

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

May 20, 2009

ATTENDANCE

Directors Present: Barbara Turpyn, President; Alice Cave, Secretary; Karen Elsbury, Treasurer; Dave Bush, Ellis Chaplin, Jarrod Grimsley, and Kim Stenlund, Directors.

Directors Absent: Margaret Cain, Vice President; and Matthew Natale, Director.

Others Present: George Gardner, General Manager; Sarah Clark, Assistant General Manager; Vanessa Pettit, Recording Secretary, Minute-By-Minute.

CALL TO ORDER

President Turpyn called the regular meeting of the Parkfairfax Board of Directors to order at 7:04 p.m. A quorum was present.

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).

RESIDENT FORUM

Unit owners from Buildings 108, 209, 211, 213, 312, 517, 718, 729, 931, 939, 946, attended the meeting and noted their concerns regarding the AR-2 Front Patio issue. President Turpyn said that the Board would discuss the issue further in the meeting.

A unit owner from Building 939 would like a new handout map made of the Parkfairfax property. The new handout map should be bigger and more legible.

A unit owner from Building 539 spoke to the Board regarding concerns with the asbestos in the attic and the problem it is causing in the sale of his unit. President Turpyn reported that Legal Counsel is currently looking into the matter and that there is no current action for the Board to take. (A) Mr. Gardner will provide him with the Association's formal written statement on the issue.

A unit owner from Building 108 reported to the Board that water from her neighbor's unit was still leaking and she reported to maintenance that the condition of the floors is deteriorating. (A) Mr. Gardner will research the issue further and contact the unit owner.

A unit owner from Building 312 asked the Board to consider office night hours in the future. She also inquired about the laundry contract and the process that the cleaning crew follows if they discover a problem in the laundry room.

POLICE REPORT

Officer Eagan reported on the recent crime incidents in the area, including a wheel being stolen for the second time, a license plate being stolen, and a side view mirror being damaged by a hit and run. A GPS and a satellite radio were also stolen from vehicles in the area. He urged the community to continue to keep a watchful eye out and continue to be proactive by removing items that could be stolen out of their vehicles.

APPROVAL OF THE MINUTES: APRIL 22, 2009

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Chaplin: to approve the minutes of the April 22, 2009 meeting as amended. The motion passed unanimously (7-0-0).**

COMMITTEE REPORTS

Covenants: Mr. Bush attended and reported that the Committee was completely filled.

Communications: No report was given.

Building & Utilities: The next meeting will be held on June 9, 2009.

Recreation: The minutes of the last Recreation Committee Meeting are included in the Board Packet. Chair Lynn Humphreys reported that the volleyball nets are up. (A) Management was asked if they could get the debris on the court frequently cleaned off. (A) Mr. Gardener was asked to find out the delivery date for the new tennis court nets and backboards for the tennis courts on Valley Drive. (A) Mr. Gardner was asked if he could post a "No-Animal" sign on the courts. Ms. Humphreys also reported that the lock on the basketball court is being vandalized. (A) Mr. Gardener will research the cost to replace the locks. Ms. Humphreys reported on the current status of the pools.

Landscape: The Azalea Day on May 2, 2009 was a success. The report is included in the Board Packet. The Committee hopes to have prototype rain barrel proposals to the Board at next meeting.

Woodlands: The Committee reported that the Invasive Plant Control Company will come to the property at the end of May or in early June. On behalf of the Committee, Nancy Miller, member, thanked Ms. Stenlund for her help in removing cut bamboo from the Mount Eagle woods on May 23rd.

