

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**PARKFAIRFAX CONDOMINIUM**

**December 18, 2019**

**3360 Gunston Road:**

**Alexandria, VA 22030**

**ATTENDANCE:**

Directors Present: Scott Buchanan, President; Susan Cox, Vice President; Nick Soto, Secretary; Kathy Schramek, Treasurer; Robin Woods, Dan Courtney, James Konkel and Maria Wildes, Directors.

Directors Absent: Rich Moha, Director

Others Present: Mark Miller, General Manager; Dana Cross, Assistant General Manager/Covenants Director and Donna Young, Recording Secretary

**CALL TO ORDER:**

President Buchanan called the meeting to order at 7:06 p.m.; and welcomed everyone to the meeting.

**APPROVAL OF THE AGENDA:**

- (R) **MOVED** by Mr. Courtney, **SECONDED** by Mr. Soto, to approve the agenda as presented. The motion passed unanimously (8-0-0).

**POLICE REPORT:**

Mr. Miller provided the Police Activity update on behalf of Officer Fromm for the month of October 2019. Mr. Miller reported there was no crime on the property for the month of October 2019.

**APPROVAL OF THE NOVEMBER 20, 2019, BOARD MEETING MINUTES:**

- (R) **MOVED** by Mr. Soto, **SECONDED** by Ms. Cox, to approve the November 20, 2019, Board Meeting Minutes as presented. The motion passed unanimously (8-0-0).

**RESIDENTS FORUM:**

Ms. Colleene Woomer placed a request before the Board to present her issue when the Board reaches her item on the Agenda. The Board agreed to hear her at that time.

**COMMITTEE REPORTS:**

Covenants Committee: Mr. Courtney reported that applications are being denied because residents are not following the guidelines set forth. Mr. Courtney stated that residents need to be mindful that if their applications are not in accordance with the guidelines, they will be denied.

Activities Committee: Ms. Cox reported that the Jingle-Mingle was huge turnout; the upcoming events are the Chili Cookoff and the Home & Garden tour.

Landscape Committee: Ms. Schramek reported that the Landscape Committee will meet on January 7, 2020.

**MATTERS FOR BOARD DECISION:**

November 2019 Reserve Expenditures:

- (R) **MOVED by Ms. Schramek, SECONDED by Mr. Courtney, to approve the November 2019 Reserve Expenditures, in the amount of \$425,011.57 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed (7-1-0). Ms. Wildes opposed.**

Through the Wall Air Conditioner Specifications:

- (R) **MOVED by Mr. Courtney, SECONDED by Ms. Cox, to approve the amended Through the Wall Heating and Cooling Specifications. The motion passed unanimously (8-0-0).**

Kitchen Window Assistance – 3165 Martha Custis Drive:

- (R) **MOVED by Mr. Soto, SECONDED by Ms. Wildes, to approve the request in assisting the unit owner at 3165 Martha Custis Drive with the rusted casing on the kitchen window. Mr. Soto withdrew the motion.**

**The Board discussed the matter and concluded that Colleene Woomer will find/hire someone to perform the necessary work. Ms. Schramek will provide Ms. Woomer information for a window expert.**

Electronic Voting Proposals:

- (R) **MOVED by Mr. Soto, SECONDED by Ms. Cox, to approve a one-year contract with eBallot formerly Vote-Net at a cost of \$3,783 to provide electronic voting in the 2020 Board of Directors election, with funds to come from GL 6390.009. The motion passed unanimously (8-0-0).**

Election Committee Appointments:

- (R) **MOVED by Mr. Courtney, SECONDED by Mr. Soto, to appoint Karen Torre, Debbie Perez and Barb Lerch to the Elections Committee for the April 2020 Board Elections. The motion passed (5-0-2). Ms. Schramek and Ms. Wildes abstained.**

**MATTERS FOR BOARD DISCUSSION:**

Capital Improvements: Mr. Buchanan shared that after reviewing all the feedback from the Committees, the priorities appeared to be gym/party room renovations; lighting across the community; laundry room replacement windows and electric charging stations. Mr. Buchanan further shared that pricing will be provided for each project. In conclusion, Mr. Buchanan stated that he welcomes anyone that is interested in assisting on the project(s).

Contracts & Reserves: Mr. Buchanan stated from a contract perspective, the Association needs to ensure that written contracts are in place as well as an acceptable back-up for documentation purposes, i.e., invoices and/or billing statements. Mr. Buchanan also stated that the any and all Reserve Expenditures should be in accordance with the bylaws.

2019 Audit: Mr. Buchanan requested that the Board review and provide any recommendations regarding the 2019 Audit submitted by Goldklang. Mr. Miller will forward the recommendations to Goldklang for input. This matter will be placed on the January 15, 2020 Agenda for discussion.

**MATTERS FOR BOARD INFORMATION:**

Manager & Maintenance Reports: Mr. Miller provided Management and Maintenance updates to the Board for the month of November 2019. Mr. Buchanan requested Mr. Miller to provide a list of all units that have not had attic inspections performed.

January 15, 2020 Agenda Items: The Board discussed next month's agenda items. President Buchanan reminded the Board to submit any agenda items prior to the January 15, 2020 Board meeting.

**MOTION TO MOVE INTO EXECUTIVE SESSION:**

- R) **MOVED** by Ms. Schramek, **SECONDED** by Mr. Soto, to recess Open Session at 8:46 p.m., and convene 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 (8-0-0).

**MOTION TO LEAVE EXECUTIVE SESSION:**

- R) **MOVED** by Ms. Schramek, **SECONDED** by Mr. Soto, to leave Executive Session at 9:11 p.m. The motion passed unanimously (8-0-0).

**ACTIONS TAKEN AFTER EXECUTIVE SESSION:**

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Soto, to accept a proposal regarding a past due amount of a unit owner. The motion passed (5-2-0). Mr. Courtney and Mr. Konkel opposed.
- R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Soto, to accept the recommendation provided by Legal Counsel regarding a legal matter. The motion passed unanimously (8-0-0).

**MOTION TO ADJOURN:**

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Cox, to adjourn the December 18, 2019 Board meeting at 9:12 p.m. The motion passed unanimously (8-0-0).

**Meeting Adjourned at 9:12 p.m.**