

**PARKFAIRFAX CONDOMINIUMS
CAPITAL IMPROVEMENT TOWN HALL
VIRTUAL MEETING**

**December 9, 2020
3360 Gunston Road:
Alexandria, VA 22030**

CALL TO ORDER:

President Buchanan called the Capital Improvement Town Hall meeting to order at 7:00 p.m.; and welcomed everyone to the meeting. President Buchanan provided an overview of the purpose of the Capital Improvement Project; he stated that the Board has discussed making capital improvements in the community for the past couple of years and that a sub-committee of Board members was created to research ideas and standing committees were tasked with providing recommendations, and all recommendations were compiled and prioritized. President Buchanan further stated that the idea was laid out to eventually hold a townhall meeting to solicit homeowner feedback and recommendations regarding potential capital projects. The Association has been setting aside money for the last few years to allow for funding for a chosen capital project so that it can be absorbed in the operating budget without imposing excessive increases in condo fees.

President Buchanan shared that the projects that are being considered are: upgrades and renovations to the Party Room; upgrades and renovations to the Gym; expanding the Pool House at Martha Custis to add a modern Party Room, Gym, and other spaces; replacement of all Laundry room windows; a property-wide Lighting project; and/or installing Electric Car Charging Stations on the property.

President Buchanan assured everyone that there has been no decision made regarding any chosen project.

HOMEOWNER FORUM:

Homeowner #1: The Pool is not used by a lot of people. To spend a lot of money on that would not benefit a lot of people. How many people use the Gym and how many people use the Gym? Homeowner stated he would like to see the monies go towards lowering condo fees and/or hiring more staff to serve owner occupants. Homeowner stated that better use of the money would be to hire staff to better serve the community.

Homeowner #2: An Analysis should be done of how many people use the amenities would be a great approach. Homeowner stated that we should keep in mind Capital versus operating. Homeowner shared we do not need to rush to spend any money at this time, continue to save the money, let it earn some interest and reapproach this matter in 18 months.

Homeowner 3#: The money that has been set aside should be used for the improvement of the property. The Pool house renovation and Party Room renovation would only serve a small segment of the community population. If the projects were combined, it would be beneficial financially to sell the units that the gym and party room are in and use the money toward the project. Homeowner concluded, what is going to get the most use out of the dollar?

- Homeowner #4: Homeowner stated that she would like to see some of these capital improvement projects done in the interest of becoming a more environmentally friendly neighborhood. Homeowner stated that the \$24,000 expense to install the electric charging stations in the community is something that she would vote in favor for.
- Homeowner #5: Homeowner stated that she would like to see more trees planted where trees have been removed, missing and/or dying. Homeowner shared that the community needs much better lighting especially in the staircases and focal points. Also, some sound absorbing materials need to be installed in the party room.
- Homeowner #6: Homeowner suggested that the money should be spent addressing the flooding that occurs in the community. She stated that the community is not looking very well maintained, there are tree roots that are above the grass, etc.
- Homeowner #7: Homeowner suggested that a survey from the residents be performed to see what their needs are and to determine what is a priority for the community.
- Homeowner #8: Homeowner suggested that a feasibility study be done to determine which capital improvement project benefits the community as well as a survey of the residents to see what the needs of the community are. Homeowner suggested holding a vote at the annual meeting for the capital project.
- Homeowner #9: Homeowner stated she is in favor of Option #3: Pool House Renovation and Community Building Addition or Option #4: New Pool House and Community Building. Homeowner stated that either of these two options would add value to the community.
- Homeowner #10: Homeowner inquired how long would it take to save up to be able to make the renovations. **“President Buchanan responded depending on the project – it could take several years that is why its important to lay out a plan to fund any chosen project”**
- Homeowner #11: Homeowner commented that the estimates are high for the electrical charging stations, the gym, and the party room. The focus should be on improving property values and addressing curb appeal.
- Homeowner #12: Homeowner shared that \$200,000 is a small amount for a Capital Improvement project, the Association should hold on to that money and continue to save.
- Homeowner #13: Homeowner shared that curb appeal needs to be addressed and the lighting in her area is extremely bad. Homeowner also suggested creating an outdoor gym for the residents to utilize. Homeowner also asked what is being done to deter the issue of asbestos and is money being set aside to address that issue.

