

# MINUTES OF THE BOARD OF DIRECTORS MEETING

## PARKFAIRFAX CONDOMINIUM

May 18, 2016

3360 Gunston Road

Alexandria, VA 22302

### ATTENDANCE:

Directors Present: Kathy Schramek, President; Anna Fernezian, Vice President, Randy Sparks, Treasurer; Rich Moha, Secretary; Phil Saims, Jarrod Grimsley, Ralph Heinze, Robin Woods, and Susan Cox, Directors.

Others Present: Mark Miller, General Manager; Sarah Clark, Assistant General Manager and Donna Young, Recording Secretary.

### CALL TO ORDER:

President Schramek called the meeting to order at 7:01 p.m.

### APPROVAL OF THE AGENDA:

- (R) MOVED by Mr. Moha, SECONDED by Mr. Heinze, to approve the agenda as amended. The motion passed (8-1-0). Robin Woods opposed.**

### POLICE REPORT:

Officer Fromm reported there was tampering with an auto that was left unlocked; car was rummaged through, but nothing was taken. Officer from stated he will forward a reminder to Sarah Clark to be placed on the Parkfairfax Facebook page, asking residents to please lock their cars. Officer Fromm reported there were no additional issues to report.

### APPROVAL OF THE MINUTES:

- (R) MOVED by Ms. Cox, SECONDED by Ms. Fernezian, to approve the April 20, 2016, Board of Directors meeting minutes as amended. The motion passed unanimously (8-0-1). Mr. Phil Saims abstained.**

### RESIDENTS FORUM:

Ms. Glenna Herrenbruck provided comments and updates regarding the landscape master plan. She stated unless you get out and look at what the plants are, it is easy to misunderstand what the reasoning is behind the suggested plants.

Homeowner 3444 Martha Custis Drive stated he was approved by the Covenants Committee to perform a HVAC installation on his second story row unit. He stated he was informed that there is an on-going effort to get as many units on the ground as possible. He placed a recommendation before the Board to perform an engineering survey to identify more ground spots particularly for second floor residents. Ms. Schramek stated she had requested additional information regarding the matter. Ms. Schramek stated she will place the matter on the agenda for the June 15, 2016, Board meeting.

Homeowner 3206 Gunston Road reported that the second floor of her unit is sloping. Mr. Miller stated that maintenance has performed inspections and there as has been minimal to no movement of the building. Mr. Miller will perform an inspection and provide a report regarding the matter.

### **COMMITTEE REPORTS:**

Activities Committee: Report provided to the Board, dated May 3, 2016.

Ms. Cox reported that the yard sale was well attended; the home tour was awesome; and Azalea Day was a great success this year. Ms. Fernezian reported that there was a very good showing at the resident's new home reception. She stated there were 15 people in attendance.

Alexandria Federation of Civic Associations, Inc.: Minutes provided to the Board of the March 30 and April 27, 2016, meetings.

Landscape Committee: Mr. Saims stated he would like to compliment the leader of the Landscape Committee, Ms. Glenna Herrenbruck and everyone involved for a job well done.

### **MATTERS FOR BOARD DECISION:**

March 2016 Reserve Expenditures:

- (R) **MOVED** by Ms. Fernezian, **SECONDED** by Ms. Cox, to approve the March 2016 Reserve Expenditures in the amount of \$97,781.32 minus \$134.41, totaling \$97,646.91, with funds to come from GL 3200, Reserve Expenditures. The motion passed (7-0-2). Mr. Grimsley and Mr. Moha abstained.

April 2016 Reserve Expenditures:

- (R) **MOVED** by Ms. Fernezian, **SECONDED** by Mr. Saims, to approve the April 2016 Reserve Expenditures in the amount of \$86,369.32, with funds to come from GL 3200, Reserve Expenditures. The motion passed (7-0-2). Mr. Grimsley and Mr. Moha abstained.

A/R #14 Board of Directors Rules and Regulations:

- (R) **MOVED** by Ms. Fernezian, **SECONDED** by Mr. Heinze, to approve Administration Resolution #14 Board of Directors Rules and Regulations for FY2017. The motion passed 8-1-0. Mr. Sparks opposed.

**The Board discussed and concluded that the Budget Finance Meeting will be held on June 18, 2016 from 9:00 a.m. – 12:00 p.m., for the purpose of Budget allocations.**

2017/2018 Budget/Election Proposed Schedule:

- (R) **MOVED** by Ms. Cox, **SECONDED** by Mr. Saims, to approve the proposed 2017/2018 Budget/Election schedule. The motion passed unanimously (9-0-0)

Landscape Volunteer Workdays:

- (R) **MOVED** by Mr. Saims, **SECONDED** by Ms. Fernezian, to approve the Landscape Volunteer Workdays as presented by the Landscape Committee. The motion passed (8-0-1). Mr. Moha abstained.

