

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Board of Commissioners Monthly Meeting
In-Person: Pip Moyer Recreation Center
Tuesday, May 27, 2025 – 4:30 pm

Agenda

- I. Call to Order/Roll Call
- II. Approval of Minutes
 - April 22, 2025 - Open Meeting Minutes
- III. Chairman's Report – Chairman Bishop 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 052725-01	Bayview Construction Management Services
Resolution No. ADMIN 052725-02	Corporate Resolution
Resolution No. FIN 052725-03	Affordable Housing Development Law
Resolution No. FIN 052725-04	Corporation Counsel Legal Services
- VI. Public Comments
 - Elected Official's Comments
 - Resident Advisory Board Comments
 - Resident Council Comments
 - General Public Comments
- VII. Next Meeting Date – Tuesday, June 24, 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, April 22, 2025 – 4:30 pm

I. Call to Order

The meeting was called to order by Chairman Coates at 4:30 pm. Chairman Coates iterated the guidelines for speaking before the Board of Commissioners.

Present: Henrietta Webb-Herbert, Kimberlee Cornett, Arthur Edwards, Jr., Bishop Craig Coates, Patrick Sheridan, Jackie Wells, Melissa Maddox-Evans

Not present:

II. Approval of the Minutes

March 2025 Open and Closed Meetings

Motion for approval by Chairman Coates, seconded by Comm'r Sheridan and Comm'r Edwards, Jr, Comm'r Cornett, Comm'r Wells, Comm'r Webb-Herbert. Unanimous approval.

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III. Chairperson's Report (Bishop Craig Coates)

Chairman Coates shares his open statement “As we eagerly embrace spring, the promise of blooming flowers, green grass, vibrant trees, warm weather, its exciting. But this season is not just a transition in weather, it symbolizes renewal and the opportunity for growth within our communities. As the days grow warmer and the landscape transforms, we are reminded of the potential; for positive change that lies ahead. Together, we can cultivate an atmosphere of hopefulness. One that reflects our shared desire for a flourishing community. However, this transformation requires active participation with each of us. It is essential that we lend a hand to nurture the attitudes we wish to see in our neighborhoods. I am excited to engage with all our residents and our dedicated staff as well as our commissioners. We are excited to engage with you all as we work together to create a vibrant tapestry of love and support. Your safety and well-being, residents, are a great value and remains our top priority and we want you to feel valued and heard. So we have a survey that is going to be launched very soon that we are asking you to partake of and in conjunction with that we have wonderful sessions that have already begun; “Moments with Melissa” and were asking you to please take advantage of that session when it comes to your community to spend time with Melissa, where you can share your thoughts and ideas. Together let’s embrace the spirit of spring and all the wonderful possibilities it brings. Happy Spring, Thank you!”

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

Exec. Dir. Maddox-Evans shares as mentioned before she will be starting a monthly series going through the different complexes to meet with residents in an informal setting to spend time and have open discussions regarding concerns, issues or positive feedback that HACA would like to be informed of. Exec. Dir. Maddox-Evans sates that her first session was a great success at Bloomsbury Square. Resident Ms. Hill offered pictures of things they would like to see improved and is glad for that information. Exec. Dir. Maddox-Evans shares that she attended the City of Annapolis’s Housing and Human Welfare Committee meeting last night, in which Alderman Gay had requested, and his fellow Commissioners has agreed to allocate \$30,000 HACA for the purpose of assisting residents, resident education, resident compliance and Management assistance to improve Management and

resident relationship. Exec. Dir. Maddox-Evans shares the City allocated funds from the broadband grant in the amount of \$75,000 to go towards Public housing improvement. She is glad the City is working on behalf of HACA to assist the organization, especially in light of the uncertainty on the federal level. These fund amounts are not large, they are very important to be able to help HACA operate and provide great housing opportunities for the tenants. Exec. Dir. Maddox-Evans shares today she was able to participate in signing of HB1085 at the State House which is an affordable housing bill now turning to law signed by Governor Moore to be able to allow certain tax exemptions for affordable housing developers. In what that means it will allow much more flexibility for developers that are pursuing to build affordable housing. Sharing that it is very expensive to build affordable housing and all though we like to keep the rents lower, the cost of housing is the same as market housing. Exec. Dir. Maddox-Evans welcomes visitors, Captain Thaker, who is the new communications officer for the Annapolis Police Department, Renee Truesdale, from the property management team at Obery Court (Pennrose), Zoe Parakou, the new Director of HACA's Housing Choice Program. Comm'r Cornett states that a lot of disruption in the HeadStart program and asks what Plan B for that program is, as well as the relationship between HACA's staff and Contractor Allegiance Management in terms of support for property management. Exec. Dir. Maddox-Evans states for the HeadStart program HACA is in close communication with the Y who is the recipient of the HeadStart grant and as of yet has notified HACA that there is no disturbance in funding for HeadStart but keep watch on any upcoming changes. HACA is in the last stages for the HeadStart in hopes to open in the summer, early Fall. Comm'r Cornett asks how many children are in the program and Exec. Dir. Maddox-Evans informs there are 39. Also, with a HeadStart program at Annapolis Gardens. Regarding Allegiance Management, Exec. Dir. Maddox-Evans welcomes Vernell Gibson-Caudle and informs that she will provide two managers to assist HACA's sites regarding meeting the necessary benchmarks such as occupancy, rent collection, work order management and City license compliance. Also exploring ways to find someone to focus on the court filing process, which is a very complicated process here in Annapolis and there is a need to that to be strategically focused on. Exec. Dir. Maddox-Evans informs that Allegiance Management has begun that work, and has already toured the properties, met the HACA staff and sent a proposal for the initial steps in help to get things in full compliance. Comm'r Wells ask if Exec. Dir. Maddox-Evans has heard anything different about social security and Exec. Dir. Maddox-Evans informs that she has not heard any new information, however, if there are any changes in income, it is important to inform the property management staff as in rent is balanced to income in affordable housing and changes should be decreased in there is a loss in income.

