

APPROVED

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

**September 19, 2012**

**ATTENDANCE**

Directors Present: Barbara Turpyn, President; Alice Cave, Vice-President; Kathy Schramek, Treasurer; Dave Bush, Secretary; Robin Woods, Mshyka Davis-Smith, (arrived at 7:33 p.m.); Cindy Engelhart, and Lyle Drew, Directors

Absent: Richard Moha, Director

Others Present: George Gardner, General Manager; Sarah Clark, Assistant General Manager; Brian Barnard, Director of Maintenance, Linda Tenorio, Covenants Director, Neal Howlett, Landscape Director; Tony Rouhani, Division Director, CMC; and Chris Collins, Recording Secretary, Minute-By-Minute

**CALL TO ORDER**

Ms. Turpyn called the September 19, 2012 meeting of the Parkfairfax Board of Directors to order at 7:03 p.m.

**APPROVAL OF AGENDA**

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Cave: to approve the agenda as amended. The motion passed unanimously (7-0-0) with Ms. Davis-Smith not present for the vote.**

**POLICE REPORT**

Officer Hurrin did not have a detailed report as the computer system was down, but reported that there had recently been several auto larcenies on the property. She also reported that she obtained a document that details what information can be shared with residents. This document is being reviewed for approval and will be provided to Parkfairfax after approval. Lastly, Officer Hurrin noted that there have been instances of people flipping doormats looking for spare keys. She recommended that residents be advised to avoid those practices.

**ACTION:** Management will include an article in the Parkfairfax Forum encouraging residents not to leave spare keys under doormats or on door ledges.

**RESIDENT FORUM**

- Cindy Engelhart noted that there is room on Mt. Eagle for 4 more parking spaces by removing part of the curb edge loops and she inquired if the Board would like the Transportation Committee to pursue a study of this opportunity. Ms. Woods stated that she would like to talk with the residents on both corners before pursuing this. Ms. Turpyn stated that this will be discussed at the October Board meeting.
- Jared Grimsley noted that the gutter filters on building gutters seem to him to be brittle. He also inquired about the status of the Central HVAC specifications. Ms. Turpyn responded that this will be done by next month. Mr. Grimsley noted that residents are putting their recyclable materials in the construction debris dumpster and requested that better signage be installed to properly direct residents. Ms. Turpyn responded that this will be addressed.

**APPROVAL OF THE MINUTES**

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Cave: to approve the minutes of the July 18, 2012 Board of Directors meeting. The motion passed (4-0-3) with Ms. Schramek, Ms. Engelhart and Mr. Drew abstaining and Ms. Davis-Smith not present for the vote.**
  
- (R) **MOVED by Ms. Cave, SECONDED by Ms. Schramek: to approve the minutes of the August 25<sup>th</sup>, 2012 Strategic Board Planning Session. The motion passed (7-0-0) and Ms. Davis-Smith not present for the vote.**

**COMMITTEE REPORTS**

Covenants:

Hearing Appeal – 3592 Martha Custis Drive, 303 (front patio): The Board determined that there were errors of notification to the unit owner and due process was not followed and agreed to start the process over.

Hearing Appeal – 1629 Fitzgerald, 906 (front patio):

- (R) **MOVED by Ms. Turpyn, SECONDED by Mr. Drew: to defer further action pending review of this case against what defines a patio. The motion passed unanimously (8-0-0).**

Recreation Committee:

Committee Chair Lynn Humphries informed the Board that the newer treadmill is not working. Ms. Turpyn said that the Board will not discuss this item since no information was included in the Board package.

Technology Committee:

The Board agreed that the Committee can move forward with an electronic voting resolution for Parkfairfax.

Transportation and Land Use Committee:

The Parkfairfax Parking Policy Revision is deferred for drafting work with the Committee Chair, Board Secretary Dave Bush and the General Manager and will be added to the November Board agenda.

**MATTERS FOR BOARD DECISION**

Approval of July 2012 Reserve Expenditures:

- (R) **MOVED by Ms. Schramek, SECONDED by Ms. Davis-Smith: to approve the July 2012 expenditures in the amount of \$340,909.81 respectively, with the funds to come from Account GL 3330, Reserve Expenditures. The motion passed unanimously (8-0-0).**

Approval of August 2012 Reserve Expenditures:

- (R) **MOVED by Ms. Schramek, SECONDED by Ms. Davis-Smith: to approve the August 2012 expenditures in the amount of \$199,844.23 respectively, with funds to come from Account GL 3330, Reserve Expenditures. The motion passed unanimously (8-0-0).**

Building 849 Interior Repairs Contractor Selection:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Cave: to approve a contract with Hahn & Hahn for interior repairs in Building 849 in an amount not to exceed \$44,500. The motion passed unanimously (8-0-0).**

Interim Repairs Monitoring for High Priority Buildings:

- (R) **MOVED by Ms. Cave, SECONDED by Ms. Engelhart: to approve a contract with Structura in an amount not to exceed \$7,000 for a monitoring program for “High Priority” façade repairs. The motion passed (6-2-0) with Ms. Schramek and Ms. Engelhart opposing.**

Tuck Pointing Interim Repairs Monitoring Program:

- (R) **MOVED by Ms. Cave, SECONDED by Mr. Bush: to approve a contract with Structura in an amount not to exceed \$11,600 for a monitoring program for “Medium Priority” settlement buildings with funds to come from GL 3330, Reserve Expenditures. The motion failed (3-5-0) with Ms. Engelhart, Ms. Schramek, Ms. Turpyn, Ms. Davis-Smith and Mr. Drew opposing.**

Tuck Pointing Property-Wide Maintenance Program:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Cave: to approve a contract with Structura in the amount of \$5,000 for an assessment program for “Low Priority or Minimal or No Distress” settlement buildings with funds to come from GL 3330, Reserve Expenditures. The motion passed (5-3-0) with Ms. Davis-Smith, Ms. Engelhart and Mr. Drew opposing.**

Woodlands Committee Plan:

- (R) **MOVED by Ms. Davis-Smith, SECONDED by Ms. Woods: to approve the plan submitted by the Woodlands Committee and management. The motion failed (3-4-1) with Mr. Bush, Ms. Cave, Ms. Turpyn and Ms. Schramek opposing and Ms. Engelhart abstaining.**

Community Landscape Services Contract to Lime Property:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Cave: to approve a contract with Community Landscape Services in the amount of \$13,720 to apply Lime Association Soils with funds to come from GL 6108, Landscape Other Account. The motion failed (1-7-0) with Ms. Woods voting in favor.**
- (R) **MOVED by Ms. Davis-Smith, SECONDED by Mr. Bush: to approve a contract with Community Landscape Services in the amount of \$6,860 to apply lime to half of Association soils with funds to come from GL 6108 Landscape Other Account. The motion failed (4-4-0) with Ms. Cave, Ms. Engelhart, Ms. Turpyn and Ms. Woods opposing.**
- (R) **MOVED by Ms. Cave, SECONDED by Mr. Drew: to approve a contract with Community Landscape Services in the amount of \$4,000 to apply lime to Association soils with funds to come from GL 6108 Landscape Other Account. The motion failed (4-4-0) with Ms. Turpyn, Ms. Cave, Ms. Engelhart and Ms. Woods opposing.**

Schedule for Budget Process/Annual Meeting Resolution Worksheet:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Cave: to approve the proposed schedule for the FY14 budget development process and the 2013 annual meeting process.**

Laundry Room Conversions:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Turpyn: to approve the conversions of laundry room facilities so that Buildings 818 and 522 will be bicycle rack and storage facilities, and Building 545 will have 9 storage bins and no bicycle racks. The motion passed unanimously (8-0-0).**

Association Medical Insurance Renewal:

- (R) **MOVED by Ms. Cave, SECONDED by Mr. Bush: to approve a renewal of the Association's present medical insurance policy with United Healthcare at an annual premium increase of 4.6% commencing December 1, 2012. The motion passed (7-1-0) with Ms. Engelhart opposing.**

**ADJOURNMENT TO EXECUTIVE SESSION**

- (R) **At 9:33 p.m., the Board unanimously voted to approve a Motion made by Mr. Bush and Seconded by Ms. Cave, to recess the Open Session and reconvene in Executive Session to discuss personnel, legal or contractual matters, as permitted by subsection (C) of Section 55-79.75 of the Code of Virginia. Seven motions were made during the Executive Session and the Board adjourned the session into Open Session at 10:28 p.m. on a motion made by Ms. Cave and Seconded by Mr. Bush so as to affirm all motions made during the Executive Session.**

Extension of Meeting:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Schramek: to approve to extend the Board meeting for 20 minutes. The motion passed (6-2-0) with Ms. Davis-Smith and Mr. Drew opposing.**

Authorization to Hire Two Temporary Maintenance Staff for Fall Gutter Cleaning:

- (R) **MOVED by Ms. Schramek, SECONDED by Ms. Davis-Smith: to approve to hire two temporary maintenance staff employees for 6 weeks for the fall gutter cleaning. The motion passed (7-1-0) with Ms. Davis-Smith opposing.**

Extension of Meeting:

- (R) **MOVED by Ms. Engelhart, SECONDED by Mr. Bush: to approve to extend the Board meeting for 10 minutes. The motion passed (6-2-0) with Mr. Drew and Ms. Davis-Smith opposing.**

Cash-In Vacation Leave Policy:

- (R) **MOVED by Ms. Davis-Smith; SECONDED by Ms. Cave to approve to amend the Parkfairfax Employee Handbook to include Option #2 for financial hardship withdrawals of unused vacation leave. The motion passed (7-1-0) with Ms. Engelhart opposing.**

- (R) MOVED by Ms. Woods; SECONDED by Mr. Bush to approve to waive late fees, handling charges and a NSF service charge from a unit owners account. The motion passed (6-2-0) with Ms. Engelhart and Ms. Cave opposing.**
- (R) MOVED by Mr. Bush; SECONDED by Ms. Davis-Smith to approve to waive a handling charge, late fee and Resale Package fee from a unit owners account. The motion failed (0-8-0).**
- (R) MOVED by Ms. Schramek; SECONDED by Ms. Woods to approve to waive a NSF service fee from a unit owners account. The motion passed (5-3-0) with Ms. Davis-Smith, Ms. Engelhart and Mr. Drew opposing.**

**ADJOURN**

The time of automatic adjournment having been reached, the meeting was adjourned at 10:30 p.m.