2<sup>nd</sup> Pet Application – 3214 Gunston Road Resolution Worksheet:

- (R) **MOVED** by Ms. Cox, **SECONDED** by Mr. Moha, to approve a 2<sup>nd</sup> Pet Application at 3214 Gunston Road. The motion passed unanimously (9-0-0)

Concrete Sidewalk, Curb & Flagstone Walk Repair Bids:

- (R) **MOVED** by Ms. Fernezian, **SECONDED** by Ms. Cox, to approve a contract with Almo Construction, Inc., in the amount of \$9,321, for concrete sidewalk, curb and flagstone repairs, with funds to come from GL 3280. The motion passed (7-1-1). Mr. Moha opposed. Mr. Saims abstained.

Landscape Focal Points:

- (R) **MOVED** by Mr. Saims, **SECONDED** by Mr. Heinze, to approve a Landscape Focal Point Contract with Community Landscape Service (CLS), in the amount not to exceed \$20,000 with funds to come from GL 6110. The motion passed (8-1-0). Mr. Moha opposed.

Mount Eagle Laundry Room Steps:

- (R) **MOVED** by Ms. Woods, **SECONDED** by Ms. Cox, to approve the newly installed handrail on the back of the Mount Eagle Laundry Room (Building #972) as well as complete the installation according to the recommendations in an amount not to exceed \$1000 with funds to come from Operating. The motion passed (5-4-0). Mr. Moha, Ms. Fernezian, Ms. Schramek and Mr. Grimsley opposed.

**MATTERS FOR BOARD DISCUSSION:**

Procedures to Responding to Emails: Ms. Cox suggested to the Board that when an email is addressed to the Board that the Liaison closest to the subject/Committee should respond to the email and copy all Board members on the response within 72 hours. Ms. Fernezian stated that all emails should be answered as a body not individually. Ms. Schramek added when responding to an email you cannot agree and/or disagree.

3208 Martha Custis Drive Floor Repair Request:

**Based upon a decision that was made in November of 2015, the Board, by unanimous consent agreed to close the aforementioned matter to further discussion.**

Board Responsibilities: Ms. Fernezian stated that because the Board has decided to not have a management company oversee the general manager and support staff, the Board has to take on a more managerial position in its tasks and responsibilities, versus just overseeing governance matters. Ms. Fernezian stated the managerial tasks that the Board has agreed to do, such as job performance, job

descriptions, job criteria, other assignments, etc., must be performed. Ms. Schramek added that the Board is going to have to develop some concrete ideas and procedures that will support management in managing the property appropriately. Ms. Schramek also stated as a group the Board needs to discuss how business is conducted and take the responsibility to get more involved and make changes where needed. Ms. Schramek requested that the Board provide their input via email addressing the matter.

Slider Window Specifications: Ms. Woods addressed the Board regarding the issue of slider windows. Ms. Schramek expressed the need to adopt new specs for the windows.

### **MATTERS FOR BOARD INFORMATION:**

Crack Monitoring Surveys – 718/716 & High Priority:

Manager & Maintenance Reports: Due to time restraints this item was not discussed.

June 15, 2016 Agenda Items: Due to time restraints this item was not discussed.

April 2016 Financials: Due to time restraints this item was not discussed.

### **EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Moha, **SECONDED** by Ms. Cox, to recess Open Session at 9:28 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 EXTEND TIME OF MEETING:**

- (R) **MOVED** by Mr. Sparks moved, **SECONDED** by Mr. Saims, to extend the Board meeting 10 minutes to 9:40 p.m. The motion passed (7-2-0). Mr. Moha and Mr. Heinze opposed.

### **OPEN SESSION:**

- (R) **MOVED** by Ms. Cox, **SECONDED** by Mr. Saims, to recess the Executive Session at 9:31 p.m., and reconvene in Open Session. The motion passed unanimously (9-0-0).

### **ACTIONS TAKEN AFTER EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Moha, **SECONDED** by Mr. Heinze, to accept and approve the five waivers discussed in executive session. The motion failed (0-8-1). Ms. Schramek, Ms. Fernezian, Mr. Moha, Ms. Cox, Ms. Woods, Mr. Saims, Mr. Heinze and Mr. Sparks opposed. Mr. Grimsley abstained.

### **ADJOURNMENT:**

- (R) **MOVED** by Ms. Fernezian, **SECONDED** by Ms. Cox, to adjourn the May 19, 2016, Board meeting at 9:33 p.m. The motion passed unanimously (9-0-0).