

APPROVED

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

**Regular Board Meeting  
September 17, 2014**

**ATTENDANCE**

Directors Present: Lyle Drew, President; Ralph Heinze, Vice President; Rich Moha, Secretary (participated by phone); Randy Sparks, Treasurer; and David Bush, Anna Fernezian, Jarrod Grimsley, Kathy Schramek, and Robin Woods; Directors.

Others Present: Mark Miller, General Manager; Sarah Clark, Assistant General Manager; Richard Kuziomko, CMC Portfolio Manager; Ken Chadwick, Association Legal Counsel, Chadwick, Washington, Moriarty and Bunn, P.C.

**CALL TO ORDER**

President Drew called the September 17, 2014 Regular Meeting of the Parkfairfax Board of Directors to order at 7:01 p.m.

**APPROVAL OF AGENDA**

- (R) **MOVED** by Ms. Fernezian, **SECONDED** by Mr. Heinze: to approve the agenda as revised. The motion passed (7-2-0) with Mr. Grimsley and Ms. Woods opposed.

**EXECUTIVE SESSION**

- (R) **At 7:07 p.m., the Board voted to approve a Motion made by Mr. Drew and Seconded by Mr. Bush, 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. The motion passed unanimously (9-0-0). No motions were made during the Executive Session and the Board adjourned the session into Open Session at 8:00 p.m. on a motion made by Mr. Drew and SECONDED by Ms. Schramek.**

## **ACTIONS TAKEN AFTER EXECUTIVE SESSION**

- (R) MOVED by Ms. Schramek, SECONDED by Mr. Sparks: to approve a Management Contract Resolution calling for a Special Meeting on Tuesday, September 23<sup>rd</sup> to approve a final Financial Services Management Contract with Community Management Corporation, reestablishing Administrative Resolution Number Thirty-seven (Ad Hoc Management Search Committee Terms of Reference) with adjustments to the section “Request for Proposal,” and setting a schedule of action to be followed if Community Management Corporation does not wish to enter into an agreement to manage financial services for the Association. The motion passed (8-0-1) with Mr. Moha abstaining.**
- (R) MOVED by Ms. Schramek, SECONDED by Ms. Fernezian: to approve writing off a pre-petition amount and closing the account per legal counsel recommendation. The motion passed (8-0-1) with Mr. Moha opposed.**
- (R) MOVED by Mr. Drew, SECONDED by Mr. Bush: to approve closing an account per legal recommendation. The motion passed (7-2-0) with Mr. Moha and Mr. Sparks opposed.**
- (R) MOVED by Ms. Schramek, SECONDED by Mr. Bush: to approve a payment plan as presented by a unit owner. The motion passed (7-1-1) with Mr. Moha opposed and Ms. Fernezian abstaining.**
- (R) MOVED by Mr. Drew, SECONDED by Ms. Schramek: to approve a payment plan as presented by a unit owner. The motion passed (6-1-2) with Mr. Moha opposed and Ms. Fernezian and Mr. Grimsely abstaining.**

(Secretary Moha disconnected telephonic connection with the meeting at 8:07 p.m.)

[President Drew recessed the meeting at 8:00 p.m. and reconvened the meeting in the first level community room at 8:06 p.m.]

## **RECOGNITION AWARDS**

President Drew thanked and recognized five residents for their volunteerism over the years. Mr. Drew first thanked Gary Hall and Julie Gilmore who have lived in Parkfairfax for 32 years and are moving out of the neighborhood. Gary volunteered on the Finance Committee and was a participant in the budget process and Julie volunteered on the Recreation Committee where she advised and assisted Management and the Board of Directors reviewing the upkeep and maintenance of the recreation facilities.

President Drew then thanked Robert Coontz and Jolene Jesse who are also moving out the neighborhood. Robert has volunteered on the Finance Committee and the Activities Committee, and helped organize numerous Parkfairfax social events over the years including the bi-annual

Yard Sale and the Wine & Cheese Social. Robert and Jolene also founded the Parkfairfax Book Group.

