



Angela D. Alsobrooks
County Executive



Prince George's county
Office of Community Relations

connecting people, connecting resources



ANNUAL REPORT



ENGAGING, EDUCATING, EMPOWERING

FY2022

EUNIESHA DAVIS, DIRECTOR

OFFICE OF COMMUNITY RELATIONS
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WELCOME

TO

COMMON OWNERSHIP COMMUNITIES



The Prince George's County Council approved CB-15-2007, establishing the Common Ownership Communities Program for the purpose of assisting governing bodies, owners, and residents of homeowners' associations, residential condominiums, and cooperative housing corporations with education, training, and dispute mediation services in matters relating to these communities. The Common Ownership Program is administered by the Office of Community Relations.



OFFICE OF COMMUNITY RELATIONS

Dear Friends,

As COVID-19 continued to impact many business operations in 2022, the Common Ownership Communities Unit (COC) remained instrumental in serving our communities. Our efforts to connect through in-person and virtual platforms affirmed that we were committed to our mission of providing information and resources to COC constituents.

The COC is legislatively mandated to promote education, public awareness, and association membership understanding of the rights and obligations of living in a common ownership community. COC and the Common Ownership Communities Commission (CCOC) continue to meet that mandate by ensuring that our monthly meetings with our constituents address relevant topics that impact community living. We have also strengthened our collaborations with our Agency counterparts to assist in those areas that may be challenging within the communities. Lastly, our EDvantage Online Training Program is still one of our most powerful tools in educating communities on the operations of a governing body. EDvantage can also be utilized to provide resources and information to our many renters in the County who wish to one day transition to homeownership.

Moving into 2023, we have started the rebranding of the COC. The rebranding will coincide with new legislation and new development. This will foster a fresh perspective in community living for a new dimension of constituents. Our efforts in community engagement will take on a new role in diversity and accessibility to communities to foster participation and interest in our program.

We look forward to strengthening our continued relationships and building new relationships with our residents.

Regards,

Euniesha Davis

Euniesha Davis, Director



Angela D. Alsobrooks
County Executive



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MESSAGE FROM THE CHAIR

Greetings:

It has been my pleasure to serve as Chairman of the Prince George's County Commission on Common Ownership Communities (CCOC) for the last three years. My motto is to serve the community in which I live and to make a difference to those whom I serve. Over the past three years, the CCOC has hosted a variety of informational activities, participated in radio broadcasts, distributed information and materials directly to communities, and assisted in creating Prince George's County's first online training for residents.

The purpose of the Commission is to ensure the proper establishment and operation of common ownership communities; promote education, public awareness, and association membership understanding of the rights and obligations of living in a common ownership community; reduce the number and divisiveness of disputes and encourage the informal resolution of disputes; maintain property values and quality of life within common ownership communities; assist and oversee the development of community and government policies, programs and services that support these communities and try to prevent public financial liability for the repair and replacement of common ownership communities facilities within Prince George's County. It is estimated that approximately 500,000 residents within Prince George's County live in some type of common ownership community.

The CCOC in conjunction with the Prince George's County Office of Community Relations strived to meet the needs of the communities, to listen to your concerns, and to make a difference. The success of any leader is an enduring trait of a compassionate spirit- having the compassion and wisdom to conduct affairs professionally and we hope that we met your needs and goals throughout the last three years of my leadership. The footprints we have made will continue to be the path for others to follow. I am looking forward to greater things as I work closely with the next Chairman to make sure we continue to be transparent, and visible to work as a liaison between the communities and the Prince George's County Government.

Warm Regards,

Timothy Smith

Commissioner



Angela D. Alsobrooks
County Executive



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GUIDING PRINCIPLES

Office of Community Relations

Vision and Mission

The Office of Community Relations ensures that County residents connect with government resources, agencies and personnel. Our responsibility is to serve as a bridge between government and its people. We do so by using data driven analysis and input received from constituents. We are dedicated to a world class service delivery model and ensuring Prince George's County residents know that they can count on the Office of Community Relations, to be highly visible, accessible and accountable.

Common Ownership Communities Unit (COC)

The mission of the COC is to establish a program to assist governing bodies, owners, and residents of homeowners' association, residential condominiums, and cooperative housing corporations with education, training, and alternative dispute resolution services in matters relating to the management of these communities.

CORE VALUES

Visibility

The COC is dedicated to assist in maintaining safe, healthy and enjoyable neighborhoods throughout Prince George's County. To foster positive and productive relationships by developing partnerships with association members, boards of directors, management companies and the County government.

Accessibility

The COC ensures common ownership communities' accessibility to pertinent information and services necessary to manage the operations of the Community.

Accountability

The COC ensures that our stakeholders are empowered with the tools and knowledge to run a functional, law-abiding Association.

