

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

February 18, 2009

ATTENDANCE

Directors Present: Matthew Natale, President; Barbara Turpyn, Vice President; Karen Elsbury, Treasurer; Ellis Chaplin, Secretary; Margaret Cain, Gerri Horan, Kevin McHenka and Kim Stenlund (arrived at 8:25 p.m.), Directors.

Directors Absent: Bonnie Graves, Director

Others Present: Ed Alrutz, President KPA Paul Cairns, General Manager; Sarah Clark, Assistant General Manager and Kelly Shiflett, Recording Secretary.

CALL TO ORDER

President Natale called the regular meeting of the Parkfairfax Board of Directors to order at 7:00 p.m. A quorum was present.

AGENDA ADOPTION

The following change(s) was requested to the proposed Agenda: Add Natural Gas under Discussion Items on the Agenda.

*(R) **MOVED by Mr. McHenka, SECONDED by Ms. Cain: to adopt the agenda as amended. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***

ANNOUNCEMENTS

Ms. Horan announced that a vehicle had been broken into on Ravensworth Road in the cul-de-sac.

POLICE REPORT

Officer Fromm reported on the recent crime incidents including grand larceny from a vehicle (3500 block of Gunston Road and hit and run accident (3200 block of Martha Custis Drive).

The February meeting is Officer Fromm's last meeting as he will be moving out of the community. The Board thanked Officer Fromm for his five years of dedicated service.

COMMITTEE REPORTS

Woodlands – Nancy Miller, Member reported that the Committee continues to remove the invasive plants from the 600 Gunston Woods by hand. She noted that with the destruction of English ivy and Japanese honeysuckle in the 800 Coryell Woods, the ground can be seen as well as well as trash, including a huge pile of plaster and over 30 bricks. A Board member inquired about the removal of dead fallen trees in the Woodlands. Ms. Miller responded that it's the policy of the Committee to leave those trees in place unless they pose a danger to building or person. Additionally, she noted that the dead of fallen trees are a source of food and shelter for insects, birds/animals, add nutrients to the soil and can help with erosion control.

Landscape – Robin Woods, Chair reported that tree trimming/pruning is underway. Mr. Chaplin inquired about the status of the gutters and rain barrels. Ms. Woods spoke of the flat back barrels and suggested that a prototype of same be used.

Communications – Colleen Woome, Chair reported that there were no attendees at the last Committee meeting. She further stated that work continues on a welcome packet and the possibility of placing the newsletter on the website without all of the advertisements. Finally, she informed the Board of the work to organize a "Welcome to the Community" seminar with slide shows and light refreshments. Mr. Natale encouraged the idea; however, he noted that the Community once held "Welcome to the Community" seminars and that they were not successful. Ms. Horan noted her opposition to deleting ads from newsletters posted on the website.

Covenants – Dave Bush, Chair stated that if the Board approves the installation of patios in the front of units that it would be prudent to revise the current guidelines. (A) Mr. Bush offered and the Board accepted his assistance with drafting revised guidelines for installation of patios located in the front of units.

RESIDENT FORUM

A resident reported that she had attended the I-95/395 HOV/BUS/HOT Lanes Location and Design Public Hearing on February 11, 2009. She noted areas that would affect Parkfairfax as a new HOV/BUS/HOT Lane proposed to enter and exit the Shirlington Circle on the West side and six (6) traffic lights are proposed around the circle, with one at Gunston Road. Additionally, she stated that a sound barrier is proposed for the area along the ramp leading to 395 East and it's unknown whether the current cement wall or any trees in Parkfairfax would be removed to make way for a sound barrier. She informed the Board that all questions/concerns/comments should be addressed to the on-line comment sheet at www.vamegaprojects.com by February 21, 2009. Finally, she stated that Project Development Manager, Infrastructure, FLOUR, has offered to coordinate any meetings the Board would like to answer questions/concerns they may have regarding the project. (A) The Board requested that an update article regarding the HOV/BUS/HOT Lane proposal be included in the next issue of the newsletter.

Two residents attended the meeting to inquire about the Board's disposition regarding the installation and approval of patios in the front of units at Parkfairfax; therefore, the Board moved this item up on the agenda to Resident Forum.

Front Patios – The Board discussed front patios extensively. Ms. Elsbury suggested that the Board consider front patio installation on a case-by-case basis. Ms. Turpyn noted that issues other than aesthetics should be considered such as drainage, mold, slope and resident approval. Mr. Chaplin stressed the importance of enforcement and suggested that Management survey and inspect all of the front patios. (A) The Board requested that Ms. Horan work with Neal Howlett and Dave Bush to develop draft guidelines regarding front patios.

A resident attended the meeting regarding her request for approval of an 18” storm door kick plate; therefore, the Board moved this item up on the agenda to Resident Forum.

Approval of a Storm Door w/ an 18” Kick Plate – Mr. Cairns presented the request from the owner of 3360 Gunston Road for approval of a storm door with an 18” kick plate and noted that the current guidelines allow storm doors to have a kick plate with a maximum of 14”.

