

**MINUTES OF THE BOARD OF DIRECTORS MEETING
PARKFAIRFAX CONDOMINIUM
3360 Gunston Road
Alexandria, VA 22302**

May 18, 2011

I. ATTENDANCE:

Directors Present: Barbara Turpyn, President; Margaret Cain, Vice President; Kathy Schramek, Treasurer; Alice Cave, Secretary; Dave Bush, Myshka Davis-Smith (by phone at 7:45pm), Cindy Engelhart, Robin Woods, and Robert Joynes (after appointment), Directors.

Others Present: George Gardner, General Manager; Sarah Clark, Assistant Manager; Brian Barnard, Director of Maintenance; and Lauren DeLaCruz, Recording Secretary, Minute-By-Minute

II. CALL TO ORDER:

President Turpyn called the May 18, 2011 meeting of the Parkfairfax Board of Directors to order at 7:00 p.m. A quorum was present.

III. APPROVAL OF AGENDA:

Ms. Engelhart asked to add a discussion of rain barrels under the Landscape Committee section. Mr. Bush asked to move the appointment of the new Board member after the approval of the April Minutes. Mr. Gardner asked to defer the Woodlands Management Plan until the June Board meeting, as requested by the Woodlands Committee. Ms. Turpyn asked to add a discussion of Board room chairs under Board decisions.

(R) MOTION: Mr. Bush moved, Ms. Cave SECONDED, to approve the agenda, as amended. The motion passed unanimously (7-0-0).

IV. RESIDENT FORUM:

Ms. Turpyn explained that Ms. Cynthia Conroy appealed to the Board to reconsider her application for a front patio. Ms. Turpyn said that current policy does not allow front patios.

(R) MOTION: Ms. Turpyn MOVED, Ms. Engelhart SECONDED, to hear an appeal to reconsider Ms. Conroy's application for a front patio. The motion failed (3-4-0) with Mr. Bush, Ms. Cain, Ms. Cave and Ms. Woods opposing.

Ms. Schramek asked that Management include the expiration date of approval in Covenants notifications from now on.

Ms. Jan Schrader explained that she and her neighbors want to add a bench by their sidewalk. They have spoken with other residents and had a positive response. She asked the Board if they would entertain the idea of installing benches around the community as a neighborhood enhancement. Ms. Turpyn said that there is a procedure for surveying affected residents and the Recreation Committee would have to review the proposal. She said the resident may submit a proposal to the Recreation Committee.

Jarrod Grimsley asked for an update for the settlement work at building 109. Mr. Gardner said they are in the last 30 days of work. He explained that there have been delays due to the installation of additional helical piers. The contractors are beginning to paint and install flooring as well as a number of other updates. An occupied unit may need to have the flooring leveled. More information will be available at the June Board meeting. Mr. Grimsley said the building looks awful on the outside and that he feels like the construction crew is unprofessional. Ms. Tyler, an affected homeowner, said that she has been out of her unit for 7 months and it was supposed to be a 3 month job. Mr.

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Gardner said he will be meeting with the homeowners and engineers on Friday, May 20th to discuss the issues and delays. The contractor is working to get Ms. Tyler in her unit first. Mr. Grimsley said that the drain for the downspout at building 204 is about 6 - 8 inches to the right and is green instead of white. He expressed concern about the quality of work being done on the property. He also said that the new Chinese Chippendale fencing woodwork on Mt. Eagle Place is bad and that gaps, caps, and moldings are warped.

He said that the rebar for sewer cleanouts is too close to the bottom railing, and asked that the contractors use mushroom caps to avoid injury. He said that the painters who did the curb painting did a good job and were very fast.