LEGISLATIVE INITIATIVES

The Common Ownership Communities Unit closely followed all prevalent legislative activity in 2022. The following bills directly impact common ownership communities throughout Prince George's County.

Bill	Description
HB0107 - Title - Cooperative Housing Corporations, Condominiums, and Homeowners Associations - Reserve Studies - Statewide	Requiring the governing body of certain cooperative housing corporations, condominiums, or homeowner associations to have a reserve study conducted of the common elements of the cooperative housing corporation, condominium, or homeowners' association and to update the study every 5 years; imposing certain requirements relating to the annual budget of a cooperative housing corporation, condominium, or homeowners' association.
HB1052 - Title - Public Safety - Natural Gas and Liquefied Propane Piping Systems - Construction Requirements (Flynn and Laird Act)	Synopsis - Prohibiting the use of non-arc-resistant jacketed corrugated stainless-steel tubing in any building that uses certain fuel gas piping systems and applying the Act prospectively.
HB1097 - Title - Task Force on Property Appraisal and Valuation Equity	Establishing the Task Force to Study Property Appraisal and Valuation Equity to study the misevaluation and undervaluation of property owned by minorities; and requiring the Task Force to report its findings and recommendations to the Governor and the General Assembly by October 31, 2023.
HB1110 Title - Environment - Lead Poisoning Prevention - Elevated Blood Lead Level	Clarifying that a ground leaseholder may not bring any suit, action, or proceeding against the current leasehold tenant or a former leasehold tenant to recover the ground rent that was due and owing before the date the current leasehold tenant acquired title to the leasehold interest if the ground lease was not registered following certain law before the date the current leasehold tenant acquired title, notwithstanding any other provision of law.

Bill	Description
<p>HB0040 – Title - Condominiums - Disclosures to Unit Owners and Prohibited Provisions in Instruments</p>	<p>Clarifying that certain provisions of law related to closed-door meetings of a board of directors of a condominium do not allow the board to withhold or agree to withhold the terms of certain legal agreements from the unit owners; making unenforceable a certain contract unless the contract contains a certain notice; requiring a board to disclose to the council of unit owners any agreement by the board to settle a disputed common element warranty claim at least 21 days before the execution of the agreement.</p>
<p>HB0615 – Title - Real Property - Condominiums and Homeowners Associations - Dispute Settlement</p>	<p>Altering the procedures for dispute settlement between a council of unit owners or a board of directors and an alleged violator under the Maryland Condominium Act; establishing procedures for dispute settlement between a board of directors or other governing body and an alleged violator under the Maryland Homeowners Association Act; and applying the Act prospectively.</p>
<p>HB0932 – Title - Landlord and Tenant – Right to Redemption of Leased Premises – Form of Payment</p>	<p>Providing that, in an action of summary ejection for failure to pay rent where a landlord or park owner is awarded a judgment giving restitution of the leased premises, a tenant or resident who has the right to redemption of the leased premises by tendering all past due amounts plus court awarded costs and fees may tender those amounts, costs, and fees in an electronic or written check issued by a political subdivision or on behalf of a governmental entity.</p>

COMMISSION ON COMMON OWNERSHIP COMMUNITIES



Timothy Smith, Chair

Commissioner Smith is a small business owner and Chairperson for the Prince George's County Common Ownership Commission. He holds a Bachelor of Science in Business degree in Information Systems and an MBA in Business Management. In addition, his studies in Leadership Development, Human Capital Management, Philosophy, Theology, and Economics has contributed significantly to his education and experience. Commissioner Smith's journey to help cultivate and contribute to his community began through the establishment of Front Street Management. Front Street was organized in the State of Maryland with the purpose of offering Community Management Services to homeowners' associations and condominiums. Commissioner Smith is a member of the Community Association Institute and serves on the Executive Trustee Board for one of the largest churches in Washington D.C.

Delegate Nicole Williams, Esq., Co-Chair

Commissioner Williams received her Bachelor of Arts degree from the University of Pittsburgh in 1999. Then in 2002, she received her Juris Doctorate at the University of Pittsburgh. She is a licensed lawyer in Maryland, Virginia, and D.C. Commissioner Williams is a member of the Washington Metropolitan Chapter of the Community Association Institute, previously served on the Quorum Editorial Board Committee and Outreach Committee and is a member of the Chesapeake Chapter of the Community Association Institute. She is also a former panel chairperson for Montgomery County Commission on Common Ownership Committees. In addition to her legal practice, she serves as Delegate in the Maryland General Assembly representing the 22nd legislative district.