President Drew thanked Nancy Miller who has lived in Parkfairfax since 1979 and is moving to North Carolina. Nancy has been an active volunteer on the Woodlands Committee, Landscape Committee, and the Transportation and Land Use Committee. Nancy was instrumental in preventing the High-Occupancy Toll (HOT) lanes on I-95/I-395 from coming into Parkfairfax.

President Drew said Gary, Julie, Robert, Jolene and Nancy are all welcome to participate in any future Parkfairfax events. President Drew presented the five residents with a gift from the community in recognition for their many hours of service.

### **POLICE REPORT**

Officer Fromm reported that within in the last month there was a report of a license plate stolen from a vehicle, a hit and run accident on the 3200 block of Valley Drive and an accident on Martha Custis Drive that resulted in the vehicle flipping over. The accident occurred across from the Parc East high-rise and speed and drinking were not factors in this accident.

Officer Fromm spoke to parking enforcement about parking and speeding issues at the intersection of Valley Drive and Martha Custis Drive that have been reported by Parkfairfax residents. A motor officer informed him that the yield sign adds confusion to drivers and suggested perhaps removing the sign. Officer Fromm said that the police will be more vigilant in enforcing in that area.

Officer Fromm reported that children at the Maury Elementary School saw a man with a gun earlier in the week. Police have not found a suspect in connection with this incident.

The Board informed Officer Fromm that the lock was cut at the basketball court at Valley Drive a few days ago. Management will file a destruction of property report.

### **APPROVAL OF THE MINUTES**

- (R) MOVED by Ms. Schramek, SECONDED by Ms. Fernezian to approve the minutes of the August 13, 2014 Board Meeting as presented. The motion passed (8-0-0) with Director Moha not present for the vote.**

### **RESIDENT FORUM**

No residents requested to speak to the Board of Directors.

### **COMMITTEE REPORTS**

Activities Committee- Committee meeting was held on September 2, 2014 and a meeting report was provided for the Board's review.

Communications Committee- The Board provided feedback to the Committee on Welcome Videos voluntarily prepared by members of the committee at no cost to the Association. Minor adjustments are needed before the links are added to the Parkfairfax website. The Committee will work with Management on the specific placement of the links on the website. President Drew, on behalf of the Board, gave a very heart felt thanks for service over and above by the committee in formulating, mastering and presenting these videos which will help both new and longer time owners and resident to understand some of the rules and regulations and give them an idea of the many free amenities available for community use.

Finance Committee- Ms. Schramek reported that the Committee is in need of volunteers. Management will include a notice in the October edition of the Parkfairfax Forum asking for volunteers.

Recreation Committee- Committee meeting was held on September 10, 2014 and a meeting report was provided for the Board's review.

### **MATTERS FOR BOARD DECISION**

#### **Window Request – 3401 Valley Drive**

- (R) MOVED by Mr. Drew, SECONDED by Mr. Bush: to approve holding a hearing to consider the request to install casement windows without the required grid pattern and other requests concerning installation of windows at 3401 Valley Drive. The motion passed unanimously (8-0-0) with Mr. Moha not present for the vote.**
  
- (R) MOVED by Mr. Drew, SECONDED by Mr. Bush: to approve holding the hearing to consider the request to install casement windows without the required grid pattern and other requests concerning installation of windows at 3401 Valley Drive at this time. The motion passed unanimously (8-0-0) with Mr. Moha not present for the vote.**
  
- (R) MOVED by Mr. Drew, SECONDED by Mr. Henize: to approve the 3401 Valley Drive Routine Change application to install casement windows without the required grid pattern with the stipulation that the unit owner purchases removable mullions to be installed upon transfer of the unit. The motion passed (6-2-0) with Ms. Fernezian and Ms. Schramek opposed with Mr. Moha not present for the vote.**

**Prior to approval of the motion, the following amendment was presented and disapproved.**

- (R) MOVED by Ms. Schramek, SECONDED by Ms. Fernezian: to amend the motion to include that “all windows are replaced with casement windows”. The motion failed (4-4-0) with Mr. Drew, Mr. Henzie, Mr. Sparks and Ms. Woods opposed with Mr. Moha not present for the vote.**

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Drew: to approve the 3401 Valley Drive Routine Change Application to install casement windows without the required grid pattern with the stipulation that the unit owner purchases removable mullions to be installed upon transfer of the unit. The motion passed (6-2-0) with Mr. Fernezian and Ms. Schramek opposed.**

(Secretary Moha rejoined the meeting at 9:07 p.m.)