Robert Koontz, from building 302, said there was a backhoe between buildings 302 and 306 and that digging was done, dirt was replaced, and the water had been shut off but the residents had not been told that work would be done. He said that he came home to a 2' - 2 ½' foot trench between his building and building 306. He said that Management has many ways to contact residents and that they should be given notification. Mr. Gardner explained that a leak developed in an underground pipe and they had to schedule emergency work. Management decided to focus on the repairs instead of spending time putting out notices. Mr. Koontz said that he appreciates the quick response, but that he wants to be made aware of what is going on. Ms. Turpyn agreed that a note should be left for affected homeowners in that kind of situation. Mr. Bush said there should be better communication between the Maintenance and residents and that perhaps the Administrative staff could assist in getting notices out to residents.

A resident who is a realtor said that she is concerned about the property values in the community. She said that people are worried about special assessments. The Board should put out some positive information on the website. She said that the lawsuit is a major problem for the property. Another resident said that realtor traffic has mostly stopped on the property. She said that the website has nothing positive on it and suggested not including all of that information on the website. Ms. Turpyn said the Board will consider how they are putting out information.

7:45 p.m. [Ms. Davis-Smith joined the meeting by phone.]

V. APPROVAL OF THE MINUTES: April 20, 2011

(R) MOTION: Ms. Cave moved, Ms. Cain seconded, to approve the minutes of the April 20, 2011 meeting as amended. The motion passed unanimously (8-0-0).

VI. APPOINTMENT OF A NEW BOARD MEMBER:

Richard Moha said that he has worked as the Covenants Committee Chair for a couple of years. He knows the weaknesses and strengths of the community. He is concerned about the condo fees increasing and would like to be more involved and would be interested in being involved with changing some of the community's rules and regulations.

Robert Joynes said that he wants to be involved in the property. He wants to improve the Community and wants the Community to be proactive and not reactive.

Ms. Engelhart nominated Mr. Moha because he has more experience with the property. Ms. Cain nominated Mr. Joynes because she thinks he will be a good addition to the Board and she does not want to lose Mr. Moha from Covenants Committee. Mr. Bush said that the Covenants Committee needs good guidance and Mr. Moha provides that.

By a show of hands, the Board appointed Robert Joynes to the Board of Directors (7-0-1) effective immediately with Ms. Woods abstaining.

VII. COMMITTEE REPORTS:

Activities Committee: The Board discussed the talent show proposal.

- (R) **MOTION: Mr. Bush moved, Ms. Cain seconded, to approve to continue with the hot dog roast/talent show. The motion passed unanimously (9-0-0).**

Building & Utilities Committee:

Draft Laundry Room Closing Proposal: Ms. Schramek said the Board should defer the discussion until a later date as they do not have the results of the most current meeting that Management and Ms. Engelhart had with Mac Gray. Ms. Engelhart said they should decide if they are going to have a public information meeting. Ms. Turpyn asked that an update be included in the next Board packet.

Draft Lighting Proposal: Ms. Engelhart asked for feedback from the Board regarding the draft version of the Lighting Proposal. If the Board decides to appoint a Task Force, she suggested that a technical person be appointed as much lighting is new technology. Ms. Woods volunteered for the Task Force or Committee. Ms. Cave said she would like to see a holistic evaluation of all the lighting on the property. Ms. Engelhart suggested that representatives from Management, the Technology Committee, the Landscaping Committee, and the Buildings and Utilities Committee be on the Task Force. The Board discussed the best way to develop a group to handle this issue. Ms. Turpyn asked Ms. Engelhart to prepare a proposal for appointments for the July Board meeting.

Communications: The Board agreed to conduct the Communications survey in September. The Board discussed the Welcome Packet and agreed to move forward with it.

- (R) **MOTION: Mr. Bush MOVED, Ms. Engelhart SECONDED, to approve option number one, newsletter distribution, of the Communication Committee's Community-wide Survey. The motion passed (8-1-0) with Ms. Woods opposing.**

Technology: The Technology Committee requested to hold a meeting in the Board room beginning at 9:30 a.m. on Saturday, May 21, 2011 for the Parkfairfax website mock-up review. By general consensus the Board agreed to have the website mock-up review on Saturday, May 21, 2011.

