

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

**November 17, 2010**

**ATTENDANCE**

Directors Present: Barbara Turpyn, President; Margaret Cain, Vice President; Kathy Schramek, Treasurer; Dave Bush, Jarrod Grimsley, Phillip Saims, Kim Stenlund and Robin Woods, Directors

Directors Absent: Alice Cave, Secretary

Others Present: George Gardner, General Manager; Sarah Clark, Assistant Manager; Gita Lainez, Community Manager, Brian Barnard, Director of Maintenance and Vanessa Pettit, Recording Secretary, Minute-By-Minute

**CALL TO ORDER**

Vice President Cain called the November 17, 2010 meeting of the Parkfairfax Board of Directors to order at 7:00pm. A quorum was present.

**APPROVAL OF AGENDA**

- (R) MOVED by Ms. Schramek, SECONDED by Mr. Saims: to approve the agenda as amended. The motion passed unanimously (8-0-0).**

**POLICE REPORT**

No report was given.

**RESIDENT FORUM**

A resident asked to discuss personal matters with the Board and was instructed to present the matter at the beginning of Executive Session.

A resident provided the Board a packet containing pictures of current HVAC units in violation and expressed concerns regarding her HVAC appeal and violation issue and its resolution.

- (R) MOVED by Mr. Saims, SECONDED by Mr. Grimsley: to set a date to entertain an appeal regarding an HVAC split-system violation. The motion failed (2- 6- 0) with Mr. Bush, Ms. Cain, Ms. Schramek, Ms. Stenlund, Ms. Turpyn and Ms. Woods opposing.**

A resident expressed concerns regarding the response to an asbestos lawsuit. The Parkfairfax official statement is included in all re-sale packages and will be available on the website by November 19, 2010. The resident also expressed concern regarding the August storm damage and felt that communication between management staff and residents could be improved. Specifically, the resident had an inspection and had not heard of the results.

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

- (R) MOVED by Ms. Stenlund, SECONDED by Ms. Schramek: to approve the minutes of the October 20, 2010 meeting as amended. The motion passed unanimously (8-0-0).**

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**COMMITTEE REPORTS**

Covenants: No report was provided.

Communications: The report was included in the Board Package

- (R) MOVED by Ms. Stenlund, SECONDED by Mr. Saims: to approve the appendix to AR#8. The motion passed unanimously (8-0-0).**

Recreation: Lynn Humphries reported that the fitness center Open House on November 7, 2010 was a huge success. Lynn explained that the committee is in the processes of choosing an accent wall color in the fitness center.

Finance: Kathy Schramek reported that the committee had two meetings on November 5<sup>th</sup> and November 13<sup>th</sup> and a third meeting has been scheduled for November 30<sup>th</sup>. She explained that the committee is working on the draft FY12 budget which will be presented to the Board on December 15, 2010.

Activities Committee: Karen. Elsbury reported that a horse and carriage has been reserved for the Holiday Tree Lighting Ceremony on Sunday, December 5, 2010. Management was directed to call the vendor's insurance carrier to obtain a certificate of insurance naming Parkfairfax as additional insured for the event.

Landscape: Robin Woods reported that the committee is reviewing the Landscape contract.

Woodlands: The report was included in the Board Package.

Building and Utilities: Cindy Englehart reported that the laundry room consolidation report will be ready soon. Cindy also reported that the committee is in the process of reviewing language from the PDS contract.

Transportation and Land Use: Greg Cota informed the Board that there is a meeting at the Shirlington Library tonight to discuss the Metrobus Route 25 Planning Study.

Technology: The report was included in the Board Package.

- (R) MOVED by Mr. Bush, SECONDED by Ms. Cain: to authorize the Technology Committee working with Management to approve the selection of a Website Redesign contractor at a cost not to exceed \$8,000, with funds to come from Account GL 5071, Admin. - Other. The motion passed unanimously (8-0-0).**

**MATTERS FOR BOARD DECISION**

Approval of Reserve Expenditures:

- (R) MOVED by Mr. Bush, SECONDED by Ms. Cain: to approve the October 2010 Reserve Expenditures in the amount of \$141, 405.31. The motion passed unanimously (8-0-0).**

Mt. Eagle Place Handrail Replacement:

- (R) MOVED by Mr. Bush, SECONDED by Ms. Cain: to approve a contract in the amount of \$14, 010 with Metro Home Improvement for handrail replacement on Mt. Eagle Place with funds to come from GL 6360, General Repair and Maintenance. The motion passed unanimously (8-0-0).**

Central Packaged Split System Electric Heat Pump Specifications:

**No action was taken. The Board tabled until the December meeting.**

AR #2 Design Review Procedures and Guidelines:

**The Board asked management to add the following lines to the guidelines “only brick masons will be approved” and “only 8x10 colored photos can be submitted”.**

Approval for Purchase of Gutter Filter Materials:

- (R) MOVED by Mr. Bush, SECONDED by Ms. Cain: to approve a purchase order in the amount of \$16, 109.02 for the purchase of Gutter Filter Materials from Gutter Filter America, Inc. with funds charged to Reserve Account GL 3330-0050. The motion passed (7-1-0) with Mr. Grimsley opposed.**

Approval for Purchase of Roofing Tile:

- (R) MOVED by Ms. Schramek, SECONDED by Ms. Stenlund: to approve a purchase order in the amount of \$17,847.00 for the purchase of Roof Tiles from Reclaimed Roofs, Inc. with funds charged to Reserve Account GL 3330-0050. The motion passed unanimously (8-0-0).**

**MATTERS FOR BOARD DISCUSSION**

Party Room Refrigerator: A Board member expressed disappointment that the refrigerator in the community Party Room did not keep food cool during her party. The Board directed management will find replacement options for the old Party Room Refrigerator.

Driving on Property: Driving a car on the grassy areas or sidewalks is prohibited and can only be done on a case by case basis in the event of an extreme situation. Management will stay on top of all contractors in violation and a written policy will be made and signed for contractors and given to residents so that they may be aware of it as well. The Board directed management to place a notice in the newsletter and to contact the answering service and explain to them that driving on grassy areas qualifies as an emergency. Management will bring the policy back in December for review.

*[Mr. Saims left the meeting at 8:45 p.m.]*

**EXECUTIVE SESSION**

- (R) MOVED by Ms. Schramek SECONDED by Ms. Stenlund: to recess the Open Session and convene an Executive Session at 8:56 p.m. The motion passed unanimously (7-0-0).**

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

- (R) MOVED by Mr. Bush SECONDED by Ms. Cain: to waive \$450 in late fees for a resident and approve a \$425 monthly re-payment of Association dues. The motion passed unanimously (7-0-0).**

- (R) MOVED by Ms. Stenlund, SECONDED by Ms. Cain: to waive fees as requested by a resident. The motion failed (0-7-0) with all Board members opposing.**

The Board asked management for more information from the Association’s attorney concerning several delinquent accounts.

The Board asked management to develop a Covenants follow up inspection form that will be placed in unit files after application work has been completed.

**ADJOURNMENT**

All business having been completed, President Turpyn adjourned the meeting at 9:28 p.m.