

CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION
Minutes of the Board of Directors Meeting
May 14, 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; and Paul Cunningham, Director.

OTHERS PRESENT: John Carter, Board Counsel; Nicole Toulouse, City of Fairfax Economic Development; and Tina Gillian, Executive Director.

ATTENDING

ELECTRONICALLY: None.

APPROVAL OF THE AGENDA

The agenda was accepted as presented.

RESIGNATION OF PRESIDENT

Mr. Lestina announced his intention to resign the position of President of the Fairfax Renaissance Housing Corporation effective at the end of the June 11, 2024 meeting.

APPROVAL OF THE APRIL MINUTES

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

Action: Motion carried 5:0.

ESTABLISH NEXT MEETING SITE, DATE & TIME

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

CITY OF FAIRFAX ECONOMIC DEVELOPMENT

Ms. Nicole Toulouse, Senior Assistant Director of the Economic Development Office (EDO) for the City of Fairfax, presented an overview of recent EDO activities.

Mr. Lestina suggested a member of the Economic Development Authority join the FRHC.

CORRESPONDENCE REVIEW/UPDATE ON PROCESS & OUTSTANDING ISSUES

The Board reviewed the following correspondence/outstanding issues:

- April 26, 2024 Email from Amy Lynne Denny, Planner for City of Fairfax – Follow-up on November 14 FRHC meeting regarding five-year Comprehensive Plan review. The Board reviewed the list of proposed amendments presented by Ms. Denny and requested one modification to Outcome H4.2 under Housing Guiding Principles.
- May 1, 2024 Project Update Form – Kia Arian. Project is complete with final inspections expected by mid-May.
- May 2, 2024 Project Update Form – Erin and Andrew Pasky. Project is complete. Final tour is expected to take place at the next available FRHC meeting.
- May 3, 2024 Project Update Form – Desiree Cheri Nanette. Project is expected to be complete by June 2024.
- May 5, 2024 Project Update Form – Braulio and Aracelly Guerrero. Project is complete as of May 2024.
- May 7, 2024 Project Update Form – Estuardo and Elizabeth Rodriguez. Project is expected to be complete by August 2024.
- May 13, 2024 email from Emme Hawkins – Question regarding rough in plumbing for future development. The Board determined there was not enough information provided to properly respond and requested additional information.

BUDGET REVIEW

Mr. Ross presented the Treasurers report to the Board. He said the Board will need to make budget decisions for FY25 in July.

Mr. Lestina reviewed the process to obtain supplemental program funding for FY24 and funding for FY25 from the City of Fairfax. He stated city council approved a supplemental appropriation of \$150,000 for FY24, which has been received, and \$392,554 for FY25 that will be available July 2024.

The Board discussed the quarterly interest obligated.

STATUS OF CORPORATION

Mr. Carter stated there are no issues with the corporation. He discussed his conclusions related to reinstating the 36-month requirement that a home remain owner occupied, not sold or rented, to avoid interest reimbursement. He said a subordination agreement will be required should the Board decide to reinstate the 36-month requirement. He will provide draft documents related to this requirement and Mr. Lestina's resignation for review at the next meeting.

LOAN APPROVAL REVIEW

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

LOAN / BANK ISSUES

Ms. Quackenbush was not able to attend today's meeting so there is no status update at this time.

PROJECT REVIEW

10829 Warwick Avenue (Barclay/Powell) – Mr. Barclay and Ms. Powell attended the discussion and described the proposed project to the Board. After completing a site visit, the Board approved the application and is ok with forwarding the application to MainStreet Bank for their review.

10630 Ashby Place (Arze/Mareno) – Ms. Mareno attended the discussion and presented the Board an updated plat and plans for consideration. She also informed the Board of the increase to the requested amount to borrow from \$255,560 to \$270,560. Ms. Gillian relayed to the Board that zoning has not approved the updated submission at this time.

Motion: Mr. Ross made a motion to approve the higher amount requested to borrow (\$270,560), seconded by Mr. Glenn.

Action: Motion carried 5:0.

4027 Chestnut Street (Street) – Final Tour.

3713 Mason Street (Ranson) - Final Tour.

ADDITIONAL ITEMS

Ms. Gillian said a student from Fairfax High School has requested the opportunity to translate FRHC documents into Spanish as part of a school project. The Board discussed the request and agreed to have the program brochure translated.

Ms. Gillian relayed concerns from the City's zoning office about the review process for the FRHC applications. The Board asked Ms. Gillian to invite city staff to the next meeting to discuss.

ADJOURNMENT

The formal meeting was adjourned by consensus at 2:40 p.m. to reconvene at 10829 Warwick Avenue to begin the site tours. See "Project Review" for results of today's tours.

Dale Lestina, President

ATTEST:

Jim Shipp, Secretary