

MINUTES OF THE BOARD OF DIRECTORS MEETING

PARKFAIRFAX CONDOMINIUM

January 17, 2018

3360 Gunston Road:

Alexandria, VA 2230

ATTENDANCE:

Directors Present: Scott Buchanan, President; Susan Cox, Vice President, Rich Moha, Secretary, Anna Fernezian, Treasurer; Kathy Schramek, Robin Woods, Dan Courtney, Nick Soto and James Konkel (*via skype*), Directors.

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

CALL TO ORDER:

President Buchanan called the meeting to order at 7:00 p.m.

APPROVAL OF THE AGENDA:

- (R) **MOVED by Mr. Moha, SECONDED by Ms. Schramek, to approve the agenda as presented. The motion passed unanimously (9-0-0).**

POLICE REPORT:

Officer Fromm reported there were no crimes in the community to report. He reported that since the December 2017 Board meeting, there has been approximately 80 service calls, i.e., noise violations, suspicious persons complaints, etc. Officer Fromm also reported there were 55 traffic violation stops and that traffic enforcement has taken a big priority with the Chief of Police regarding his plan for the city. Officer Fromm also shared a recommendation regarding the merge from Quaker Lane onto Shirlington Circle; it was recommended to add some cones to create a chicane to help direct the flow of traffic into the merge. Officer Fromm stated the recommendation has been submitted to the Chief of Police, who will in turn forward it to the traffic division for consideration.

APPROVAL OF THE DECEMBER 4, 2017 SPECIAL MEETING MINUTES AND THE DECEMBER 13, 2017 BOARD OF DIRECTORS MEETING MINUTES:

- (R) **MOVED by Mr. Moha, SECONDED by Ms. Cox, to approve the December 4, 2017 Special Meeting Minutes and the December 13, 2017 Board Meeting Minutes as presented. The motion passed (7-0-2). Ms. Fernezian and Ms. Woods abstained**

RESIDENTS FORUM: No resident comments.

COMMITTEE REPORTS:

Activities Committee: No meeting held for the month of January 2018.

Landscape Committee: No meeting held for the month of January 2018.

75th Anniversary Committee: No meeting held for the month of January 2018; Mr. Buchanan stated he is waiting for committee updates.

Finance Committee: The Finance Committee submitted a report to the Board via email.

Recreation Committee: Dan Courtney reported that the New Residents Reception will be held Saturday, January 20, 2018.

MATTERS FOR BOARD DECISION:

Draft FY2017 Audit:

- (R) MOVED by Ms. Cox, SECONDED by Mr. Courtney, to approve the Draft Audit for the year ending May 31, 2017 as submitted by Delong & Stang. The motion passed unanimously (9-0-0).**

May 2017, June 2017 & December 2017 Reserve Expenditures:

- (R) MOVED by Mr. Soto, SECONDED by Ms. Cox, to approve the May 2017 Reserve Expenditures in the amount of \$471,132 with funds to come from GL 3200, Reserve Expenditure. The motion passed (7-0-2). Mr. Moha and Mr. Konkel abstained.**
- (R) MOVED by Ms. Cox, SECONDED by Mr. Courtney, to approve the June 2017 Reserve Expenditures in the amount of \$111,888 with funds to come from GL 3200, Reserve Expenditure. The motion passed (7-0-2). Mr. Moha and Mr. Konkel abstained.**
- (R) MOVED by Ms. Schramek, SECONDED by Mr. Courtney, to approve the December 2017 Reserve Expenditures in the amount of \$346,068.70 with funds to come from GL 3200, Reserve Expenditure. The motion passed (8-0-1). Mr. Moha abstained.**

MATTERS FOR BOARD DISCUSSION:

Recreation Committee 2018 Pool Season Recommendations: The Board discussed recommendations such as restoration of specific pool hours, budget impact, the need for accurate data based on the usage of the pools, sign in requirements, pool usage for off-site owners, etc. The Board also discussed acquiring quotes for the pool management contract to address the needs for the upcoming 2018 pool season. Mr. Buchanan stated that it would be appropriate to acquire a quote that is consistent with what has worked in the past to be discussed at the January 27, 2018 Budget meeting.

Replacement Reserves: The Board discussed the issue of the appropriate usage between operating expenses and reserve expenses. Mr. Moha stated that these items need to be budgeted appropriately. Mr. Moha recommended planning ahead to avoid the potential for future line item shortages.

January 27, 2018 Budget Workshop: The Board discussed important components of the upcoming Budget Workshop. The discussion addressed items such as presentations, agenda items, budget goals, projects and initiatives as well as capitol improvements and amenities.

Truck Purchase: Mr. Miller placed before the Board a recommendation to replace Truck #3. The Board discussed the matter and agreed to table the matter for more information. This matter will be placed on the February 21, 2018 Board meeting agenda for decision.

MATTERS FOR BOARD INFORMATION:

High Priority Building Survey: Mr. Miller updated the Board on the Settlement Building Survey and provided recommendations for the buildings that are priority. SRG provided a summary letter with recommendations for the up-coming year.

Manager & Maintenance Reports: Mr. Miller provided Management and Maintenance updates.

February 21, 2018 Agenda Items: Mr. Buchanan requested that Agenda items for the February 21, 2018 Board Meeting Agenda be submitted as soon as possible.

[Ms. Woods left at 8:49 p.m., bringing the number of Board members present to eight.]

EXECUTIVE SESSION:

- (R) **MOVED by Ms. Cox, SECONDED by Mr. Courtney, to recess Open Session at 9:02 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 (8-0-0).**

OPEN SESSION:

- (R) **MOVED by Mr. Courtney, SECONDED by Mr. Soto, to recess the Executive Session at 9:22 p.m., and reconvene in Open Session. The motion passed unanimously (8-0-0).**

ADJOURNMENT:

- (R) **MOVED by Mr. Buchannan SECONDED by Mr. Soto, to adjourn the January 17, 2018, Board meeting at 9:25 p.m. The motion passed unanimously (8-0-0).**

**The next Parkfairfax Board of Directors meeting will be held on
February 21, 2018 @ 7:00 p.m.**