Finance: The Finance Committee met in April and is currently looking for ways to use various financial reports.

Landscape: The pilot plan for the leaf mulch program was included in the Board packet. There are about 7 volunteers for the experiment. The Board discussed different methods for delivery of the mulch. Ms. Engelhart discussed the rain barrel trial program that has been in place for about 2 years. She explained that in the current proposal the Association pays for the diverter and the requests will go through Covenants. The Association will not be responsible for purchasing the rain barrel, but there are several criteria that must be met. The Board discussed ways to charge for the program.

- (R) **MOTION: Ms. Schramek MOVED, Ms. Woods SECONDED, to approve the leaf mulch pilot program. The motion passed (7-2-0) with Ms. Turpyn and Ms. Cain opposing.**
- (R) **MOTION: Ms. Woods MOVED, Ms. Engelhart SECONDED, to accept the rain barrel proposal, as presented. AMENDMENT: Mr. Bush moved, Ms. Davis-Smith seconded, to charge the resident for the cost of the diverter, to be purchased by the Association. The amendment passed unanimously (9-0-0).
The motion to accept the rain barrel proposal, as amended, passed (7-2-0) with Ms. Cain and Mr. Joynes opposing.**

Recreation: Mr. Gardner reported that a water aerobics program would cost \$50 a week, for 8 weeks, for a total cost

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of \$400. Ms. Cain asked if there were any liability issues or if they had any sense of the audience for the program. The Committee said there may be about 10 people and that the program was directed toward older residents. Mr. Bush said that similar programs are well-attended at other complexes. Ms. Davis-Smith suggested charging a nominal fee to defer some of the cost of the program and to provide an incentive to maintain attendance.

- (R) **MOTION: Mr. Bush MOVED, Ms. Engelhart SECONDED, to approve the water aerobics program and to charge a \$10 class fee. The motion passed (6-3-0) with Ms. Cave, Ms. Cain, and Mr. Joynes opposing.**

VIII. MATTERS FOR BOARD DECISION:

Approval of Reserve Expenditures:

- (R) **MOTION: Mr. Bush MOVED, Ms. Cain SECONDED, to approve \$187,377.99 for expenditures from Reserve Account GL 3330, for the month of April 2011. The motion passed (8-0-1) with Mr. Joynes abstaining.**

Amendments to AR #14: The Board discussed future meeting dates and Board planning. The Board removed the Annual Meeting date from the calendar, as that date will be set according to the bylaws. The Board discussed and agreed to the proposed Management spending allowances. Ms. Turpyn asked for volunteers for Board liaisons. The Board deferred the discussion of the Code of Conduct to the June Board meeting.

- (R) **MOTION: Ms. Cave MOVED, Ms. Cain SECONDED, to accept the proposed Board meeting calendar as amended for the May 2011 – May 2012 Fiscal Year. The motion passed unanimously (9-0-0).**
- (R) **MOTION: Ms. Schramek MOVED, Ms. Cain SECONDED, to approve an increase of two-tenths of 1 percent in the Management Agent’s individual authority to expend for contracts and expenditures, for a maximum spending allowance of \$14,134.01. The motion passed unanimously (9-0-0).**

Ms. Turpyn appointed the following Board liaisons:

Activities Committee:	Ms. Cain
Buildings and Utilities Committee:	Ms. Schramek
Communications Committee:	Ms. Cave
Covenants Committee:	Mr. Joynes
Finance Committee:	Ms. Schramek
Landscaping Committee:	Ms. Woods
Recreation Committee:	Ms. Engelhart
Technology Committee:	Ms. Cain
Transportation and Land Use Committee:	Ms. Cave
Woodlands Committee:	Ms. Davis-Smith

Insurance Contract: The Board reviewed the Association’s Employee Group Life/AD&D/Std/Limited Insurance contract. Ms. Engelhart asked why the Board was increasing the benefits. Ms. Clark explained that the terms were recommended by the insurance agent. The Board discussed setting a precedent for increasing employee benefits.

