



## DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Isiah Leggett  
*County Executive*

Richard Y. Nelson, Jr.  
*Director*

### *Montgomery County Multifamily Housing Compliance Newsletter*

*August & September 2007*

Welcome to the Multifamily Housing Compliance Newsletter! The HIF inspections have started and are moving at a blistering pace. A few managers have established themselves HIF outstanding compliance achievers, and the awards for HOME Program Property Manager of the Year and Runner-up have been selected.

As always, this is your headquarters for county updated compliance alerts, materials, processes, trainings, etc. We value all of our multifamily housing projects and appreciate your astute property management. If there are ever problems, we are here to assist you in bringing your project back into compliance.

#### **BACK ISSUES:**

*(click to link)*

- June & July 2007
- May 2007
- April 2007
- March 2007

#### **NEW IN THIS ISSUE**

*(click to follow)*

- HIF Monitoring Continues
- Management Forum
- Fair Housing
- HOME Program Winners!!!
- Outstanding Compliance Achievers



#### **HIF Monitoring Off to a Fast Start**

HIF monitoring has gotten off to a fast pace, and looks to continue that way in the near future. HIF monitoring relies heavily on what is stipulated in project regulatory agreements, as opposed to published federal regulations. It is likely that tenant, project and financial data will be reviewed, but other information may be collected as well.

If you have any questions regarding the HIF monitoring process, or to request information on what data will be requested from your project, please contact Tim Goetzinger, Loan and Asset Manager at 240.777.3728.

For more information on monitoring, please visit the county's website. You can link directly to it [here](#). Pay particular attention to the HIF Compliance CheatSheet.

Below is a list of upcoming inspections. For those interested, there is a last-minute opening on 10/03/07 at 12:30pm. Inspections for October 9-11, 16-18 and 25-27 will be scheduled next week. If you have a preference, call or email Mr. Goetzinger ASAP.

### September through Early October Schedule

Ambassador Apartments .....	9/18/07 - 10:00am
Marian Assisted Living .....	9/18/07 - 12:30pm
Barclay Apartments .....	9/19/07 - 10:00am
Barrington Apartments .....	9/19/07 - 12:30pm
Chevy Chase Lake Apartments .....	9/20/07 - 10:00am
The Oaks at Four Corners .....	9/20/07 - 12:30pm
HOC - Sligo, Tanglewood, Manchester and Jesup Blair .....	9/25/07 - 10:00am
Raphael House .....	9/26/07 - 10:00am
Takoma Tower .....	9/26/07 - 12:30pm
Charter House .....	9/27/07 - 10:00am
The Oaks at Olde Towne .....	9/27/07 - 12:30pm
Amherst Square, Amherst Gardens and Pembridge Apartments ...	10/02/07 - 10:00am
Georgian Court .....	10/03/07 - 10:00am
<b>Open</b> .....	10/03/07 - 12:30pm
Grace House .....	10/04/07 - 10:00am
Paddington Square .....	10/04/07 - 12:30pm

### Management Forum

Two questions this month in the hopper: one concerning over-crowding and the other concerning the difference between low-rise and high-rise projects.

---

Question: What is the County's policy (or definition) for overcrowding in a multifamily unit? I have always gone under the assumption that overcrowding is more than 2 per bedroom, so 5 in a 2BR or 7 in a 3BR would be overcrowding.

Answer: The County does not have such a definition or policy. The determination as to whether or not a unit – house or apartment – is overcrowded is determined by space and occupancy guidelines contained in Ch. 26, *Housing and Building Maintenance Standards*, of the County Code (“Housing Code”). A couple of things to remember: (1) any room other than a bathroom, kitchen, closet, hallway or cellar, can be used for sleeping purposes if it contains the requisite square footage and complies with height and egress requirements; (2) the tenant(s), not the landlord, determine which rooms are used for which purpose; and (3) the Zoning ordinance (so far as I remember) states that not more than 5 “unrelated” persons can occupy a dwelling.

Sec. 26-5(b), “Space, use and location,” of the Housing Code states, in pertinent part:

The owner of any dwelling or dwelling unit must assure compliance with the following standards during human habitation:

(b) *Floor area, sleeping.* In every dwelling unit of 2 or more rooms, every room occupied for sleeping purposes by one occupant must contain at least 70 square feet of habitable space, and every room occupied for sleeping purposes by more than one occupant must contain at least 50 square feet of habitable space for each occupant.

---

Question: I have a question about what qualifies a building to be a high rise or low rise. One of our properties is 5 stories with an elevator. Does this count as a high rise? I need to know so that we know how much utility allowance we have.

Answer: That property qualifies as a high-rise...low-rise/Garden Apts: 3 - 4 stories; Hi-rise: 5+ stories.

