

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

December 17, 2008

ATTENDANCE

Directors Present: Matthew Natale, President/Treasurer; Barbara Turpyn, Vice President/Secretary; Margaret Cain (left at 8:45pm), Ellis Chaplin, Karen Elsbury, Bonnie Graves, Gerri Horan (left at 9:10pm), Kevin McHenka and Kim Stenlund, Directors.

Directors Absent: None

Others Present: Ed Alrutz, President KPA; Paul Cairns, General Manager; Sarah Clark, Assistant General Manager.

CALL TO ORDER

President Natale called the regular meeting of the Parkfairfax Board of Directors to order at 7:01 p.m. A quorum was present.

ANNOUNCEMENTS

Mr. Natale commended Karen Elsbury for her efforts in organizing the Holiday Tree Lighting Ceremony.

AGENDA ADOPTION

(R) MOVED by Mr. Natale, SECONDED by Mr. McHenka: to adopt the agenda as amended. The motion passed (9-0-0).

POLICE REPORT

Officer Brian Fromm reported on the recent crime incidents including a hit and run (3200 block of Gunston Road), attempted grand larceny of a vehicle (3200 block of Ravensworth Place), grand larceny from a building (3500 block of Gunston Road), and a hit and run accident (1300 block of Martha Custis Drive).

COMMITTEE REPORTS

Recreation Lynn Humphries, Chair, reported that the committee has no recommendations for a pool management company, but suggested that a pool manager be hired in-house. Lynn also provided Recreation Committee requests for the 2010 Parkfairfax Budget.

Covenants Dave Bush, Chair, asked the Board of Directors to approve the appointment of Robert Park to the Covenants Committee.

Communications Colleen Woomer, Chair, asked if the Board meeting Agenda could be posted on the association website before each scheduled Board meeting. Colleen also said that she would like to encourage the Board increase their communication with committee members.

RESIDENT FORUM

A resident expressed concern that two of her bikes stored in a laundry room were stolen in the course of just two months and requested reimbursement for the second stolen bike. (A) The Board requested that Management address this issue.

A resident gave compliments to Lancaster Landscape for their performance during the year. She also suggested that the five Parkfairfax Wards be contracted to two separate landscaping companies for additional coverage.

A resident complained that he requested specific information from the Board about the management company search but did not receive a response. He presented the Board with a list of 24 questions that were prepared by Parkfairfax residents and he requested formal answers to each of the questions.

A resident asked to postpone the Board of Director's decision to change management companies until the Board receives input from Parkfairfax residents.

A resident complained about an overflowing dog poop can on Mt. Eagle Place and asked to move the can to another location on Mt. Eagle Place. She also said that Paul Cairns has been very helpful and supportive during his time as General Manager at Parkfairfax. She also asked that residents get more involved with the community and perhaps volunteer on a committee.

A resident requested that the community be allowed to form a management company search committee that will survey Parkfairfax residents. She also asked that the Board meeting minutes and be posted immediately on the association website following each Board meeting.

A resident asked the Board to postpone making a decision on the management company contract until a resident management company search Ad-Hoc committee is formed. She also said that she would like to volunteer to be on such a committee.

A resident complained that he has not received a response to questions that he posed to the Board regarding the management company search. He said that he does not understand why the Board feels the need to change management companies.

A resident asked the Board for an explanation for the management company search. She explained that she is a new homeowner and would like to know the specific reasons for a change in management companies.

A resident asked what our current management companies' inadequacies are. He explained that he is open to a management company search but said that he has had nothing but good experiences with General Manager, Paul Cairns.

A resident said that she is unhappy with the current management company because Lancaster Landscape ignores the yellow stakes in her front yard and is also upset about the chemicals that are applied to the grass throughout the property. The Board informed the resident that there is a test plot to compare organic vs. traditional lawn care at the back of the courtyard formed by Buildings 821, 823, 825 & 827.

A resident said that he was impressed with the Board of Directors support of the Woodlands Committee. He said that keeping the Woodlands is essential to Parkfairfax and he appreciates the work that Paul Cairns has done as General Manager of Parkfairfax.

A resident said that he has noticed a positive change in the management office during the past year. He said that USP Director, Guy Andrew deserves a medal for his outstanding customer service and that Service Coordinator, Michelle Byers has also shown great customer service. He said that Neal Howlett has also been more responsive in the past year.

A resident expressed concern with the Board's decision to vote on the management company contract during the December Board meeting. He said that the residents should have had time to review the contract information. The Board informed the resident that the documents have been available at the management office for review.

A resident said that she left phone messages regarding the management search for the Board members and received a response from only one Board member. She asked the Board to improve their communication to the residents in the future.

A resident said that she stopped attending the Communications Committee meetings because there were no residents attending the scheduled meetings. She also asked the residents in the room to get involved more with the community and volunteer on a committee.

A resident asked the Board of Directors to postpone the management company vendor contract decision until Parkfairfax residents are surveyed.

A resident asked the Board to postpone the management company decision until communications between the Board and residents is corrected.

