated Housing Specialist**, allowing staff to develop stronger working relationships with residents and improve continuity of service.

Mr. McCoy explained that these changes would improve customer service, reduce operational costs, and allow staff to devote additional time to higher-priority program activities.

Board Discussion

Chairman **Bishop Craig Coates** commended Mr. McCoy for the positive direction of the Housing Choice Voucher Program and noted that he had personally observed staff assisting residents in resolving program concerns in a professional and timely manner.

The Chairman thanked Mr. McCoy and his team for their responsiveness and commitment to improving customer service.

Mr. McCoy expressed appreciation for the Chairman's comments and stated that the Housing Choice Voucher staff continues to work collaboratively to improve program performance and better serve participating families.

E. Development Report

Presenter

Aseem Nigam
Director of Development

Chairman **Bishop Craig Coates** recognized **Aseem Nigam, Director of Development**, to provide an update on HACA's redevelopment initiatives.

Bloomsbury Square Redevelopment

Mr. Nigam reported that redevelopment activities at **Bloomsbury Square** continue to progress.

He advised the Board that:

- Financial closing is currently anticipated for **February or March 2027**.
- The Development Committee recently reviewed and approved the proposed **Development Rights Agreement**.
- Following Board approval of the agreement, HACA will be authorized to execute the document and continue advancing toward financial closing.
- Staff continue working with financing partners regarding equity investments and other funding sources necessary to complete the redevelopment.

Mr. Nigam noted that execution of the Development Rights Agreement represents a significant milestone in the redevelopment process.

Robinwood Redevelopment

Mr. Nigam reported that redevelopment planning for **Robinwood** also continues to move forward.

He advised that:

- The development team continues working with the **Maryland Community Development Administration (CDA)** regarding the project's Low-Income Housing Tax Credit financing.
- Current projections anticipate **Phase I financial closing during Summer 2027**.
- Work continues on financing applications, equity proposals, and other funding requirements necessary to complete the redevelopment.

He explained that while the redevelopment process involves numerous regulatory and financial steps, the project remains on schedule.

Eastport Harbor House Redevelopment

Mr. Nigam provided an update regarding redevelopment planning for **Eastport Harbor House**.

He advised that:

- The development team continues holding bi-weekly planning meetings.
- Tax credit application materials are scheduled for submission to CDA.
- Assuming successful funding approvals, management currently anticipates **Phase I financial closing during Spring 2028**.

He emphasized that the project remains in the planning and financing stage and will continue moving through the required regulatory approvals.

Board Discussion

Commissioner Webb-Herbert

Commissioner Webb-Herbert requested additional information regarding current tax credit pricing and equity investment opportunities.

Mr. Nigam explained that pricing remains fluid and continues to be influenced by market conditions. The development team is actively communicating with syndicators, financial institutions, and potential investors to secure the most favorable financing package for HACA.

Commissioner Kimberly Elliott

Commissioner **Kimberly Elliott** requested an update regarding the future ownership structure of **Annapolis Gardens** following expiration of the Low-Income Housing Tax Credit compliance period.

Executive Director **Melissa Maddox-Evans** explained that negotiations regarding the potential sale remain ongoing. Should the transaction proceed, proceeds attributable to HACA's ownership interest would become unrestricted Authority funds available for future strategic priorities.

Morris H. Blum

A resident inquired regarding ongoing maintenance concerns at **Morris H. Blum**.

Mr. Nigam explained that construction activities have been completed and that day-to-day management responsibilities now rest with the property's ownership and management entity. Executive Director Maddox-Evans added that financial reports regarding Morris H. Blum would continue to be provided through HACA's regular financial reporting process.

F. Resident Services Report

Presenter

Bridget McLaughlin
Director of Resident Services

Chairman **Bishop Craig Coates** recognized **Bridget McLaughlin, Director of Resident Services**, to present the monthly Resident Services Report.

Ms. McLaughlin highlighted several recent resident engagement activities and upcoming community programs.

Resident Programs

Ms. McLaughlin reported that recent graduates participating in the **OSB Grant Program** attended a **Black Excellence Educational Field Trip**, which included:

- Lunch at **Busboys and Poets**.
- A campus tour of **UMBC**.
- Mindfulness and meditation training.

She noted that the event was made possible through HACA's partnership with **B2G**, which continues to provide educational programming for participating youth.