---

The goal of the management forum is to have open-discussions and to air out any questions before they become problems. It is in everyone’s best interest to ask questions and to participate. We can all learn from each other. Those managers who offer regular assistance will be recognized in future newsletters.

Speaking of the future, I envision this evolving to an entirely web-based format – questions and answers will be automatically posted on-line through the county’s server, but for now, continue to email questions and responses to [timothy.goetzinger@montgomerycountymd.gov](mailto:timothy.goetzinger@montgomerycountymd.gov). Let me know if you would prefer your post to be anonymous.

 **Fair Housing**

HUD is making Fair Housing their platform this year. This time they have charged an Illinois property owner in violation of the Fair Housing Act. Please visit [this site](#) for details.

 **2007 HOME Program Award Winners**

Thank you to all the county property managers who participated in HOME Program compliance monitoring in 2007. Choosing a winner and runner-up for Manager of the Year was a challenge; however, in the end, Cliff Bailey and Ellen Goff rose above the competition and have been named 2007 HOME Program Manager of the Year and Runner – Up. They both demonstrated excellence in the field of property management and compliance. The winner has a choice between a \$50 gift certificate from Best Buy or Outback, and the Runner-up has a choice between a \$25 gift certificate from Best Buy or Outback. Please contact me with your choices. Congratulations to both of you.

*(Zero-Liability Statement: Montgomery County Government in no part funded these prizes.)*

2007 HOME Program Manager of the Year

Cliff Bailey, MHP Scattered Site, Inc.

Runner – Up

Ellen Goff, Pond Ridge (HOC)

 **2007 Outstanding Compliance Achievers**

Occasionally some projects don't just comply; they exceed all expectations. The following projects and property managers are recognized as *Outstanding Compliance Achievers* for Compliance Year 2007. At the end of the year, a HOME and HIF Manager of the Year and Runner-up will be selected.

Congratulations to the following projects and property managers!

**HOME Program - Outstanding Achievers**

Byron House .....	Karen Kinnecome / Sister Irene Dunn
Cloppers Mill .....	Joan Neff
MHP Scattered Site Projects .....	Cliff Bailey
Pond Ridge .....	Ellen Goff
Shady Grove .....	Jorge A. Urgiles

**HIF - Outstanding Achievers**

- MHP Scattered Sites ..... Cliff Bailey
- Victory Terrace ..... Ingrid Geissler (PM) / Linda Daly (RM)
- Randolph Manor ..... Hezeldee del Callar

Not on the list? Have you been inspected yet? Don't feel bad if you didn't make it. Better luck next year!

 **2007 Compliance Status**

Compliance with county and federal regulations is ranked into four levels: Outstanding, Very Good, Satisfactory and Non-Compliance. The following projects have been ranked "Very Good" and "Satisfactory for compliance year 2007."

**HIF - Very Good**

- Cambridge Apartments
- Diamond Square
- Fields of Rockville
- Gramax Towers
- Hampshire Village
- Olney Manor
- Ring House
- The Gardens of Traville
- Timberlawn
- Winslow House

**HOME Program - Very Good**

- Airpark Apartments
- Beall's Grant
- Churchill Senior Housing
- Great Hope Homes
- HUI Scattered Site Projects
- Pooks Hill
- Randolph Village
- Seneca Heights

**HIF - Satisfactory**

- Bartholomew House
- Chelsea Tower
- Stewartown Homes

**HOME Program - Satisfactory**

- Essex House

If you do not find your project on the lists, and you have not been contacted with a compliance strategy, please contact Tim Goetzinger at 240.777.3728.

 **Still Going...**

The on-line reporting system used to file annual demographic reports and marketing plans is accessible through [http://www.montgomerycountymd.gov/apps/dhca/loan\\_monitor/default.asp](http://www.montgomerycountymd.gov/apps/dhca/loan_monitor/default.asp).

For developers with new projects, please note that this system can be used to report your new tenants. Please contact me and I will send your User ID and Password.

### **Training Opportunities**

Looking to increase your knowledge of affordable housing products? Maybe you just need to brush up on some skills. Follow these links to training opportunities.

- National Association of Homebuilders  
<http://www.nahb.org/>
- National Center for Housing Management  
<http://www.nchm.org/>
- Quadel Consulting  
<http://www.quadel.com/>
- Spectrum LIHTC Training  
<http://www.spectrumseminars.com/>

### **Missing Something?**

Is there something you would like to see in upcoming newsletters? Contact Tim Goetzinger, Loan and Asset Manager at 240.777.3728, or by email at [timothy.goetzinger@montgomerycountymd.gov](mailto:timothy.goetzinger@montgomerycountymd.gov).



#### **Division of Housing and Code Enforcement Multifamily Housing Section**

---

100 Maryland Avenue, 4<sup>th</sup> Floor • Rockville, Maryland 20850 • 240.777.3600 • 240.777.3679 TTY • 240.777.3691 Fax  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)