V. Finance Report (Marisa Stanley)

CFO Marisa Stanley informs that she is happy with the fiscal year 2024 Audit. There were a couple of major findings that were cleared up for that particular report. The audited FDS report, that is the annual report, is due to HUD due 3/31/2025, has been submitted and is now in review. Marisa Stanley shares that HACA is in the fiscal year 2025 that ends June 30,2025 as the unaudited FDS report is due August 31,2025. The fiscal year 2026 Budget is in preparation and must be approved prior to this year end and will be brought before the board in the June 2025 meeting. Chairman Coates asks if there is a commissioner appointed to work alongside HACA's finance team for any advising. Exec. Dir. Maddox-Evans states that there has been a finance committee that the draft would be presented to, to review before bringing it to the overall board. Chairman Coates gives that to Marisa Stanley for her hard work.

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

Exec. Dir. Maddox-Evans shares that HACA continues to work through the various challenges in different aspects of operations as rent collection is hovering around 42% and there is still lots of work to be done. Sharing that HACA is compliant with PIC scores. Occupancy rates are 86% and over 90% is the goal. Comm'r Edwards reflects on the percentage of maintenance emergency completion of work orders and Exec. Dir. Maddox-Evans informs that the work is being completed, however she is working with staff to ensure reporting is completed as well. Comm'r Sheridan reflects that the occupancy rates have increased, and the delinquency amount has flattened, which would be a good sign. Exec. Dir. Maddox-Evans shares that it is typically the same people who are delinquent, and it is their balances that are continuing to increase as to more tenants being delinquent. Comm'r Webb-Herbert asks if there is an issue with property management not knowing the full filling/rent delinquency protocol to enforce late rent payments. Exec. Dir. Maddox-Evans shares that is a small component, however not the full picture of what is causing delays in evictions due to high delinquent rent balances which is one of the reasons there has been a decision to hire an outside firm to handle these terminations. Chairman Coates shares that though termination is a difficult task, they are taking many different approaches to address the issues such as focusing on mental health and available resources that could be preventing residents of paying their rent.

VII. Development Report (Exec. Dir. Maddox-Evans)

Comm'r Edwards asks Exec. Dir. Maddox-Evans if we are on time and on budget regarding development. Exec. Dir. Maddox-Evans shares that we are on time and in the process HACA has met with the county and state this past week to discuss the financing packages for the Robinwood and Bloomsbury Square redevelopment as those would be first up in line. Applications will be submitted to the state next month before the deadline and HACA is pursuing a twinning deal with 4% and 9% tax credits for Robinwood and a great project. All elected officials are aware that HACA's request will be coming. HACA will be meeting with the Genesis team, the developer for Harbour House/Eastport Terrace next week for a workshop discussing project schedules and roll out. Comm'r Edwards asks if Bloomsbury Square is included and Exec. Dir. Maddox-Evans shares that it is also in the works, and a meeting was held last week. It will be converted to RAB PBV, Bloomsbury Square does not have any tax credits but is being pursued for 4% with moderate rehabilitation there. With the site being over 20 years, there will be renovations and looked at as a tenant in place renovation meaning the residents do not have to move off site. Comm'r Cornett asks, what is the posture of the current administration on public housing funding. Exec. Dir. Maddox-Evans shares that there is a great deal of uncertainty, however, awareness is that redevelopment funding for public housing is being cut significantly. The housing choice voucher program is much more stable, even in this administration, there is a better outlook for that program than public housing. Exec. Dir. Maddox-Evans shares that her goal is to secure commitments on the local level as much as possible. Comm'r Edwards shares that for Maryland soft monies are kept at a level funding, which the problem being a long line for that money.

VIII. Resident Services Report (Bridget McLaughlin)

Bridget McLaughlin shares regarding the computer lab grant, new furniture has been ordered and HACA's IT is assisting with setting up the computers. The MOU for computer program through B2G and University of Maryland is in the works to be put in place. Part of the money allocated in the grant will go toward stipends for the residents to participate in the program. Bridget McLaughlin shares that there are funds remaining from last year's donation for summer camp and will be

utilizing that to send more children to Pip Moyer for the summer. Comm'r Wells asks if the pool will be open and Bridget McLaughlin shares that they are seeking to hire lifeguards. Chairman Coates recommends the sea ferries club that has a few openings for children and could possibly assist with hiring lifeguards.

IX. New Business

Resolution No. FIN 042225-01	Annual UPCS Inspections Authorization
Resolution No. ADMIN 042225-02	2025 Payment Standards – HCV Program
Resolution No. ADMIN 042225-03	Behavior Diversion Modification Plan

Behavior Diversion Modification Plan

- Toni Strong-Pratt shares more information on the Behavior Diversion Modification Plan informing insights on strategies for increase rental compliance assisting the property management teams, assisting at least 50 residents in diversion to change lifelong behaviors in mindsets and financial strengths to have economic success. Comm'r Edwards shares that this is a great investment in the community. Chairman Coates shares from seeing the work she has done with her other programs, that the integrity is there as well as the results and looks forward to seeing the outcome of the program. This too is also a model that other Housing Authorities should consider. This model is not only about collecting rent but changing mindsets and helping residents improve overall. Start date is ranging through June.