MATTERS FOR THE BOARD DECISION

Approval of Reserve Expenditures for April, 2009

- (R) **MOVED by Ms. Elsbury, SECONDED by Ms. Stenlund: to approve the April, 2009 Reserve Expenditures in the amount of \$39,194.90. The motion passed unanimously (7-0-0).**

Amendment to AR-2 to Permit Front Patios

- (R) **MOVED by Mr. Chaplin, SECONDED by Ms. Cave: to amend AR-2 to state that all front patios are prohibited. The motion passed (5-0-2) with Mr. Grimsley and Ms. Elsbury abstaining.**

Decision on Covenants Appeal of 3226 Gunston to have a Front Patio

The Board deferred the discussion and motion until the next meeting.

Decision on Covenants Appeal of 1919 Quaker Lane to have a Front Patio

The Board deferred the discussion and motion until the next meeting.

Amendment to AR-3 to Pass Thru to Owners Costs of Direct Debit and Late Notice Processing

- (R) **MOVED by Ms. Elsbury, SECONDED by Ms. Stenlund: to approve the Amendment to AR-3 to pass thru to owners Association cost for Direct Debit**

with changes to take place effective July 1, 2009. The motion failed (2-5-0).

- (R) **MOVED** by Mr. Bush by Mr. Chaplin: to approve the Amendment to AR-3 to pass thru to owners Association cost for Late Payment Notices Processing with changes to take place effective July 1, 2009. The motion passed unanimously (7-0-0).

Approval of AR-14 Board of Directors Rules & Regulations

- (R) **MOVED** by Ms. Stenlund, **SECONDED** by Ms. Cave: to approve AR-14, Board of Directors Rules and Regulations for the 2010 Fiscal Year as amended. The motion passed unanimously (7-0-0).

Approval of Auditor Deferred Assessment Resolution

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Elsbury: that the Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. The motion passed unanimously (7-0-0).

Ms. Elsbury excused herself from the meeting.

Moped Scooter Parking Space Master Plan

The Board deferred the discussion and motion until the next meeting.

Sunderland Application for Moped Parking Space

- (R) **MOVED** by Mr. Chaplin, **SECONDED** by Mr. Bush: that the Association approve Brigitta Sunderland's application for a Moped Scooter Parking Space with D-Ring provided that she reimburse the Association for the \$69 cost of the D-Ring. The motion failed (2-3-1) with Ms. Stenlund abstaining.

FY 2010 Insurance Renewal

- (R) **MOVED** by Mr. Bush, **SECONDED** by Mr. Chaplin: to approve the Association's FY 2010 Insurance renewal in the amount of \$182, 347.00 with Bogart and Brownell. The motion passed unanimously (6-0-0).

Appointment of Nora Sue Nelson to Covenants & Communications Committees

The Board deferred the discussion and motion until the next meeting.

Ratification of Electronic Vote to Approve Corvell Lane Pool Roofing Contract with Walker Roofing

- (R) **MOVED** by Ms. Cave, **SECONDED** by Mr. Bush: to ratify the Board's unanimous electronic vote to approve a contract with Walker Roofing to re-roof the Coryell Lane pool roof at a cost of \$25, 000 with the funds to come from account 3330-0050. The motion passed unanimously (6-0-0).

Appointment of Board Liaisons to Committees

The appointed Board Liaisons to Committees are as follows:

Covenants: Meeting 2nd Tuesday of each month - Jarrod Grimsley

Communications: Meeting TBD - Ellis Chaplin

Parkfairfax Condominium

May 20, 2009

Page 4

Building and Utilities: Meeting June 9th - Karen Elsbury

Recreations: Meeting Sundays @ 5p.m. - Barbara Turpyn

Landscape: Meeting the 1st Tuesday of each month - Alice Cave

Woodlands: Meeting the 4th Thursday of each month - Kim Stenlund

Hot Lanes: Meeting TBD - Alice Cave

Tot Lots: Meeting TBD - Barbara Turpyn

Approval of Contractor to do Tree Maintenance

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Stenlund: to approve a contract in the amount of \$15,945 with Quality Tree Care Company. Funds to come from GL 6108, Landscape Other. The motion passed unanimously (6-0-0).**

