

MINUTES OF THE BOARD OF DIRECTORS MEETING

PARKFAIRFAX CONDOMINIUM

February 19, 2020

3360 Gunston Road:

Alexandria, VA 22030

HEARING:

Existing Garden Hearing – 3101 Martha Custis Drive:

- (R) MOVED by Mr. Buchanan, SECONDED by Ms. Cox, to approve the existing garden pending a survey of adjacent unit owners within site of the garden. The motion passed (6-0-1). Ms. Wildes abstained.**

ATTENDANCE:

Directors Present: Scott Buchanan, President; Susan Cox, Vice President; Nick Soto, Secretary; Kathy Schramek, Treasurer; Robin Woods, Dan Courtney, James Konkel (*via teleconference*), Maria Wildes and Nathan Davis, Directors.

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 7:01p.m.; and welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

- (R) MOVED by Mr. Soto, SECONDED by Ms. Cox, to add the subject matter of Partnership Grants for Landscaping to matters for Board Discussion as Tab 16-A. The motion passed (7-1-0). Ms. Wildes opposed.**
- (R) MOVED by Ms. Schramek, SECONDED by Mr. Soto, to strike Tab 7-Board Vacancy from matters of Board Decision. The motion failed (3-5-0). Mr. Buchanan, Mr. Konkel, Mr. Courtney, Mr. Soto and Ms. Cox opposed.**
- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Courtney, to approve the agenda as amended. The motion passed (7-1-0). Ms. Wildes opposed.**

POLICE REPORT:

Officer Fromm reported on February 4, 2020 a vehicle's passenger window was broken out in the 1900 Block of Quaker Lane; not sure what caused the window to break. Officer Fromm also reported that in the Valley Drive parking lot, two non Parkfairfax residents were arrested for smoking marijuana.

APPROVAL OF THE JANUARY 15, 2020, BOARD MEETING MINUTES:

- (R) MOVED by Mr. Courtney, SECONDED by Mr. Soto, to approve the January 15, 2020, Board Meeting Minutes as amended. The motion passed (7-1-0). Ms. Wildes opposed.**

RESIDENTS FORUM:

Homeowner (Unit #1629 Ripon Place) shared before the Board her experiences since being taking ownership of her unit in 2014. She shared several instances where she has experienced issues such as flooding, leaking pipes, hill erosion outside her front door, mold in her closet and reoccurrence of the mold in the front hall closet. Homeowner also shared her concerns with the buildings issues as a whole such as termites on her back patio, moisture entering the units, etc. Homeowner continued that it appears the foundation of her building is sinking. The Board concluded that management will look into the issues presented and the matter will be revisited at the March 18, 2020 Board meeting.

Homeowner (Unit #1631 Ripon Place) raised concerns regarding the issues with the sliding hill near and/or on her property. Homeowner shared that she believes the issues have occurred due to neglect of the area. Homeowner requested that the Board and/or Management provide a professional service to address the foundation, sliding hill and erosion issues surrounding her home; and that the issues get scheduled to be addressed in the spring. The Board concluded that management will look into the issues presented and the matter will be revisited at the March 18, 2020 Board meeting.

Sally Bermeister shared information with the Board and the community regarding grant(s) that are available to assist with landscaping in the community. Ms. Bermeister shared that the deadline to apply for the grant(s) is fast approaching and action need to be taken regarding the matter as soon as possible.

Jeff Lisanick revisited the covenants matter regarding his patio. Mr. Lisanick shared further concerns regarding the Board's decision. He asked the Board to reconsider the specifics of their decision and revisit the matter based on all of the concerns he brought before the Board. The matter will be added to the March 18, 2020 Board meeting under items for Board discussion.

Homeowners (The Fonnors) shared before the Board the importance of allowing composting in the community. Mr. Fonner shared that trash is now a silent epidemic that needs to be addressed in every community. After further discussion the Board concluded that the idea is beneficial and worth addressing. Ms. Schrameck offered the suggestion of providing information regarding a

subscription service to residents who may be interested in composting. Ms. Wildes added an additional recommendation of setting up an informational display at the April 15, 2020 Annual Meeting. Ms. Cox will follow up with the homeowners regarding the matter.

Homeowner (Scott) encouraged the Board to put forth as much effort as possible to proceed with applying for the tree grants and thanked the Board for considering the matter.

COMMITTEE REPORTS:

Activities Committee: Ms. Cox reported that the Chili Cook-off will be held on March 21, 2020, from 1:00 – 3:00 p.m.

