

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Board of Commissioners Monthly Meeting

In-Person: Pip Moyer Recreation Center

Tuesday, August 26, 2025 – 4:30 pm

Agenda

- I. Call to Order/Roll Call
- II. Approval of Minutes
 - July 22, 2025 - Open Meeting Minutes
- III. Chairman's Report – Bishop Craig Coates
- IV. Executive Director Report – Melissa Maddox-Evans
 - Finance Report – Marisa Stanley
 - Operations Report – Melissa Maddox-Evans
 - Development Report – Aseem Nigam
 - Residential Services Report – Bridget McLaughlin
- V. New Business
 - Resolution No. FIN 082625-01 AHF Live Conference and Exposition
 - Resolution No. ADMIN 082625-01 HACA Personnel Policies Employee Handbook
 - Resolution No. ADMIN 082625-02 Memorandum of Understanding - Harbour House
and Eastport Terrace Redevelopment
- VI. Public Comments
 - Elected Official's Comments
 - Resident Advisory Board Comments
 - Resident Council Comments
 - General Public Comments
- VII. Next Meeting Date – Tuesday, September 23, 2025 - In-person at Pip Moyer Recreation Center
- VIII. Adjourn Meeting

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Board of Commissioners Meeting Minutes
273 Hilltop Lane, Annapolis, MD 21403

Tuesday, July 22, 2025 – 4:30 pm

I. Call to Order

The meeting was called to order by Chairperson Coates at 4:32 pm.

Present: Bishop Craig Coates, Kimberlee Cornett (Remote), Patrick Sheridan, Jackie Wells, Melissa Maddox-Evans

Not present: Henrietta Webb-Herbert (late), Arthur Edwards, Jr.,

II. Approval of the Minutes

June 2025 Open Meeting

Motion for approval by Comm'r Wells, seconded by Comm'r Sheridan. Unanimous approval.

III. Chairperson's Report (Bishop Craig Coates)

Chairperson Coates shares his open statement, welcomes guests, staff, partners, residents. Hats off to those that helped the discussion with the mayoral candidate be such a success.

IV. Executive Director Report (Exec. Dir. Maddox-Evans)

Exec. Dir. Maddox-Evans shares that we had a great discussion with mayoral candidate Mr. Littman in partnership with the NAACP regarding housing in Annapolis. The purpose of our hosting the forum was to get their messages out to the public. We have completed our first diversion program with Ms. Tony Strong-Pratt of People Builders; we had 16 residents graduate and are planning on improving their lives and resident status. We also had a few resident meetings with Robinwood and Bloomsbury Square residents regarding future development plans, we brought the developers to update the residents and get resident comments. We are also in talks with our developers for Harbour House and Eastport Terrace. We would like to hear from the state about the level of funding we will be receiving before scheduling the next resident meeting, after which there will be more regular meetings.

V. Finance Report (Marisa Stanley)

Marisa Stanley shares about the status of our grants. With respect to the City Grant, the revenue has been over \$307,000 and total expenditures have been \$406,000. With respect to the County grant, the revenue has been over \$188,000 and total expenditures have been over \$200,000. We've been using our funds to improve licensing and recertifications. Regarding the HCVP program, HUD is also projecting around \$3 million shortfall. HUD has our shortfall applications, and we should have an answer from HUD prior to October when we expect to run out of budget authority.

VI. Operations Report (Exec. Dire. Maddox-Evans)

Exec. Dir. Maddox-Evans shares that we are almost 100% licensed by the City for all of our units. A lot of hard work will go into continuing to keep our units fully licensed, this will aid in housing people and litigation for non-payment of rent. We have been processing 500 applicants to fill our vacant units. We are making great progress with respect to getting recertifications completely current, we are at about 80% current with both Public Housing and Housing Choice Voucher Program. We are also

ensuring that HUD systems are being updated with the current information. The court process is a bit slower when residents don't assist in completing annual recertifications.

VII. Development Report (Aseem Nigam)

Aseem Nigam shares that we had community meetings regarding Robinwood and Bloomsbury Square. We should find out about the status of the 9% tax credit funding in September. The 4% tax credit funding should be resolved after that. Once we get a picture of the approved funding, we will have more resident meetings. With respect to Harbour House and Eastport Terrace, we are wrapping up the comments and should be able to come to the Board in August for approval of the MOU. The City should be submitting funding for remediation work on Spa Road and get a response in the Spring of 2026. With respect to Annapolis Gardens, we are having discussions with the new buyer, and they are putting in an application for 4% tax credit funding this year, we should close on the transaction sometime next year. Morris Blum is 92% complete, the project should be completed by the end of January 2026.

VIII. Resident Services Report (Bridget McLaughlin)

Bridget McLaughlin shares that the YMCA has received their Occupancy of Use from the City and they need just one more license from the State and then they can open their Head Start program.

IX. New Business

- Resolution No. FIN 072225-01 Housing Development Law Institute (HDLI)
Commissioners Conference 2025
- Resolution No. FIN 072225-02 National Association Housing and Redevelopment
Officials (NAHRO) 2025 Annual Conference
- Resolution No. ADMIN 072225-03 Authorizing Change in RA & Principal Address and
Certificate of Secretary
- Resolution No. FIN 072225-04 HACA Rehab City Grant Extension Agreement

Motion: First – Comm'r Cornett; Second – Comm'r Wells

Ayes: Chairperson Coates, Comm'r Cornett, Comm'r Sheridan, Comm'r Wells,

X. Elected Officials' Comments:

Ross Arnett wanted to talk about two City committee meetings related to HACA planned redevelopment. Getting resiliency funding for Spa Road remediation will be based on plans for how redevelopment will happen. Mr. Arnett thanked Exec. Dire. Maddox-Evans for providing some clarity on our plans. Mr. Arnett emphasized HACA participation in the meetings.

Senator Henson's representative introduced the Interim Chief of Staff for their office who is one of the summer interns. He explained the Maryland Tenant Mold Act, which is being championed by Senator Henson, it's intended to keep tenants safe. It enacts a framework for reporting and addressing mold identification and remediation and provides for updates and strengthening over the next three years.

XI. Resident Advisory Board Comments

Carolyn Keene, President of the Advisory Board shares that they are working on Harbour House/Eastport Terrace and Wilbourne Estates elections. Robinwood will be having their Annual Unity Day on August 2.

XII. Resident Council Comments

No additional comments were given.

XIII. Public Comments

Tamala Spencer shares that she was the Vice President of the Harbour House/Eastport Terrace Resident Council. She explained that the RAB Board said that they could not have a Unity Day. Also, they haven't had a bank account for two years. Exec. Dir. Maddox-Evans said that we can have a conversation with them to discuss HACA-related items, but the RAB Board is a different conversation. Exec. Dir. Maddox-Evans explained that HACA has encouraged Resident Councils to create their own bank accounts to facilitate funding of approved and documented events. There is a process that Resident Councils should use to request community projects.

Donna Johnson shares that she had requested some meetings as a resident and caretaker, but they have not come to fruition. These delays have been going on for four years. Ms. Johnson has hired a lawyer. Ms. Johnson has been fundraising to get assistance in brightening up the playground, the local fire department has raised some funds and is looking to get approval to proceed with the cleanup.

Matthew Wallace shares some pictures of the progress of the gardens that they have put in place in the Harbour House/Eastport Terrace community. The Healing Garden (at the intersection of Madison Street and President Street) has grown incredibly. They added "Our Garden" adjacent to the back corner of the Harbour House/Eastport Terrace Community Center. They have worked hard to engage the youth and give them some ownership of these gardens. They are working on getting grants to put in greenhouses so that they can work on gardening year-round.

