CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION
Minutes of the Board of Directors Meeting
September 9, 2025, at 11:00 a.m.
MainStreet Bank HQ Branch – 10089 Fairfax Boulevard, Fairfax Virginia, 22030
3rd Floor Conference Room

CALL TO ORDER

Mr. Cunningham called the meeting to order.

DIRECTORS PRESENT: Paul Cunningham, President; Doug Ross, Vice-President and Treasurer; Adam Humphreys, Director; and Janet Jaworski, Director.

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

ABSENT: Jim Shipp, Secretary; and Mariana Quackenbush, MSB Representative.

ATTENDING ELECTRONICALLY: **None.**

APPROVAL OF THE AGENDA

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

Action: Motion carried 4:0.

APPROVAL OF THE JULY MEETING MINUTES

Motion: Mr. Humphreys made a motion to approve the July 15, 2025, Annual Meeting minutes as presented, seconded by Mr. Ross.

Action: Motion carried 3:0:1 with Ms. Jaworski abstaining.

Motion: Mr. Humphreys made a motion to approve the July 15, 2025, Regular Meeting minutes as presented, seconded by Mr. Ross.

Action: Motion carried 3:0:1 with Ms. Jaworski abstaining.

ESTABLISH NEXT MEETING SITE, DATE & TIME

The next meeting will be held on Tuesday, October 14, 2025. All meetings start at 11:00

a.m. at the MainStreet Bank HQ Branch, 10089 Fairfax Boulevard, Fairfax, Virginia, 22030, in the 3rd floor conference room, unless otherwise specified.

LOAN / BANK ISSUES

No status update.

BUDGET REVIEW

Mr. Ross presented the budget as of August 31, 2025, which included the proposed budget numbers for FY26.

Motion: Mr. Humphreys made a motion to adopt the FY26 budget numbers as presented in the August 31, 2025, budget, seconded by Ms. Jaworski.

Action: Motion carried 4:0.

Motion: Mr. Ross made a motion to amend the agenda to move item six to after item ten on the agenda, seconded by Mr. Humphreys.

Action: Motion carried 4:0.

CORRESPONDENCE REVIEW/UPDATE ON PROCESS & OUTSTANDING ISSUES

The Board reviewed the following correspondence/outstanding issues:

a. Heath – Status Report

The Board reviewed the FRHC letter sent to Mr. and Ms. Heath on July 30, 2025. The letter was a request from the Board of Directors for confirmation that the zoning review for the Heath's project is moving forward.

Status: It is anticipated that the zoning review will be completed before the next FRHC meeting.

b. Rich – Bamboo Removal

The Board reviewed the September 6, 2025, letter from Mr. and Ms. Rich. The letter was to inform the Board of Directors of a problem with the removal of bamboo from their yard. The letter presented three options for the Board to consider: 1. Leave remaining funds unspent; 2. Extend the 18-month deadline to complete the bamboo remediation; 3. Redirect funds to other improvements that are needed.

Motion: Ms. Jaworski made a motion to extend the 18-month project deadline to allow for an additional six months to complete the bamboo remediation per option 2a or 2b listed on page two of the Rich's letter, with the goal of removing as much of the existing bamboo as possible, seconded by Mr. Humphreys.

Action: Motion carried 4:0.

Project Update Forms:

Samuel Kim and Eunice Lee, Status Date 07/03/25, Status: Work is in progress. Estimated completion is November 2025.

Andrew and Catherine Bishop, Status Date 07/17/25. Status: Work in progress. Estimated completion is September/October 2025.

Nick Tricarichi, Status Date 08/11/25. Status: Work is complete. The final tour of this project will take place today.

STATUS OF CORPORATION

Mr. Carter stated there are no issues with the corporation. He said the annual meeting of the corporation was held in July and the financial audit is set to begin.

LOAN APPROVAL REVIEW

Ms. Gillian said the July Loan Program Update was amended to reduce the number of applications withdrawn by 1 (from 72 to 71). The directors agreed with the amendment.

There are no issues with the Loan Program Update report for September; a copy of which will be attached to these minutes.

ADDITIONAL ITEMS

Possible scanning project – item continued to the next FRHC meeting.

Ms. Jaworski signed a copy of the conflict-of-interest policy and financial interest form.

LOAN PROGRAM OPERATIONS - DISCUSSION

The Board reviewed the ten discussion topics as they relate to program operations. They discussed whether a pre-application meeting with the zoning division should be built into the application submission process. The discussion will be continued at the next meeting.

ADJOURNMENT

The formal meeting was adjourned by consensus at 12:58 p.m. to reconvene at 10610 Oak Place.

Final Tours performed today:

a. 10610 Oak Place – Rodriguez
b. 3609 University Drive – Tricarichi
c. 3546 Queen Anne Drive - Dayne

President

ATTEST:

Jim Shipp, Secretary