

CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION
Minutes of the Board of Directors Meeting
April 8, 2025, at 11:00 a.m.
MainStreet Bank HQ Branch - 10089 Fairfax Boulevard

CALL TO ORDER

Mr. Ross called the meeting to order.

DIRECTORS PRESENT: Doug Ross, Vice-President and Treasurer; Jim Shipp, Secretary; Adam Humphreys and Janet Jaworski, Directors.

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

ATTENDING

ELECTRONICALLY: None.

APPROVAL OF THE AGENDA

The agenda was accepted as presented.

APPROVAL OF THE MARCH MEETING MINUTES

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

Action: Motion carried 4:0.

ESTABLISH NEXT MEETING SITE, DATE & TIME

The next meeting will be held on Tuesday, May 13, 2025. All meetings start at 11:00 a.m. in the MainStreet Bank HQ Branch unless otherwise specified.

PROJECT REVIEW

10926 Byrd Drive (Edwards) - Ms. Edwards 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.

LOAN / BANK ISSUES

Ms. Quackenbush provided updates on the loans currently in process with MSB. She left the meeting after her update to the Board.

BUDGET REVIEW

Mr. Ross presented the Treasurer's report to the Board. There are no issues with the budget report as presented. A discussion followed on the availability of funding, continuation of the FRHC program, and the upcoming budget approval by city council in May.

CORRESPONDENCE REVIEW/UPDATE ON PROCESS & OUTSTANDING ISSUES

The Board reviewed the following correspondence/outstanding issues:

Project Update Forms

Name	Status Date	Status	Est Complete Date
Michael & Leslie Cullen	03/08/2025	In Progress	TBD
Sam & Kelly Kang	03/12/2025	Complete	
Samuel Kim & Eunice Lee	03/12/2025	In Progress	November 2025
Jason & Cassandra Patterson	03/12/2025	In Progress	March 2025
Damali Dayne	03/18/2025	In Progress	April 2025
Andrew & Catharine Bishop	03/26/2025	In Progress	June 2025

April 1, 2025 email from Nick Tricarichi – MSB interest charged on FRHC loans.

PROJECT REVIEW CONTINUED

3104 Jessie Court (Zelnio) – Approved, with suggestions from the directors regarding curb appeal items, and ok to forward application to MainStreet Bank for their review.

11002 Oakwood Drive (Green/Givens) - Directors requested additional information to be provided for the May 13 meeting.

10810 First Street (Rouiller) – Approved and ok to forward application to MainStreet Bank for their review once zoning approval is received. The applicant was informed that zoning will require an erosion and sediment control (grading) plan before zoning can approve and this can be an additional cost with the process taking between 6-9 months to complete.

Ms. Gillian presented updated information on the Rubel project. An FRHC approval letter was issued for the project on February 25. During the city's permit process, the public works department found that a stormwater pipe was going to be affected by the location of the proposed addition. Ms. Gillian presented the Board with the updated plat and plans that Mr. Rubel had submitted to the city to address the issue. The amount requested to borrow has not changed. The Board reviewed the plat and plans, agreed with the changes and for the loan to close with MSB.

Ms. Gillian presented updated information on the White project. The Board approved the project at the March 11 meeting. The applicant has since submitted for the city's permit, changing the interior layout and making exterior modifications that would need a new grading plan if

implemented. Ms. Gillian presented the Board with an email from the applicant stating they will not be amending the current grading plan and there will be no new added cost with the proposed changes. The amount requested to borrow has not changed and the total project cost has not changed. Ms. Gillian presented the updated plan set to the Board for review. The Board reviewed the plans and agreed to go forward with issuing the approval letter.

STATUS OF CORPORATION

Mr. Carter 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.

FRHC LOAN REQUIREMENTS

Discussion tabled for a future meeting date.

ADDITIONAL ITEMS

There were no additional items.

ADJOURNMENT

The formal meeting was adjourned by consensus at 12:54 p.m. to reconvene at 3104 Jessie Court to begin the site tours. See “Project Review” sections for results of today’s tours.

President

ATTEST:

Jim Shipp, Secretary