Vickie Beale shares that she needs some assistance with things going on at Morris Blum. Ms. Beale has a folder of things she has received during her time in management at Morris Blum. Ms. Beale believes that the staff deserves respect and courtesy. Ms. Beales said that she's gone to both her employer and HACA about being threatened with firing, harassment for three years. Someone that was just hired last week was harassed for two years and they nearly quit. This cannot continue and the environment is affecting the health of the staff. Ms. Beale will share her folder of issues with the Board after the meeting. Chairperson Coates said that they have received Ms. Beale's complaint and there is an investigation into the Commissioner's behavior. Exec. Dir. Maddox-Evans said that there is concern due to a tolerance for behavior that isn't appropriate; people do not have the right to falsely accuse, slander, or libel another person. It doesn't matter if one is a Public Housing resident or not, people are not permitted to say whatever they wish without repercussions.

XIV. Next Meeting Date – August 26, 2025, In-person at Pip Moyer Recreation Center

XV. The meeting was adjourned at 5:45 pm.

The Housing Authority of the City of Annapolis



Board of Commissioners Report
August 26, 2025



The Housing Authority of the City of Annapolis Board of Commissioners

Bishop Craig Coates



Chairman

Patrick Sheridan



Vice-Chairman

Arthur Edwards, Jr.



Treasurer

Jackie Wells



Secretary

Kimberlee Cornett



Commissioner

Henrietta Webb-Herbert



Commissioner

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Executive Director Report

August 2025

Executive Director/CEO

We are partnering with the Eastport Civic Association to host a Candidates Forum for mayoral and city council candidates on September 3rd at 5:30 p.m. at the Eastport Community Center. We are glad to participate in an event to promote civic education and involvement in the electoral process.

The proposed budget by Congress anticipates an 11% Public Housing Operating Budget. Projected funding levels appear stable for the HCV programs. We will see what the final budget will be by October 1st. We are, however, experiencing delays in receiving our full HAP allocation from HUD for the HCVP program, which is a challenge for our property owner providers and participants. We are in communication with HUD Headquarters regarding this issue.

Below are examples of additional highlights that occurred this past month.

Development/Capital Projects

- Morris H. Blum residential units are slated to be completed this month.
- We have a proposed MOU for Eastport Terrace/Harbour House redevelopment project which is included in this report for your approval.
- We are still waiting on the status of our funding applications for Robinwood and Bloomsbury Square redevelopment projects.

Finance

- Financial and ethics training for board commissioners is required by HUD, under the recovery agreement. We are scheduling the training.

Operations/ Management/HCVP

- Our PIC score for the HCVP is still 95.35% and 88.82 PH % programs. Full reporting compliance is 95% for both programs.
- We are 100% licensed at Robinwood and Bloomsbury Square and Eastport Terrace until 2026. We are 96% licensed at Harbour House.
- HUD-NSPIRE Inspections is scheduled for Robinwood in August 15, 2025.

Legal/Compliance

- I attended NAHRO Legal Working groups to discuss legal impacts for changes spurred under this administration.
- The HUD Field Office visited HACA on August 6-7 to discuss entering into a Recovery Agreement to help us obtain Standard Performer status.

Resident Services

- I will visit Robinwood on August 20th to speak with residents and obtain feedback on their community.
- We are hoping the Y-Head Start Program will start at the end of this month.

City/County/State Partnerships

- I met with ACDS to provide them with an update on the County grant expenditures to date. We informed them that we are on track to expend the \$475,000 grant by 12/31/2025.
- Attended weekly meetings with the City's Housing Affordability Specialist and Community Development Staff.
- Attend meeting with the Baltimore Metropolitan Council to discuss fair housing strategies and the Analysis of Impediments for the region.

Finance Report

July 2025 Rent Collection

By Property:

Property	Occupied	Month			Pymts Collected in June 2025 for Prior months	Pymts Collected in June 2025 for Next Months	Total Collected in June 2025
		Charges	Payments	% Collected			
Eastport	313	\$13,954	\$1,137	8%	\$13,740	-	\$14,876
Harbour House	313	\$63,830	\$27,300	43%	\$8,398	-	\$35,698
Robinwood	125	\$ 54,711	\$14,771	27%	\$24,802	-	\$39,573
Bloomsbury	51	\$ 22,357	\$17,051	76%	\$3,968	-	\$21,019
HACA Managed Total	802	\$154,852	\$60,259	39%	\$50,907		\$111,166

July 2025 Outstanding Rent Balances and Repayment Agreements

By Property:

Property	Outstanding Rent Balances	Number of Delinquent Residents	Number of Repayment Agreements	Repayment Agreement Totals	Outstanding Rent Balances minus Repayment Agreements	Number of Delinquent Repayment Agreements	Percentage of Delinquent Repayment Agreements
Eastport Terrace	\$195,391.05	28	0		\$195,391.05	0	0.0%
Harbour House	\$468,829.01	115	1	\$2,750.00	\$466,079.01	0	0.0%
Robinwood	\$590,076.66	64	3	\$10,066.75	\$580,009.91	0	0.0%
Bloomsbury Square	\$102,133.40	16	1	\$676.45	\$101,456.95	0	0.0%
Totals	\$1,356,430.12	223	5	\$13,493.20	\$1,342,936.92	0	0.0%

Operations Report – Public Housing

Emergency Work Orders (Closed within 24 Hours) *

Property	Month				Year to Date			
	Generated	Closed within 24 Hours		%	Generated	Closed within 24 Hours		%
Bloomsbury Square	8	8	✓	100%	42	31	●	74%
Eastport/Harbour House	44	44	✓	100%	235	208	●	89%
Robinwood	28	28	✓	100%	142	125	●	88%
HACA Managed Total	80	80	✓	100%	419	364	●	87%

Routine Work Orders Generated

Property	Month	Year to Date
	WO Count	WO Count
Bloomsbury Square	20	83
Eastport/Harbour House	28	195
Robinwood	64	243
HACA Managed Total	112	521

Occupancy Rate (now reflective of employing a consolidated waiting list process)

Property	Occupied	Vacant	Grand Total	Occupancy Rate
557	471	84	555	84%

Move-ins/Move-Outs/Transfers

Property	Move-Ins	Move – Outs	Transfers
Bloomsbury Square	0	0	0
Eastport/Harbour House	6	0	2
Robinwood	3	0	1
HACA Managed Total	9	0	3

Occupancy Rate - Agency Wide		
May	June	July
84%	84%	84%

Current Waiting List

Public Housing	Total Number
Total	1,165
Housing Choice Voucher Program	Total Number
Total	535
Grand Total	1,700

Operations Report – Housing Choice Voucher Program

Tenant-Based Voucher Program

	MAY 2025	JUNE 2025	JULY 2025
Allocated*	770	770	770
Under Contract	762	760	755
Vouchers Issued	0-Emergency Vouchers	0-Emergency Voucher	0-Emergency Voucher
Termination of Assistance	5	0	3
Portability Port Out	1	1	1
Portability Port In	0	0	0
Recertifications	49	61	76
Interims	37	41	15-Completed

*Reflects the regular vouchers plus VASH vouchers

Homeownership Program

	MAY 2025	JUNE 2025	JULY 2025
Participants	1	1	1

Veterans Affairs Supportive Housing Program (VASH)

	MAY 2025	JUNE 2025	JULY 2025
Allocated	5	5	5
Under Lease	4	5	5
Vacant	1	0	0

PIC Score

	MAY 2025	JUNE 2025	JULY 2025
PIC	82.63%	87.38%	95.35%

Additional Highlights

- Number of Re-exams processed: 82
- Number of Landlord checks (HAP) processed: 755
- Landlord Checks (HAP) Issued Total: \$928,044
- Number of Unit Transfers processed: 0
- Number of New move-ins processed: 3
- Number of RAD PBV HAP: \$158,336

