ATTENDANCE

Directors Present: Barbara Turpyn, President; Kathy Schramek, Treasurer; Dave Bush (arrived at 7:10 p.m.); Robert Joynes, Robin Woods, Richard Moha and Cindy Engelhart, Directors

Directors Absent: Mshyka Davis-Smith and Alice Cave.

Others Present: George Gardner, General Manager; Brian Barnard, Director of Maintenance; Sara Clark, Assistant General Manager; and Chris Collins, Recording Secretary, Minute-By-Minute

CALL TO ORDER

Ms. Turpyn called the November 16, 2011 meeting of the Parkfairfax Board of Directors to order at 7:02 p.m.

APPROVAL OF AGENDA

(R) MOVED by Ms. Schramek, SECONDED by Ms. Engelhart: to approve the agenda as amended. The motion passed unanimously* (6-0-0).

* Mr. Bush had not yet arrived.

POLICE REPORT

Officer Hurrin reported one offense (larceny of a wallet) in October. There have been no property crimes so far in November.

RESIDENT FORUM

A resident inquired about the proposed $20,000.00 expenditure to raise the level of the sidewalk to facilitate the flow of water in the courtyard for Bldg 228. She stated that this has been attempted before elsewhere on the property and did not work.

A resident reported that there are ankle high piles of leaves on the sidewalks in front of some of the buildings on the property and also inquired about the schedule of the leaf removal. Lastly, she stated that spring blooming plants should be pruned after they bloom.

A resident discussed a meeting she participated in with WMATA, where she inquired about the possibility of associations using abandoned bus shelters. The WMATA representative responded that in general they don't own any shelters anymore but due to the age of the structure in question on Valley Drive at the end of Holmes Lane it's possible that they did once own it. They would investigate the issue and get back to the resident.

APPROVAL OF THE MINUTES

(R) MOVED by Schramek, SECONDED by Mr. Bush: to approve the minutes of the October 19, 2011 meeting as presented. The motion passed (6-0-1) with Ms. Engelhart abstaining.
COMMITTEE REPORTS

Covenants:

(R) MOVED by Mr. Bush, SECONDED by Mr. Joynes: To amend the covenants restrictions to allow swinging double doors with two matching sidelights. The total swinging double doors will consist of five rows and six columns of glass panes or grid work to achieve an equal appearance. The sidelights will be placed to achieve an equal appearance of a combined total of five rows and eight columns. The motion passed unanimously (7-0-0).

Landscape:

(R) MOVED by Mr. Bush, SECONDED by Ms. Woods: to approve the removal of a pine tree in the courtyard between buildings 228 and 230, as requested by residents in these buildings. The motion passed unanimously (7-0-0).

(R) MOVED by Ms. Schramek, SECONDED by Ms. Woods: to approve the installation of a French drain and approve a contract with Almo Construction in the amount of $20,011.00 with funds to come from GL 3330-0215 for new sidewalk elevations to facilitate water flow in the walks around buildings 228 – 230. The motion passed (4-3-0) with Mr. Moha, Mr. Joynes and Ms. Engelhart opposing.

(R) MOVED by Ms. Schramek, SECONDED by Mr. Joynes: to have Management put the contract for landscape services out to bid. The motion passed unanimously (7-0-0).

(R) MOVED by Ms. Schramek, SECONDED by Mr. Bush: to approve a call-out only contract with Lancaster Landscaping to provide upon request all necessary labor, equipment and materials as may be required for supplemental snow/ice removal to the contracted schedule of rates. The Board President will approve any expenditure over $20,000. The motion passed unanimously (7-0-0).

(R) MOVED by Ms. Schramek, SECONDED by Mr. Moha: to table the issue of purchasing leaf mulch until the January Board meeting. The motion passed (4-3-0) with Ms. Woods, Ms. Engelhart and Mr. Joynes opposing.