Ad Hoc Resolution Evaluation Group Terms of Reference

- (R) **MOVED by Ms. Schramek, SECONDED by Mr. Bush: to approve Administrative Resolution #36, Ad Hoc Resolution Evaluation Group Terms of Reference as amended. The motion passed unanimously (9-0-0).**

**Prior to approval of the main motion, the following amendments were offered:**

- (R) **MOVED by Ms. Woods, SECONDED by Ms. Schramek: to amend the motion to allow “seven At Large members and four members representing four Standing Committees.” The motion passed unanimously (9-0-0).**
- (R) **MOVED by Ms. Woods, SECONDED by Ms. Fernezian: to amend the motion to add that “the subcommittee members can elect their own chair.” The motion failed (2-7-0) with Mr. Bush, Ms. Fernezian, Mr. Grimsley, Mr. Henzie, Mr. Moha, Ms. Schramek and Mr. Sparks opposed.**

Rules and Procedures Review Subgroup Appointments

- (R) **MOVED by Mr. Drew, SECONDED by Ms. Schramek: to appoint Judy Baizer, Eugene Davidzon, Claire Eberwein, Paula Martorie, Marene LoPrete, Ann McCord and Yvonne Zecca as at large members of the Rules and Procedures Review Subgroup. The motion passed unanimously (9-0-0).**
- (R) **MOVED by Mr. Sparks, SECONDED by Ms. Schramek: to approve to appoint Claire Eberwein the Chair of the Rules and Procedures Review Subgroup. The motion passed (8-0-1) with Ms. Woods abstaining.**

Building and Utilities Chair Appointment

- (R) **MOVED by Ms. Schramek, SECONDED by Mr. Sparks: to appoint Suzanne Salva as the Chair of the Building and Utilities Committee. The motion passed unanimously (9-0-0).**

Consolidation of Communications, Website & Technology Committees

- (R) **MOVED by Ms. Fernezian, SECONDED by Ms. Scharmek: to approve to consolidate the Communications, Technology and Website Governance Committees and to approve the Administration Resolution #8 Community Outreach Committee Terms of Reference. The motion passed unanimously (9-0-0).**

Vola Lawson Memorial

Management will obtain cost information and bring back to the Board at the October 15, 2014 Board meeting.

Second Pet Application- 3219 Valley Drive

- (R) **MOVED by Ms. Schramek, SECONDED by Mr. Sparks: to approve a 2<sup>nd</sup> pet at 3219 Valley Drive. The motion passed unanimously (9-0-0).**

August 2014 Reserve Expenditure

- (R) **MOVED by Ms. Schramek, SECONDED by Mr. Sparks: to approve the August 2014 Reserve Expenditures in the amount of \$34,197.77 with funds to come from GL 3280. The motion passed (8-1-0) with Mr. Moha opposed.**

2015/2016 Election/Budget Proposed Schedule

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Schramek: to approve the proposed 2015/2016 Budget/Election Schedule. The motion passed unanimously (9-0-0).**

Electronic Voting for 2015 Board of Directors Election

- (R) **MOVED by Mr. Drew, SECONDED by Ms. Fernezian: to approve a one year contract with Votenet in the amount of \$5,606 to provide the option of electronic voting in the 2015 Board of Directors election, with funds to be charged to GL 5080. The motion passed (8-1-0) with Mr. Moha opposed.**
- (R) **MOVED by Mr. Bush, SECONDED by Ms. Fernezian: to adjourn the September 17, 2014 Board meeting at 10:00 p.m. until September 23, 2014 at to immediately follow the Special Meeting of the Board called for 7:00 p.m. The motion passed unanimously (9-0-0).**

**ADJOURNMENT: 10:00 p.m.**

**ADOPTED AT THE OCTOBER 15, 2014 BOARD MEETING**

Respectfully Submitted,

\_\_\_\_\_  
Rich Moha, Association Secretary

\_\_\_\_\_  
(Date)

Attested By: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)