Development Report

Redevelopment In Process

Community	Developer	Estimated Financial Closing & Construction Start	Estimated Construction Completion & Lease Up Start	Units
Morris H. Blum	The Community Builders	Summer 2023	Summer 2025	154
Harbour House/Eastport	TBD	2026/2027	2029/2030	357
Robinwood	CHP	2027	2029	150
Bloomsbury	CHP	2026	N/A – no relocation	51

- **Morris H. Blum**

- TCB, HousingtoHome and HACA teams worked on the first two phases of relocation of tenants and are now collaborating with the tenants on the third phase.
- Financial closing occurred on August 16, 2023.
- TCB gave Notice to Proceed to the contractor, Harkins Builders.
- The rehabilitation will be in four phases. The first three phases involving the 7th, 8th, 6th, 5th, 3rd, and 4th floors are complete and the tenants have been moved back to the rehabilitated units.
- Harkins has set up its operation on-site and has installed man and equipment hoist.
- Construction will take about 22 months. The rehabilitation of the units should be completed in Summer 2025. Some work unrelated to the units may not be completed until Fall 2025. So far, the construction is about 94% complete. The work on the last phase, Phase 4 (2nd Floor), is complete and the tenants are expected to move into rehabilitated units in August 2025. Both the elevators are refurbished, except for the floor, and are operational.

Capital and Redevelopment Projects

- **City of Annapolis**

- CNI Planning process.
The teams have completed Phase 1 - Assessment of the Eastport Terrace-Harbour House: Assessment has included conducting resident surveys; reviewing existing plans; demographic and other data collection; stakeholder interviews; inventorying of open spaces, transportation, service providers, businesses, housing, etc.; real estate market studies; Maryland Historical Trust review; and Phase 1 Environmental Site Assessment.

- o We had community meetings on April 17th and 18th to discuss the Concept Plan. The transformation plan was submitted to HUD by the end of November 2023. HUD has accepted the plan.
- o City council approved the resolution for the contribution of the Spa Road property to the CNI project by the end of August 2024.

Phase II Redevelopment - Robinwood, Eastport, Harbour House, Bloomsbury Square

- o An RFQ for developers was advertised for Robinwood, Bloomsbury Square and Harbour House/Eastport Terrace.
- o HUD-CHAPs were approved for Bloomsbury Square and Robinwood, which authorizes us to begin the redevelopment process.
- o HACA received five proposals from the developers by the deadline of May 4, 2023.
- o HACA staff along with EJP Consulting reviewed the proposals and asked one of the developers to make their presentation, on Harbour House/Eastport Terrace on July 31st. However, the developer withdrew their proposal. A new RFQ for Harbour House/Eastport Terrace was issued in August 2024. The pre-bid conference was held on September 17, 2024, and the tour of the sites was conducted on October 7, 2024. Three proposals were received by the due date of November 14, 2024. The selection committee selected Genesis Companies and Monadnock Development, based in NY, as the developer for the site. A meeting with the developer and the city staff was held on April 29th with a follow-up meeting in the first week of May. The developer is currently working on the Phase I plan and will share the plan with HACA staff in the coming weeks. HACA has engaged its outside counsel to draft the MOU which is expected to be presented to HACA's Board for their approval during the August meeting. The Development Committee approved the MOU during their August meeting 11th meeting.
- o HACA had asked two developers to make a presentation on Robinwood and Bloomsbury in September 2023. However, one of the developers withdrew their proposal. The other developer, CHP, made their presentation in September. HACA staff recommended to the Board that CHP be approved as the developer for Robinwood and Bloomsbury. The Board approved the recommendation during their September 2023 meeting. The MOUs, between HACA and CHP, have been executed. HACA arranged an introductory meeting with CHP, and Bloomsbury and Robinwood communities in April 2024. HACA and CHP also met with the Anne Arundel County school system for their participation in terms of allowing access to a new road within the Robinwood project. HACA and CHP scheduled a meeting with the Robinwood community on March 19, 2025, to get their input on the initial site plan for the property. CHP submitted the 9% tax credit application for Robinwood in May 2025 and is expected to submit the 4% tax credit application in August/September 2025. The 4% tax credit application for Bloomsbury was submitted in July 2025. The follow-up meetings with the Robinwood and Bloomsbury communities were held in mid-July 2025, and the communities were apprised of the progress made thus far and to seek additional input from them.
- o HACA organized a meeting with CHP and the State on identifying potential funding sources for both Robinwood and Bloomsbury Square and will reschedule follow-up meetings with the stakeholders.

Resident Services Board Report

July 2025

1. Summer Camp Programming – “Happy Campers” at Pip Moyer

July was an outstanding month for youth engagement, thanks to a successful partnership with the Pip Moyer Recreation Center. Children from HACA communities participated in several summer camp sessions that provided safe, structured, and enriching experiences during the school break.

Camp Activities Included:

- Swimming
- Softball
- Soccer
- Splash Camp
- Tennis
- Dance Camp
- Basketball
- Cheerleading

These activities not only kept the children physically active but also allowed them to develop teamwork, leadership, and social skills. For many, it was their first time participating in a structured summer camp. We received overwhelmingly positive feedback from both youth and parents, who were grateful for the opportunity.

The camps played a vital role in promoting health, reducing summer learning loss, and strengthening community ties.

2. Workforce Development – Paint Training with Sherwin-Williams

Looking ahead to the fall, we are excited to relaunch our workforce training partnership with Sherwin-Williams. Beginning in October, Sherwin-Williams will host its first paint training sessions in the Robinwood community. This program is designed to provide participants with marketable skills in painting and home improvement — areas with steady employment potential in both commercial and residential sectors.

The training will include:

- Safety and preparation techniques
- Tools and materials usage
- Surface prep and finish application
- Potential job placement or apprenticeships for successful participants

This initiative directly supports our goal of expanding resident access to career pathways and skilled trades.

3. Community Engagement – Upcoming Resident Services Resource Days

To ensure residents are aware of and connected to available services, we have scheduled Community Resource Days in the following locations:

- Eastport – *September 2025*
- Bloomsbury Square – *October 2025*

These events will bring together local service providers, healthcare resources, workforce programs, educational opportunities, and more. Resident Services staff will also be on-site to provide individual support and referrals.

Our goal is to foster stronger relationships with residents and partner organizations, ensuring everyone has access to the tools and resources they need to thrive.

4. Resident Self-Sufficiency Achievements

We're proud to report the following achievements for July from key Resident Services programs:

ROSS (Resident Opportunities and Self-Sufficiency) Program:

- Several participants secured new employment opportunities this month in a range of industries, including hospitality, healthcare, and retail.
- These successes demonstrate the effectiveness of ongoing case management, resume support, and job readiness coaching provided by our team.

GED Enrollment (in partnership with OIC):

- Three new residents registered for GED classes in July.
- These residents have committed to furthering their education and expanding future career options.
- OIC continues to be a critical partner in delivering adult education and training services.

FSS (Family Self-Sufficiency) Program:

- Two program graduates successfully completed their goals and received their escrow distributions.
- These residents have demonstrated exceptional dedication, meeting personal and financial objectives that set the foundation for long-term independence.

Graduation from the FSS program represents a significant milestone in a resident's journey toward economic stability, and we commend these individuals for their perseverance.