- (R) **MOTION: Ms. Schramek MOVED, Mr. Bush SECONDED, to approve the contract with Unum Insurance Carrier for the Association’s Group Life/AD&D/STD/Limited Insurance coverage for the Association’s employees, with a June 2011 renewal. AMENDMENT: Ms. Turpyn moved, Ms. Cain seconded, to amend the policy to delete catastrophic coverage. The amendment was accepted unanimously. The motion, as amended, passed (8-1-0) with Ms.**

Woods opposing.

Second Pet Application:

(R) MOTION: Mr. Bush MOVED, Ms. Cain SECONDED, to approve a second pet for the unit owner at 1600 Preston Road. The motion passed unanimously (9-0-0).

Geller Environmental Labs contract: The Board agreed to move the discussion of the contract to Executive Session.

Tree Pruning Contract:

(R) MOTION: Ms. Cave MOVED, Ms. Cain SECONDED, to approve the contract with Quality Tree Care for tree pruning services in the 800 block of Parkfairfax, for \$40,175 from Reserve Account GL 3330-0215, Landscaping. The motion passed unanimously (9-0-0).

Boardroom Chairs: Ms. Turpyn explained that she authorized the purchase of new Boardroom tables because the old tables were falling apart. She said that Mr. Gardner also purchased new chairs, but that she asked Mr. Gardner not to open them because she wanted the Board to make the decision as the chairs cost \$2,900. Mr. Gardner said there is a reserve budget line item for furniture of \$5,000 a year and they have currently spent \$1,200 on furniture this year. The Board agreed to return the chairs, except the one that has been opened.

IX. MATTERS FOR BOARD DISCUSSION:

Vent Free Gas Fire Place Sub-metering: Mr. Gardner reported that Management has determined that the installation of sub-meters would cost approximately \$2,700 per meter and one-time metering charges of \$395 and monthly billing charges of \$5. There is also a one-time installation charge of \$13,500 for property-wide remote-read wireless connectivity to allow for a monthly gas-billing contractor. Ms. Schramek said that the program is not feasible at this time. The Board discussed other options.

Request for Permission Regarding Parking: The unit owner from 1736 Preston Road explained that he would like permission to park two cars in the common element parking spaces. They have adopted 2 kids and are concerned for their safety in loading and unloading the cars. One of the children is developmentally delayed and ensuring the safety of both along the main road has become an undue burden on the mother. They have made a good faith effort to comply with the rules, but they need a waiver for about a year.

(R) MOTION: Mr. Bush MOVED, Ms. Engelhart SECONDED, to approve a waiver of the parking rules to allow the unit to park two (2) cars on the common element, if there are available spots, for one (1) year. The motion passed (8-1-0) with Ms. Cain opposing.

X. EXECUTIVE SESSION: Legal Matters

(R) MOTION: Ms. Cain MOVED, Ms. Schramek SECONDED, to move into Executive Session at 9:56 p.m. The motion passed unanimously (9-0-0).

After coming out of Executive Session, the Board took the following actions:

(R) MOTION: Ms. Schramek MOVED, Ms. Cain SECONDED, to move forward with a non-judicial foreclosure as discussed. The motion passed (8-0-1) with Ms. Engelhart abstaining.

(R) MOTION: Mr. Bush MOVED, Ms. Cain SECONDED, to move forward with a non-judicial

foreclosure as discussed. The motion passed unanimously (9-0-0).

Geller Environmental Labs Contract:

- (R) MOTION: Mr. Bush MOVED, Ms. Engelhart SECONDED, to approve the first contract, with language modifications as stipulated. The motion passed unanimously (9-0-0).**
- (R) MOTION: Mr. Bush MOVED, Ms. Cain SECONDED, to approve the second contract. The motion passed unanimously (9-0-0).**

XI. ADJOURNMENT:

All business having been completed, President Turpyn adjourned the meeting at 10:35 p.m.