COMMISSION ON COMMON OWNERSHIP COMMUNITIES



Danielle Grey

Commissioner Grey currently serves as a property manager for a local development and management company serving DC, Maryland, and Virginia. Prior to working in multi-family housing, Commissioner Grey worked in student housing managing on-campus residential buildings and off-campus apartments. Commissioner Grey holds a Master's degree in Higher Education, an undergraduate degree in Family and Consumer Service Education, a certificate from the Society of Human Resources Management, and is a current CAM certification candidate. Commissioner Grey is active with the Oaklands HOA.

Delegate Marvin Holmes

Commissioner Holmes has been a real estate professional for over 30 years, with many local, state, and national certifications. Mr. Holmes currently serves in the Maryland House of Delegates as Chair; Housing and Real Property Subcommittee; also serves on the Housing Committee for the Maryland Legislative Black Caucus as Vice Chair: Rules and Executive Nominations; serves on the Environment & Transportation Committee as Chair: Fire and Emergency Services Coalition, and serves on the Joint Committee on Administrative, Executive & Legislative Review (AELR)

Commissioner Holmes attended Tuskegee University majoring in Engineering as well as receiving a Certification in Construction Management, and University of Maryland, School of Architecture Planning and Zoning Certification. He also served in United States Coast Guard, assigned to the White House with the Presidential Honor Guard and then received a Unit Accommodation Medal for his service as a Search and Rescue Air Crewman.



COMMISSION ON COMMON OWNERSHIP COMMUNITIES



Karen Straughn, Assistant Attorney General

Commissioner Straughn is a non-voting member of Prince George's County Commission on Common Ownership Communities. She received her law degree at the University of Baltimore Law School, and her undergraduate degree from Towson University. She is an Assistant Attorney General and Director of the Mediation Unit for the Consumer Protection Division, which mediates disputes between consumers and businesses. Under her direction, the mediation unit handles approximately 10,000 complaints each year, and has a 60% success rate. She has held this position for over 10 years. Prior to the Consumer Protection Division, Ms. Straughn served 3 years as the Director of Consumer Complaints, Property & Casualty Unit, for the Maryland Insurance Administration, after working as a private attorney in the insurance defense field.

ADDITIONAL COMMISSIONERS

Patricia Fletcher

Linda Hunt

Robert Nicholson

Representative. Department of Housing and Community Development

Representative. Department of Permitting, Inspections, and Enforcement (DPIE)

Representative. Department of Public Works & Transportation (DPW&T)

Maryland-National Capital Park and Planning Commission (MNCPPC)

Prince George's County Office of Law

COC STAFF

OFFICE OF COMMUNITY RELATIONS



Director
Euniesha Davis



Deputy Director of Programs
Courtney Mariette



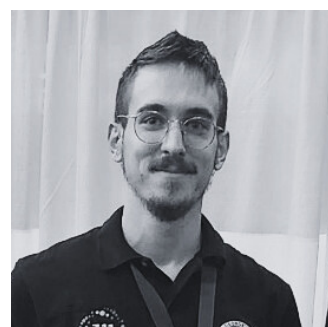
Unit Chief
MaShawn Hall



Community Developer
Ynetta Butchee



Community Developer
Greg Amobi



Program Coordinator
Robert Franc



COMMUNITY EVENTS

Common Ownership Communities Unit (COC) goal is to be a visible, accessible program for the residents of Prince George's County. We hosted and participated in various events and activities throughout the year as follows:

- **Commission on Common Ownership Communities (CCOC) Monthly Meetings**

The CCOC held meetings every fourth Wednesday of the month. The meetings are held to provide awareness and education in subjects related to common ownership communities.

- **Virtual Community Meetings**

COC attended meetings with HOA's and other common ownership communities. Due to COVID-19, many Associations elected to hold meetings in a virtual format.

● COVID-19 Material Distribution

COC participated in ongoing community distributions of COVID-19 information and PPE materials to promote community safety.

● Community Associations Institute (CAI) Allied Partner

COC serves as an allied partner with CAI. CAI is an international membership organization dedicated to building better communities. CAI provides information, education and resources to the homeowner volunteers who govern communities and the professionals who support them. COC participated in the CAI Annual Conference to engage with stakeholders and to provide information regarding the services offered to the common ownership communities.

● National Night Out

COC joined the Office of Community Relations (OCR) in the annual National Night Out (NNO) community-building campaign that promotes positive police-community partnerships to enhance neighborhood safety, and overall quality of life for the residents of Prince George's County. The Agency serviced over 25 locations.



● 100 Events of Summer

COC participated in the OCR annual summer initiative, 100 Events of Summer. Every summer, OCR works to engage residents through community outreach efforts by participating in a wide range of activities throughout the County. Over 250 events were hosted or attended during the summer months.

● Stuff-A-Truck (SaT)

COC participated in OCR's annual holiday food donation and distribution drive, Stuff-A-Truck (SaT). The goal of the SaT is to collect and distribute perishable and non-perishable food items for local families so they can enjoy a meal during the holiday season. SaT has served more than 36,000 residents.