- (R) ***MOVED by Ms. Turpyn, SECONDED by Mr. McHenka: to amend the guidelines to permit storm doors with kick plates no larger than 18”. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***

MANAGEMENT REPORT

Minutes – December 17, 2008 Meeting

- (R) ***MOVED by Mr. McHenka, SECONDED by Ms. Cain: to approve the minutes of the December 17, 2008 meeting as presented. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***
- (R) ***MOVED by Mr. McHenka, SECONDED by Ms. Cain: to approve the minutes of the January 21, 2009 meeting as presented. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***

Reserve Expenses

- (R) ***MOVED by Ms. Turpyn, SECONDED by Ms. Cain: to approve the Reserve Expense Report for February 18, 2009, totaling \$12,086.28. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***

Transition Audit (10 Months)

- (R) ***MOVED by Ms. Turpyn, SECONDED by Ms. Cain: to approve the amendment to the Transition Audit from nine months to ten months with Goldklang, Cavanaugh & Associates for \$7,650.00. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***

FY2010 Budget

- (R) ***MOVED by Ms. Horan, SECONDED by Mr. McHenka: to approve the preliminary FY2010 budget and to schedule a Public Hearing. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***

(A) The Board requested that the Mulch Letter be given to the Landscape Committee for review and approval of same.

Ratification of Handrail Installation

- (R) *MOVED by Ms. Elsbury, SECONDED by Ms. Cain: to ratify the Boards decision to approve the installation of a railing at the Mt. Eagle steps by Welding Service, Inc. for \$1,658.00, which is \$158.00 more than the previously not to exceed amount of \$1,500.00. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***

2 Applications: Each for an Additional Pet

- (R) *MOVED by Ms. Horan, SECONDED by Ms. Cain: to approve the application from the owner of 3582 Martha Custis Drive to house two dogs. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***
- (R) *MOVED by Mr. McHenka, SECONDED by Ms. Elsbury: to approve the application from the owner of 3201 Valley Drive to house two dogs. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***

Commercial Trash Contractor

- (R) *MOVED by Mr. McHenka, SECONDED by Ms. Elsbury: to approve the contract with Industrial Disposal Service (IDS) for commercial trash roll off service for three years. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***

Charles Barrett Elementary PTA Silent Auction Request

The Board discussed the request from Charles Barrett Elementary School to donate to the PTA Silent Auction.

- (R) *MOVED by Ms. Elsbury, SECONDED by Ms. Cain: to approve making a donation to the Charles Barrett Elementary School PTA Silent Auction, with the donation to be determined at a later date and Ms. Elsbury to forward an email outlining donation ideas for Board consideration. The motion passed (5-0-2), with Mr. Natale and Mr. McHenka abstaining.***

401-K Controlling Documents Changes

Mr. Cairns stated that Nationwide Retirement Consulting Group (NRCG) has provided Parkfairfax with updated 401-K Qualified Plan Documents. NRCG has indicated that the updates to the plan do not change the existing options for either employees or the employer and do not change the manner in which the plan functions. Legal Counsel, Ken Chadwick is reviewing the documents. It was noted that once legal counsel reviews the documents that signatures will be required.

Repair Projects at 3 Buildings

Mr. Cairns presented competitive proposals from three contractors, Alamo Construction, CDM Construction and PCM Construction to perform work at three buildings. Building #818 Valley Drive (install approximately 70 LF of drain pipe with gravel and filter fabric along the wall to be discharge at existing yard drain); Building #960 Preston Road (relocate 12" catch basin to behind new sidewalk and install 35 LF of 4" PVC pipe) and Building #968 Martha Custis Drive (remove and replace concrete sidewalk to change the elevation).

- (R) *MOVED by Ms. Horan, SECONDED by Ms. Cain: to approve the proposal from Alamo Construction, Inc. to perform repairs to building #818, #960 and #968 for a cost not to exceed \$47,636.00 (cost plus 10% for unforeseen circumstances), Reserve Expense. The motion passed (7-0-0), with Ms. Stenlund absent for the vote.***

DISCUSSION ITEMS

Property Inspections – The Board discussed property inspections and reviewed the procedures regarding same as outlined by the Covenants Director. The Board expressed the importance of the property inspections and the importance of the position.

Graffiti – Mr. Cairns informed the Board of recent graffiti located on the retaining wall along Gunston Road (Ward 3). It was noted that the graffiti is not gang related and that it will be cleaned promptly.

Natural Gas Contract – Mr. McHenka inquired about the discrepancies of gas therms per building as outlined on the chart of accounts provided by Washington Gas. (A) The Board requested that the number of units per building be included in the report.

EXECUTIVE SESSION

- (R) *MOVED by Ms. Turpyn, SECONDED by Mr. McHenka: to recess the Open Session at this time (8:25 p.m.) and reconvene in Executive Session to discuss delinquencies, contracts and personnel issues as permitted by subsection (C) of section 55-79.75 of the Code of Virginia. The motion passed (8-0-0).***
- (R) *MOVED by Ms. Turpyn, SECONDED by Mr. McHenka: to exit Executive Session at 9:04 p.m. The motion passed (8-0-0).***

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

- (R) *MOVED by Ms. Turpyn, SECONDED by Ms. Cain: to approve the release of the Parkfairfax Membership List (s) after March 6, 2009 electronically in PDF format noting a disclaimer for prohibited use of same and any cost associated will be passed to the requesting owner. The motion passed (8-0-0).***

(R) *MOVED by Mr. Natale, SECONDED by Ms. Horan: to accept the Management Contract between Community Management Corporation (CMC) and Parkfairfax as presented. The motion passed 6-1-1, with Ms. Turpyn opposing the motion and Mr. McHenka abstaining.*

ADJOURNMENT

All business having been completed, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Ellis Chaplin, Association Secretary

DATE APPROVED: _____

ATTESTED BY: _____
(Name)

(Title)

(A) = Action

(C) = Calendar Item

(R) = Resolution Item