

MINUTES OF THE BOARD OF DIRECTORS MEETING

PARKFAIRFAX CONDOMINIUM

March 13, 2019

3360 Gunston Road:

Alexandria, VA 22030

ATTENDANCE:

Directors Present: Scott Buchanan, President; Susan Cox, Vice President; Anna Fernezian, 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 7:03 p.m. and welcomed everyone.

APPROVAL OF THE AGENDA:

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

POLICE REPORT:

Officer Fromm reported there were no crimes to report on the property for the month of February 2019. He reported there were 48 calls for service; 20 of them were traffic stops.

APPROVAL OF THE FEBRUARY 20, 2019, BOARD MEETING MINUTES:

- (R) MOVED by Mr. Soto, SECONDED by Ms. Fernezian, to approve the February 20, 2019, Board Meeting Minutes as presented. The motion passed (8-0-1). Mr. Moha abstained.**

RESIDENTS FORUM:

Stacy Bolich shared the data collected on the Bike Room Survey. She reported that she visited 47 bike rooms; there were a total of 413 bikes and 53 laundry/storage/bike rooms. Ms. Bolich also added that one way to present the bike storage to the community as an amenity is to raise the fee to \$10 per bike per year. Ms. Bolich continued that in addition to the standing bike racks, add wall mounting bike racks for additional storage. Ms. Bolich reported that the Recreation Committee's proposal is to outfit 15 bike-storage rooms with wall racks, while keeping the standing racks. The

cost would be approximately \$3,900. Ms. Bolich concluded that an evaluation will be conducted by the Recreation Committee in the fall of 2019 to see how the bike racks are working.

COMMITTEE REPORTS:

Activities Committee: Ms. Cox reported that the Chili Cookoff was a success. She reported that the Committee is working on the movie night event, with a later date in September 2019.

Recreation Committee: Mr. Soto followed up on the Bike Rack Storage survey.

MATTERS FOR BOARD DECISION:

395 Express Lane Project Easement:

Joanne Berry, with the Virginia Department of Transportation (VDOT) was in attendance to address any questions and/or concerns the Board may have regarding the 395 Express Lane and Sound Wall project.

- (R) **MOVED by Ms. Fernezian, SECONDED by Ms. Schramek, to accept an offer from VDOT to acquire Parcel 006 in the amount of \$11,500. The motion passed unanimously (9-0-0).**

FY 20 Budget Approval:

- (R) **MOVED by Ms. Fernezian, SECONDED by Mr. Soto, to approve the FY 2020 Budget with a 1.44% increase in Assessments over the level of Assessments in FY 19. The motion passed (8-1-0). Mr. Moha Opposed.**

January 2019 Reserve Expenditures:

- (R) **MOVED by Ms. Fernezian, SECONDED by Ms. Cox, to approve the January 2019 Reserve Expenditures in the amount of \$162,972 with funds to come from GL 3200 Reserve Expenditures. The motion passed (8-0-1). Mr. Moha abstained.**

February 2019 Reserve Expenditures:

- (R) **MOVED by Ms. Fernezian, SECONDED by Mr. Courtney, to approve the February 2019 Reserve Expenditures in the amount of \$51,300 with funds to come from GL 3200 Reserve Expenditures. After further discussion, the Board unanimously agreed to table the motion for further information.**

Annual Meeting Awards:

- (R) **MOVED by Ms. Cox, SECONDED by Mr. Soto, to approve to give the “Outstanding Service Award” to Karen Elsbury. The motion passed unanimously (9-0-0).**

- (R) **MOVED** by Ms. Courtney, **SECONDED** by Ms. Schramek, to approve to give the “Volunteer of the Year Award” to Yvonne Zecca. The motion passed unanimously (9-0-0).

Property Insurance Renewal:

- (R) **MOVED** by Ms. Fernezian, **SECONDED** by Ms. Schramek, approve a Master Insurance Policy proposal as submitted by Brethren at a cost of \$420,726 with funds to come from GL 6720 and GL 5390 appropriately divided. The motion passed unanimously (9-0-0).

