

MINUTES OF THE BOARD OF DIRECTORS MEETING

PARKFAIRFAX CONDOMINIUM

May 15, 2019

3360 Gunston Road:

Alexandria, VA 22030

ATTENDANCE:

Directors Present: Susan Cox, Vice President; Rich Moha, Secretary; Kathy Schramek, Treasurer; Robin Woods, Dan Courtney, James Konkel, Nick Soto and Maria Wildes, Directors.

Directors Absent: Scott Buchanan, President

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

CALL TO ORDER:

Vice President Cox called the meeting to order at 7:02 p.m.; and welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

- (R) **MOVED by Mr. Moha, SECONDED by Mr. Courtney, to approve the agenda as amended. The motion passed unanimously (7-0-0).**

POLICE REPORT:

Officer Fromm reported the following incidents in the community for the month of April 2019; in the 1700 block of Gunston a vehicle was keyed/damaged, 3200 block of Williamsworth a bike was stolen from a laundry room, 3500 block of Martha Custis Drive an air bag was stolen from a vehicle. Officer Fromm also raised the subject matter of the laundry room doors being propped open and recommended getting rid of all door stoppers. The Board discussed the matter and concluded to refer this matter to the Buildings and Utilities Committee (BUC).

APPROVAL OF THE APRIL 24, 2019, BOARD MEETING MINUTES:

- (R) **MOVED by Mr. Courtney, SECONDED by Mr. Moha, to approve the April 24, 2019, Board Meeting Minutes as amended. The motion passed (6-0-1). Ms. Wildes abstained.**

Ms. Schramek arrived, bringing the number of Board members present to eight (8).

RESIDENTS FORUM: No Resident comments made.

COMMITTEE REPORTS:

Covenants Committee: Mr. Courtney reported there were 11 applications that were reviewed and approved.

Transportation Committee: Ms. Woods reported there were approximately 40 Parkfairfax residents who spoke at a recent DASH public hearing in support of keeping the current bus routes. Ms. Woods also reported that Parkfairfax is invited to the Dash Reception to be held the first week of June 2019; stay tuned for further details.

Landscape Committee: Ms. Schramek reported the Committee discussed events that will take place in the park such as a clean-up that will take place the first week of June 2019.

Activities Committee: Ms. Cox reported that on June 1, 2019 there will be face painting and snow cones.

Buildings & Utilities Committee: Mr. Konkel reported that a discussion was had regarding the HVAC Central System Update.

MATTERS FOR BOARD DECISION:

Appointment of Board Liaisons to Individual Committees:

- (R) MOVED by Mr. Moha, SECONDED by Mr. Soto, to approve the following appointments of the following Board Members to the following committees. The motion passed unanimously (8-0-0).**

Activities Committee:	Susan Cox
Buildings & Utilities Committee:	James Konkel
Community Outreach Committee:	Rich Moha
Covenants Committee:	Dan Courtney
Finance Committee:	Kathy Schramek
Landscape Committee:	Kathy Schramek
Recreation Committee:	Nick Soto
Transportation & Land Use Committee:	Robin Woods
Architecture and Planning Board:	Maria Wildes

Appointment of Covenants Committee Member(s):

- (R) MOVED by Ms. Schramek, SECONDED by Mr. Courtney, to appoint Yvonne Zecca and Paula Martor as members of the Covenants Committee. The motion passed unanimously (8-0-0).**

2020/2021 Budget / 2019-2020 Election Schedule:

- (R) **MOVED by Ms. Wildes, SECONDED by Ms. Schramek, to approve the proposed 2020/2021 Budget / 2019-2020 Election Schedule. The Motion passed unanimously (8-0-0).**

A/R 14 Board of Directors Rules & Regulations:

- (R) **MOVED by Ms. Schramek, SECONDED by Mr. Courtney, to approve to amend Administration Resolution #14 Board of Directors Rules and Regulations. The Motion passed (6-2-0). Ms. Cox and Ms. Woods opposed.**

Recreation Committee Bike Storage Recommendations:

- (R) **The Board discussed and concluded to revisit the matter when the audit report is produced in September 2019.**

MATTERS FOR BOARD DISCUSSION:

Building Stoop Replacement: Mr. Miller directed the Board's attention to the schedule for the building stoop replacement project. Ms. Wildes recommended that monies be designated out of the same reserve funding line item for landscape repairs and restoration that is needed as a result of the stoop replacements.

Utility Disruption Communication: Mr. Miller provided a review of the notification processes to residents for utility disruption. Mr. Miller reviewed the 24-hour disruption notice, the emergency notification for utility disruption and notification of utility disruption due to a major project.

Exterior Light Fixtures: Officer Fromm addressed the matter and shared that having too much light can be a problem. He stated the lighting in the community is efficient; more lighting is not needed, just making sure that the lighting in the community is in consistent working order. Officer Fromm also encouraged that residents turn on their porch lights at night. He also stated that police officers prefer white lighting for accurate identification purposes. The Board discussed the matter and the consensus is to begin a test pilot lighting project on Martha Custis Drive. The matter will be placed on the June 19, 2019 Agenda for decision.

Vendor Contracts & Contracting Process: The Board discussed the matter and agreed to have Legal Counsel draft an addendum to accompany the standard contract.

Spruce Island Benches: The subject matter was raised regarding the direction the benches are facing. The benches are facing the street and the issue has been raised to turn benches in the opposite direction facing the circle. The Board discussed the matter and concluded that the benches will remain facing their original direction.

Recycling: The Board discussed the matter and recommended including language in bold letters, "NO GLASS" in all notifications to alert residents that recycling services are no longer accepting glass.

Building 955 Encroachment: Mr. Miller directed the Boards attention to an email regarding the matter and provided an update. The Board consensus is to not reopen the matter.

MATTERS FOR BOARD INFORMATION:

Manager & Maintenance Reports: Mr. Miller provided Management and Maintenance updates to the Board for the month of April 2019.

June 19, 2019 Agenda Items: Vice President Cox reminded the Board to submit any agenda items prior to the June 19, 2019 Board meeting.

MOTION TO MOVE INTO EXECUTIVE SESSION:

- R) **MOVED** by Mr. Moha, **SECONDED** by Ms. Schramek, 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).

MOTION TO EXTEND EXECUTIVE SESSION TO 9:45 P.M.

- R) **MOVED** by Ms. Schramek, **SECONDED** by Ms. Wildes, to extend Executive Session to 9:45 p.m. The motion passed (6-2-0). Mr. Moha and Ms. Cox opposed.

OPEN SESSION:

- R) **MOVED** by Ms. Cox, **SECONDED** by Mr. Moha, to recess the Executive Session and reconvene in Open Session 9:45 p.m. The motion passed unanimously (8-0-0).

ADJOURNMENT:

- (R) **MOVED** by Ms. Cox **SECONDED** by Mr. Soto, to adjourn the May 15, 2019, Board meeting at 9:45 p.m. The motion passed unanimously (8-0-0).

**The next Parkfairfax Board of Directors meeting will be held on
June 19, 2019 @ 7:00 p.m.**