● Summer Youth Employment Program (SYEP)

COC participated in the County-wide SYEP program designed to provide employment to the County youth. The program provides our youth ages 14-22 with the experience of working in a government agency.

● Technical Assistance Interpretation

COC assisted communities in interpretation of governing documents for a better understanding of community operations.

● Community Emergency Intervention

COC successfully mitigated a utility shut-off which helped to preserve the risk of health and safety harm to the residents at Parkway Condominiums.

2022

COC STRATEGIC PLAN

The Common Ownership Communities Unit (COC) is working to streamline all processes and events to ensure accessibility and alignment with the County Executive's vision and goals. The COC Strategic Plan is necessary to create a meaningful program that functions seamlessly.

SPECIAL PROJECTS | GOAL ALIGNMENT

Quarter 1: Community Connections

(January - March)

Market and increase participation in the EDvantage Online Training Program. Provide workshops and informational sessions to constituents to include topics surrounding governing documents, alternative dispute resolution, and updates to current legislation.

COC will use community "hot topics" to determine training and workshop topics. Sessions will be held at different times to accommodate the needs of constituents and encourage participation. Until further notice, meetings will be held utilizing virtual platforms.

✓ Quarter 2: Prince George's Proud Tour

(April - June)

Attend virtual community events and association meetings to maintain visibility and assess the needs of the community. Distribute Community Toolkits to targeted associations to market COC and disperse pertinent information.

✓ Quarter 3: 100 Events of Summer

(July - September)

Provide virtual training to boards and management companies to include best practices, updates to pertinent legislation, etc.

Host a series of virtual events (Community Conversations). Topics will be chosen based on constituent input. Invite guest speakers to address the attendees on topics relating to common ownership communities.

Participate in other outreach events to promote services provided by the COC Unit.

✓ Quarter 4: Proud to Give Back

(October - December)

Distribute Community Toolkits to targeted associations to market COC and disperse pertinent information. COC Management Company Honors. Recognize compliant management companies and give awards for excellence. Choose parameters such as timely registration, constituent response time, etc. Community Competitions- Holiday decorations in October and December, doormat contest with CCOC.

MARKETING STRATEGY

● Outreach

Hold periodic monthly CCOC meetings to discuss subject matters related to common ownership communities to remain connected with constituents. Attend Agency outreach events to engage with constituents in common ownership communities.

● Email Blasts

Utilize current email distribution lists to disseminate program information. Lists include: master constituent list, management company list, County Council staff, community advocates, and other stakeholders.

● Boots on the Ground

Deliver marketing materials to targeted neighborhoods to be shared in various community communications such as: newsletters, church bulletins, neighborhood publications, etc.

● Social Media

Send monthly blasts to the Office of Community Relations social media outlets.



2022

ACCOMPLISHMENTS

1 Management Companies Registered

Prince George's County has 34 management companies registered. Community associations include homeowners' associations, condominium associations, and cooperative housing corporations.

2 Winter Toolkit Distribution

COC staff assembled and distributed 2,500 toolkits. Products inside the toolkits included: notepads, writing utensils, winter-season gloves, and a winter tool for breaking ice. Toolkits were distributed at meetings, events, and conferences. Products included contact information for the COC Unit.

3 EDvantage Online Training Program

The EDvantage Online Training Program is designed to build and improve the skills of homeowners, residents of homeowners' associations, residential condominiums, cooperative housing corporations, and governing bodies. Training includes modules on Board of Directors, governing documents, budgeting, meetings, Alternative Dispute Resolution (ADR), and legislation related to Common Ownership Communities. This no-cost training is available in English and Spanish. 304 participants completed training as of 12/31/2022.



Constituent Calls

Homeowner concerns were received and responded to effectively. Community concerns included issues with management companies, boards and governing documents. Community concerns also included issues that required collaboration with other sister agencies.



Recommendations

- Host CCOC Annual Retreat.
- Increased community engagement tailored to current issues affecting common ownership communities.
- Implementation of in-person training to educate communities on specific topics.
- Engage CCOC to assist with dissemination of educational materials on specific topics.
- Create more visibility of the COC Unit through fact sheets, newsletter submissions and direct email communication on specialized topics.
- Create a calendar of topics for CCOC meetings that will coincide with the community management cycle of events.



2023 Highlights

- Welcomed New COC Staff.
- Rebranding of the COC Office.
- Realignment of COC Vision, Mission and Core Values.
- Increased community engagement with common ownership communities by formal invites, in-person and virtual meetings.
- Participation at community-related events.
- Meetings and attendance at community-related events.
- Updated website to include resource hub.
- Intense focus on education and training with internal and external stakeholders.

ENGAGING WITH OUR COMMUNITY



























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