Motion:

Ayes: Chairman Coats, Comm'r Edwards, Comm'r Webb-Herbert, Comm'r Sheridan, Comm'r Wells, Comm'r Cornett

X. Elected Officials' Comments:

Senator Shaneka Henson speaks before the commissioners informing him of the great work she has done during the most recent legislative session. Senator Shaneka Henson shares she sponsored a bill, Senate Bill 856, that has been passed into law focusing on mold mitigation for rental housing. Senator Shaneka Henson informs that the regulations of this bills presents that the first step in mold mitigation is the responsibility of the tenant to notify the landlord of mold and once that notification is made, the landlord has 15 days to perform a mold assessment and 45 days from that date of assessment to address any mold findings. Providing a caveat for more serious nature such as roofs or pipes there are 45 days or accommodation time, whichever occurs first. In addition to that, the bill puts on our departments to adopt the regulations and standards for inspection, detection and remediation of mold. There were no statewide standards to follow in addressing mold, that would allow a landlord to take to court and show proof of steps taken in addressing mold issues. Departments of Environment, Department of Health, Department of Housing and Community Development and Department of General Services are coming together to adopt those regulations to provide standards on how to address mold issues. Senator Shaneka Henson shares the house is very proud of that work and there are several other bills that touch on the areas of landlord-tenant law as well. A bill dealing with evictions, what to do with a person's personal property. Sharing there is a very elaborate system for the summary ejectment process and what to do when one dispossesses real property, this law assists in what to do with a person's personal property. The way the law is written now is deemed to abandon property the minute the warrant of restitution is signed by the sheriff and the locks are changed. The outcome allows

persons to have due process of their personal belonging and to ensure they too are heard. The final version of the bill states that the landlord must give tenants at least 6 days of notice of their eviction date and lock changing date will be the sheriff's duty. Agent representative must be on site to ensure all documentation is accounted for. Lastly, Senator Shaneka Henson shares about the right to reentry law that was passed stating tenants must receive 24hr notice before entering the property for maintenance, inspections and more. In addition to that, Senator Shaneka Henson proudly shares that in the budget \$500,000 for the choice neighborhood initiative for Eastport Terrace and Harbour House communities. Senator Shaneka Henson shares that she considers that a down payment/investment for that project and more to be expected in the future and looks to be of a dedicated partner in that project.

XI. Resident Advisory Board Comments

Carolyn King, President of the Advisory Board shares that Obery elections will be held on Monday, April 28th. Resident Council training will be held on May 12th-13th. Annual Tea Party is being prepared.

XII. Resident Council Comments

Donna Johnson, President of the Advisory Board for Harbour House/Eastport Terrace shares that over 30 residents have met with healing gardens. The 5th year East egg hunt was a success including face paint, dance, food, game boy giveaway and more. The laundry rooms have been painted. Glimpse of Paradise has met with the older youth doing arts and crafts and different activities. Next event will be for Mother's Day.

XIII. Public Comments

Liz Lafortune speaks sharing she has joined the great festivities at Harbour House/Eastport Terrace and if more volunteers would like to get involved, they can contact Eastport Helping Eastport for more information.

Matthew Wallace speaks and shares the great progress that has been happening with the planting boxes at Harbour House/Eastport Terrace. 3 pounds of fresh Kale has been harvested.

XIV. Next Meeting Date – May 27, 2025, In-person at Pip Moyer Recreation Center

XV. Adjourn – A motion was submitted by Chairman Coates and seconded by Comm'r Webb-Herbert, Comm'r Edwards, Jr, Comm'r Sheridan, Comm'r Cornett to adjourn. The meeting was adjourned at 5:50 pm.

The Housing Authority of the City of Annapolis



Board of Commissioners Report
May 27, 2025



The Housing Authority of the City of Annapolis Board of Commissioners

Bishop Craig Coates



Chairman

Patrick Sheridan



Vice-Chairman

Arthur Edwards, Jr.



Treasurer

Jacquelyn Wells



Secretary

Kimberly Cornett



Commissioner

Henrietta Webb-Herbert



Commissioner

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Executive Director Report

May 2025

Executive Director/CEO

I attended the HDLI Conference in Wash. D.C. on May 8-9th. HUD and housing law updates were discussed. The Trump Administration published its [“skinny budget”](#), which indicated deep cuts to affordable housing programs. We hope that the Congress approves a budget that is more stabilizing for our families.

We are exploring additional funding sources from the City and the State to assist us with redevelopment plans. We are utilizing funds awarded to us by the City, County, and State to assist us with capital repairs.

Below are examples of additional highlights that occurred these past two months.

Development/Capital Projects

- Morris H. Blum residential units are 84% complete.
- We held a work session with Genesis, the chosen developer for the Eastport Terrace/Harbour House redevelopment project and are working on solidifying terms for the MOU.
- HACA and Developer, CHP are submitting funding applications to the State and County this month and next for Robinwood and Bloomsbury Square.

Finance

- The draft budget for FY 2026 will be available in a couple of weeks for Finance Committee review.

Operations/ Management/HCVP

- Quadel has begun the recertification backlog work for the HCVP program and is making great progress.
- Our PIC score for the HCVP is still 85.66% and 94.68 PH % programs. Full compliance is 95% for both programs.

Legal/Compliance

- I attended a meeting with HUD officials to discuss HCV Shortfall prevention.

Resident Services

- I visited Robinwood to speak with residents and obtain their feedback on their community.
- We are assisting families with enrolling children for summer camps programs with the City.

City/County/State Partnerships

- I attended a breakfast with Sec. Jake Day sponsored by Maryland Affordable Housing Coalition.
- I met with Sec. Day and the DCHD team with the Baltimore Metropolitan Council.
- 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.

Community Partnerships/Events

- I met Jen Pastrone from Seeds 4 Success to discuss future collaboration ideas.
- I attended a Public Safety roundtable breakfast on May 17th.