Family Self Sufficiency and Homeownership

FSS and Homeownership	
Case Management Contacts	0
FSS Contracts	36
FSS Escrow Accounts	36
Contracts in HCVP	22
Contracts in PH	14
Release of Escrow Credits	2
Contracts Terminated	0
New Contracts Completed	2
Resources and Referrals	5
New Homeownership Clients	0
Recertification Agreements Completed	3
Case Management Appointments	8

Case Management

Case Management Services	
Luminis Health Event - RW	6
Technology Event - Robinwood	7
DORS Event - Robinwood	5
Smoking Cessation Event – BBSQ	6
Resident case management contacts for issues such as rent payments, wellness, checks, eye exams/glasses, dental, financial concerns, furnishing referrals, transportation, employment, Re-Certification assistance, food insecurity, family reunification, medical health assistance in finding a PCP and assisting in making medical appointments, social services interventions for food stamps, and enrolling in Medicare benefits. Department of Aging.	68
Total: Contacts - Calls/Activities	92

Resident Opportunity and Self Sufficiency

ROSS	
Energy Assistance	6
ROSS Mental Health Wellness Presentation	12
ENOUGH Initiative Presentation	10
ROSS Referrals, Dept of Aging, Hope for All, DSS, Digital Literacy, SNAP Applications, SSDI and SSI Application Assistance	37
Dept. of Aging Event	8
Luminis	5
Programming Enrollment	3

Annapolis Gardens

Number of Units: 150
Property Type: Family
Project Start: 2009
Project Status: Stabilized
Subsidy Type: Public Housing/Tax Credit (75), Tax Credit only (75)



Tax Credit Compliance End: 2025

Report for Period Ending: July 31, 2025

OCCUPANCY

Unit Type	Total Units	Occupied	Vacant	Total % Occupancy
LIHTC	150	145	5	97%

1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms	5 bedrooms
10	62	59	9	10

Current Month: **97%**

Year to date Average: **96%**

NARRATIVES

Financial:

The income for the month was over the budgeted amount by 5.4% due to higher than anticipated occupancy rate. The total actual expenses were in line with budgeted expenses.

Management:

The property is managed by Winn Companies; an independent company not affiliated with the Developer. The management staff did not report any staff turnover during the period and has been timely with reporting to HACA.

Physical:

There were no other extraordinary repairs to report.

Resident Services:

There were no Resident Services to report.

Other

There are no other issues to report.

Receivables/ Payables:

The resident accounts receivable is \$53,577. The projects accounts payables are \$0 with \$0 aging more than 90 days.

Reserves:

The project has four reserve accounts and two escrows that are funded as required with no inappropriate use of funds.

PARTNERS

General Partner/ Managing Member: Annapolis Community Development Partners, LLC

HACA Ownership %: 49%

Developer: Landex

Management Company: Winn

DEBT SUMMARY

Lien Position	Payment Type	Lender	Principal as of: 05/31/2025	Interest Rate	Maturity Date
1	Hard debt	Enterprise Mortgage Investments, Inc.	\$ 1,775,059	7.01%	10/3/2026
2	Cash flow	DHCD	\$ 1,547,367	4%	5/1/2051
3	Cash flow	ACDS	\$ 204,564	2%	5/29/2051
4	Cash flow	HACA	\$ 500,000	4.38%	6/1/2051
5	Cash flow	HACA	\$ 92,118	0%	6/1/2051

Obery Court I

Number of Units: 50
Property Type: Family
Project Start: 2010
Project Status: Stabilized
Subsidy Type: Tax Credit (40)
 Tax Credit only (10)



Tax Credit Compliance End: 2025

Report for Period Ending: July 31, 2025

OCCUPANCY

Unit Type	Total Units	Occupied	Vacant	Total % Occupancy
1 bedroom	10	10	1	90%
2 bedrooms	22	21	1	95%
3 bedrooms	16	16	0	100%
4 bedrooms	2	1	1	50%

Current Month: **94%**

Year to date Average: **97%**

NARRATIVES

Financial:

The income for the month was 8.5% over budget due to higher occupancy rate. The total controllable expenses were 24.8% under budget. Those expenses were as result of lower than expected maintenance expenses.

Management:

The property is managed by Pennrose, an affiliate of the Developer.

Physical:

There were no significant items noted.

Resident Services:

There were no Resident Services to report.

Other

There are no other issues to report.

Receivables/ Payables:

The resident accounts receivable is \$50,861. The project accounts payables are \$4,425 with \$4,425 aged more than 90 days.

Reserves:

The project has four reserve accounts and three escrows that are funded as required with no inappropriate use of funds.

PARTNERS

General Partner/ Managing Member: Obery Court GP, LLC

HACA Ownership %: 51% *
Pennrose entity remains managing member despite ownership percentage

Developer: Pennrose

Management Company: Pennrose

DEBT SUMMARY

Lien Position	Payment Type	Lender	Principal as of: 05/31/2025	Interest Rate	Maturity Date
1	Cash flow	DHCD	\$ 1,906,604	4%	6/1/2050
2	Cash flow	DHCD	\$ 2,307,547	4%	6/1/2050
3	Cash flow	ACDS	\$ 1,000,000	2%	3/6/2051

Obery Court 2

Number of Units: 63
Property Type: Family
Project Start: 2011
Project Status: Stabilized
Subsidy Type: PBV/Tax Credit (53), Tax Credit only (10)



Tax Credit Compliance End: 2027

Report for Period Ending: July 31, 2025

OCCUPANCY

Unit Type	Total Units	Occupied	Vacant	Total % Occupancy
1 bedroom	27	27	0	100%
2 bedrooms	17	17	0	100%
3 bedrooms	16	15	1	94%
4 bedrooms	3	3	0	100%

Current Month: **98%**

Year to date Average: **96%**

NARRATIVES

Financial:

The rental income for the month was 19.8% over budget due to increased subsidy. The total controllable expenses 5.3% over budget due to higher than anticipated maintenance expenses.

Management:

The property is managed by Pennrose, an affiliate of the Developer. The management staff did not report any staff turnover during the period and has been timely with reporting to HACA.

Physical:

There were no other extraordinary repairs to report.

Resident Services:

There were no Resident Services to report.

Other

There are no other issues to report.

Receivables/ Payables:

The resident accounts receivable amount is \$68,119 and accounts payable is \$0 with \$0 aged more than 90 days.

Reserves:

The project has four reserve accounts and two escrows that are funded as required with no inappropriate use of funds.

PARTNERS

General Partner/ Managing Member: Obery Court Phase II GP, LLC

HACA Ownership %: 49%

Developer: Pennrose

Management Company: Pennrose

DEBT SUMMARY

Lien Position	Payment Type	Lender	Principal as of: 5/31/2025	Interest Rate	Maturity Date
1	Hard debt	Severn Savings Bank FSB	\$ 1,426,583	6.625%	2029
2	Cash flow	DHCD	\$ 3,009,405	4%	4/1/2054

Obery Court 3

Number of Units: 61
Property Type: Family
Project Start: 2016
Project Status: Stabilized
Subsidy Type: PBV/Tax Credit (40)
 Tax Credit only (21)



Tax Credit Compliance End: 2031

Report for Period Ending: July 31, 2025

OCCUPANCY

Unit Type	Total Units	Occupied	Vacant	Total % Occupancy
1 bedroom	18	18	0	100%
2 bedrooms	24	20	4	83%
3 bedrooms	14	12	2	86%
4 bedrooms	5	5	0	100%

Current Month: **90%**

Year to date Average: **91%**

NARRATIVES

Financial:

The income for the month was 11.7% over budget due to higher than anticipated subsidy. The total controllable expenses were 17.3% under budget due to lower than anticipated maintenance expenses.

Management:

The property is managed by Pennrose, an affiliate of the Developer.

Physical:

The property did not report any physical issues.

Resident Services:

There were no Resident Services to report.

Other

There are no other issues to report.

Receivables/ Payables:

The resident accounts receivable is \$89,250 and the projects accounts payables are \$679 with \$679 aged more than 90 days.

Reserves:

The project has three reserve accounts and two escrows that are funded as required with no inappropriate use of funds.

