

Approved

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

**February 17, 2010**

**ATTENDANCE**

**Directors Present:** Barbara Turpyn, President; Alice Cave, Secretary; Karen Elsbury, Treasurer; Dave Bush, Jarrod Grimsley, and Kim Stenlund, Directors.

**Directors Absent:** Margaret Cain, Vice President; Matthew Natale, Director.

**Others Present:** George Gardner, General Manager; Sarah Clark, Assistant General Manager; Mike Field, Maintenance Director; Dana Cross, Covenants Director and Vanessa Pettit, Recording Secretary, Minute-By-Minute.

**CALL TO ORDER**

President Turpyn called the February 17, 2010 regular meeting of the Parkfairfax Board of Directors to order at 7:00 p.m. A quorum was present.

**APPROVAL OF AGENDA**

The following change was requested to the proposed Agenda: snow storm update.

**(R) MOVED by Mr. Bush, SECONDED by Ms. Elsbury: to adopt the Agenda as amended. The motion passed (5-0-1) with Mr. Grimsley abstaining.**

**POLICE REPORT**

**Officer Robert Egan reported on police activities in the neighborhood over the past month. Alexandria Sherriff (Tony) report on the City.**

**MAINTENANCE REPORT**

Maintenance Director, Mike Field explained that Almo Construction was on the property to remove piles of snow from the Parkfairfax-owned lanes, congested cul de sacs and the Place-streets out of concern for the restricted access caused by piles of snow and the need for space required for emergency vehicles. A property-wide inspection will be conducted by the maintenance staff on February 22, 2010. The inspection will focus on damage to buildings and tree and large branch damage caused by the recent snow storms.

**(R) MOVED by Mr. Bush, SECONDED by Ms. Cave: additional money expenditure NTE \$50,000 for snow removal contractors in Parkfairfax. The motion passed (5-0-1) with Mr. Grimsley abstaining.**

**RESIDENT FORUM**

A resident thanked management and maintenance for the support during the blizzard and commented that he was glad that a claim might be made to the insurance company for the damages. The resident also commented on the 2011 Budget questioning the payroll and staff benefits increase, and stating that the Association needed to be spending funds wisely.

Another resident also thanked the management and maintenance for the support during the blizzard. She also stated her concerns regarding the HVAC specifications, and the 2011 budget.

A resident asked the Board how many units in the community were owned by the Association and rented out. She also stated her concerns for the raise in fees, as well as coming up with ways to create revenue.

A resident commented that she would like Chimineas to be allowed to stay in the neighborhood.

**APPROVAL OF THE MINUTES: January 20, 2010**

- (R) **MOVED by Ms. Cave, SECONDED by Ms. Stenlund: to approve the minutes of the January 20, 2010 meeting as amended. The motion passed (5-0-1) with Mr. Grimsley abstaining.**

**COMMITTEE REPORTS**

**Landscape: The report was included in the Board Package.**

**Woodlands: The report was included in the Board Package.**

**MATTERS FOR BOARD DECISION**

**Chimineas Policy Reconsideration Request:**

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Elsbury: to reaffirm allowing Chimineas in Parkfairfax subject to the current rules and regulations. The motion passed (4-1-1) with Ms. Cave opposing and Mr. Grimsley abstaining.**

**Central Packaged Split System Guidelines:**

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Elsbury: to approve the application for unit 1427 for HVAC following the specifications and provided duct work can be installed in the attic. The motion passed (4-0-2) with Ms. Stenlund and Mr. Grimsley abstaining.**

**2011 Draft Budget Proposal Approval:**

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Cave: to approve a draft FY11 budget for distribution to owners for comment in the amount of a 10.14% increase per the appended Budget. The motion passed (5-0-1) with Mr. Grimsley abstaining.**

**Appeal of the Covenants Committee Front Patio Decision: 1919 N. Quaker Lane:**

- (R) **MOVED by Mr. Bush, SECONDED by Ms Stenlund: to deny the appeal for the front patio and to have the patio be removed by May 15<sup>th</sup> 2010 by the owner. Management is directed to work with owner to fix irrigation problem. The motion passed (5-0-1) with Mr. Grimsley abstaining.**

**Creation of Standing Committee on Transportation and Land Use**

- (R) **MOVED by Ms. Cave, SECONDED by Mr. Bush: to create a standing committee called "Transportation and Land Use" and to approve the Committee Terms of Reference as submitted to the Board as amended. The motion passed (5-0-1) with Mr. Grimsley abstaining.**

**Butterfly Garden:**

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Cave: to approve the installation of**

a Butterfly Garden in the common element area behind Building 104, adjacent to the Tot Lot, NTE 10ftX10ft in area at a private expense. The motion passed (4-1-1) with Mr. Stenlund opposing and Mr. Grimsley abstaining.

**DHI Window Replacement Bid for Association Owned Units:**

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Turpyn: to approve a contract in the amount of \$25,075.00 with DHI Window Company to install 85 windows in the Association Owned Units, with funds to come from GL 3330-0325 Reserves. The motion passed (4-1-1) with Ms. Elsbury opposing and Mr. Grimsley abstaining.

**Appointments to the Technology Committee**

No motion was made. Rick and Colleen will work with management to form Terms of Reference.

**Reserve Expenditures:**

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Elsbury: to approve the reserve expenditures from GL 3330, Reserve Expenditures account in the amount of \$ 323,656.48 for December 2009 and in the amount of \$140,599.95 for January, 2010. The motion passed (4-0-2) with Ms. Stenlund and Mr. Grimsley abstaining.