Finance Report

April 2025 Rent Collection

By Property:

Property	Occupied	Month			Pymts Collected in April 2025 for Prior months	Pymts Collected in April 2025 for Next Months	Total Collected in April 2025
		Charges	Payments	% Collected			
Eastport	313	\$ 17,375	\$ 1,138	7%	\$ 12,440	-	\$ 11,179
Harbour House	313	\$ 65,542	\$ 35,826	55%	\$ 9,923	-	\$ 37,725
Robinwood	125	\$ 53,889	\$ 16,836	31%	\$ 26,033	-	\$ 24,508
Bloomsbury	51	\$ 21,344	\$ 12,955	61%	\$ 3,623	-	\$ 14,841
HACA Managed Total	489	\$ 158,150	\$ 66,755	42%	\$ 52,019		\$ 88,253

April 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	\$ 83,408.13	28			\$ 83,408.13	0	0.0%
Harbour House	\$ 416,558.36	94	1	\$ 561.63	\$ 415,996.73	0	0.0%
Robinwood	\$ 545,263.21	63			\$ 545,263.21	0	0.0%
Bloomsbury Square	\$ 94,749.69	21			\$ 94,749.69	0	0.0%
Totals	\$ 1,139,979.39	206	1	\$ 561.63	\$ 1,139,417.76	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	2	1	✓ 50%	23	14	✓ 60%
Eastport/Harbour House	19	19	✓ 100%	91	65	✓ 71%
Robinwood	8	7	✓ 87%	58	43	✓ 74%
HACA Managed Total	29	27	✓ 93%	172	122	✓ 71%

Routine Work Orders Generated

Property	Month	Year to Date
	WO Count	WO Count
Bloomsbury Square	9	23
Eastport/Harbour House	29	98
Robinwood	30	68
HACA Managed Total	68	189

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

Property	Occupied	Vacant	Grand Total	Occupancy Rate
557	478	79	557	86%

Move-ins/Move-Outs/Transfers

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

Occupancy Rate - Agency Wide		
February	March	April
84%	86%	86%

Current Waiting List

Public Housing	Total Number
Total	1,340
Housing Choice Voucher Program	Total Number
Total	531
Grand Total	1,871

Operations Report – Housing Choice Voucher Program

Tenant-Based Voucher Program

	FEBRUARY 2025	MARCH 2025	APRIL 2025
Allocated*	770	770	770
Under Contract	754	761	765
Vouchers Issued	0-Emergency Vouchers	0-Emergency Voucher	0-Emergency Voucher
Termination of Assistance	2	2	1
Portability Port Out	1	1	3
Portability Port In	1	0	0
Recertifications	30	36	37
Interims	25	34	26-Completed

*Reflects the regular vouchers plus VASH vouchers

Homeownership Program

	FEBRUARY 2025	MARCH 2025	APRIL 2025
Participants	1	1	1

Veterans Affairs Supportive Housing Program (VASH)

	FEBRUARY 2025	MARCH 2025	APRIL 2025
Allocated	5	5	5
Under Lease	3	3	4
Vacant	2	2	1

PIC Score

	FEBRUARY 2025	MARCH 2025	APRIL 2025
PIC	74.27%	84.11%	84.11%

Additional Highlights

- Number of Re-exams processed: 126
- Number of Landlord checks (HAP) processed: 765
- Landlord Checks (HAP) Issued Total: \$926,486
- Number of Unit Transfers processed: 0
- Number of New move-ins processed: 9-PBV
- Number of RAD PBV HAP: \$129,212

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	2026	2028	150
Bloomsbury	CHP	2025	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 and fourth 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 85 % complete. The work on Phase 4 (2nd Floor) is expected to be completed by July 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.

- 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 July 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 July/August 2025. The 4% tax credit application for Bloomsbury is expected to be submitted in July/August 2025 as well.
- 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

April 2025

Family Self-Sufficiency (FSS) Program Update

During the month of April, the FSS program celebrated a significant milestone with the graduation of TaKyra Cauthern, an HCV resident who works in the nursing field. Ms. Cauthern successfully completed the program after seven years and was able to save over \$11,000 in escrow. While she does not have immediate plans, she is thoughtfully considering using the funds toward purchasing her first home.

Homeownership represents a major step toward long-term financial stability and generational wealth. It provides families with the opportunity to build equity, establish roots in the community, and reduce the risk of housing instability. For many FSS participants, the goal of homeownership is a powerful motivator and a tangible reward for years of hard work, saving, and persistence.

The FSS program continues to demonstrate the importance of setting clear, achievable goals and following through with support and accountability. Residents like Ms. Cauthern show that with dedication and the right resources, it is possible to move beyond rental assistance and toward economic independence. Her success is a testament to the impact of the program when utilized to its full potential.

We encourage all eligible Housing Choice Voucher residents to consider enrolling in the FSS program. Whether your goals include buying a home, furthering your education, paying down debt, or increasing your income, the FSS program offers the tools, support, and incentives to help you succeed.

Family Self Sufficiency and Homeownership

FSS and Homeownership	
Case Management Contacts	34
FSS Contracts	30
FSS Escrow Accounts	32
Contracts in HCVP	21
Contracts in PH	13
Release of Escrow Credits	1
Contracts Terminated	1
New Contracts Completed	0
Resources and Referrals	66

Case Management

Case Management Services	
Energy Assistance Event, BBS	4
Energy Assistance Event -Robinwood	10
Financial Literacy- Robinwood	6
Annapolis Transit Event – RW	4
<p>CM Hosted Educational Presentations and Events for residents to enhance and fulfill their psycho-social, psychological, medical, and recreational needs.</p> <p>Rental assistance payments, BGE utility bill assistance, medical and mental health care events, financial literacy events for financial support, furnishing referrals for Hope for All, transportation, employment, Re-Certification Assistance, assistance for food referrals, Rep Payee assistance, financial and credit building events Family counseling services and information, free cell phone events, Events with DSS, Dept of Health and Department of Aging, Solie vaccine clinic events, Emergency Management events, Partners in Care events, Red Cross educational events, AAWDC educational events, AA Veteran educational events, DHS short term shelter events and emergency low barrier housing related events.</p>	
Total: Contacts - Calls/Activities	41

