

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

November 14, 2012

ATTENDANCE

Directors Present: Barbara Turpyn, President; Kathy Schramek, Treasurer; Dave Bush, Secretary; Robin Woods, Director; Cindy Engelhart, Director; Lyle Drew, Director; Richard Moha, Director; and Mshyka Davis-Smith, Director (arrived at 7:40 p.m.).

Absent: Alice Cave, Vice-President

Others Present: George Gardner, General Manager; Tony Rouhani, Division Director, CMC Management Services (arrived 7:56 p.m.); Alonzo Alexander, Assistant Director of Maintenance; Sarah Clark, Assistant General Manager and Chris Collins, Recording Secretary, Minute-By-Minute.

CALL TO ORDER

Ms. Turpyn called the November 14, 2012 meeting of the Parkfairfax Board of Directors to order at 7:01 p.m.

COMMON INTEREST COMMUNITY BOARD COMPLAINT

- (R) **MOVED by Mr. Moha, SECONDED by Mr. Drew: to deny and dismiss the Association Complaint (“Complaint”) filed by Claire M. Eberwein and William G. Vogt, dated August 29, 2012, on the basis that the Complaint, as filed, does not specify nor involve an alleged violation of existing Virginia law or Virginia regulations governing common interest communities. The motion passed (5-1-0) Ms. Woods recusing herself from the vote, Ms. Schramek opposed, and Ms. Davis-Smith not present for the vote.**

POLICE REPORT

Officer Hurrin reported on two reports of destruction on October 24th and 25th at the 3500 block of Valley and the 3300 block of Gunston, respectively. She also discussed an incident of grand larceny on November 7th at the 1200 block of Martha Custis that is still being investigated.

APPROVAL OF AGENDA

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

RESIDENT FORUM

Wendy Wallace at 3424 Martha Custis Drive, addressed the Board regarding tot lot #17. She noted that she disagrees with the recommendations made by Karen Taylor at the October Board meeting. Ms. Wallace said that she and Karen both agreed that tot lot #17 should be removed.

- (R) **MOVED** by Ms. Turpyn, **SECONDED** by Ms. Schramek: to remove tot lot #17 (rather than making the minor repairs approved at the October 17, 2012 Board meeting) and revisit the issue in the spring. The motion passed (6-0-1) with Ms. Woods abstaining and Ms. Davis-Smith not present for the vote.
- (A) *The Board asked Management to complete a tot lot survey throughout the property to identify tot lots that do not meet current code or Consumer Product Safety Commission Standards.*

Kathy Schramek requested Board permission to apply to the Covenants Committee to install an HVAC split system in her unit. The Board agreed that she may do so.

[Director Mshyka Davis-Smith arrived at 7:40 p.m. and began participation in the meeting.]

APPROVAL OF THE MINUTES

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Schramek: to approve the minutes of the October 17, 2012 Board of Directors meeting. The motion passed (6-0-2) with Ms. Engelhart and Mr. Moha abstaining.

HEMMENWAY HEARING ON APPLICATION FOR NON-ROUTINE CHANGE

The Board agreed that Administration Resolution #2 already permits outdoor lawn furniture on the common elements and that nothing further need be done in this matter.

PARTY ROOM RENTAL REQUEST

- (R) **MOVED** by Ms. Schramek, **SECONDED** by Ms. Woods: to approve the free use of the Party Room for a one-time jam session in exchange for providing live music at the Holiday Tree Lighting Ceremony on December 2, 2012. The motion passed (6-0-2) with Ms. Davis-Smith and Mr. Moha abstaining.

DRAFT 2011 AUDIT REPORT

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Engelhart: to accept the draft 2011 audit report and to sign, date the representation letter and forward it to Goldklang Group. The motion passed unanimously (8-0-0).

Anne Sheehan, a representative of the Auditing Firm of Goldklang Group, attended the meeting and answered questions concerning the audit.

MATTERS FOR BOARD DECISION

Approval of October 2012 Reserve Expenditures:

- (R) **MOVED** by Ms. Schramek, **SECONDED** by Mr. Drew: to approve the October 2012 reserve expenditures in the amount of \$164,650.48 with the funds to come from account GL 3330. The motion passed (6-0-2) with Ms. Davis-Smith and Mr. Moha abstaining.
- (R) **MOVED** by Ms. Schramek, **SECONDED** by Mr. Bush: that as of Wednesday, November 14, 2012, Management will not expend any Reserve Funds unless previously approved by the Parkfairfax Board of Directors until further notice. If in the case of emergency, Management may request an expense to be approved by the President and Treasurer in concert. Management will be required to show the

urgency of the request at that time. The motion passed (7-1-0) with Ms. Turpyn opposing.