Creation of Ad Hoc Task Force on DOT Hot Lanes

- (R) **MOVED by Ms. Cave, SECONDED by Mr. Chaplin: to approve the Hot Lanes Committee Charter as amended. The motion passed unanimously (6-0-0).**

Creation of Ad Hoc Task Force on Tot Lots

- (R) **MOVED by Ms. Stenlund, SECONDED by Ms. Cave: to approve the Tot Lots Committee Charter as amended. The motion passed unanimously (6-0-0).**

Approval of the Almo Construction Proposal

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Elsbury: to approve the Almo Construction Proposal. The motion passed unanimously (6-0-0).**

Request to Use the Maintenance Yard, May 31st 2009

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Turpyn: to allow the use of the maintenance yard on May 31, 2009 for film production as long as staff is present, proof of insurance is given and a waiver of liability signed. The motion passed unanimously (6-0-0).**

Unit Owner Survey

The Board decided to defer the discussion and motion regarding the survey to the next meeting.

Board Retreat

The Board discussed when the retreat would take place. The Board decided to defer further discussion and motion of the retreat to the next meeting.

License Agreement for Canoe and Kayak Storage Rental

The Board discussed the license agreement for canoe and kayak storage rental, which was included in the Board packet. The Board will continue the discussion at the next meeting.

KPA Change to CMC

The Board discussed the previous change in Management Companies and the option for KPA to come and speak with the Board regarding the change. The Board consensus was not to invite KPA back for any further presentation or discussion.

MATTERS FOR BOARD INFORMATION

April Financials and Variance Report

Mr. Gardner provided the Board a handout of the April, 2009 Financial Statement and Variance Report.

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Cave: to continue with the CMC recommendation to invest \$500, 000 in CD accounts as follows:**

\$200, 000 in a 36 month CD

\$200, 000 in a 42 month CD

\$100, 000 in a 48 month CD

The motion passed unanimously (6-0-0).

Manager's Report

The Manager's Report in its entirety can be found in the Board Packet. The Board reviewed the report with Mr. Gardner.

EXECUTIVE SESSION

- (R) **MOVED by Ms. Cave, SECONDED by Mr. Grimsley: to recess the Open Session and convene an Executive Session at 10:48 p.m. The motion passed unanimously (6-0-0).**
- (R) **MOVED by Ms. Turpyn, SECONDED by Ms. Cave to exit Executive Session at ___ p.m. The motion passed unanimously (6-0-0).**

The Board returned to Open Session and took the following action.

- (R) **MOVED by Mr. Grimsley, SECONDED by Mr. Chaplin: to waive all account balances \$39.99 and under as reflected on the April 30, 2009 delinquency summary report. The motion passed (5-0-1) with Mr. Bush abstaining.**
- (R) **MOVED by Mr. Bush, SECONDED by Ms. Turpyn: to waive all late fees incurred for April and May 2009. The motion passed unanimously (6-0-0).**
- (R) **MOVED by Mr. Chaplin, SECONDED by Mr. Bush: to waive \$40 disputed fee for a unit owner. The motion passed unanimously (6-0-0).**
- (R) **MOVED by Ms. Turpyn, SECONDED by Ms. Cave: to approve payment plan as proposed on page 23-24 (with associate fees.) The motion passed unanimously (6-0-0).**
- (R) **MOVED by Ms. Turpyn, SECONDED by Ms. Stenlund: to deny the waiver request for a unit owner. The motion passed (5-0-1).**
- (R) **MOVED by Ms. Cave, SECONDED by Mr. Bush: to waive the \$40 fee for a unit owner. The motion passed unanimously (6-0-0).**
- (R) **MOVED by Ms. Turpyn, SECONDED by Mr. Chaplin: to waive the \$75 fee of the lender questionnaire for a unit owner. The motion passed unanimously (6-0-0).**

ADJOURNMENT

All business having being completed, President Turpyn adjourned the meeting at 11:45 p.m.