Resident Opportunity and Self Sufficiency

ROSS	
ROSS case management assistance – Energy assistance, SNAP, credit reports, home visits, creating email accounts, employment search, mental health, Substance use, GED, Financial literacy and wellness related assistance.	156
Geico Rental Insurance Event	7
Recovery Focus Group Event	12
Free cell phone giveaway	9
ROSS case management home visits	36
Referrals for Community Resources	13
Newly Enrolled ROSS Participants-EP	2

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: April 30, 2025

OCCUPANCY

Unit Type	Total Units	Occupied	Vacant	Total % Occupancy
LIHTC	150	148	2	99%

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

Current Month: **99%**

Year to date Average: **96%**

NARRATIVES

Financial:

The income for the month was over the budgeted amount by 5.07% 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 \$22,038. The projects accounts payables are \$1,845 with \$264 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: 08/31/2024	Interest Rate	Maturity Date
1	Hard debt	Enterprise Mortgage Investments, Inc.	\$ 1,794,565	7.01%	10/3/2026
2	Cash flow	DHCD	\$ 1,547,374	4%	5/1/2051
3	Cash flow	ACDS	\$ 233,462	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: April 30, 2025

OCCUPANCY

Unit Type	Total Units	Occupied	Vacant	Total % Occupancy
1 bedroom	10	10	0	100%
2 bedrooms	22	21	1	95%
3 bedrooms	16	15	1	94%
4 bedrooms	2	2	0	100%

Current Month: **96%**

Year to date Average: **97%**

NARRATIVES

Financial:

The income for the month was 2.01% over budget due to higher occupancy rate. The total controllable expenses were 3.76% under budget. Those expenses were as result of lower than expected utility 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 \$34,019. The project accounts payables are \$10,104 with \$4,837 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: 09/30/2024	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: April 30, 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	16	0	100%
4 bedrooms	3	3	0	100%

Current Month: **100%**

Year to date Average: **96%**

NARRATIVES

Financial:

The rental income for the month was 26.4% over budget due to increased subsidy. The total controllable expenses were in line with budgeted 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 \$47,737 and accounts payable is \$5,378 with \$353 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: 9/30/2024	Interest Rate	Maturity Date
1	Hard debt	Severn Savings Bank FSB	\$ 1,453,805	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: April 30, 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	14	0	100%
4 bedrooms	5	5	0	100%

Current Month: **93%**

Year to date Average: **94%**

NARRATIVES

Financial:

The income for the month was 10.4% over budget due to higher than anticipated subsidy. The total controllable expenses were 16.0% over budget due to higher than anticipated utility 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 \$103,803 and the projects accounts payables are \$10,489 with \$1,054 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.	\$ 1,248,577	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: April 30, 2025

OCCUPANCY

Unit Type	Total Units	Occupied	Vacant	Total % Occupancy
1 bedroom	26	24	2	92%
2 bedrooms	26	24	2	92%
3 bedrooms	26	25	1	96%

Current Month: **90%**

Year to date Average: **94%**

NARRATIVES

Financial:

The rental income for the month was 6.5 % over budget due to increased subsidy. The total controllable expenses were in line with budgeted amounts.

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 \$41,592. The project accounts payables are \$13,388 with \$669 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	\$ 9,180,852	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

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Central Office Cost Center

PROPERTY SUMMARY REPORT

MONTH ENDING April 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>	\$ 853,862	\$ 535,866	\$ (317,997)
<u>OPERATING EXPENSES</u>	\$ 1,084,308	\$ 671,099	\$ (413,209)
<u>NET OPERATING INCOME</u>	\$ (230,446)	\$ (135,233)	\$ 95,212

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	\$ (2,105,594)	140,734	(237,861)	\$ (2,202,722)
Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
Cash Restricted-HAP	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ (2,105,594)	\$ 140,734	\$ (237,861)	\$ (2,202,722)
TOTAL NET OF INTERFUND	\$ 415,866	\$ 180,443	\$ (237,861)	\$ 358,447

<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	\$ 2,521,460	\$ 39,709	\$ -	\$ 2,561,169
Admin Fee Income	\$ -		\$ -	\$ -

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Consolidated Financial Summary

PROPERTY SUMMARY REPORT

MONTH ENDING	April 30, 2025	Funding Source	Federal & Non Federal
PROJECT	N/A	State Agency	N/A
PROPERTY CODE	.hcvprop^.phprop^youth^pross14^pcdbg18^pcentral^pcfpg15^pcfpg24^pcfpg23^pcfpg18^pcfpg19^pcfpg20^pcfpg21^pcong^pfss^panngdn^pccobery^pnccober^pnt20^pobery3^pblum^pfssfor^pcnp^pcannap^pcounty^pyouthh	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	\$ 497,563	\$ 2,875,778	\$ (2,687,356)	\$ 685,985
Cash Restricted-Security Deposits	\$ 7,925	\$ -	\$ -	\$ 7,925
Cash Restricted-HAP	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 505,488	\$ 2,875,778	\$ (2,687,356)	\$ 693,910

<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	\$ 514,962	\$ 239,969	\$ (177,724)	\$ 577,208
Accounts Payable	\$ 211,847	\$ 2,872,245	\$ (2,972,978)	\$ 111,114
Tenant Rental Income	1,267,970.17	\$ 174,688	\$ (29,377)	\$ 1,413,281
HUD Revenue	\$ 1,977,647	\$ 236,348		\$ 2,213,994

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

Housing Choice Voucher Program

PROPERTY SUMMARY REPORT

MONTH ENDING	April 30, 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>	\$ 7,128,191	\$ 9,768,934	\$ 2,640,743
<u>OPERATING EXPENSES</u>	\$ 7,079,038	\$ 9,521,409	\$ 2,442,371
<u>NET OPERATING INCOME</u>	\$ 49,153	\$ 247,525	\$ 198,372