Election Committee Appointment:

- (R) **MOVED** by Ms. Davis-Smith, **SECONDED** by Ms. Woods: to appoint Heather Rogers as Chair of the Elections Committee for the April 2013 Board Elections. The motion passed unanimously (8-0-0).

3 Year Exterior Building Painting Contract:

This was deferred until Management can obtain a copy of the contract and provide references.

Almo Concrete/Settlement Building 3 Year Contract Renewal:

The Board directed Management to solicit three contract bids.

Hours of Resident Access to Maintenance Yard:

Management will post a sign at the maintenance yard gate that shows the restricted hours of 10:00 p.m. to 6:00 a.m.

Association Payment of Per Diem to Residents:

- (R) **MOVED** by Ms. Schramek, **SECONDED** by Mr. Moha: that henceforth, per diem expenses requested by unit owners or residents of Parkfairfax Condominium Unit Owners Association (“Association”) are not to be authorized and not to be paid to unit owners or residents, absent prior written approval of the Board of Directors of the Association to the contrary. The motion passed (7-1-0) with Ms. Engelhart opposing.

JD Relleck CO. Annual Gas System Contract:

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Davis-Smith: to approve a three year contract with JD Relleck Co. for annual valve maintenance, odorization test, atmospheric corrosion check, pipeline patrol, and bi-annual OQ plan training at a cost not to exceed \$15,000 with funds to come from accounts GL 5535, Training and CL 5130, Professional Services. The motion passed unanimously (8-0-0).

Advanced Access Systems Fitness Center Camera Repairs/Replacement:

- (R) **MOVED** by Mr. Moha, **SECONDED** by Ms. Engelhart: to approve the replacement of two of the monitoring cameras at the fitness center at a cost of \$934.46. The motion failed (1-7-0) with Ms. Engelhart in favor.

Community Landscape Services Contract for Snow Services:

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Woods: to approve the FY 2012-2013 Community Landscape Services snow services contract as submitted with any of their utilized snow services to be charged to account GL 6003, Snow Removal Contract. The motion passed unanimously (8-0-0).

MATTERS FOR BOARD DISCUSSION:

Amendment for AR#2 Concerning Signs:

Mr. Bush recommended forwarding his memorandum to the Covenants Committee for their review. The Board agreed.

Extension of Time of Adjournment:

- (R) **MOVED** by Mr. Bush, **SECONDED** by Mr. Drew: to extend the Board of Directors meeting by 15 minutes. The motion passed (7-1-0) with Ms. Davis-Smith opposing.

ADJOURNMENT TO EXECUTIVE SESSION:

- (R) **At 10:00 p.m., the Board unanimously voted to approve a Motion made by Mr. Bush and Seconded by Ms. Davis-Smith, 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. Four motions were made during the Executive Session and the Board adjourned the session into Open Session at 10:14 p.m. on a motion made by Ms. Bush and Seconded by Ms. Davis-Smith so as to affirm all motions made during the Executive Session.**
- (R) **MOVED** by Ms. Turpyn, **SECONDED** by Ms. Schramek: to approve to close a unit owner delinquent file. The motion passed (7-0-0) with Ms. Wood unavailable for the vote.

Ms. Woods left at 10:04 p.m.

- (R) **MOVED** by Ms. Schramek, **SECONDED** by Ms. Davis-Smith to accept a payment plan from a unit owner. The motion passed (6-0-1) with Ms. Engelhart abstaining and Ms. Woods unavailable for the vote.
- (R) **MOVED** by Ms. Schramek, **SECONDED** by Ms. Davis-Smith to waive \$250 in late fees from a unit owner's account. The motion passed (7-0-0) and Ms. Woods unavailable for the vote.
- (R) **MOVED** by Ms. Davis- Smith, **SECONDED** by Mr. Drew: to approve to give Parkfairfax employees the option of taking off of work on either Monday, December 24th or Monday, December 31st with pay. The motion passed (4-3-0) with Mr. Moha, Ms. Davis-Smith and Ms. Engelhart opposed and Ms. Woods unavailable for the vote.

ADJOURNMENT: 10:15 p.m.