Each Board member had an opportunity to speak to the residents regarding the management company search:

Kevin McHenka explained that residents were informed of the management company search in September through the Parkfairfax Forum. Kevin explained that the Board wanted to see what other management companies had to offer, since KPA had been our management company for the past 12 years. He stated that the Board had the authority to conduct the management company search and even though committees have been utilized in past management company searches, that it was not a requirement. Kevin stated that he did not approve of the mud slinging that occurred during the search process by the vocal minority. He ended by saying that even though other management companies had positives to offer Parkfairfax- that he hasn't been convinced that KPA should be replaced at this time.

Barbara Turpyn said that the Board has a responsibility to the community to search for a new management company. She explained that the residents only know a small percentage of the day to day activities of the Board members. She said that the Board spent hours conducting site visits, reference checks and interviews.

Ellis Chaplin said that it made sense to conduct a management company search after 12 years to see what else is out there. He said that the Board could have done a better job with communications, but he said that the Board's intentions were good.

Margaret Cain said that the Board did a thorough job interviewing and conducting site visits and reference checks. She said that the search was appropriate and it was important to re-evaluate the management contract.

Matthew Natale said that he is proud of his fellow Board members. He said that the Board worked very hard and that the management company search has been a very thorough process.

Karen Elsbury said that the Board did not take this process lightly. She said that the Board owes it to the community to find a management company that will take Parkfairfax into the 21st century. She also said that she did not have any personal issues with Paul Cairns or with KPA.

Gerri Horan said that she was disturbed by the negative tenor and fear mongering that has been promoted by a very small but vocal group of residents. She also said that the community would be proud of the work that the Board did during this process.

ACTION ITEMS

Management Company Vendor Contract

- (R) ***MOVED by Mr. Natale, SECONDED by Ms. Horan: to approve to end the Klingbeil, Powell & Alrutz, Inc. management contract as of February, 28, 2009. The motion passed (6-3-0), Mr. McHenka, Ms. Turpyn and Ms. Graves opposing the motion.***
- (R) ***MOVED by Mr. Natale, SECONDED by Ms. Cain: to approve to enter into management contract negotiations with Community Management Corporation/Associa. The motion passed (6-3-0), Mr. McHenka, Ms. Turpyn and Ms. Graves opposing the motion.***

Independent Auditor's Report

- (R) ***MOVED by Mr. Natale, SECONDED by Mr. McHenka to approve the Independent Auditor's Report. The motion passed (7-0-0).***

Minutes – November 19, 2008 Meeting

- (R) ***MOVED by Ms. Graves, SECONDED by Ms. Elsbury to approve the minutes of the November 19, 2008 meeting as amended. The motion passed (7-0-0).***

Reserve Expenses

- (R) *MOVED by Mr. McHenka, SECONDED by Ms. Turpyn: to approve the Reserve Expense Report for December 17, 2008. The motion passed (7-0-0).*

Ratification of Renovations at 1403 Martha Custis (Association Owned Unit)

- (R) *MOVED by Ms. Graves, SECONDED by Mr. McHenka to approve the proposed renovation for 1403 Martha Custis Drive including air conditioning installation by Grimsley plus \$4,000 allowance for new kitchen cabinets which will be charged to Reserves. The motion passed (7-0-0).*

Appointment of Covenants Committee Member

- (R) *MOVED by Ms. Graves SECONDED by Mr. McHenka: to approve the appointment of Robert Park to the Covenants Committee. The motion passed (7-0-0).*

Pool Management Company for the 2009 Season

Mr. Cairns presented competitive pool management contract proposals from five (5) companies.

- (R) *MOVED by Mr. McHenka, SECONDED by Ms. Elsbury: to approve the swimming pool management company contract for one year with an option for a second year and a third year at the Associations sole discretion with American Pool Enterprises, Inc. The motion passed (7-0-0).*

Storm Water Control Improvements at the Rear of Building No. 909

- (R) *MOVED by Ms. Turpyn, SECONDED by Mr. McHenka: to approve option #3 and charge to Reserves. The motion passed (7-0-0).*

DISCUSSION ITEMS

Parkfairfax Website

Mr. Chaplin informed the Board that he spoke with the Communications Committee Chair, Colleen Woomer about improving the Parkfairfax website to make it user friendly. Bonnie Graves and Ellis Chaplin agreed to work with the Communications Committee to help enhance the website.

Tree Pruning/Dangerous Deadwood

The Board reviewed a memorandum from Neal Howlett, which explained the practices of removing dead and diseased wood from trees. A resident asked the status some tree pruning work at her unit. (A) The Board requested that Management address this issue.

EXECUTIVE SESSION

- (R) *MOVED by Ms. Turpyn, SECONDED by Mr. McHenka: to recess the Open Session at this time (9:30 p.m.) and reconvene in Executive Session, as permitted by subsection (C) of section 55-79.75 of the Code of Virginia. The motion passed (7-0-0).*
- (R) *MOVED by Ms. Turpyn, SECONDED by Mr. McHenka: to exit Executive Session at 9:45 p.m. The motion passed (7-0-0).*

The following action was taken:

- (R) *MOVED by Mr. Natale, SECONDED by Ms. Turpyn: to approve a payment plan from an owner and to waive the late fees if the remaining balance is paid by January 30, 2009. The motion passed (7-0-0).*

ADJOURNMENT

All business having been completed, the meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Barbara Turpyn, Association Secretary

DATE APPROVED: _____

ATTESTED BY: _____

(Name)

(Title)

(A) = Action

(C) = Calendar Item

(R) = Resolution Item