Employment Initiatives

Ms. McLaughlin announced that HACA will host a **Community Job Fair** on **July 28, 2026**, from **1:00 p.m. to 4:00 p.m.**

Participating in employers and organizations include:

- McDonald's
- Chick-fil-A
- Giant Food
- United Bank
- Community Action Agency
- City of Annapolis
- Additional local employees and workforce partners

She stated that approximately **36 employers and community organizations** are expected to participate.

Summer Programming

Ms. McLaughlin advised that HACA's summer camp program will begin the following week and continue through **August 14, 2026**.

She also reported that approximately **$6,500** remains available from prior GoFundMe fundraising efforts to support future summer programming.

Board Discussion

Chairman **Bishop Craig Coates** requested an update regarding the impact of the **ROSS Grant** funding changes.

Executive Director **Melissa Maddox-Evans** explained that although HACA was not awarded a new ROSS grant due to its prior HUD designation, existing funding will support resident programming through **July 2027**. Management is actively seeking additional grant opportunities and partnership arrangements to ensure continuity of resident services.

Chairman Coates thanked Ms. McLaughlin for her presentation and commended the Resident Services Department for its continued commitment to serving HACA residents.

V. NEW BUSINESS

Chairman **Bishop Craig Coates** advised that the Board would proceed to the New Business portion of the agenda. He stated that the resolutions presented had been reviewed by the appropriate committees and were being brought before the Board for formal consideration and action.

Resolution No. FIN 062326-01

Assignment of Construction Management Consultant Services

Presenter

Melissa Maddox-Evans
Executive Director / Chief Executive Officer

Executive Director **Melissa Maddox-Evans** presented **Resolution No. FIN 062326-01**, requesting Board approval to renew the contract for Construction Management Consultant Services.

Ms. Maddox-Evans explained that during the previous year HACA retained **Community Solutions** and **Bayview Consulting** to provide construction management and project oversight services utilizing Anne Arundel County funding. The consultants have assisted management with monitoring construction activities, negotiating contractor pricing, reviewing project performance, and overseeing rehabilitation efforts throughout the Authority's housing portfolio.

She advised that the proposed renewal reflects a **reduced scope of services and a lower contract amount** than the previous agreement, making it financially sustainable while continuing to provide the technical expertise necessary to support HACA's capital improvements and redevelopment initiatives.

Additionally, she explained that one of the primary consultants who previously worked through Bayview Consulting would continue providing services independently through Community Solutions. This continuity would allow HACA to maintain institutional knowledge of its properties while improving contractor oversight and cost negotiations.

Board Discussion

Chairman **Bishop Craig Coates** asked whether any Commissioners had questions regarding the proposed contract renewal.

No additional questions or comments were presented.

Motion

A motion was made to approve **Resolution No. FIN 062326-01**, authorizing renewal of the Construction Management Consultant Services Agreement.

Second

The motion was seconded.

Vote

Chairman Coates called for a vote.

Vote Result: Unanimous Approval

- **In Favor:** All Commissioners Present
- **Opposed:** None
- **Abstentions:** None

Board Action

Resolution No. FIN 062326-01 was approved unanimously.

Resolution No. FIN 062326-02

Approval of Fiscal Year 2027 Operating Budget

Presenter

Marisa Stanley
Finance Director

Chairman Coates introduced **Resolution No. FIN 062326-02**, requesting formal Board approval of the Fiscal Year 2027 Operating Budget following the Finance Report presentation.

Ms. Stanley reminded the Commissioners that the proposed budget reflects conservative financial assumptions, continued improvements in the Housing Choice Voucher Program, increased Capital Fund investments, and management's strategic priorities for the upcoming fiscal year.

She further advised that the Authority's independent Certified Public Accountant had reviewed the budget documentation and recommended Board approval.

Chairman Coates asked whether the Commissioners had any additional questions following the earlier budget presentation.

No further questions were presented.

Motion

A motion was made to approve **Resolution No. FIN 062326-02**, adopting the Fiscal Year 2027 Operating Budget.

Second

The motion was seconded.

Vote

Chairman Coates called for a vote.

Vote Result: Unanimous Approval

- **In Favor:** All Commissioners Present
- **Opposed:** None
- **Abstentions:** None

Board Action

Resolution No. FIN 062326-02 approving the Fiscal Year 2027 Operating Budget was adopted unanimously.

