

CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION
Minutes of the Board of Directors Meeting
September 10, 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; Mariana Quackenbush, MainStreet Bank (MSB) representative; and Tina Gillian, Executive Director.

ATTENDING

ELECTRONICALLY: None.

APPROVAL OF THE AGENDA

Motion: Mr. Shipp made a motion to amend the agenda and move the review of the Cullen project after agenda item 2 “Adopt Minutes”, seconded by Mr. Ross.

Action: Motion carried 5:0.

APPROVAL OF THE JULY MINUTES

Motion: Mr. Glenn made a motion to approve the July 9, 2024 annual meeting minutes as presented, seconded by Mr. Shipp.

Action: Motion carried 5:0.

Motion: Mr. Glenn made a motion to approve the July 9, 2024 regular meeting minutes as presented, seconded by Mr. Humphreys.

Action: Motion carried 5:0.

PROJECT REVIEW

3411 Spring Lake Terrace (Cullen) – Mr. Cullen 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 has completed their review, and if zoning approval is received.

ESTABLISH NEXT MEETING SITE, DATE & TIME

Mr. Ross suggested the administrative portion of the meetings be held electronically and separate from the scheduled home visits. He also suggested to reduce in-person meetings at MainStreet Bank to twice a year. The directors discussed the suggestions with no decision made at this time.

The next meeting will be held on Tuesday, October 15, 2024. All meetings start at 11:00 a.m. in the MainStreet Bank HQ Branch unless otherwise specified. Mr. Ross will be acting president for this meeting since Mr. Cunningham is unable to attend.

LOAN / BANK ISSUES

a. Update Signature Cards

Mr. Cunningham, Mr. Ross and Ms. Gillian will meet early next week to complete the signature card process with MainStreet Bank.

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

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:

- June 15, 2024 Project Update Form – Peter and Heather Streckfus-Green. The work for the deck has not begun yet. Estimated completion date for the entire project is November 2024.
- August 7, 2024 Letter from Mr. Cunningham to GMU – Approval to spend remaining funds previously awarded to the George Mason University Urban Geoinformatics Research Team.

PROJECT REVIEW - cont'd

3546 Queen Anne Drive (Dayne) – the applicant increased their amount requested to borrow from \$55,000 to \$55,560 prior to today's meeting. This amount is reflected in the application package reviewed by the Board today. Approved and ok to forward application to MainStreet Bank for their review, once zoning has completed their review, and if zoning approval is received.

3609 University Drive (Tricarichi) – approved and ok to forward application to MainStreet Bank for their review, once zoning has completed their review, and if zoning approval is received.

4214 Lamarre Drive (Coutu) – approved and ok to forward application to MainStreet Bank for their review, once zoning has completed their review, and if zoning approval is received.

3231 Atlanta Street (Patterson) – approved and ok to forward application to MainStreet Bank for their review, once zoning has completed their review, and if zoning approval is received.

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

This item was continued to the next meeting except for discussion on the ad-hoc search committee that was set up to recruit new members. The committee members are Paul Cunningham, Dale Lestina, Adam Humphreys and David Myer.

ADDITIONAL ITEMS

a. Search Committee Update

The committee has created a list of potential members to begin contacting and will update the Board at the next meeting of their progress.

ADJOURNMENT

The formal meeting was adjourned by consensus at 1:30 p.m. to reconvene at 3546 Queen Anne Drive to begin the site tours. See “Project Review” sections for results of today’s tours.

President

ATTEST:

Jim Shipp, Secretary