

# **MINUTES OF THE BOARD OF DIRECTORS MEETING**

## **PARKFAIRFAX CONDOMINIUM**

**January 16, 2019**

**3360 Gunston Road:**

**Alexandria, VA 22030**

### **ATTENDANCE:**

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

### **APPROVAL OF THE AGENDA:**

- (R) **MOVED** by Ms. Cox, **SECONDED** by Mr. Courtney, to approve the agenda as amended. The motion passed unanimously (9-0-0).

### **POLICE REPORT:**

Officer Fromm reported on December 18, 2018 in the 3600 block of Valley Drive to the 3600 block of Gunston Road, three cars were broken into; on December 24 2018 a car was stolen and recovered at Pentagon City; and a car was keyed in the 3200 block of Gunston Road.

### **APPROVAL OF THE DECEMBER 12, 2018, BOARD MEETING MINUTES:**

- (R) **MOVED** by Mr. Moha, **SECONDED** by Ms. Fernezian, to approve the December 12, 2018, Board Meeting Minutes as presented. The motion passed unanimously (9-0-0).

### **RESIDENTS FORUM:**

No Residents present.

## **COMMITTEE REPORTS:**

Recreation Committee: Mr. Soto reported that a discussion was had regarding Tot Lot improvements.

Landscape Committee: Ms. Schramek reported that the Landscape Committee will be hosting a Volunteer Party on March 16, 2019. A notice will be placed in the newsletter regarding the event.

Transportation and Land Use/Lighting Plan: Ms. Woods raised the subject of moving forward with the development of a lighting plan. The Board discussed the matter, and it will be added to the February 20, 2019 Board meeting agenda for discussion. Mr. Buchanan recommended including a place holder in the budget for the lighting plan.

Covenants Committee: Mr. Courtney reported a request for a trampoline was denied; this matter may be appealed.

## **MATTERS FOR BOARD DECISION:**

### **December 2018 Reserve Expenditures:**

- (R) MOVED by Ms. Fernezian, SECONDED by Mr. Courtney, to approve the December 2018 Reserve Expenditures in the amount of \$210,125 with funds to come from GL 3200 Reserve Expenditures. The Board unanimously agreed to table the matter for additional information.**

### **Ratify Financial Management Contract Vote:**

- (R) MOVED by Ms. Fernezian, SECONDED by Mr. Soto, to ratify the motion that was made via email to approve a three-year Financial Management Contract with Barkan at a cost of \$75,833.33, a year with funds to come from GL 6650. The motion passed unanimously (9-0-0).**

### **Building #112 Stabilization & Structural Repair Proposals:**

- (R) MOVED by Ms. Schramek, SECONDED by Ms. Fernezian, to approve a contract with Structural Rehabilitation Group, LLC, for Building #112 engineering construction observation and administration in an amount not to exceed \$50,000 with funds to come from GL 3200-1.006. The motion passed unanimously (9-0-0).**
- (R) MOVED by Ms. Schramek, SECONDED by Ms. Fernezian, to approve a contract with Avon Corporation, for Building #112 foundation stabilization and structural repairs in an amount not to exceed \$400,000 with funds to come from GL 3200-1.006. The motion passed unanimously (9-0-0).**

2019 Pool Management Contract:

- (R) **MOVED** by Ms. Schramek, **SECONDED** by Mr. Courtney, to approve a 1-year pool management contract beginning March 2019 with High Sierra Pool Management Company at a 1-year cost of \$104,200, with funds to come from GL 6510. The motion passed unanimously (8-1-0). Mr. Moha opposed.

MATTERS FOR BOARD DISCUSSION:

Buildings #845 & #929 Stabilization & Structural Repair Proposals: Mr. Miller provided an update regarding the stabilization and structural repairs to Buildings #845 & #929. The Board discussed the matter and recommended including the project in next year's reserve expenditures for the purpose of adequate cash flow.

Audit Contract: The Board discussed the matter and concluded that additional information is needed; Management will provide additional information at the February 20, 2019 Board meeting.

395 Express Lane Project: Mr. Miller provided an update regarding the 395 Express Lane / Sound Wall project. The Board discussed the matter and concluded that additional information is needed. Mr. Miller will reach out to the President of Fairlington Village for additional information. Mr. Miller will also request that a representative from the Express Lane Project attend the February 20, 2019, Board meeting to provide clarification.

MATTERS FOR BOARD INFORMATION:

Manager & Maintenance Reports: Mr. Miller updated the Board regarding sewer line repairs and suggested that the Board consider increasing the line item. Mr. Miller also provided Management and Maintenance updates to the Board for the month of December 2018.

February 20, 2019 Agenda Items: Mr. Buchanan reminded the Board to submit any agenda items prior to the February 20, 2019 Board meeting.

EXECUTIVE SESSION:

- R) **MOVED** by Ms. Cox, **SECONDED** by Ms. Fernezian, to recess Open Session at 8:34 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).

OPEN SESSION:

- R) **MOVED** by Ms. Schramek, **SECONDED** by Mr. Courtney, to recess the Executive Session and reconvene in Open Session. The motion passed unanimously (9-0-0).

**ADJOURNMENT:**

**(R) MOVED by Mr. Buchanan SECONDED by Ms. Cox, to adjourn the January 16, 2019, Board meeting at 9:00 p.m. The motion passed unanimously (9-0-0).**

**The next Parkfairfax Board of Directors meeting will be held on  
February 20, 2019 @ 7:00 p.m.**