Draft FY18 Audit:

- (R) **MOVED** by Ms. Fernezian, **SECONDED** by Mr. Soto, to approve the Draft Audit for the year ended May 31, 2018 as submitted by Delong & Stang. The motion passed (8-0-1). Mr. Moha abstained.

Water Damage Reimbursement Request:

- (R) **MOVED** by Ms. Schramek, **SECONDED** by Mr. Moha, to approve to reimburse the unit owner at 3518 Martha Custis Drive \$1,412.50 in expenses with funds to come from GL 6430. The motion failed (0-9-0).

900’s Pathway & Landscape Enhancements:

- (R) **MOVED** by Ms. Woods, **SECONDED** by Ms. Fernezian, to approve a contract with Community Landscape Services to install a stone dust pathway behind Building #939 and continue to Building #963 at a cost of \$32,807 with funds to come from GL 3200-6.033 – Landscape Upgrades. The motion failed (2-2-5). Ms. Schramek and Mr. Moha opposed. Mr. Buchanan, Mr. Courtney, Ms. Fernezian, Mr. Konkol and Mr. Soto abstained.

Association Owned Unit – 3278 Martha Custis Drive:

- (R) **MOVED** by Ms. Schramek, **SECONDED** by Ms. Cox, to approve to pay off the mortgage for the association owned unit 3278 Martha Custis Drive in the amount of \$148,298.88 with funds to come from Unit Owners Equity. The motion passed unanimously (9-0-0).

MATTERS FOR BOARD DISCUSSION:

Front Exterior Light Fixtures: Ms. Woods reported that residents are complaining about the brightness/illumination of the exterior LED lights in the community by Parkfairfax and that the lights disrupt their sleep. After further discussion, the consensus was to search for an alternative to the current LED light fixture which would also save on energy. It was also suggested to make available a replacement light to address the community concerns.

Recreation Committee – Bike Storage: Mr. Soto and Mr. Miller provided additional input regarding the bike storage project. This mater will be placed on the April 24, 2019 Board meeting agenda for decision.

Owner Work Order/Complaint Process & Communication: Mr. Buchanan raised the subject of work order requests in addition to the staff complaint process. Mr. Buchanan stated that Management will generate a report tracking all work order requests to get a timeline of how the work order process is working.

Amazon: Ms. Woods raised the subject of promoting Parkfairfax to Amazon, informing them that Parkfairfax is a great housing opportunity.

MATTERS FOR BOARD INFORMATION:

Manager & Maintenance Reports: Mr. Miller provided an update on the Building #112 project. Mr. Miller also provided Management and Maintenance updates to the Board for the month of February 2019.

April 24, 2019 Agenda Items: Mr. Buchanan reminded the Board to submit any agenda items prior to the April 24, 2019 Board meeting.

EXECUTIVE SESSION:

- (R) MOVED by Ms. Cox, SECONDED by Mr. Courtney, to recess Open Session at 9:21 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:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Soto, to extend the meeting five minutes to 9:29 p.m. The motion passed (7-2-0) with Ms. Cox and Mr. Moha opposed.**
- (R) MOVED by Mr. Soto, SECONDED by Mr. Fernezian, to extend the meeting five minutes to 9:38 p.m. The motion passed (7-2-0) with Ms. Cox and Mr. Moha opposed.**

OPEN SESSION:

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

(R) MOVED by Mr. Buchanan, SECONDED by Mr. Courtney to approve a personnel change. The motion passed (6-1-2) with Mr. Moha opposed and Mr. Konkel and Schramek abstained.

ADJOURNMENT:

(R) MOVED by Mr. Buchanan SECONDED by Ms. Cox, to adjourn the March 13, 2019, Board meeting at 9:42 p.m. The motion passed unanimously (9-0-0).

**The next Parkfairfax Board of Directors meeting will be held on
April 24, 2019 @ 7:00 p.m.**

ADOPTED AT THE APRIL 25, 2019 BOARD MEETING

Respectfully Submitted,

Rich Moha, Association Secretary

(Date)

Attested By: _____
(Name)

(Date)