

**CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION**  
**Minutes of the Board of Directors Meeting**  
**January 9, 2024, at 11:00 a.m.**  
**MainStreet Bank HQ Branch - 10089 Fairfax Boulevard**

**CALL TO ORDER**

Mr. Lestina called the meeting to order.

**DIRECTORS PRESENT:** Dale Lestina, President; Alan Glenn, Vice-President; Doug Ross, Treasurer; Jim Shipp, Secretary; Amanullah Amin, Director; and Paul Cunningham, Director.

**OTHERS PRESENT:** John Carter, Board Counsel.

**ATTENDING**

**ELECTRONICALLY:** Mariana Quackenbush, MainStreet Bank (MSB) representative; and Tina Gillian, Executive Director.

**APPROVAL OF THE AGENDA**

The agenda was accepted as presented.

**APPROVAL OF THE NOVEMBER MINUTES**

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

Action: Motion carried 6:0.

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

The next meeting will be held on Tuesday, February 13, 2024. All meetings start at 11:00 a.m. in the MainStreet Bank HQ Branch unless otherwise specified.

**CORRESPONDENCE REVIEW**

The Board reviewed the following correspondence:

- November 14, 2023, email from applicant Christine Wells – Comments and suggestions regarding application process.
- December 7, 2023, Project Update Form – Erian & Andrew Pasky. Project is in progress with estimated completion January 2024.
- December 7, 2023, Project Update Form – William and Franziska Fournier. Project is complete and waiting for inspection.

- December 7, 2023, Project Update Form – John and Gena Norquist. Project is in progress with estimated completion in December 2023.
- December 10, 2023, Project Update Form – Debra and Matt Ranson. Project is in progress with estimated completion mid-February 2024.
- December 15, 2023, invoice for Mosby Tattler - annual renewal – the Board of Directors gave Ms. Gillian permission to sign the check for \$275.00 and mail payment to Mosby Woods Community Association.
- December 17, 2023, Project Update Form – Deborah DiFalco. Project is in progress with estimated completion in December 2023.
- December 28, 2023, Project Update Form – Kia Arian. Project is in progress with estimated completion in March 2024.

**a. Chubb Insurance**

Ms. Gillian reviewed an email received from Stacy Bomia, Select Account Manager for HMS Insurance Associates. The email confirmed policy renewal and that an invoice should be available for payment soon.

**b. Signage**

Ms. Gillian said signs will begin to be placed on properties with the closing of the most recent loan expected to close today.

**c. Mission Statement Review**

Mr. Lestina asked Mr. Cunningham to provide an update at the next FRHC meeting from the Planning Commission regarding the FRHC mission statement language being included in the Housing Goal 4 – Outcome 4.1, Action 4.1.1. of the Comprehensive Plan.

**d. Status of Fall Supplemental Funding**

Ms. Gillian confirmed the \$250,000.00 wire transfer from the City of Fairfax has been completed and the funds have been deposited into the FRHC bank account.

**e. Status Update – Kossey and Borges**

The Board will be conducting a final tour of the Kossey project today. The Board will conduct a final tour of the Borges project next month.

**BUDGET REVIEW**

Mr. Ross reviewed the proposed budget, including the STOP/GO report for any new applications received. He said he has approved the tax returns for submission. A copy will be provided to each Director prior to filing the return.

## **LOAN / BANK ISSUES**

### **a. FRHC Brochure**

Ms. Quackenbush approved the updates made to the brochure regarding the closing costs paid by the bank. This finishes all updates to the brochure that were requested by MainStreet Bank.

### **b. Loan Status**

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

## **STATUS OF CORPORATION**

### **a. Loan Document Review – DOT, Interest Payment Agreement, Application**

Mr. Carter provided the Board with redlined copies of the Interest Payment Agreement, Deed of Trust and Approval Letter for the Boards review and discussion. This item is continued to the next meeting for further review.

## **LOAN APPROVAL REVIEW**

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

## **PROJECT REVIEW**

**3511 Jean Street (Kossey)** – Final Tour.

**10630 Ashby Place (Arze/Moreno)** – approved and ok to forward application to MainStreet Bank for their review once zoning has completed their review.

## **ADDITIONAL ITEMS**

Mr. Lestina proposed that final tours be conducted one week before the regular monthly meeting dates to shorten the meeting time for both the Board and applicants. The Board agreed to the proposal to conduct the tours a week early if necessary.

## **ADJOURNMENT**

The formal meeting was adjourned by consensus at 12:31 p.m. to reconvene at 3511 Jean Street to begin the site tours. See “Project Review” for results of today’s tours.

\_\_\_\_\_  
Dale Lestina, President

ATTEST:

\_\_\_\_\_  
Jim Shipp, Secretary