Resolution No. ADMIN 062326-01

Approval of the Bloomsbury Square Development Rights Agreement

Presenter

Melissa Maddox-Evans
Executive Director / Chief Executive Officer

Executive Director **Melissa Maddox-Evans** presented **Resolution No. ADMIN 062326-01**, requesting approval of the **Bloomsbury Square Development Rights Agreement** between HACA and **Community Housing Partners**.

Ms. Maddox-Evans explained that the agreement establishes a legal framework governing the redevelopment and renovation of Bloomsbury Square. The document outlines the respective responsibilities of HACA and Community Housing Partners, including project administration, development fees, construction oversight, financing responsibilities, and other key terms necessary to move the redevelopment toward financial closing.

She reminded the Board that HACA had previously approved a Memorandum of Understanding (MOU) with Community Housing Partners and explained that approval of the Development Rights Agreement represents the next major milestone in the redevelopment process.

Board Discussion

Commissioner Webb-Herbert

Commissioner **Webb-Herbert** expressed appreciation for the extensive negotiations that resulted in the proposed Development Rights Agreement. He specifically acknowledged **Patrick** and the development team for their diligence throughout the negotiation process and thanked the Development Committee for its thorough review of the agreement before presenting it to the full Board.

Development Committee Review

Executive Director **Melissa Maddox-Evans** advised that the Development Committee carefully reviewed the proposed agreement and engaged in extensive discussion before recommending the resolution for Board approval. She noted that numerous questions were addressed during committee review, providing confidence that the agreement appropriately protects HACA's interests while advancing the redevelopment project.

Public Availability

A Commissioner asked whether the Development Rights Agreement would be available for public review.

Ms. Maddox-Evans responded that the agreement is **not yet available for public release**, as execution of the document and additional redevelopment remain pending.

Motion

A motion was made to approve **Resolution No. ADMIN 062326-01**, authorizing execution of the Bloomsbury Square Development Rights Agreement.

Second

The motion was seconded.

Vote

Chairman Coates called for a vote.

Vote Result: Unanimous Approval

- **In Favor:** All Commissioners Present
- **Opposed:** None
- **Abstentions:** None

Board Action

Resolution No. ADMIN 062326-01 approving the Bloomsbury Square Development Rights Agreement was adopted unanimously.

Chairman **Bishop Craig Coates** thanked the Executive Director, Finance Director, Development Team, and Commissioners for their work in advancing the Authority's financial and redevelopment initiatives. Having concluded the New Business agenda, he announced that the meeting would proceed to the **Public Comment** portion of the agenda.

VI. PUBLIC COMMENTS

Presenter

Bishop Craig Coates
Chairman, Board of Commissioners

Upon completion of New Business, Chairman **Bishop Craig Coates** opened the Public Comment portion of the meeting in accordance with the published agenda.

Before recognizing speakers, Chairman Coates reminded those in attendance of the Board's public comment procedures. He advised that all individuals wishing to address the Board must sign in prior to speaking and would be allotted **three (3) minutes** for comments. He further explained that the Board does not respond to individual resident grievances during public comment because of privacy considerations. Residents with individual concerns were encouraged to first work through their Property Management Office and, when appropriate, request a formal grievance hearing through established HACA procedures. The Chairman also noted that individuals who became disruptive or failed to follow the established guidelines could be asked to leave the meeting.

<u>A. Elected Officials' Comments</u>

Presenter

Tiyana Parker
Ombudsman and Director of Constituent Services for the City of Annapolis

Chairman **Bishop Craig Coates** welcomed **Tiyana Parker**, recently appointed Ombudsman and Director of Constituent Services for the City of Annapolis, and invited her to introduce herself to the Board, HACA staff, residents, and guests.

Ms. Parker thanked the Board for the opportunity to attend the meeting and shared that she had recently been appointed by **Mayor Jared Littmann** to serve as the City's Ombudsman. She explained that her office serves as a liaison between City government and residents by assisting with constituent concerns, facilitating communication with City departments, and helping residents navigate available municipal services.

Ms. Parker stated that her office assists residents with concerns involving:

- Planning and Zoning
- Public Works
- Parking and Transportation
- ADA-related matters

- General constituent service requests require escalation

She advised that when issues cannot be resolved through normal departmental channels, her office works directly with the appropriate City department to facilitate resolution while also identifying opportunities to improve customer service and operational efficiency.

Ms. Parker informed attendees that additional information regarding the Office of Constituent Services, including contact information, frequently asked questions, a virtual resource guide, and an online constituent assistance request form, is available through the **City of Annapolis website**.

