

CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION  
Minutes of the Board of Directors Meeting  
May 13, 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; Doug Ross, Vice-President and Treasurer; Jim Shipp, Secretary (arrived 11:12 a.m.); Adam Humphreys, Director; and Janet Jaworski, Director.

**OTHERS PRESENT:** John Carter, Board Counsel; Mariana Quackenbush, MainStreet Bank (MSB) representative (arrived 11:27 a.m.); and Tina Gillian, Executive Director.

**ATTENDING  
ELECTRONICALLY:** None.

**APPROVAL OF THE AGENDA**

Motion: Mr. Ross made a motion to move agenda item 8c after agenda item 3, seconded by Ms. Jaworski.

Action: Motion carried 4:0.

**APPROVAL OF THE APRIL MEETING MINUTES**

Motion: Mr. Ross made a motion to approve the minutes as amended to change "Mr. Cunningham called the meeting to order" to "Mr. Ross called the meeting to order", seconded by Mr. Humphreys.

Action: Motion carried 3:0:1 with Mr. Cunningham abstaining.

**ESTABLISH NEXT MEETING SITE, DATE & TIME**

The next meeting will be held on Tuesday, June 17, 2025. All meetings start at 11:00 a.m. in the MainStreet Bank HQ Branch unless otherwise specified.

**PROJECT REVIEW**

**11002 Oakwood Drive (Green/Givens)** – Mr. Shipp arrives. Mr. Benjamin Green and Ms. Rebekah Givens, applicants, attended the meeting with their contractor, Mr. David

Foster and his associate Ms. Cara Wank. Mr. Foster described the scope of work for the project. Ms. Quackenbush arrives. After a general discussion between the directors, Mr. Foster, Mr. Green, Ms. Givens, and Ms. Quackenbush, the Board determined their concerns regarding the April 8 site visit were adequately addressed. The application, as amended to increase the amount desired to borrow, will be forwarded 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.

## **PROCESS TO PAUSE OPERATIONS**

The Fairfax Renaissance Home Loan Program had funding discontinued for fiscal year 2026, which begins on July 1, 2025. As a result, the Fairfax Renaissance Housing Corporation will not be accepting applications for the program at this time. The Board will continue this discussion at the next FRHC meeting.

## **CORRESPONDENCE REVIEW/UPDATE ON PROCESS & OUTSTANDING ISSUES**

The Board reviewed the following correspondence/outstanding issues:

Project Update Forms:

Estuardo & Elizabeth Rodriguez, Status Date 04/30/25, Status: In Progress, Estimated Completion is May 2025.

Michael & Kelly Kostick, Status Date 05/01/25, Status: In Progress, Estimated Completion is June 2025.

Alan & AnnMarie (Lipold) Baribeau, Status Date 05/02/25, Status; In Progress, Estimated Completion is September 2025.

May 13, 2025, letter from Chris Johnston, Executive Vice President of MainStreet Bank – renewal of 2-yr bank agreement. This letter will be reviewed at the June meeting.

## **PROJECT REVIEW CONTINUED**

Ms. Gillian presented updated information on the Zelnio project. The applicant is requesting a change to the solar vendor that was previously chosen; and has submitted

costs for the curb appeal improvements that were discussed and agreed upon during the Boards site visit on April 8. The Board reviewed and approved the additional submission, including the contingency amount requested.

11017 Pumpkin Place (Newman) – Final Tour. The Board postponed the final tour due to today's inclement weather. The final tour will take place at the next FRHC meeting.

3900 Fairview Drive (Denton) – Final Tour. The applicant has requested to move the final tour to the next FRHC meeting date.

### **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 12:57 p.m.

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President

ATTEST:

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Jim Shipp, Secretary