

CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION
Minutes of the Board of Directors Meeting
June 11, 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; and Jim Shipp, Secretary (arrived 11:12 am).

OTHERS PRESENT: John Carter, Board Counsel; Mariana Quackenbush, MainStreet Bank (MSB) representative (arrived 11:23 am); Bereket Merzi, City of Fairfax Deputy Zoning Administrator; and Tina Gillian, Executive Director.

ATTENDING

ELECTRONICALLY: None.

APPROVAL OF THE AGENDA

The agenda was accepted as amended to permanently move agenda item “Loan Issues” after agenda item “Correspondence Review, Update on Process & Outstanding Issues”.

APPROVAL OF THE MAY MINUTES

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

Action: Motion carried 3:0.

ESTABLISH NEXT MEETING SITE, DATE & TIME

There will be an Annual Meeting held on Tuesday, July 9, 2024, with the next Regular meeting to be held immediately following. The Annual meeting will start at 11:00 a.m. in the MainStreet Bank HQ Branch unless otherwise specified.

CITY OF FAIRFAX COMMUNITY DEVELOPMENT & PLANNING - ZONING DIVISION

Mr. Bereket Merzi, Deputy Zoning Administrator of the Community Development and Planning Zoning Division, presented an overview of the zoning review process for the FRHC applications.

Mr. Shipp and Ms. Quackenbush arrived during the presentation.

BOARD MEMBER VACANCIES AND BOARD SUCCESSIONS

The Board discussed the resignation of Mr. Lestina and the need to elect a new president at the annual meeting being held on July 9. Mr. Adam Humphreys is in attendance today to observe and possibly join the FRHC.

CORRESPONDENCE REVIEW/UPDATE ON PROCESS & OUTSTANDING ISSUES

The Board reviewed the following correspondence/outstanding issues:

- May 23, 2024 Resignation Letter from Mr. Lestina to the FRHC Board of Directors – Mr. Lestina’s resignation will be effective as of 11 pm on June 11, 2024.
- May 14, 2024 Project Update Form – Keith and Jane Kadish. Project has not started. The applicant is waiting for the City of Fairfax to issue permits.
- June 3, 2024 Financial and Tax Engagement Letters from Thompson Greenspon – Mr. Ross will review the letters prior to signing.

Motion: Mr. Glenn made a motion that the Board authorize the Treasurer, in his capacity as an officer of the corporation, to execute documents in connection with the audit, financial statements, and tax return, seconded by Mr. Shipp.

Action: Motion carried 4:0.

LOAN / BANK ISSUES

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

BUDGET REVIEW

Mr. Ross presented the Treasurers report to the Board. He discussed the current amount of interest committed but not closed and the amount approved to fund the escrow accounts this fiscal year. He said the Board will need to consider the increase to these two items when determining the FY25 budget.

STATUS OF CORPORATION

Mr. Carter stated there are no issues with the corporation. The Board continued the discussion on reinstating the 36-month requirement that a home remain owner occupied, not sold or rented, to avoid interest reimbursement. Mr. Carter said he will provide draft documents related to this requirement 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.

PROJECT REVIEW

3508 Jean Street (Pasky/Lopynski Pasky) – Final Tour.

4135 Locust Lane (Semiraglio/Mancuso) – Final Tour.

4030 Roberts Road (Gostel) – approved and ok to forward application to MainStreet Bank for their review once zoning has completed their review.

3401 Brookwood Drive (Kim/Lee) - Mr. Kim 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 once zoning has completed their review.

Ms. Emme Hawkins, 10810 First Street, attended the meeting and asked to discuss her potential project with the Board. Ms. Hawkins had submitted a question to the Board for the May meeting and has joined today's meeting to supply additional information on her project (an application has not been submitted at this time). Ms. Hawkins presented her ideas on phasing the project to save costs and to rough in a room for a future kitchen. Mr. Lestina said he was not in favor of leaving a room in roughed in condition for an extended period. Ms. Hawkins suggested moving the kitchen as a possibility. Mr. Lestina and Mr. Shipp asked if she had an estimate yet and Mr. Lestina suggested she try to get an estimate that includes all the work, including the kitchen. Ms. Hawkins said her contractor believes the project can be done, including the kitchen, for \$250,000. Ms. Hawkins will consider her discussion with the Board and will work with her contractor prior to submitting an application.

ADDITIONAL ITEMS

Motion: Mr. Shipp made a motion to admit Mr. Humphreys to the FRHC, seconded by Mr. Glenn.

Action: Motion carried 4:0.

ADJOURNMENT

The formal meeting was adjourned by consensus at 1:45 p.m. to reconvene at 3508 Jean Street to begin the site tours. See "Project Review" for results of today's tours.

President

ATTEST:

Jim Shipp, Secretary