Recreation: The Board discussed the use of the facility for classes and how to enforce the existing rules. Ms. Schramek suggested that an article be published in the newsletter to remind residents of the exercise facility rules. Management will post signs in the fitness center asking residents to report violations to management.

Technology:

(R) MOVED by Mr. Bush, SECONDED by Mr. Joynes: to approve a contract with Global Thinking for web maintenance and support fees at an annual fee of $3,600.00 with funds to come from GL 5130, Professional Fees. The motion passed unanimously* (6-0-0).

* Ms. Woods was not in the room at the time of the vote.

Work Order Request Forms: A 2-week trial of the recommended checklists will be scheduled for January.
Technology Committee Liaison: Mr. Bush was appointed as liaison to the Technology Committee.

MATTERS FOR BOARD DECISION

Employee Health Care/Dental Plan Renewals:

(R) MOVED by Mr. Bush, SECONDED by Ms. Schramek: to approve United Health Care Plan V4-R w/K6 and the current DentaQuest ACCESS EPPO dental plan with funds to come from GL 5525, Medical/Health Benefits Account. The motion passed unanimously (7-0-0).

Draft FY 2011 Audit:

(R) MOVED by Mr. Bush, SECONDED by Mr. Joynes: to approve the draft audit for the year ending May 31, 2011. The motion passed unanimously (7-0-0).

Request for Additional Pet:

(R) MOVED by Mr. Bush, SECONDED by Mr. Moha: to approve the request by Jennifer McDonnell for an additional cat. The motion passed unanimously (7-0-0).

MATTERS FOR BOARD INFORMATION

Information was included in the Board packet on the following topics:
- Structura letter report on Building III settlement issues
- Structura RFPs on Buildings 830 and 849
- Structura letter report on Building 527
- Manager’s report
- Summary task list report

EXECUTIVE SESSION

(R) MOVED by Mr. Bush, SECONDED by Ms. Schramek: to recess the Open Session and convene an Executive Session at 9:32 p.m. to discuss the Collections Report, Delinquency Report, Foreclosure Filing, Legal Issue and Personnel. The motion passed unanimously (7-0-0).

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

(R) MOVED by Mr. Bush, SECONDED by Mr. Joynes: to replace the Service Coordinator position at the current salary level and benefits. The motion passed (5-2-0) with Mr. Moha and Ms. Engelhart opposed.

(R) MOVED by Ms. Schramek, SECONDED by Mr. Moha: to extend the November 16, 2011 Board meeting for 20 additional minutes. The motion passed unanimously (7-0-0).

(R) MOVED by Mr. Bush, SECONDED by Ms. Engelhart: the Board directs management to cease granting requests for abatement of asbestos in any area, except for an emergency, and that if management felt the abatement was necessary it could only be granted between meetings by the Board President acting on behalf of the Board. The motion passed unanimously (7-0-0).
MOVED by Mr. Bush, SECONDED by Ms. Engelhart: to extend the November 16, 2011 Board meeting for 10 additional minutes. The motion passed unanimously (7-0-0).

MOVED by Ms. Schramek, SECONDED by Ms. Engelhart: management cannot increase the salary of a new employee if the employee chooses not to accept the health insurance that is offered. The motion passed unanimously (7-0-0).

MOVED by Mr. Bush, SECONDED by Ms. Schramek: to approve the October, 2011 Reserve Expenditures in the amount of $239,509.12 with funds to come from GL account 3330, Reserves. The motion passed (5-2-0) with Mr. Moha and Ms. Schramek opposed.

MOVED by Ms. Engelhart, SECONDED by Ms. Schramek: to approve to waive late fees from a unit owners account. The motion passed unanimously (7-0-0).

MOVED by Ms. Schramek, SECONDED by Mr. Moha: to approve to waive late fees from a unit owners account. The motion passed unanimously (7-0-0).

ADJOURNMENT

MOVED by Mr. Bush, SECONDED by Ms. Woods: to adjourn the November 16, 2011 Board meeting at 10:30 p.m. The motion passed unanimously (7-0-0).