

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

May 13, 2014  
815 Florida Avenue, NW  
Washington, DC 20001  
5:00 pm

Approved Minutes

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

The Chairperson, Derek Ford, called the meeting to order at 5:09 PM and asked the Interim Secretary of the Board, Maria K. Day-Marshall, Esq. to verify a quorum. With 4 members present, the Board of Directors (Board) had a quorum and the meeting continued.

The Chairperson asked the Board Members present to review the agenda. The Chairperson asked to add a second closed session, after agenda Item VII, Other Business, to discuss a personnel matter, the extension of the Interim Executive Director's contract. Ms. Leila Batties, Vice Chair, requested that a Discussion about the Real Estate Advisory Proposal be added to the Agenda. Hearing no other amendments to the agenda, the Chairperson asked for a motion to approve the amended agenda. The motion was made by Ms. Leila Batties, Vice Chairperson, and seconded by Mr. M. Craig Pascal. By voice vote, the amended agenda was approved.

**II. Approval of minutes from the April 22, 2014 board meeting.**

The members reviewed the minutes with the following comments.

- Page 2 – Under the Consideration of DCHFA Resolution No. 2014-02(G) regarding the selection of a firm to provide cleaning services for the Agency's headquarters building, modify the second sentence to read, "Ms. Gardner stated that she suggests that the Agency move along the green continuum and include the use of more green products."

A motion to approve the amended minutes was then made by Ms. Batties, Vice Chair, and seconded by Mr. Pascal. The amended minutes were then approved by voice vote.

**III. Vote to close meeting to discuss the approval of The Grove at Parkside project and bond transaction.**

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

A motion was made by Ms. Batties, Vice Chair, and seconded by Mr. Charles Lowery, Jr. The Chairperson moved the meeting into a closed session at which time the DCHFA staff presented the matter to the Board of Directors, and the Board of Directors asked questions regarding the matter.

**IV. Re-open meeting.**

(Mr. Stanley Jackson joined the meeting at 5:33 PM.)

The Chairperson reopened the meeting at 5:46 PM.

**V. Consideration of DCHFA Eligibility Resolution No. 2014-04 for the approval of The Grove at Parkside project and bond transaction.**

Ms. Day-Marshall, Interim Secretary to the Board, introduced the resolution to the Board for their consideration. Ms. Day-Marshall then introduced Mr. Anthony Waddell and Ed Pauls to present the matter to the Board.

Mr. Pauls, Senior Development Officer presented the project to the Board of Directors. Mr. Pauls introduced members of the development team that included Robert Gilbane, Gilbane Development Company, and Lidia Bardhi, City Interests.

The matter before the Board of Directors was the consideration of a DCHFA Eligibility Resolution, in an amount not to exceed \$25.2 million to finance a portion of the costs to acquire and construct The Grove at Parkside.

The principal developers of the project are the Gilbane Development Company and City Interests, LLC. The project consists of the acquisition and construction of a six-story building containing 186 residential units. The project will be located at 600 Kenilworth Terrace, Northeast in the Kenilworth-Parkside neighborhood of Ward 7 in the District of Columbia. The project will be owned by CI GD Parkside Parcel 7 LLC. Rounding out the development team as general contractor will be KBS. Edgewood Management will be the property management company, and Grimm and Parker is the architect.

The total development costs of approximately \$42.4 million will be financed with the agency's tax-exempt and/or taxable bonds, equity raised from the syndication of low income housing tax credits, a loan from the Department of Housing and Community Development and deferred developer fee. The agency expects to issue approximately \$21 million in tax-exempt bonds.

The bedroom mix is as follows: 53 studios, 86 one-bedroom units, 36 two-bedroom units, and 11 three-bedroom units, for a total of 186 units. One hundred percent of the units will meet the agency's 60 percent AMI test for qualifying for low income housing tax credit and tax exempt bond financing. The closing is targeted for the fall of 2014.

Questions asked by the Board of Directors included the following:

- How many units will be restricted at 30% AMI? The development team responded 10 units.
- How long will the construction period last? The development team responded 16 months.
- During the community meetings, how have you communicated the definition of affordable housing to the community? The development team responded that they share the income definition, i.e., what area median income equals in DC and what 60% of the area median income means in Ward 7. The development team stated that the area median income in DC is \$107, 000 and providing housing in Ward 7 at 60% of the area median income rents is close to the market rents.
- Did you build the Foundry Lofts? The development team responded that it was their contractor, KBS, that built the Foundry Lofts.
- Do you see any problems renting the three bedroom units, and what was your rationale for including three bedroom units? The development team responded that their property management company, Edgewood Management, assisted them with the design of the project and that the development team wanted to provide some three bedroom units.
- Why is the bicycle ratio so high? The development team responded that the bicycle ratio was approved through the PUD Stage 2 approval process. The Zoning Commission wanted to see as many bikes as possible, so there are a lot of them included in the project.
- Discuss the traffic studies that have been done in the area. The development team responded that they thought that there have been about 12 traffic studies performed in the area. The studies evaluated traffic patterns at different intersections.
- How much street parking is around the project? The development team responded that currently, there is a lot of street parking available and the project includes 65 parking spaces. The development team added that the metro was not far from the project and that a new pedestrian bridge was planned to assist families traveling from the Metro to the property, over 295.
- What are the amenities on the site? The development team responded that there will be a 1300 square foot clubroom that will have a full media set up. There will be outdoor space and a nice courtyard. In addition, there will be permanent supportive housing included in the project. A service provider will come on site for 25 hours a week and provide various services that are needed.
- Are there plans for a supermarket to come to the neighborhood? The development team responded that there will be 50,000 square feet of retail and that they are hoping for a small grocery store to come to the neighborhood.
- What has been the community's response to the project? The development team responded that the community seems receptive after the type of units and finishes that will be included in the project was described.

The Board of Directors asked that the development team be prepared to discuss in more detail at consideration of the Final Bond Resolution the following:

- Traffic study outcomes
- Marketing plan
- Discuss where the applicants/new residents are moving from to live at the property

A motion was made by Mr. Stan Jackson, and seconded by Mr. Lowery, Jr. The Interim Secretary called the roll, and the motion carried with 5 votes in the affirmative.

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

- **Single Family Program – DC Open Doors** – The DC Open Doors program reached a milestone and has loan reservations of over \$50 million. The DC Open Doors currently offers FHA and conventional loans, with and without downpayment assistance. In addition, there are 25 lenders that work with the program. A new component will be added in June, the Mortgage Revenue Bond (MRB) products. The MRB products will have a 25 basis point reduced interest rate from the non-MRB products.
- **Revised By-laws** – The DCHFA By-laws were published in final form and are now effective.
- **Senior Housing at O** held a Ribbon Cutting on May 13, 2014 in which some staff attended, including the Interim Executive Director.

#### **VII. Other Business.**

- **Parkway Overlook** – The Interim Executive Director shared that staff has been analyzing the carrying costs for the project and is working to reduce the ongoing operating expenses. The DC Housing Authority continues to provide maintenance and support to the project. The staff is examining various disposition approaches for the property, including a possible disposition to the DC Housing Authority. The Board of Directors asked to be kept apprised of the moving parts associated with the project.
- **NCSHA Housing Credit Connect Conference** - The conference will be held on June 24-27 in Chicago.

#### **VIII. Discussion regarding the Real Estate Advisory Services**

The Board of Directors discussed the need for real estate advisory services as it relates to the future of the DCHFA Headquarters. The Board of Directors agreed to discuss the matter at a closed session in the very near future. The Chairman agreed to arrange a closed session meeting.

#### **IX. Vote to close meeting to discuss an Agency personnel matter**

The Chairperson called a vote to close the meeting to discuss an Agency personnel matter. The reason for closing the meeting is stated below.

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to consult with an attorney to obtain legal advice and to preserve the attorney-client privilege between an attorney and a public body, or to approve settlement agreements; provided that, upon request, the public body may decide to waive the privilege. An open meeting would adversely affect the attorney-client privilege of the Agency. (D.C. Code §2-575(b)(4)(A)).

A motion was made by Ms. Batties and seconded by Mr. Jackson. The Chairperson then moved the meeting into closed session.

**X. Re-open meeting.**

Upon the conclusion of the closed meeting, the Chairperson reopened the meeting.

**XI. Consideration of DCHFA Resolution No. 2014-03(G), as amended.**

The Chairperson read DCHFA Resolution No. 2014-03(G), as amended, into the record and asked for a motion. The DCHFA Resolution No. 2014-03(G), as amended, extended the contract of the Interim Executive Director for six months. In addition, the DCHFA Resolution No. 2014-03(G), as amended, allows the Interim Executive Director to continue to serve as the DCHFA's General Counsel once the contract expires.

A motion was made by Ms. Batties and seconded by Mr. Lowery, Jr. The Interim Secretary called the roll, and the motion carried with 5 votes in the affirmative.

**XII. Adjournment.**

The meeting adjourned at 7:52 PM.

Submitted by Maria K. Day Marshall, Esq., Interim Secretary  
June 20, 2014

Approved by the Board of Directors on June 24, 2014