- Homeowner #14: Homeowner commented that safety comes first and there are areas that have horrible lighting. Homeowner commented that flooding and landscaping issues should take priority. Homeowner suggested conducting fundraisers to accommodate some of the improvements instead of raising condo fees.
- Homeowner #15: Homeowner commented that she would like to see the outside lighting throughout the community addressed. Lighting is a Board responsibility. Lights should be put in the pathways and stair ways. Homeowner stated lighting the extremely dark areas is important before the Association ends up addressing a lawsuit.
- Homeowner #16: Homeowner commented to the issue of the appearance of the community. He stated he lives off Fitzgerald Lane and is always the last to get attention. Homeowner stated the erosion in the community is a big issue as well as flooding and the need for better lighting in the community need. Homeowner concluded that the party room and the gym are secondary. Parkfairfax is losing value. Dead trees need to be removed before they become a safety hazard. Homeowner stated that projects should take place that are going to improve the appearance and value of Parkfairfax, not projects that are only going to benefit certain people.
- Homeowner #17: Homeowner stated that lighting and erosion control are high priority issues that need to be addressed in Parkfairfax.
- Homeowner #18: Homeowner shared that landscaping and curb appeal are the biggest things she noticed that needs to be addressed. Homeowner also suggested that a resident survey should be done.
- Homeowner #19: Homeowner stated that it would be helpful to have information regarding the operational budget, the landscaping budget, and capital expenses, etc. **“Mr. Buchanan responded that these items can be found on the resident’s website for review. President Buchanan invited all homeowners to virtually attend the Budget Planning meeting to be held on January 23, 2021 at 9:00 a.m.”**
- Homeowner #20: Homeowner commented that roofs will eventually need to be replaced; and building up a fund to offset that expense will benefit the community. Homeowner suggested turning one of the Association units to a guest unit, where guest can stay to generate revenue. Homeowner stated that, thinking forward, car charging stations are a good idea.
- Homeowner #21: Homeowner liked the idea of turning one of the Association Units into a guest unit. Homeowner addressed the issue of better lighting. Homeowner also expressed her concern about trash service in the community and the need for new dumpsters. Homeowner stated that it may be beneficial to investigate a new trash company. Homeowner shared that it would be nice to have new picnic tables in the community.
- Homeowner #22: Homeowner commented that the environment and community safety is a priority.

- Homeowner #23: Homeowner commented that better lighting and electric charging stations would be an improvement.
- Homeowner #24: Homeowner also shared her passion for landscaping and trees in the community. Homeowner stated that it may be a good idea to wait on some of the projects to acquire additional money to support a capital project.
- Homeowner #25: Homeowner shared that monies should be used to acquire an arborist to address the issue of trees in the community. Homeowner also addressed the issues such as lighting in the community; adding a Wi-Fi tower installing better ventilation in the Party Room and adding additional space where events can be held such as hosting the Superbowl, etc. Homeowner added that a study and/or survey is needed.
- Homeowner #26: Homeowner commented that trees and erosion control should be a priority as well as community lighting.
- Homeowner #27: Homeowner stated from a real estate perspective, selling the two properties would provide significant revenue to the Association and would make a great revenue source to assist with the capital projects.

President Buchanan's Closing Comments:

President Buchanan thanked everyone for their participation, comments, recommendations, and suggestions. He continued that tonight was the beginning of the conversations to be had in deciding which direction to move forward in and configuring how much resources should be set aside to move forward, whether it is through savings or property disposition. President Buchanan stated that all the information provided tonight will be immensely valuable to the Board on how to proceed. President Buchanan stated that the Board is really trying to identify things that will maximize value for Parkfairfax residents. President Buchanan encouraged residents to reach out to your ward representative and/or any Board member with your questions and concerns. President Buchanan thanked everyone for attending and encouraged them to keep their eyes out for the newsletter and/or Board agendas moving forward with topics addressing Capital Projects.

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS
VIRTUAL MEETING**

**December 16, 2020
3360 Gunston Road:
Alexandria, VA 22030**

ATTENDANCE:

Directors Present: Scott Buchanan, President; Susan Cox, Vice President; Dan Courtney, Treasurer; Nick Soto, Secretary; Robin Woods, James Konkel, Dave Bush and Jeff Lisanick, Directors.

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

CALL TO ORDER:

President Buchanan called the meeting to order at 7:00 p.m.; and welcomed everyone to the meeting. President Buchanan offered condolences on behalf of the Parkfairfax Board of Directors on the passing of Board Director Maria Wildes and requested a moment of silence in her honor.

APPROVAL OF THE AGENDA:

- (R) MOVED by Mr. Buchanan, to Adopt the agenda as presented. The Agenda was Adopted by unanimous consent.**

POLICE REPORT:

Officer Fromm provided the community police report for the month of November/December 2020. He reported that the last month has been uneventful; there was one incident, On November 30, 2020, someone left their vehicle unlocked and a bag was removed from the vehicle.

APPROVAL OF THE NOVEMBER 18, 2020, BOARD MEETING MINUTES:

- (R) MOVED by Mr. Buchanan, to approve the November 18, 2020 Board meeting minutes as amended. The November 18, 2020 Board meeting minutes were approved as amended by unanimous consent.**

RESIDENTS FORUM:

Homeowner (Claire Eberwein) spoke a few words regarding Board Director Maria Wildes. She continued that she is sure Ms. Wildes would love a policy change regarding the newsletter. Homeowner further stated that Ms. Wildes often wrote letters to the editor and would have loved it if the length of the letters to the editor would be extended beyond 150 words, which was too short to provide a forum for the community. The homeowner stated that she would like to see, in Honor of Director Maria Wildes, the length of the letters doubled; and that she hopes the Board would take this into consideration.

Homeowner (Maria Smith) shared her thoughts and ideas on reopening the Gym in January 2021. Homeowner stated that removing the mats in the gym, shutting off the water fountains, adding disinfecting stations and installing air purifiers would keep the space infectious free. Homeowner further stated that reopening the gym would be a great release for people's mental health.