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	\$ 188,259	\$ 2,182,578	\$ (1,833,595)	\$ 537,241
Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
Cash Restricted-HAP	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 188,259	\$ 2,182,578	\$ (1,833,595)	\$ 537,241

<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	\$ 745,085	\$ 68,519	\$ -	\$ 813,604
HAP Subsidy	\$ 7,034,882	\$ 1,324,835	\$ -	\$ 8,359,717
HAP Expenses	\$ 7,696,488	\$ 1,770,229	\$ (842,456)	\$ 8,624,261

OCCUPANCY SUMMARY

<u>Unit Type</u>	<u>UMA</u>	<u>UML</u>	<u>Percent Occupancy</u>
# of Vouchers	858	719	83.8%

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Harbor House/Eastport Terrace

PROPERTY SUMMARY REPORT

MONTH ENDING	April 30, 2025	Funding Source	Federal - Operating Subsidy
PROJECT	Harbor House	State Agency	N/A
PROPERTY CODE	phh	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	\$ 2,081,043	\$ 1,595,926	\$ (485,117)
OPERATING EXPENSES	\$ 2,609,554	\$ 2,153,494	\$ (456,060)
NET OPERATING INCOME	\$ (528,511)	\$ (557,568)	\$ (29,056)

**Note budget for EPT & HH was not separated by AMP. Combined reports provided for budget to actual. 75% 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	\$ (139,178)	\$ 221,806	\$ (191,936)	\$ (109,308)
Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ (139,178)	\$ 221,806	\$ (191,936)	\$ (109,308)

<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	\$ 182,196	\$ 95,406	\$ (77,508)	\$ 200,094
Project Payables	\$ 2,498	\$ 64,629	\$ (65,152)	\$ 1,975
Tenant Rental Income	\$ 471,319	\$ 74,177	\$ (17,926)	\$ 527,570
Operating Subsidy Revenue	\$ 943,290	\$ 113,036	\$ -	\$ 1,056,326

OCCUPANCY SUMMARY

<u>Unit Type</u>	<u>Income Producing Units</u>	<u>Vacancies</u>	<u>Total Units Occupied</u>	<u>Percent Occupancy</u>
1-bedroom	69	9	60	87%
2-bedroom	188	38	150	80%
3-bedroom	15	6	9	60%
4-bedroom	0	0	0	N/A
5-bedroom	0	0	0	N/A
Total RESIDENTIAL	272	57	219	76%

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Robinwood

PROPERTY SUMMARY REPORT

MONTH ENDING	April 30, 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	\$ 1,298,515	\$ 1,164,788	\$ (133,727)
OPERATING EXPENSES	\$ 1,613,095	\$ 1,281,364	\$ (331,731)
NET OPERATING INCOME	\$ (314,580)	\$ (116,576)	\$ 198,004

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	\$ 990,289	\$ 159,627	\$ (147,595)	\$ 1,002,322
Cash Restricted-Security Deposits	\$ -	\$ -	\$ -	\$ -
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 990,289	\$ 159,627	\$ (147,595)	\$ 1,002,322

<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	\$ 221,335	\$ 90,505	\$ (60,173)	\$ 251,667
Project Payables	\$ (1,440)	\$ 45,321	\$ (44,921)	\$ (1,040)
Tenant Rental Income	\$ 434,039	\$ 59,130	\$ (5,380)	\$ 487,789
Operating Subsidy Revenue	\$ 603,498	\$ 70,584	\$ -	\$ 674,081

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	April 30, 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	\$ 721,022	\$ 347,260	\$ (373,762)
OPERATING EXPENSES	\$ 469,804	\$ 432,173	\$ (37,631)
NET OPERATING INCOME	\$ 251,218	\$ (84,913)	\$ (336,132)

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	\$ (16,387.64)	\$ 37,156.28	\$ (45,942.26)	\$ (25,173.62)
Cash Restricted-Security Deposits	\$ 7,924.73	\$ -	\$ -	\$ 7,924.73
Cash Restricted-FSS Escrow	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ (8,463)	\$ 37,156	\$ (45,942)	\$ (17,249)

<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	\$ 45,178	\$ 24,558	\$ (23,973)	\$ 45,763
Project Payables	\$ (1,300)	\$ 18,648	\$ (29,916)	\$ (12,568)
Tenant Rental Income	\$ 195,944	\$ 24,017	\$ (3,003)	\$ 216,958
Operating Subsidy Revenue	\$ 115,938	\$ 14,311	\$ -	\$ 130,249

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%

Resolutions

Resolution No. FIN 052725-01

Resolution No. ADMIN 052725-02

Resolution No. FIN 052725-03

Resolution No. FIN 052725-04

Bayview Construction Management Services

Corporate Resolution

Affordable Housing Development Law

Corporation Counsel Legal Services

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

A Resolution for Construction Management Services

Resolution No. FIN 052725-01

WHEREAS, HACA needs the services of a construction management company to plan, coordinate, develop and implement a strategic work plan for repairs and renovations to achieve compliance with the City of Annapolis rental licensing requirements. The construction management company will also coordinate with HACA's Maintenance Operations Managers and property managers as well as the City's Department of Planning and Zoning (DPZ) to schedule and manage inspections. This company will also provide contractor oversight on construction services.

WHEREAS, on January 16, 2025, HACA issued a proposal for these services; and

WHEREAS, on February 10, 2025, the following firms responded to the proposal: ORR Partners and Bayview Enterprises, Inc; and

WHEREAS, HACA staff reviewed the proposals and interviewed Bayview Enterprises, Inc on April 21, 2025. Bayview Enterprises, Inc was deemed to be best qualified to meet HACA's needs in terms of technical expertise and experience; and

WHEREAS, the Executive Director seeks Board approval to enter a contract with Bayview Enterprises, Inc, for a sum not exceeding \$150,000.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners, that the Executive Director is hereby authorized to engage Construction Management Services from Bayview Enterprises, Inc at the competitive pricing rates provided in their proposals from, or a lower negotiated rate for the assignment.

