

CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION
Minutes of the Board of Directors Meeting
October 15, 2024, 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; and Adam Humphreys, Director.

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

ATTENDING

ELECTRONICALLY: None.

APPROVAL OF THE AGENDA

The agenda was accepted as presented.

APPROVAL OF THE MEETING MINUTES

Motion: Mr. Shipp made a motion to approve the August 7, 2024 meeting minutes as presented, seconded by Mr. Humphreys.

Action: Motion carried 3:0.

Motion: Mr. Shipp made a motion to approve the September 10, 2024 meeting minutes as presented, seconded by Mr. Humphreys.

Action: Motion carried 3:0.

ESTABLISH NEXT MEETING SITE, DATE & TIME

The next meeting will be held on Tuesday, November 12, 2024. All meetings start at 11:00 a.m. in the MainStreet Bank HQ Branch unless otherwise specified.

PROJECT REVIEW

Mr. Ross made an executive decision to move Project Review after Approval of the Meeting Minutes to accommodate the residents in attendance.

3410 Park Hill Place (Bishop) – Ms. Bishop 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.

Ms. Emme Hawkins and representatives from HB Home Services attended the meeting to discuss a project proposed for her home (an application has not been filed at this time). The Board gave general guidance to Ms. Hawkins, emphasizing the need for an application to reflect the actual project proposed and cautioned her that the bank will also weigh in on any proposals. The Board advised Ms. Hawkins to contact the bank representative prior to application submission.

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.

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
Susan Newman	9/6/2024	Work Complete	9/6/2024
Sam & Kelly Kang	9/10/2024	In Progress	10/30/2024
Desiree Nanetter	9/14/2024	In Progress	9/30/2024
Stuart & Hayley James	9/16/2024	Work Complete	8/31/2024
Estuardo & Elizabeth Rodriguez	9/19/2024	In Progress	12/31/2024
Kevin Denton	9/23/2024	In Progress	10/19/2024
Keith & Jane Kadish	9/24/2024	In Progress	10/31/2024
Braulio & Aracelly Guerrero	10/1/2024	Work Complete	6/10/2024
Ashleigh & James Rich	10/1/2024	In Progress	4/30/2025
Jason & Michele Scadron	10/10/2024	In Progress	4/30/2025

September 20, 2024 email from Robert Gostel – Withdrawal of application for 4030 Roberts Road.

October 11, 2024 letter from HMS Insurance Associates, Inc. – FRHC insurance, 2025-26 renewal.

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.

BYLAWS

a. Corporate Address

Motion: Mr. Shipp made a motion to replace the address listed under “Article I – Offices, Section 2. Registered Office” to the FRHC attorney’s office address, , seconded by Mr. Humphreys.

Action: Motion carried 3:0.

b. Board Vacancies

No changes required.

c. Other

No other items to discuss.

APPLICATION PROCESS – discussion

The Board reviewed the modifications suggested to the process for application submission and approvals.

1. Mandatory pre-application meetings with zoning - dependent on type of project
2. Application submission timeline to full 30 days before FRHC meeting
3. Require zoning approval before application can go forward to FRHC meeting
4. Revise current criteria for project approval from first come/first serve basis

Mr. Ross will create a flow chart outlining the current process to present at the next meeting.

ADDITIONAL ITEMS

a. Search Committee Update

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

ADJOURNMENT

The formal meeting was adjourned by consensus at 1:49 p.m. to reconvene at 3410 Park Hill Place to begin the site tours. See “Project Review” sections for results of today’s tours.

President

ATTEST:

Jim Shipp, Secretary