

CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION
Minutes of the Board of Directors Meeting
January 14, 2025, at 11:00 a.m.
MainStreet Bank HQ Branch - 10089 Fairfax Boulevard

CALL TO ORDER

Mr. Cunningham called the meeting to order.

DIRECTORS PRESENT: Paul Cunningham, President; Jim Shipp, Secretary; and Adam Humphreys, Director.

OTHERS PRESENT: John Carter, Board Counsel; Mariana Quackenbush, MainStreet Bank (MSB) representative; and Tina Gillian, Executive Director.

ATTENDING

ELECTRONICALLY: None.

APPROVAL OF THE AGENDA

Mr. Cunningham requested for agenda item 8b. to become agenda item 4a. since the applicant is in attendance.

Motion: Mr. Shipp made a motion to approve the agenda as modified by Mr. Cunningham, seconded by Mr. Humphreys.

Action: Motion carried 3:0.

APPOINTMENT OF NEW BOARD OF DIRECTOR

Mr. Cunningham introduced and welcomed Ms. Janet Jaworski, a resident of Fairfax City, to the meeting. Ms. Jaworski said she has agreed to join the FRHC if appointed by the Board of Directors.

Motion: Mr. Shipp made a motion to appoint Janet Jaworski as a Board of Director of the City of Fairfax Renaissance Housing Corporation, seconded by Mr. Humphreys.

Action: Motion carried 3:0.

APPROVAL OF THE NOVEMBER MEETING MINUTES

Motion: Mr. Shipp made a motion to approve the minutes as presented, seconded by Mr. Humphreys.

Action: Motion carried 3:0:1, with Ms. Jaworski abstaining.

ESTABLISH NEXT MEETING SITE, DATE & TIME

The next meeting will be held on Tuesday, February 11, 2025. All meetings start at 11:00 a.m. in the MainStreet Bank HQ Branch unless otherwise specified.

PROJECT REVIEW

4028 Roberts Road (Rubel) – Mr. and Ms. Rubel attended the discussion and described the proposed project to the Board. After completing a site visit, the Board approved the project and is ok with forwarding the application to MainStreet Bank for their review once zoning approval is received.

LOAN / BANK ISSUES

Ms. Quackenbush provided updates on the loans currently in process with MainStreet Bank.

BUDGET REVIEW

The Directors discussed the farewell luncheon held on December 12, 2024 for Dale Lestina and the gift presented to Mr. Lestina during the luncheon.

Motion: Mr. Shipp made a motion that expenses related to Dale Lestina's farewell luncheon and gift be considered an expense paid by FRHC, seconded by Ms. Jaworski.

Action: Motion carried 4:0.

The Directors reviewed the budget and there are no issues with the report as presented.

CORRESPONDENCE REVIEW/UPDATE ON PROCESS & OUTSTANDING ISSUES

The Board reviewed the following correspondence/outstanding issues:

- December 01, 2024 invoice from Mosby Woods Community Association for annual placement of the FRHC advertisement in the Mosby Tattler.
- December 12, 2024 receipt from Commonwealth of Virginia submitted by counsel John Carter for reimbursement of payment of the annual registration fee, along with the annual report.
- January 7, 2025 – Invoice from counsel John Carter for reimbursement for recording of three certificates of satisfaction.
- December 18, 2024 – Invoice from Thompson Greenspon for professional services rendered in connection with the financial statement, audit, and taxes.

- December 2, 2024 – two letters from Thompson Greenspon related to the completion of the financial audit.

Project Update Forms:

Name	Status Date	Status	Est Complete Date
Heather & Peter Streckfus-Green	12/12/2024	In Progress	12/31/2025
Jason & Michele Scadron	12/12/2024	Work Complete	11/30/2024
Jennifer Lawless	12/13/2024	In Progress	12/31/2024
Sam & Kelly Kang	12/15/2024	In Progress	12/31/2024
Samuel Kim & Eunice Lee	12/18/2024	In Progress	11/30/2025
Estuardo & Elizabeth Rodriguez	01/07/2025	In Progress	03/31/2025

PROJECT REVIEW continued

10003 Blackthorn Court (Miller/Youngren) - approved and ok to forward application to Main-Street Bank for their review.

10216 Rodgers Road (Bradley) – The applicant has withdrawn the application.

10231 Stratford Avenue (Arian) – Tour was postponed to the next FRHC meeting per applicant's request.

STATUS OF CORPORATION

Mr. Carter stated the financial audit for the corporation has concluded, the annual report has been filed, and the annual insurance payment for 2025 has been paid. He stated there are no issues with the corporation.

LOAN APPROVAL REVIEW

There are no issues with the Loan Program Update report; a copy of which will be attached to these minutes.

APPLICATION PROCESS – discussion cont'd / FRHC Loan Requirements

The directors discussed additional advertising options that may exist for the corporation. Ms. Jaworski will provide information at the next meeting for the Board to consider.

The directors continued their discussion regarding the requirement that a home must remain owner-occupied and cannot be sold or rented for at least 24 months after the loan closing date to avoid an interest reimbursement. The discussion was continued until the next meeting.

ADDITIONAL ITEMS**a. Search Committee Update**

Mr. Humphreys updated the Board on the progress of the committee, including Ms. Jaworski's appointment to the Board of Directors.

ADJOURNMENT

The formal meeting was adjourned by consensus at 2:00 p.m. to reconvene at 10003 Blackthorn Court to begin the site tours. See "Project Review" sections for results of today's tours.

President

ATTEST:

Jim Shipp, Secretary