Be if Further Resolved, that the costs of Construction Management Services under this resolution shall not exceed \$150,000, without further Board approval.

RESOLVED this 27th day of May 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.

_____	<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
Kimberly 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
Corporate Resolution**

Resolution No. ADMIN 052725-02

I, Melissa Maddox-Evans, do hereby certify the following:

1. I am the duly elected and acting Executive Director of The Housing Authority of the City of Annapolis, a corporation organized and existing in good standing under the laws of the State of Maryland (the "Corporation").

2. Paragraph three below constitutes a true and correct statement of the resolutions (the "Resolutions") which were duly adopted by the Board of Directors of the Corporation at a meeting held on _____, 20__.

3. **RESOLVED**: That the Corporation is hereby authorized to apply for and accept financial assistance (the "Award") from the Department of Housing and Community Development of the State of Maryland (the "Department") for the implementation of a project (the "Project") further described in the Application dated _____ (the "Application"), which Award shall be upon those terms and conditions as the Corporation shall deem appropriate;

FURTHER RESOLVED: That the Corporation is hereby authorized to accept the Award on such terms and conditions as the Department and the Authorized Officer(s) (as identified and defined below) shall deem appropriate for financing the Project;

FURTHER RESOLVED: That the approval of this Board of Directors is hereby deemed conclusively evidenced by the execution of any and all documents required to effectuate the Award, including, without limitation, letters of agreement, award agreements and any other documents pertaining to the Award, by the Authorized Officer(s) of the Corporation, and the Executive Director is hereby authorized to attest to the signatures of the Authorized Officer(s) and to certify a copy of these resolutions to any party having a valid interest therein.

FURTHER RESOLVED: That the Board of Directors approves the inclusion of a confession of judgment clause in favor of the Department, and the execution and delivery of the Award documents, including a confession of judgment clause by the Authorized Officer(s), shall be conclusive evidence of approval.

4. The Resolutions have not been amended, rescinded, or modified and are in full force and effect on the date hereof in the form originally adopted, and are in conformity with the Corporation's Articles of Incorporation and By-Laws.

5. The Articles of Incorporation dated _____, as amended on _____ (date), and the By-Laws dated _____, as amended on _____ (date), all of which were submitted to the Department on the _____ day of _____, 20__, have not been amended, rescinded, or modified and are in the full force and effect on the date hereof.

6. The following persons are (i) duly elected, qualified, and acting officers of the Corporation in the capacity indicated or are otherwise authorized to execute and deliver documents on behalf of the Corporation for the purpose of binding the Corporation (the "Authorized Officers"), and (ii) the signatures set forth after their names and titles are their true and genuine signatures:

RESOLVED this 27th day of May 2025

Resolution No. ADMIN 052725-02

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
Kimberly 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**

A Resolution for Legal Services for Affordable Housing Development Law

Resolution No. FIN 052725-03

WHEREAS, on March 4, 2025, HACA issued RFP# 2025-2 Legal Services for Affordable Housing Development Law; and

WHEREAS, the following firms responded to the RFP: Ballard Spahr, LLP; Blackburn Riley, LLC; Carney, Kelehan, Bresler, Bennett & Scherr; Hawkins Delafield & Wood LLP; Klein Horning LLP; and Nelson Mullins, Riley & Scarborough LLP; and

WHEREAS, Nelson Mullins, Riley & Scarborough LLP was deemed not responsive and therefore not qualified to be evaluated; and

WHEREAS, HACA's evaluation panel reviewed the proposals and deemed Ballard Spahr, LLP; Hawkins Delafield & Wood LLP; Klein Horning LLP; Carney, Kelehan, Bresler, Bennett & Scherr and Blackburn Riley, LLC to be within the competitive range in terms for technical expertise, experience and price. The evaluation panel deemed Hawkins Delafield & Wood LLP; Klein Horning LLP; Blackburn Riley, LLC; and Ballard Spahr, LLP competent and competitive to provide legal services to HACA; and

WHEREAS, the Executive Director seeks Board approval of multiple firms that meet HACA requirements and are competitive to assure current and future legal needs are available from properly procured firms with significant expertise and experience, on a case-to-case basis.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners, that the Executive Director is hereby authorized to engage legal services from the firms of: Hawkins Delafield & Wood LLP; Klein Hornig LLP; Carney, Kelehan, Bresler, Bennett & Scherr and Ballard Spahr, LLP, on a case by case basis, as needed, and as available after a conflict of interest review, at the competitive pricing rates provided in the proposals from each firm, or a lower negotiated rate for the assignment.

Be if Further Resolved, that the costs of legal services under this resolution shall not exceed \$150,000 for each firm for 2 years, without further Board approval.

RESOLVED this 27th day of May 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.