**Board Room Renovation:**

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Elsbury: to award a contract NTE \$3,000.00 to Metro Home Improvement for the renovation of the Board Room with Funds to come from GL Account 6369, Building Repair and Maintenance. The motion passed (3-1-2) with Ms. Stenlund & Ms. Elsbury opposing and Mr. Grimsley abstaining.

**Vehicle Purchases:**

- (R) **MOVED** by Ms. Elsbury **SECONDED** by Ms. Cave: to approve the purchase for 5 new vehicles for Parkfairfax at a cost NTE \$130,000.00 plus tax, tag and title, with funds to come from Reserve Account GL 3330-0235. Three existing trucks will be retained in fleet to meet current vehicle fleet need until FY 2011-2012, at which time those vehicles will be replaced. The motion passed (5-0-1) with Mr. Grimsley abstaining.

**Meeting Extension**

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Turpyn: to approve a 30 minute meeting extension. The motion passed (5-0-1) with Mr. Grimsley abstaining.

**EXECUTIVE SESSION**

- (R) **MOVED** by Ms. Stenlund, **SECONDED** by Ms. Cain: to recess the Open Session and convene an Executive Session at 10:15 p.m. The motion passed (5-0-1) with Mr. Grimsley abstaining.
- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Elsbury: to exit Executive Session at 10:40 p.m. The motion passed unanimously (5-0-1) with Mr. Grimsley abstaining.

The Board returned to the Open Session and took the following actions.

- (R) **MOVED** by Ms. Stenlund, **SECONDED** by Mr. Bush: to approve the Recognition and Appreciation of Lat Jones, Lead Carpenter of Parkfairfax. The motion passed (5-0-1) with Mr. Grimsley abstaining.
  
- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Stenlund: to waive late fee penalties in the amount of \$734.51. The motion passed (5-0-1) with Mr. Grimsley abstaining.
  
- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Elsbury: to write off \$8,445.62 due to the bankruptcy discharge by the bankruptcy court. The motion passed (5-0-1) with Mr. Grimsley abstaining

**RECESS**

- (R) **MOVED** by Ms. Turpyn, **SECONDED** by Mr. Bush: to recess the Open Session until March 4, 2010. The motion passed (5-0-1) with Mr. Grimsley abstaining,

March 4, 2010

**ATTENDANCE**

Directors Present: Barbara Turpyn, President; Margaret Cain, Vice President; Alice Cave, Secretary; Karen Elsbury, Treasurer; Dave Bush (entered meeting at 7:17pm), Jarrod Grimsley, and Kim Stenlund, Directors.

Directors Absent: Matthew Natale, Director.

Others Present: George Gardner, General Manager; Sarah Clark, Assistant General Manager; Mike Field Maintenance Director; and Vanessa Pettit, Recording Secretary, Minute-By-Minute.

**CALL TO ORDER**

President Turpyn called the March 4th continuance of the February 17<sup>th</sup> meeting of the Parkfairfax Board of Directors to order at 7:00 p.m. A quorum was present.

**MATTERS FOR BOARD DECISION**

**Central HVAC System Guidelines:**

- (R) **MOVED** by Ms. Elsbury, **SECONDED** by Ms. Cain: to approve the application for unit 1653 & 1655 for HVAC following the specifications and provided duct work can be installed in the attic and approval from Covenants. The motion passed (5-0-1) with Ms. Stenlund abstaining.

*Mr. Bush entered the meeting at 7:17pm.*

**Community Wide Survey:**

No motion made. Phillip Saims, Ms. Stenlund and Ms. Cave will help draft a directive for the survey. The Board will also connect with the current Communication Committee to help follow up.

**City of Alexandria Storm Water Utility Program:**

No motion made. Representatives from the Program will be asked to come and present at the Parkfairfax 2010 Annual Board Meeting in April.

No motion made. The Board reviewed the program within the Board Packet. The Committee will need to head the program and solicit to the community in April Newsletter. A call for volunteers for committee will be discussed during the budget meeting.

**Employee Incentives and Awards Program:**

No motion made. The Board reviewed the program within the Board Packet and the program will begin starting April 2010.

**Website Presentations and Draft Terms of Reference:**

No motion made. The Board reviewed and discussed the draft Terms of Reference that were in the Board Packet.

**Gutter Filters:**

- (R) MOVED by Mr. Bush, SECONDED by Ms. Cave: to approve an amount NTE \$85,000 for the purchase of 12,000 linear feet in gutter filters for the property. The motion passed (6-0-1) with Mr. Grimsley abstaining.**

**Presentation at April Annual Meeting: Dick Moose**

No motion made. Dick Moose will be attending the April 2010 Annual Meeting for a 15-20 minute presentation.

**EXECUTIVE SESSION**

- (R) MOVED by Mr. Bush SECONDED by Ms. Cain: to recess the Open Session and convene an Executive Session at 8:25 p.m. The motion passed unanimously (7-0-0).**
- (R) MOVED by Mr. Bush, SECONDED by Ms. Elsbury: to exit Executive Session at 8:40 p.m. The motion passed unanimously (7-0-1).**

**The Board returned to the Open Session and took the following actions.**

- (R) MOVED by Mr. Bush, SECONDED by Ms. Cave: to deny the request on advice of council for reimbursement for to cars due to a fallen tree. The motion passed (5-0-2) with Ms. Elsbury and Mr. Grimsley abstaining.**
- (R) MOVED by Mr. Bush, SECONDED by Mr. Grimsley: to reimburse resident for damage done to the residents car during the process of snow removal from the Blizzard 2010, provided that a claim be sent to the Association Insurance. The motion passed unanimously (7-0-0).**

**ADJOURNMENT**

All business having being completed, President Turpyn adjourned the meeting at 8:40 p.m.