Homeowner (Amy Cohen) shared that she agreed with reopening the Gym, and as neighbors the community could indulge in self-monitoring. Homeowner inquired about the outcome of the Capital Improvement Town Hall meeting. President Buchanan responded that the topic of Capital Improvements will be placed on the January 13, 2021 Board meeting agenda for discussion. Homeowner placed a suggestion/request before the Board to do something extra special in honor of the Parkfairfax staff in appreciation for their efforts in continuing to keep our community going during this pandemic. Mr. Miller will provide a recommendation/suggestion to the Board addressing the matter.

Homeowner (Sherry Truhlar) shared what a phenomenal and incredibly detailed job the roofers did on her roof. She continued that she was impressed with the results.

COMMITTEE REPORTS:

Covenants Committee: Covenants Committee provided the Board minutes of their November 10, 2020 virtual committee meeting.

MATTERS FOR BOARD DECISION:

November 2020 Reserve Expenditures

- (R) MOVED by Mr. Courtney, SECONDED by Mr. Soto, to approve the November 2020 Reserve Expenditures in the amount of \$245,760.38 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed (8-0-0).**

Additional Pet Application – 3767 Gunston Road:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Bush, to approve an additional pet at 3767 Gunston Road. The motion passed by unanimous consent.**

Covenants Committee Appointment:

- (R) MOVED by Mr. Courtney, SECONDED by Ms. Cox, to appoint Kristen Mowery as a member of the Covenants Committee. The motion passed unanimously (8-0-0).**

Electronic Voting Proposals:

- (R) MOVED by Mr. Soto, SECONDED by Mr. Bush, to approve a one-year contract with eBallot at a cost of \$3,862 to provide electronic voting in the 2021 Board of Directors election, with funds to come from GL 6390.009. The motion passed unanimously (8-0-0).**

FY 2020 Audit:

- (R) **MOVED by Mr. Courtney, SECONDED by Mr. Soto, to approve the Draft Audit for the year ending May 31, 2020 as submitted by Goldklang Group CPAs P.C. and allocate the surplus of \$40,813.19 to homeowners' equity. The amended motion passed unanimously (8-0-0).**

MATTERS FOR BOARD DISCUSSION:

Storm Water Management & Erosion Control RFP: Mr. Miller provided an update regarding the Storm Water Management & Erosion RFP that was issued. Mr. Miller stated that Management went out to bid on the matter and received one response to the request from Christopher Consultants. The Board discussed the matter and concluded to contemplate this expense in a revision of the draft budget and add it as a line item and revisit the matter during the Budget Planning meeting on January 23, 2021.

FY22 Budget Package: Mr. Buchanan directed the Boards attention to the FY22 Draft Budget package. Mr. Buchanan continued that the Budget Planning meeting is scheduled for January 23, 2021 from 9:00 a.m. – 2:00 p.m., and that homeowners are welcomed to attend. Mr. Buchanan further asked that the Board review the Budget in advance in preparation for the Budget Planning meeting. Mr. Buchanan added that the Budget is a declaration of priorities and what is spent reflects what is valued.

MATTERS FOR BOARD INFORMATION:

Manager & Maintenance Reports: Mr. Miller directed the Boards attention to the Management and Maintenance report provided for the month of December 2020. Mr. Miller revisited what a phenomenal job the roofing company is doing. Mr. Lisanick gave kudos to Mr. Miller and staff for the quick response provided in addressing an outside leak.

January 13, 2021 Agenda Items: Mr. Buchanan requested that all agenda items be submitted prior to the Board meeting. Mr. Buchanan also suggested having Barkan Management Company on stand-by to answer any questions and/or participate in the Budget Planning meeting to be held on January 23, 2021. Mr. Bush pointed out agenda items that need to be revisited such as updating specifications for slider windows, the redesigning of the website, underutilized laundry rooms and newsletter distribution; Mr. Buchanan stated he will add the items to the January 13, 2021 agenda.

Financials: Mr. Miller provided a status review of where the Association stands Financially. Mr. Miller shared that the Association is on track financially, utilities are under budget, contract work is under budget, the Association still maintains a positive cash flow, and Reserves are under budget for the year. Mr. Bush raised the subject matter of writing off balances on accounts that are less than \$10 and/or less than \$5. Mr. Miller will investigate the matter and the item will be added to the January 13, 2021 agenda.

MOTION TO MOVE INTO EXECUTIVE SESSION:

- R) **WITHOUT OBJECTION** it was **MOVED** by **President Buchanan**, to recess **Open Session** at **8:37 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 by **unanimous consent**.

MOTION TO LEAVE EXECUTIVE SESSION:

- R) **WITHOUT OBJECTION** it was **MOVED** by **Mr. Buchanan** to leave **Executive Session** at **9:08 p.m.** The motion passed by **unanimous consent**.

MOTION TO ADJOURN:

- R) **WITHOUT OBJECTION** it was **MOVED** by **Mr. Buchanan**, to **ADJOURN THE MEETING** at **9:09 p.m.** The motion passed by **unanimous consent**.

Meeting Adjourned at 9:09 p.m.