Chairman Coates thanked Ms. Parker for attending the meeting and welcomed her to the Annapolis community partnership with HACA.

Presenter

Alderwoman Diesha Contee
Alderwoman, City of Annapolis (Ward 6)

Chairman Coates recognized **Alderwoman Diesha Contee** for remarks.

Alderwoman Diana expressed her appreciation to the Board for the opportunity to address the Commissioners and residents. She commended HACA's continued commitment to redevelopment, resident services, and strengthening affordable housing opportunities throughout the City of Annapolis.

She acknowledged the collaborative relationship between the City and HACA and reaffirmed her commitment to supporting initiatives that improve neighborhoods, expand housing opportunities, and enhance the quality of life for HACA residents.

Chairman Coates thanked Alderwoman Diana for her continued support and partnership.

Additional Elected Officials

Chairman Coates invited any additional elected officials present to address the Board.

Elected officials in attendance expressed their appreciation for HACA's ongoing redevelopment efforts, resident programming, and collaboration with the City of Annapolis. They acknowledged the progress being made throughout the Authority and encouraged continued partnership among local government, community organizations, and HACA leadership in support of residents and affordable housing initiatives.

B. General Public Comments

Presenter

Matthew Wallace
Executive Director, Joy Grows

Chairman **Bishop Craig Coates** recognized **Matthew Wallace** to address the Board.

Mr. Wallace provided an update regarding the **Eastport Community Farm** initiative. He highlighted the successful ribbon-cutting ceremony held on **May 18, 2026**, and thanked the Housing Authority, Board of Commissioners, community partners, and volunteers for their continued support of the project.

Mr. Wallace reported that a greenhouse has been installed at the farm and that youth participants assisted with preparations for the ribbon-cutting ceremony, including construction of the event podium. He further reported that the farm has produced vegetables and flowers that continue to be distributed to residents through community programming, including the **Food Friday** initiative.

Mr. Wallace stated that Joy Grows continues expanding its programming to promote food security, educational opportunities, and community engagement while strengthening partnerships with HACA and other local organizations.

Chairman Coates thanked Mr. Wallace for his presentation and for the continued positive impact of the Eastport Community Farm initiative within the HACA community.

Presenter

Mr. Phelps
Resident

Chairman **Bishop Craig Coates** recognized **Mr. Phelps** for public comment.

Mr. Phelps expressed concerns regarding conditions at **Morris H. Blum**, including building maintenance, construction quality, contractor performance, and matters he indicated had been reported to the U.S. Department of Housing and Urban Development (HUD). He also raised questions concerning project oversight and accountability.

Chairman Coates thanked Mr. Phelps for his comments. Consistent with the Board's established public comment procedures, the Board received the comments without discussion or response regarding individual resident matters. Appropriate concerns were noted for administrative follow-up through HACA's established processes.

VII. ANNOUNCEMENTS

Presenter

Bishop Craig Coates
Chairman, Board of Commissioners

Chairman **Bishop Craig Coates** thanked the Commissioners, HACA staff, residents, elected officials, community partners, and guests for their attendance and participation during the meeting.

He expressed appreciation for the continued collaboration between the Board, staff, residents, and community stakeholders in advancing the Housing Authority's mission and supporting ongoing redevelopment, resident services, and operational improvement initiatives.

VIII. NEXT MEETING

Presenter

Bishop Craig Coates
Chairman, Board of Commissioners

Chairman Coates announced that the next Regular Monthly Meeting of the Housing Authority of the City of Annapolis Board of Commissioners is scheduled in accordance with the Board's published meeting calendar for July 28,2026.

IX. ADJOURNMENT

Presenter

Bishop Craig Coates
Chairman, Board of Commissioners

There being no further business to come before the Board, Chairman Coates requested a motion to adjourn the meeting.

Motion

A motion to adjourn was made.

Second

The motion was seconded.

Vote

The motion carried.

Chairman Coates declared the meeting adjourned.

CERTIFICATION

I hereby certify that these minutes are a true and accurate summary of the proceedings of the Housing Authority of the City of Annapolis Board of Commissioners Regular Monthly Meeting held on **June 2, 2026**, to the extent reflected in the official transcript and Board records.

Bishop Craig Coates	**Board Secretary**
Chairman, Board of Commissioners	Housing Authority of the City of Annapolis
Date: _________________________	Date: _________________________