MATTERS FOR BOARD DECISION:

January 2019 Reserve Expenditures:

- (R) MOVED by Ms. Schramek, SECONDED by Mr. Soto, to approve the January 2020 Reserve Expenditures, in the amount of \$215,688.93 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed (7-1-0). Ms. Wildes opposed.**

Additional Pet Application – 3524 Martha Custis Drive:

- (R) MOVED by Mr. Courtney, SECONDED by Mr. Soto, to approve an additional pet at 3524 Martha Custis Drive. The motion passed unanimously (8-0-0).**

Additional Pet Application – 3328 Martha Custis Drive:

- (R) MOVED by Mr. Courtney, SECONDED by Mr. Soto, to approve an additional pet at 3328 Martha Custis Drive. The motion passed unanimously (8-0-0).**

Board Vacancy:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Soto, that the Board conduct the elections by majority of Directors present in order to appoint the Board member for the remaining term. The motion passed (7-0-1). Mr. Konkel abstained.**

The Candidates are Deborah Perez; Jeff Lisanick; Nathan Davis and Brian Harmon

By way of majority vote by ballot, Mr. Nathan Davis is hereby appointed as a member to the Board for the term of February 2020 to April 2020.

[The appointment of Nathan Davis to the Board brings the number of Board members present to nine (9).]

2019 Audit:

- R) MOVED by Mr. Soto, SECONDED by Mr. Courtney, to approve the Draft Audit for the year ending May 31, 2019, as submitted by Delong & Stang. The motion passed (8-0-0). Ms. Wildes was absent for the vote.**

MATTERS FOR BOARD DISCUSSION:

Draft FY21 Budget: The Board discussed the matter and concluded to add the matter to the March 19, 2020 Board meeting agenda under matters for Board decision.

Pool Management Contract: The Board discussed the matter and concluded to add the matter to the March 19, 2020 Board meeting agenda under matters for Board decision.

Property Insurance Renewal: Mr. Miller provided the Board an update regarding the insurance renewal quotes that have been provided. Mr. Miller also addressed the matter of getting quotes/coverage for the diving board. Mr. Miller will provide additional information via email.

Newsletter Distribution: Mr. Buchanan raised the subject matter of what is the right approach of distributing information to the community that is more cost efficient. Mr. Buchanan shared that the additional issue is the manpower used to distribute the newsletter to each unit. Mr. Courtney suggested offering options for distribution of the newsletter at the annual meeting. After further discussion the Board concluded to add this matter to the March 18, 2020 Board agenda for discussion.

Potential Conversion of a Few underutilized Laundry Units to Storage: This matter will be added to the March 18, 2020 Board agenda for discussion.

Disposition of Acquired Unit 3278 Martha Custis Drive: The Board discussed the matter and agreed to designate authority by the Board for Kathy Schramek, Susan Cox and Dan Courtney to make the selection of a realtor to handle the potential transaction of Unit 3278 Martha Custis Drive.

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Soto, to designate authority by the Board to Kathy Schramek, Susan Cox and Dan Courtney, by majority vote, to make the selection of a realtor to handle the potential disposition of Unit 3278 Martha Custis Drive. The motion passed (8-0-1). Ms. Woods abstained.**

Landscape Teamwork in Area – 3374 Gunston Road: The Board discussed the matter and agreed that this item will not be placed on the March 18, 2020 Agenda.

Preliminary Budget Study for Community & Fitness Room Renovations: Mr. Buchanan shared that this item is FYI information regarding the Capital Improvement Fund that has been set aside for future projects. Mr. Miller provided an overview of potential renovations for the fitness room and as well as the party room.

Arbor Day Foundation and Bank of America Grant: Ms. Sally Burmeister shared before the Board in detail the benefits of the Association moving forward in acquiring a grant that will assist in enhancing the landscaping in the community. After further discussion the Board consensus is that Parkfairfax supports the grant and will provide examples of potential locations as long as Parkfairfax is not exclusively committing themselves 100% to those locations.

MATTERS FOR BOARD INFORMATION:

Manager & Maintenance Reports: Mr. Miller provided Management and Maintenance updates to the Board for the month of January 2020.

March 18, 2020 Agenda Items: The Board discussed next month's agenda items. President Buchanan reminded the Board to submit any agenda items prior to the March 18, 2020 Board meeting.

MOTION TO EXTEND THE BOARD MEETING:

- R) **MOVED** by Mr. Courtney, **SECONDED** by Mr. Soto, to extend the Board meeting 10 minutes. The motion passed unanimously (8-1-0). Ms. Wildes opposed.

MOTION TO MOVE INTO EXECUTIVE SESSION:

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Cox, to recess Open Session at 9:33 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 (9-0-0).

MOTION TO LEAVE EXECUTIVE SESSION:

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Cox, to leave Executive Session at 9:39 p.m. The motion passed unanimously (9-0-0).

MOTION TO ADJOURN:

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Cox, to adjourn February 19, 2020 Board meeting at 9:39 p.m. The motion passed unanimously (9-0-0).

Meeting Adjourned at 9:39 p.m.