PARTNERS

General Partner/ Managing Member: Obery Court Phase III GP, LLC

HACA Ownership %: 11%

Developer: Pennrose

Management Company: Pennrose

DEBT SUMMARY

Lien Position	Payment Type	Lender	Principal as of: 9/30/2024	Interest Rate	Maturity Date
1	Hard debt	Capital One, N.A.	\$ 1,239,059	5.75%	1/1/2032
2	Cash flow	DHCD	\$ 1,643,997	2%	9/1/2056
3	Cash flow	DHCD	\$ 1,225,000	2%	9/1/2056
4	Cash flow	HACA	\$ 608,396	0%	9/17/2057

Wilbourn Estates

Number of Units: 78
Property Type: Family
Project Start: 2022
Subsidy Type: Tax Credit



Report for Period Ending: July 31, 2025

OCCUPANCY

Unit Type	Total Units	Occupied	Vacant	Total % Occupancy
1 bedroom	26	26	0	100%
2 bedrooms	26	24	2	92%
3 bedrooms	26	26	0	100%

Current Month: **99%**

Year to date Average: **94%**

NARRATIVES

Financial:

The rental income for the month was in line with budgeted income. The total controllable expenses 17.6% under budget due to lower than expected maintenance expenses.

Management:

The property is managed by Pennrose, an affiliate of the Developer.

Physical:

There are no physical issues to report.

Resident Services:

There were no Resident Services to report.

Other

There are no other issues to report.

Receivables/ Payables:

The resident accounts receivable is \$29,782. The project accounts payables are \$0 with \$0 aged more than 90 days.

PARTNERS

General Partner/ Managing Member: Newtowne 20, LLC

Developer: Pennrose

Management Company: Pennrose

DEBT SUMMARY

Account	Lender	Amount	Interest Rate	Maturity Date
1	Orix Real Estate Capital Principal – Hard Debt	\$ 9,147,389	3.82%	7/1/2041
2	CDA Rental Housing Works Fund	\$ 2,471,632	0	12/31/2062
3	CDA Housing Trust Fund	\$ 971,632	0	12/31/2062
4	CDA Rental Housing Fund	\$1,328,949	0	12/31/2062
5	ACDS Home Investment Partnership Program	\$732,932	0	12/31/2062
6	HACA	\$929,473	0	12/31/2062
7	HACA	\$1,700,795	1.31%	12/31/2062

Resolutions

Resolution No. FIN 082625-01 AHF Live Conference and Exposition

Resolution No. ADMIN 082625-02 HACA Personnel Policies Employee Handbook

Resolution No. ADMIN 082625-02 Memorandum of Understanding - Harbour House and
Eastport Terrace Redevelopment

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Consolidated Financial Summary

PROPERTY SUMMARY REPORT

MONTH ENDING	July 31, 2025	Funding Source	Federal & Non Federal
PROJECT	N/A	State Agency	N/A
PROPERTY CODE	.hcvprop^.phprop^.youth^gross14^pcdbg18^pcentral^pcfpg15^pcfpg24^pcfpg23^pcfpg18^pcfpg19^pcfpg20^pcfpg21^pcong^pfss^paningdn^pccober^pnccober^pnt20^pobery3^pblum^pfssfor^pcnp^pcannap^pcounty^pyout hhbAussouth	Partnership	N/A
LOCATION	Annapolis, Md	Financing Type of Property	N/A Entity Wide

SUPPLEMENTAL DATA

<u>CASH/RESERVE A/C's</u>	<u>PRIOR MONTH BALANCE</u>	<u>DEPOSITS & INTEREST</u>	<u>WITHDRAWALS</u>	<u>ENDING BALANCE</u>
Cash Operating	\$ (35,807)	\$ 2,223,910	\$ (2,200,108)	\$ (12,005)
Cash Restricted-Security Deposits	\$ 7,575	\$ 0	\$ (35)	\$ 7,540
Cash Restricted-HAP	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ (28,232)	\$ 2,223,910	\$ (2,200,143)	\$ (4,465)

<u>MORTGAGE/DEBT SERVICE</u>	<u>YTD INT PAID</u>	<u>YTD PRIN PAID</u>	<u>PRINCIPAL BALANCE</u>
	N/A	N/A	N/A

<u>OTHER SIGNIFICANT ACCOUNTS</u>	<u>PRIOR BALANCE</u>	<u>CHARGES</u>	<u>PAYMENTS</u>	<u>ENDING BALANCE</u>
Resident Receivables, Net	\$ 644,139	\$ 368,039	\$ (341,603)	\$ 670,575
Accounts Payable	\$ 609,126	\$ 2,046,307	\$ (2,235,762)	\$ 419,671
Tenant Rental Income	-	\$ 140,549	-	\$ 140,549
HUD Revenue	\$ -	\$ 1,197,781	-	\$ 1,197,781

OCCUPANCY SUMMARY

<u>Unit Type</u>	<u>Total Units Available</u>	<u>Vacancies</u>	<u>Total Units Occupied</u>	<u>Percent Occupancy</u>
Efficiency	0	0	0	N/A
1-bedroom	101	10	91	90%
2-bedroom	239	38	201	84%
3-bedroom	168	33	135	80%
4-bedroom	32	2	30	94%
5-bedroom	4	1	3	75%
Total PUBLIC HOUSING RESIDENTIAL	544	84	460	85%
<u>Unit Type</u>	<u>UMA</u>	<u>UML</u>	<u>Percent Occupancy</u>	
# of Vouchers	1590	1205	75.8%	

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Central Office Cost Center

PROPERTY SUMMARY REPORT

MONTH ENDING	June 30, 2025	Funding Source	Fee Revenue & Development Income
PROJECT	Central Office	State Agency	N/A
PROPERTY CODE	pcentral	Partnership	N/A
LOCATION	Annapolis, Md	Financing	N/A
		Type of Property	Main Office

ACTIVITY YEAR TO DATE

	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>YTD VARIANCE</u>
<u>OPERATING INCOME</u>	\$ 132,476	\$ 83,851	\$ (48,625)
<u>OPERATING EXPENSES</u>	\$ 47,730	\$ 90,001	\$ 42,270
<u>NET OPERATING INCOME</u>	\$ 84,746	\$ (6,150)	\$ (90,896)

SUPPLEMENTAL DATA

<u>CASH/RESERVE A/C's</u>	<u>PRIOR BALANCE</u>	<u>DEPOSITS & INTEREST</u>	<u>WITHDRAWALS</u>	<u>ENDING BALANCE</u>
Cash Operating	\$ (2,662,600)	88,458	(163,110)	\$ (2,737,252)
Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
Cash Restricted-HAP	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ (2,662,600)	\$ 88,458	\$ (163,110)	\$ (2,737,252)
TOTAL NET OF INTERFUND	\$ (22,012)	\$ 128,168	\$ (163,110)	\$ (56,954)

<u>MORTGAGE/DEBT SERVICE</u>	<u>YTD INT PAID</u>	<u>YTD PRIN PAID</u>	<u>PRINCIPAL BALANCE</u>
	N/A	N/A	N/A

<u>OTHER SIGNIFICANT ACCOUNTS</u>	<u>PRIOR BALANCE</u>	<u>CHARGES</u>	<u>PAYMENTS</u>	<u>ENDING BALANCE</u>
Interprogram due from other programs	\$ 2,640,588	\$ 39,709	\$ -	\$ 2,680,297
Admin Fee Income	\$ -		\$ -	\$ -

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
County of Annapolis Grant

PROPERTY SUMMARY REPORT

MONTH ENDING	July 31, 2025	Funding Source	Local - Grant
PROJECT	County of Annapolis Grant	State Agency	N/A
PROPERTY CODE	pcounty	Partnership	N/A
LOCATION	Annapolis, Md	Financing	N/A
		Type of Property	N/A

