

CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION
Minutes of the Board of Directors Meeting
November 12, 2024, 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; Alan Glenn, Director; and Adam Humphreys, Director.

OTHERS PRESENT: John Carter, Board Counsel and Tina Gillian, Executive Director.

ATTENDING

ELECTRONICALLY: None.

APPROVAL OF THE AGENDA

Motion: Mr. Ross made a motion to amend the agenda to name the executive committee positions as part of agenda item 5 (Budget Review), seconded by Mr. Glenn.

Action: Motion carried 5:0.

Motion: Mr. Shipp made an additional motion to add a discussion of the 24 vs. 36 month requirement before selling or renting a home after loan closing, seconded by Mr. Ross.

Action: Motion carried 5:0.

Motion: Mr. Glenn made an additional motion to move item 7a. (Project Review) to item 3a for the convenience of the applicants who are in attendance, seconded by Mr. Ross.

Action: Motion carried 5:0.

APPROVAL OF THE OCTOBER MEETING MINUTES

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

Action: Motion carried 3:0:2, with Mr. Cunningham and Mr. Glenn abstaining.

ESTABLISH NEXT MEETING SITE, DATE & TIME

The next meeting will be held on Tuesday, January 14, 2024. All meetings start at 11:00 a.m. in the MainStreet Bank HQ Branch unless otherwise specified.

PROJECT REVIEW

3507 Queen Anne Drive (Streckfus-Green) – Mr. Streckfus-Green attended the discussion. He is requesting an extension of the 18-month deadline for completion of their home improvement project.

Motion: Mr. Ross made a motion to allow for a 90-day extension, seconded by Mr. Glenn.

Mr. Humphreys would like to extend the timeline out to 24 months.

Mr. Ross modified his original motion to allow for a four-month extension to complete the project.

Action: Motion carried 5:0.

4041 Hallman Street (Kostick) – Mr. Kostick 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.

4116 Fern Street (Guerrero) – Final Tour.

4235 Sideburn Road (James) – Final Tour.

9810 Barlow Road (Nanette) – Final Tour.

10008 Morningside Court (Kadish) – Final Tour.

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

LOAN / BANK ISSUES

Ms. Quackenbush was unable to attend today's meeting. She provided updates on the loans currently in process with MainStreet Bank via email to Ms. Gillian and Ms. Gillian updated the Board with the information.

BUDGET REVIEW

Mr. Ross presented the Treasurer's report to the Board. There are no issues with the budget report as presented.

a. EXECUTIVE COMMITTEE

Motion: Mr. Ross made a motion that the Executive Committee will consist of the positions of President and Treasurer, seconded by Mr. Humphreys.

Action: Motion carried 5:0.

CORRESPONDENCE REVIEW/UPDATE ON PROCESS & OUTSTANDING ISSUES

The Board reviewed the following correspondence/outstanding issues:

- October 22, 2024 Project Update Form – Keith and Jane Kadish. Work is complete and the Board will conduct a final tour of the home today.
- October 22, 2024 email from Tina Gillian to President and Treasurer – Forwarding of the city’s enhancement request form.
- October 29, 2024 – Certificate of satisfaction reimbursement invoice from counsel John Carter.
- October 16, 2024 Project Update Form/November 4 email – Peter and Heather Streckfus-Green. Applicants are requesting an extension of the 18-month deadline to complete their project. See Project Review section for Board’s decision.

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.

APPLICATION PROCESS – discussion cont’d

Mr. Ross presented a flow chart outlining the current process for review and for continued discussion at the next FRHC meeting.

ADDITIONAL ITEMS

a. Search Committee Update

There is no update to provide currently. This agenda item was continued to the next meeting.

b. FRHC Loan Requirements – discussion

Due to time constraints, the Board briefly discussed the requirement that a home cannot be sold or rented within 24 months of the loan closing date to avoid potential reimbursement of interest paid

by the FRHC. This discussion will be continued to the next meeting.

ADJOURNMENT

The formal meeting was adjourned by consensus at 1:42 p.m. to reconvene at 4116 Fern Street to begin the site tours. See “Project Review” sections for results of today’s tours.

President

ATTEST:

Jim Shipp, Secretary