



**DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

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*Montgomery County Multifamily Housing Compliance Newsletter*  
*June & July 2007*

Welcome to the Multifamily Housing Compliance Newsletter! The dog days of summer apparently arrived early and hit this newsletter writer especially hard resulting in a combined June and July issue.

Over the past month, I have visited a number of the county's Housing Initiative Fund projects with a photographer snapping pictures for our website. As a result, this issue welcomes about 50 new members. For those new members, this dual issue will concentrate on getting you acquainted with HIF regulations and letting you on what you can expect from the county in the summer and early fall in terms of monitoring.

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:**

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- May 2007
- April 2007
- March 2007

**NEW IN THIS ISSUE**

*(click to follow)*

- HIF Monitoring Begins
- Management Forum
- Fair Housing
- Top 10 Tips to Property Management

## **HIF Monitoring Begins**

Compliance year 2007 will shortly come to a close for Montgomery County's HOME Program portfolio bringing about a shift in focus to the county's Housing Initiative Fund (HIF) portfolio. I have met with many district managers, property managers, on-site managers, leasing agents, etc during recent HIF photo shoots, and have mentioned that monitoring was to begin shortly...well it begins now.

For those managers familiar with the HOME Program, monitoring will not be quite as cut and dry. 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.

## **Management Forum**

Over the past few months, I have been approached by a number of managers with complex property management questions. Some of these questions I have been able to answer; others I have had to farm out to other property managers. Often I get the same question asked over and over again.

For this reason, I would like to begin a **Management Forum**. This will be an open, web-based question and answer discussion board. For now, questions will still flow through me. I will take a shot at answering via email and post my answers on-line and in future newsletters. If you have a more complete answer, send it to me and I will post it. I will not be offended if you have a better response than I do [like *that's* possible anyway]. In fact, I hope to get multiple responses.

The goal of this 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**

Fair housing means fair housing. Follow the law. Do not discriminate. Don't let this be you...  
<http://www.hud.gov/news/release.cfm?content=pr07-097.cfm>

## **Management Top Tips**

These ten quick tips are brought to you by "Your Legal Companion," Nolo.com.

1. Screen tenants.
2. Get it in writing.
3. Handle security deposits properly.
4. Make repairs.
5. Provide secure premises.
6. Provide notice before entering.
7. Disclose environmental hazards.
8. Oversee managers.
9. Obtain insurance.
10. Resolve disputes.

For the full article visit: <http://www.nolo.com/article.cfm/objectID/CFB29588-4395-4917-BE50A36AE9FFE1D8/catID/5944A0DA-71B3-49EA-BF5D300558FB66A9/213/178/CHK/>

## **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 Project of the Year and Property Manager of the Year will be chosen for both the HOME and HIF programs.

Congratulations to the following projects and property managers!

- Byron House – Karen Kinnecome and Sister Irene Dunn
- Cloppers Mill (Willow Manor) – Joan Neff
- MHP Scattered Site Projects – Cliff Bailey
- Pond Ridge – Ellen Goff
- Shady Grove – Jorge A. Urgiles

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” for compliance year 2007.

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

The following projects have been ranked “Satisfactory” for compliance year 2007.

- 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 Goetzing 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.

## **HOME Program Training**

Dates tbd. HOME Level I and II will be available in the latter half of 2007.

Level I – The Three “R’s” HOME Program Rules, Regulations and Reporting

Level II – There and Back Again: Regaining HOME Compliance

## **Other 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**