ACTIVITY YEAR TO DATE

	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>YTD VARIANCE</u>
<u>OPERATING INCOME</u>	\$ 23,503	\$ 43,469	\$ 19,966
<u>OPERATING EXPENSES</u>	\$ 23,503	\$ 43,469	\$ 19,966
<u>NET OPERATING INCOME</u>	\$ -	\$ (0)	\$ (0)

SUPPLEMENTAL DATA

<u>CASH/RESERVE A/C's</u>		<u>PRIOR BALANCE</u>	<u>DEPOSITS & INTEREST</u>	<u>WITHDRAWALS</u>	<u>ENDING BALANCE</u>
	Cash Operating	\$ (70,526)	\$ 141,981	\$ (43,469)	\$ 27,986
	Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
	Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ (70,526)	\$ 141,981	\$ (43,469)	\$ 27,986

<u>MORTGAGE/DEBT SERVICE</u>	<u>YTD INT PAID</u>	<u>YTD PRIN PAID</u>	<u>PRINCIPAL BALANCE</u>
	N/A	N/A	N/A

<u>OTHER SIGNIFICANT ACCOUNTS</u>	<u>PRIOR BALANCE</u>	<u>CHARGES</u>	<u>PAYMENTS</u>	<u>ENDING BALANCE</u>
	FSS Escrow Liability	\$ -	\$ -	\$ -
	Project Payables	\$ -	\$ -	\$ -
	Tenant Rental Income	\$ -	\$ -	\$ -
	Operating Subsidy Revenue	\$ -	\$ -	\$ -

OCCUPANCY SUMMARY

	<u>Total Units Available</u>	<u>Vacancies</u>	<u>Total Units Occupied</u>	<u>Percent Occupancy</u>
<u>Unit Type</u>				
1-bedroom	-	-	-	0%
2-bedroom	-	-	-	0%
3-bedroom	-	-	-	0%
4-bedroom	-	-	-	0%
Total RESIDENTIAL	-	-	-	0%

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
City of Annapolis Grant

PROPERTY SUMMARY REPORT

MONTH ENDING	July 31, 2025	Funding Source	Local - Grant
PROJECT	City of Annapolis Grant	State Agency	N/A
PROPERTY CODE	pcannap	Partnership	N/A
LOCATION	Annapolis, Md	Financing	N/A
		Type of Property	N/A

ACTIVITY YEAR TO DATE

	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>YTD VARIANCE</u>
<u>OPERATING INCOME</u>	\$ 54,167	\$ 13,808	\$ (40,359)
<u>OPERATING EXPENSES</u>	\$ 54,167	\$ 13,808	\$ (40,359)
<u>NET OPERATING INCOME</u>	\$ -	\$ 0	\$ 0

SUPPLEMENTAL DATA

<u>CASH/RESERVE A/C's</u>		<u>PRIOR BALANCE</u>	<u>DEPOSITS & INTEREST</u>	<u>WITHDRAWALS</u>	<u>ENDING BALANCE</u>
	Cash Operating	\$ (238,398)	\$ 55,000	\$ (12,290)	\$ (195,687)
	Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
	Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ (238,398)	\$ 55,000	\$ (12,290)	\$ (195,687)

<u>MORTGAGE/DEBT SERVICE</u>	<u>YTD INT PAID</u>	<u>YTD PRIN PAID</u>	<u>PRINCIPAL BALANCE</u>
	N/A	N/A	N/A

<u>OTHER SIGNIFICANT ACCOUNTS</u>	<u>PRIOR BALANCE</u>	<u>CHARGES</u>	<u>PAYMENTS</u>	<u>ENDING BALANCE</u>
	FSS Escrow Liability	\$ -	\$ -	\$ -
	Project Payables	\$ -	\$ -	\$ -
	Tenant Rental Income	\$ -	\$ -	\$ -
	Operating Subsidy Revenue	\$ -	\$ -	\$ -

OCCUPANCY SUMMARY

	<u>Total Units Available</u>	<u>Vacancies</u>	<u>Total Units Occupied</u>	<u>Percent Occupancy</u>
<u>Unit Type</u>				
1-bedroom	-	-	-	0%
2-bedroom	-	-	-	0%
3-bedroom	-	-	-	0%
4-bedroom	-	-	-	0%
Total RESIDENTIAL	-	-	-	0%

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Eastport Terrace

PROPERTY SUMMARY REPORT

MONTH ENDING	July 31, 2025	Funding Source	Federal - Operating Subsidy
PROJECT	Eastport Terrace	State Agency	N/A
PROPERTY CODE	pept	Partnership	N/A
LOCATION	Annapolis, Md	Financing	N/A
		Type of Property	Public Housing



ACTIVITY YEAR TO DATE

	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>YTD VARIANCE</u>
OPERATING INCOME	\$ 75,614	\$ 55,697	\$ (19,918)
OPERATING EXPENSES	\$ 62,833	\$ 39,334	\$ (23,498)
NET OPERATING INCOME	\$ 12,782	\$ 16,363	\$ 3,581

**Note budget for EPT & HH was not separated by AMP. Combined reports provided for budget to actual. 25% budget used for EPT*

SUPPLEMENTAL DATA

<u>CASH/RESERVE A/C's</u>	<u>PRIOR BALANCE</u>	<u>DEPOSITS & INTEREST</u>	<u>WITHDRAWALS</u>	<u>ENDING BALANCE</u>
Cash Operating	\$ (142,541)	\$ 78,245	\$ (69,544)	\$ (133,840)
Cash Restricted-Security Deposits	\$ -	\$ -		\$ -
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ (142,541)	\$ 78,245	\$ (69,544)	\$ (133,840)

<u>MORTGAGE/DEBT SERVICE</u>	<u>YTD INT PAID</u>	<u>YTD PRIN PAID</u>	<u>PRINCIPAL BALANCE</u>
	N/A	N/A	N/A

<u>OTHER SIGNIFICANT ACCOUNTS</u>	<u>PRIOR BALANCE</u>	<u>CHARGES</u>	<u>PAYMENTS</u>	<u>ENDING BALANCE</u>
Resident Receivables, Net	\$ 72,813	\$ 36,402	\$ (36,796)	\$ 72,420
Project Payables	\$ -	\$ -	\$ -	\$ -
Tenant Rental Income	\$ -	\$ -	\$ -	\$ -
Operating Subsidy Revenue	\$ -	\$ -	\$ -	\$ -

OCCUPANCY SUMMARY

<u>Unit Type</u>	<u>Total Units Available</u>	<u>Vacancies</u>	<u>Total Units Occupied</u>	<u>Percent Occupancy</u>
1-bedroom	18	1	17	94%
2-bedroom	41	5	36	88%
3-bedroom	14	4	10	71%
4-bedroom	11	3	8	73%
5-bedroom	0	0	0	N/A
Total RESIDENTIAL	84	13	71	82%

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Robinwood

PROPERTY SUMMARY REPORT

MONTH ENDING	July 31, 2025	Funding Source	Federal - Operating Subsidy
PROJECT	Robinwood	State Agency	N/A
PROPERTY CODE	prw	Partnership	N/A
LOCATION	Annapolis, Md	Financing	N/A
		Type of Property	Public Housing



ACTIVITY YEAR TO DATE

	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>YTD VARIANCE</u>
OPERATING INCOME	\$ 142,527	\$ 129,326	\$ (13,201)
OPERATING EXPENSES	\$ 141,026	\$ 41,899	\$ (99,126)
NET OPERATING INCOME	\$ 1,502	\$ 87,427	\$ 85,925