_____	<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
Kimberly 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**

A Resolution for Corporation Counsel for Legal Services

Resolution No. FIN 052725-04

WHEREAS, on March 4, 2025, HACA issued an RFP # 2025-3 Legal for Corporation Counsel Legal Services; and

WHEREAS, the following firms responded to the RFP: Ballard Spahr, LLP; Blackburn Riley, LLC; Carney, Kelehan, Bresler, Bennett & Scherr LLP and Nelson Mullins, Riley & Scarborough LLP; and

WHEREAS, Nelson Mullins, Riley & Scarborough LLP was deemed not responsive and therefore not qualified to be evaluated; and

WHEREAS, HACA's evaluation panel reviewed the proposals and deemed Ballard Spahr, LLP; Blackburn Riley, LLC and Carney, Kelehan, Bresler, Bennett & Scherr, LLP to be within the competitive range in terms for technical expertise, experience and price. The evaluation panel deemed Blackburn Riley, LLC; Carney, Kelehan, Bresler, Bennett & Scherr LLP and Ballard Spahr, LLP competent and competitive to provide legal services to HACA; and

WHEREAS, the Executive Director seeks Board approval of multiple firms that meet HACA requirements and are competitive to assure current and future legal needs are available from properly procured firms with significant expertise and experience, on a case-to-case basis.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners, that the Executive Director is hereby authorized to engage legal services from the firms of: Blackburn Riley, LLC; Carney, Kelehan, Bresler, Bennett & Scherr LLP and Ballard Spahr, LLP, on a case by case basis, as needed, and as available after a conflict of interest review, at the competitive pricing rates provided in the proposals from each firm, or a lower negotiated rate for the assignment.

Be if Further Resolved, that the costs of legal services under this resolution shall not exceed \$150,000 for each firm for 2 years, without further Board approval.

RESOLVED this day.

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			

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Jacquelyn V. Wells, Secretary			

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Kimberly Cornett, Commissioner			

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

The HACA Board of Commissioners Instructions on Public Comment

The Board of Commissioners of HACA welcomes public comment. For the purposes of fairness to all, all speakers must sign in and all speakers will be held to 3 minutes for comments.

It should be noted that the Board of Commissioners will not respond to individual concerns due to issues of privacy. If an individual wishes to make the Board aware of a concern or grievance, please indicate that you have already talked with your Property Management Office and requested a grievance hearing.

Individuals that do not follow these guidelines or are deemed to be disruptive by the Chairperson will be asked to leave.



BAYVIEW ENTERPRISES, INC.

CONSTRUCTION MANAGEMENT

May 1, 2025

Melissa Maddox-Evans
Executive Director/CEO
Housing Authority of the
City of Annapolis
1217 Madison Street
Annapolis, MD 21403

Dear Ms. Maddox-Evans,

We thank you for the opportunity to interview with you regarding your housing needs for the City of Annapolis. Topics that we discussed that need to be addressed include but are not limited to the following summary:

HACA needs:

- Assistance to ensure the properties are up to code and are able to be registered
- The properties must be licensed.
- The goal is to get all of the units code compliant so it does not impede registering the properties'
- HACA staff is active in the construction management HACA has pre-qualified contractors that take care of issues with the units
- We understand there are currently 52 units ready and approximately 100 units that are vacant and need work to be done to get them registered.
- The units are regularly scheduled for pest control.
- The units are inspected for lead. Sites are not considered lead free. They are lead safe. Units are tested for lead in between tenants.
- Annapolis inspections are annual and can be special as a result of a tenant complaint. Inspections often wait until several units need to be inspected by the City of Annapolis.
- HACA needs their property management firm to identify the issues that are keeping the properties from being registered. The property management firm needs to update HACA with information on what exactly is wrong with the unit.
- Schedule of events include:
 - 1) Proposals to be part of the discussion for the May Board Meeting
 - 2) Decisions to be finalize the week of May 12 with a start date in June

A. Bayview understands from the interview that the Housing Commission's immediate concerns are to get the vacant units up to HUD and local standards so they can be registered and rented.

1. We need to meet with the property management team and the agencies having jurisdiction to develop a scope for the units. This is similar to what we get involved with as members of the GEDCO Real Estate Development Committee.
2. Develop a budget and schedule by working with the ownership team.
3. Develop a request for proposal (RFP) that can be sent to the pre-qualified contractors
4. Select a contractor(s) based the following:
 - a) Qualifications
 - b) BID
 - c) Schedule
 - d) Workload

301 Elrino Street, Baltimore, Maryland 21224 / Phone 410-371-9112 / FAX 443-503-5347 / Bayviewent2001@outlook.com

Women's Business Enterprise Certification #13-358461 / LEED AP

5. Hold regular progress meetings. Agenda to include the following:
 - a) Schedule
 - b) Changes to the work
 - c) Submittals
 - d) Requests for information
 - e) Quality control
 - 1) This includes recordkeeping that supports the required closeout documents
 - 2) Tracking punch list items
 - f) Requisition Review
6. Following project from pre-construction through commissioning
7. Depending on the pre-construction time frame, Bayview may employ consultants to assist with various portions of the work.

B. Bayview understands that the long range plan involves new construction and or renovation to other properties.

In working with our other clients, Bayview participates with the owners to do the following:

1. Issue the RFP for design services
2. Select the design team
3. Work with the team including the facility team to develop the following:
 - a) Schematic Design Drawings
 - b) Design Development Drawings
 - c) Construction/Permit Drawings
4. Developing on the type of construction contract, a contractor may be selected to assist with budgeting during the design
5. Issue the RFP to pre-qualified general contractors
6. Assist in the contractor selection process
7. Hold regular progress meetings. Agenda to include the following:
 - a) Schedule
 - b) Changes to the work
 - c) Submittals
 - d) Requests for information
 - e) Quality control
 - 1) This includes recordkeeping that supports the required closeout documents
 - 2) Tracking punch list items
 - f) Requisition Review

Following project from pre-construction through commissioning

C. Bayview Fee Structure

1. Our hourly rate is \$91 per hour
2. Current Federal mileage rate applies
3. Reimbursables are billed at cost plus 10 percent
4. Cost of consultants will be reimbursed by HACA at the cost of the service plus 12 percent.

We look forward to your feedback on our response to the interview we had on April 21st. We thank you for having Bayview participate in this process. If you have any questions, do not hesitate to call.



Elaine Welkie

President

Bayview Enterprises

WBE City Certified #13-358461

410-371-9112

Bayviewent2001@outlook.com