SUPPLEMENTAL DATA

<u>CASH/RESERVE A/C's</u>	<u>PRIOR BALANCE</u>	<u>DEPOSITS & INTEREST</u>	<u>WITHDRAWALS</u>	<u>ENDING BALANCE</u>
Cash Operating	\$ 947,434	\$ 264,408	\$ (201,084)	\$ 1,010,758
Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 947,434	\$ 264,408	\$ (201,084)	\$ 1,010,758

<u>MORTGAGE/DEBT SERVICE</u>	<u>YTD INT PAID</u>	<u>YTD PRIN PAID</u>	<u>PRINCIPAL BALANCE</u>
	N/A	N/A	N/A

<u>OTHER SIGNIFICANT ACCOUNTS</u>	<u>PRIOR BALANCE</u>	<u>CHARGES</u>	<u>PAYMENTS</u>	<u>ENDING BALANCE</u>
Resident Receivables, Net	\$ 613,406	\$ 193,191	\$ (191,851)	\$ 614,747
Project Payables	\$ -	\$ -	\$ -	\$ -
Tenant Rental Income	\$ -	\$ -	\$ -	\$ -
Operating Subsidy Revenue	\$ -	\$ -	\$ -	\$ -

OCCUPANCY SUMMARY

<u>Unit Type</u>	<u>Total Units Available</u>	<u>Vacancies</u>	<u>Total Units Occupied</u>	<u>Percent Occupancy</u>
1-bedroom	0	0	0	N/A
2-bedroom	0	0	0	N/A
3-bedroom	124	23	101	81%
4-bedroom	21	0	21	100%
5-bedroom	4	1	3	75%
Total RESIDENTIAL	149	24	125	85%

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Bloomsbury Square

PROPERTY SUMMARY REPORT

MONTH ENDING	July 31, 2025	Funding Source	Federal - Operating Subsidy
PROJECT	Bloomsbury Square	State Agency	N/A
PROPERTY CODE	pbbsq	Partnership	N/A
LOCATION	Annapolis, Md	Financing	N/A
		Type of Property	Public Housing



ACTIVITY YEAR TO DATE

	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>YTD VARIANCE</u>
OPERATING INCOME	\$ 47,803	\$ 37,960	\$ (9,843)
OPERATING EXPENSES	\$ 43,231	\$ 16,851	\$ (26,380)
NET OPERATING INCOME	\$ 4,572	\$ 21,108	\$ 16,537

SUPPLEMENTAL DATA

<u>CASH/RESERVE A/C's</u>	<u>PRIOR BALANCE</u>	<u>DEPOSITS & INTEREST</u>	<u>WITHDRAWALS</u>	<u>ENDING BALANCE</u>
Cash Operating	\$ (31,218.34)	\$ 44,780.08	\$ (24,447.46)	\$ (10,885.72)
Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
Cash Restricted-FSS Escrow	\$ 7,575	\$ -	\$ (35)	\$ 7,540
TOTAL	\$ (23,643)	\$ 44,780	\$ (24,482)	\$ (3,345)

<u>MORTGAGE/DEBT SERVICE</u>	<u>YTD INT PAID</u>	<u>YTD PRIN PAID</u>	<u>PRINCIPAL BALANCE</u>
	N/A	N/A	N/A

<u>OTHER SIGNIFICANT ACCOUNTS</u>	<u>PRIOR BALANCE</u>	<u>CHARGES</u>	<u>PAYMENTS</u>	<u>ENDING BALANCE</u>
Resident Receivables, Net	\$ 102,335	\$ 27,630	\$ (27,444)	\$ 102,520
Project Payables	\$ -	\$ -	\$ -	\$ -
Tenant Rental Income	\$ -	\$ -	\$ -	\$ -
Operating Subsidy Revenue	\$ -	\$ -	\$ -	\$ -

OCCUPANCY SUMMARY

<u>Unit Type</u>	<u>Total Units Available</u>	<u>Vacancies</u>	<u>Total Units Occupied</u>	<u>Percent Occupancy</u>
1-bedroom	14	0	14	100%
2-bedroom	18	0	18	100%
3-bedroom	19	0	19	100%
4-bedroom	0	0	0	N/A
Total RESIDENTIAL	51	0	51	100%

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Housing Choice Voucher Program

PROPERTY SUMMARY REPORT

MONTH ENDING	July 31, 2025	Funding Source	Federal - Section 8 Program
PROJECT	HCVF	State Agency	N/A
PROPERTY CODE	.hcvprop	Partnership	N/A
LOCATION	Annapolis, Md	Financing	N/A
		Type of Property	Private LandLord

ACTIVITY YEAR TO DATE

	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>YTD VARIANCE</u>
<u>OPERATING INCOME</u>	\$ 694,569	\$ 940,253	\$ 245,685
<u>OPERATING EXPENSES</u>	\$ 917,537	\$ 982,049	\$ 64,512
<u>NET OPERATING INCOME</u>	\$ (222,968)	\$ (41,795)	\$ 181,173

SUPPLEMENTAL DATA

<u>CASH/RESERVE A/C's</u>	<u>PRIOR BALANCE</u>	<u>DEPOSITS & INTEREST</u>	<u>WITHDRAWALS</u>	<u>ENDING BALANCE</u>
Cash Operating	\$ 48,707	\$ 1,263,825	\$ (1,371,615)	\$ (59,082)
Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
Cash Restricted-HAP	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 48,707	\$ 1,263,825	\$ (1,371,615)	\$ (59,082)

<u>MORTGAGE/DEBT SERVICE</u>	<u>YTD INT PAID</u>	<u>YTD PRIN PAID</u>	<u>PRINCIPAL BALANCE</u>
	N/A	N/A	N/A

<u>OTHER SIGNIFICANT ACCOUNTS</u>	<u>PRIOR BALANCE</u>	<u>CHARGES</u>	<u>PAYMENTS</u>	<u>ENDING BALANCE</u>
HAP Subsidy Receivable	\$ -	\$ -	\$ -	\$ -
Admin Fee Income	\$ -	\$ -	\$ -	\$ -
HAP Subsidy	\$ -	\$ -	\$ -	\$ -
HAP Expenses	\$ -	\$ -	\$ -	\$ -

OCCUPANCY SUMMARY

<u>Unit Type</u>	<u>UMA</u>	<u>UML</u>	<u>Percent Occupancy</u>
# of Vouchers	858	755	88.0%

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Family Self Sufficiency Program

PROPERTY SUMMARY REPORT

MONTH ENDING	July 31, 2025	Funding Source	Federal - Operating Subsidy
PROJECT	Public Housing & HCVP Program		
PROPERTY CODE	Participants	State Agency	N/A
LOCATION	pfss	Partnership	N/A
	Annapolis, Md	Financing	N/A
		Type of Property	N/A

ACTIVITY YEAR TO DATE

	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>YTD VARIANCE</u>
<u>OPERATING INCOME</u>	\$ 9,591	\$ 5,926	\$ (3,665)
<u>OPERATING EXPENSES</u>	\$ 9,093	\$ 5,926	\$ (3,167)
<u>NET OPERATING INCOME</u>	\$ 498	\$ 0	\$ (498)

SUPPLEMENTAL DATA

<u>CASH/RESERVE A/C's</u>	<u>PRIOR BALANCE</u>	<u>DEPOSITS & INTEREST</u>	<u>WITHDRAWALS</u>	<u>ENDING BALANCE</u>
Cash Operating	\$ 43,816	\$ -	\$ (10,592)	\$ 33,225
Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 43,816	\$ -	\$ (10,592)	\$ 33,225

<u>MORTGAGE/DEBT SERVICE</u>	<u>YTD INT PAID</u>	<u>YTD PRIN PAID</u>	<u>PRINCIPAL BALANCE</u>
	N/A	N/A	N/A

<u>OTHER SIGNIFICANT ACCOUNTS</u>	<u>PRIOR BALANCE</u>	<u>CHARGES</u>	<u>PAYMENTS</u>	<u>ENDING BALANCE</u>
FSS Escrow Liability	\$ -	\$ -	\$ -	\$ -
Project Payables	\$ -	\$ -	\$ -	\$ -
Tenant Rental Income	\$ -	\$ -	\$ -	\$ -
Operating Subsidy Revenue	\$ -		\$ -	\$ -

OCCUPANCY SUMMARY

<u>Unit Type</u>	<u>Total Units Available</u>	<u>Vacancies</u>	<u>Total Units Occupied</u>	<u>Percent Occupancy</u>
1-bedroom	-	-	-	0%
2-bedroom	-	-	-	0%
3-bedroom	-	-	-	0%
4-bedroom	-	-	-	0%
Total RESIDENTIAL	-	-	-	0%

ROSS Grant

PROPERTY SUMMARY REPORT

MONTH ENDING	July 31, 2025	Funding Source	Federal - Operating Subsidy
PROJECT	Ross	State Agency	N/A
PROPERTY CODE	pross14	Partnership	N/A
LOCATION	Annapolis, Md	Financing	N/A
		Type of Property	N/A

ACTIVITY YEAR TO DATE

	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>YTD VARIANCE</u>
<u>OPERATING INCOME</u>	\$ 10,484	\$ 8,954	\$ (1,530)
<u>OPERATING EXPENSES</u>	\$ 8,442	\$ 8,954	\$ 513
<u>NET OPERATING INCOME</u>	\$ 2,042	\$ (0)	\$ (2,042)

SUPPLEMENTAL DATA

<u>CASH/RESERVE A/C's</u>	<u>PRIOR BALANCE</u>	<u>DEPOSITS & INTEREST</u>	<u>WITHDRAWALS</u>	<u>ENDING BALANCE</u>
Cash Operating	\$ 2,067	\$ -	\$ (8,954)	\$ (6,887)
Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,067	\$ -	\$ (8,954)	\$ (6,887)

<u>MORTGAGE/DEBT SERVICE</u>	<u>YTD INT PAID</u>	<u>YTD PRIN PAID</u>	<u>PRINCIPAL BALANCE</u>
	N/A	N/A	N/A

<u>OTHER SIGNIFICANT ACCOUNTS</u>	<u>PRIOR BALANCE</u>	<u>CHARGES</u>	<u>PAYMENTS</u>	<u>ENDING BALANCE</u>
Subsidy Receivables	\$ -	\$ -	\$ -	\$ -
Operating Subsidy Revenue	\$ -		\$ -	\$ -

**Resolution
of
The Housing Authority of the City of Annapolis
Board of Commissioners**

**A Resolution to approve Amended Change to
HACA Personnel Policies Employee Handbook**

Resolution No. ADMIN 082625-01

WHEREAS, the Personnel Policies Handbook of the Housing Authority of the City of Annapolis (HACA) establishes that the provisions of the Personnel Policies may be modified, amended, or withdrawn by HACA, as HACA may determine, in its sole discretion, to be required by its best interests, to the maximum extent permitted by law; and

WHEREAS, Section 101 of the Personnel Policies Handbook states the responsibility for such amendment lies with the Board of Commissioners following preparation and presentation by the Executive Director; and

WHEREAS, HACA wishes to amend Section 300: Annual Leave and Section 500: Employment Termination Policy to include a PTO Payout Forfeiture Policy:

- Termination for Cause: If an employee is terminated for cause, as defined by company policies, they forfeit their right to receive a payout for any unused PTO hours.
- Resignation Notice: HACA's policy requires at least two weeks' notice for an employee to be eligible for a PTO/annual leave payout upon resignation. If employees do not provide the required notice of resignation period, they are not entitled to a payout of unused annual/vacation time. While the employee has initiated the end of their employment, failing to fulfill their work obligations during the notice period is considered job abandonment.
- Job Abandonment: Any employee absents from work for three (3) consecutively scheduled workdays without notifying their supervisor or manager will be considered to have abandoned their job and will be separated from payroll and reported as job abandonment. Job abandonment is also applicable when an employee provides a two-week resignation notice but then fails to work during that notice period. Employees who abandoned their position at HACA are not entitled to a payout of unused annual/vacation time.; and,

WHEREAS, HACA wishes to make multiple editorial changes to address grammar, punctuation, and style consistency of the Personnel Policy Handbook; therefore,

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Annapolis does hereby authorize the Executive Director to make the changes to the Personnel Policy Handbook outlined above.

RESOLVED this 26th day of August 2025

Resolution No. ADMIN 082625-01

The undersigned Commissioners of the Housing Authority of the City of Annapolis sign below to indicate their affirmative or disapproval vote or that they are abstaining from voting.

_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Craig Coates, Chairman			

_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Patrick Sheridan, Vice-Chairman			

_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Arthur Edwards, Jr., Treasurer			

_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Jacquelyn V. Wells, Secretary			

_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Kimberlee Cornett, Commissioner			

_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Henrietta Webb-Herbert, Commissioner			

Resolution
of
The Housing Authority of the City of Annapolis
Board of Commissioners

Resolution Approving

Memorandum of Understanding - Harbour House and Eastport Terrace Redevelopment

Resolution No. ADMIN 08262025-02

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners, that the Executive Director is authorized to approve the Memorandum of Understanding - Harbour House and Eastport Terrace Redevelopment.

RESOLVED this 26th day of August 2025.

The undersigned Commissioners of the Housing Authority of the City of Annapolis sign below to indicate their affirmative or disapproval vote or that they are abstaining from voting.

<hr/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Craig Coates, Chairman			

<hr/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Patrick Sheridan, Vice-Chairman			

<hr/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Jacquelyn Wells, Secretary			

<hr/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Arthur Edwards, Jr., Treasurer			

<hr/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Kimberlee Cornett, Commissioner			

<hr/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Abstain
Henrietta Webb-Herbert, Commissioner			

**Resolution
of
The Housing Authority of the City of Annapolis
Board of Commissioners**

**Resolution Approving attendance at
AHF Live Conference and Exposition**

Resolution No. FIN 08262025-01

WHEREAS, AHF Live is the premier conference and exposition serving affordable housing developers, owners and state housing agencies nationwide. AHF Live provides insight on the latest strategies and tools to help make deals feasible, to create and preserve much-needed housing. Build important relationships with your peers, industry leaders, financial, and service providers.; and

WHEREAS, the AHF Live Conference and Exposition includes a 3-day Professional Development Program designed especially for affordable housing developers, owners and state housing agencies nationwide on building important relationships with industry leaders, financial, and service providers; and

WHEREAS, the Executive Director supports that HACA must provide appropriate training and networking opportunities for leadership staff to remain current; and

WHEREAS, the cost for registration is (\$999.00), hotel (\$1,955), airfare (\$600), rental car (\$159) and Per Diem of (\$300.00); therefore, the estimated total cost of attendance at the HDLI Conference is not to exceed \$5,000 per person.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners, that the Executive Director is authorized to approve attendance at AHF Live Conference and Exposition for Aseem Nigam.

RESOLVED this 26th day of August 2025.

Resolution No. FIN 082625-01

The undersigned Commissioners of the Housing Authority of the City of Annapolis sign below to indicate their affirmative or disapproval vote or that they are abstaining from voting.

_____ ☐ Approved ☐ Disapproved ☐ Abstain
 Craig Coates, Chairman

Patrick Sheridan, Vice-Chairman

Jacquelyn Wells, Secretary

 Arthur Edwards, Jr., Treasurer

 ☐ Approved ☐ Disapproved ☐ Abstain
Kimberlee Cornett, Commissioner

_____ ☐ Approved ☐ Disapproved ☐ Abstain
Henrietta Webb-Herbert, Commissioner