

MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING

PARKFAIRFAX CONDOMINIUM

December 4, 2017

3360 Gunston Road:

Alexandria, VA 2230

ATTENDANCE:

Directors Present: Scott Buchanan, President; Susan Cox (arrived at 7:03 p.m.), Vice President, Rich Moha, Secretary; Anna Fernezian, Treasurer; Kathy Schramek, Robin Woods, Dan Courtney, Nick Soto and James Konkel, Directors.

Others Present: Mark Miller, General Manager; Sarah Clark, Assistant General Manager

CALL TO ORDER:

President Buchanan called the meeting to order at 7:01 p.m.

APPROVAL OF THE AGENDA:

- (R) **MOVED by Mr. Courtney, SECONDED by Ms. Fernezian, to approve the agenda as amended. The motion passed unanimously (8-0-0).**

(Vice President Cox arrived)

RESIDENTS FORUM:

No comments presented by the community.

MATTERS FOR BOARD DECISION:

1570 Mount Eagle Place- Patio Replacement/Walkway Installation Hearing:

- (R) **MOVED by Mr. Konkel, SECONDED by Mr. Moha, to approve a Non-Routine Change application submitted by 1570 Mount Eagle Place to replace a patio and install a walkway. The motion failed (4-3-2) with Mr. Moha, Ms. Schramek, and Mr. Buchanan opposed and Ms. Fernezian and Ms. Cox abstaining.**

EXECUTIVE SESSION:

- (R) **MOVED by Mr. Moha, SECONDED by Ms. Cox, to recess Open Session at 7:42 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 Mr. Moha, **SECONDED** by Ms. Cox, to recess the Executive Session at 8:13 p.m., and reconvene in Open Session. The motion passed unanimously (9-0-0).

ACTIONS TAKEN AFTER EXECUTIVE SESSION:

Motion to Extend Time:

- (R) **MOVED** by Mr. Konkel, **SECONDED** by Ms. Cox, to approve to extend the meeting 15 minutes to 8:30 p.m. The motion failed (1-8-0) with Mr. Buchanan, Ms. Cox, Mr. Moha, Ms. Fernezian, Ms. Schramek, Ms. Woods, Mr. Courtney, and Mr. Soto, opposed.

ADJOURNMENT:

- (R) **MOVED** by Mr. Moha **SECONDED** by Ms. Cox, to adjourn the December 4, 2017, Special Board meeting at 8:15 p.m. The motion passed unanimously (9-0-0).

**The next Parkfairfax Board of Directors meeting will be held on
December 13, 2017 @ 7:00 p.m.**

MINUTES OF THE BOARD OF DIRECTORS MEETING

PARKFAIRFAX CONDOMINIUM

December 13, 2017

3360 Gunston Road:

Alexandria, VA 2230

ATTENDANCE:

Directors Present: Scott Buchanan, President; Susan Cox, Vice President, Rich Moha, Secretary; Kathy Schramek, Robin Woods, Dan Courtney and Nick Soto, Directors

Directors Absent: Anna Fernezian, Treasurer, James Konkel, Director

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 Mr. Courtney, to approve the agenda as amended. The motion passed unanimously (5-0-0).**

APPROVAL OF THE NOVEMBER 15, 2017 BOARD OF DIRECTORS MEETING MINUTES:

- (R) **MOVED by Mr. Moha, SECONDED by Mr. Courtney, to approve the November 15, 2017 meeting minutes as presented. The motion passed unanimously (5-0-0).**

POLICE REPORT: Officer Fromm reported there has been a significant increase in traffic enforcement in the community. The second trailer recorded 22,000 cars with the highest speed recorded of 47 miles per hour and the 85th percentile speed was 30 miles per hour. Officer Fromm stated the traffic trailers have been very effective. Officer Fromm reported there was one incident that occurred on November 27, 2017, a federal agent was on the property and left his car unlocked, and his bag was taken from his car.

RESIDENTS FORUM: There were no residents present.

COMMITTEE REPORTS:

Activities Committee: The Activities Committee provided a report to the Board dated December 5, 2017. Ms. Cox reported the tree lighting and Santa appearance was great; the event was well attended.

Finance Committee: The Finance Committee provided a report to the Board dated December 11, 2017.

Recreation Committee: The Recreation Committee will be providing recommendations regarding the pool to the Board in January, 2018.

(Ms. Schramek arrived at 7:11 p.m., bringing the number of Board members present to six).

MATTERS FOR BOARD DECISION:

November 2017 Reserve Expenditures:

- (R) **MOVED** by Ms. Cox, **SECONDED** by Mr. Courtney, to approve the November 2017 Reserve Expenditures in the amount of \$208,388.24 with funds to come from GL 3200, Reserve Expenditure. The motion passed (4-0-2). Mr. Moha and Ms. Schramek abstained.

Elections Committee Appointments:

- (R) **MOVED** by Ms. Cox, **SECONDED** by Ms. Schramek, to appoint Kim Fischer and Kristi Mallard to the Elections Committee for the April 2018 Board Elections. The motion passed unanimously (6-0-0).

Second Pet Application:

- (R) **MOVED** by Mr. Moha, **SECONDED** by Ms. Schramek, to approve a second pet at 3542 Martha Custis Drive. The motion passed unanimously (6-0-0).

Association Owned Sound Wall Vote:

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Courtney, to cast the Association's vote for the Sound Wall for the 395 Express Lanes Project. The motion passed 5-1-0. Ms. Cox opposed.

MATTERS FOR BOARD DISCUSSION:

Wine & Food Proposal & Artist Exhibition: A proposal was presented before the Board by members of the Activities Committee, on behalf of a resident, who would like to host a Wine and Food tasting event in the Parkfairfax Party. The Board provided recommendations regarding the appropriate avenues to take to move forward with the event.

Resident placed before the Board the idea of hosting a "Call for Art" Exhibit" in the Parkfairfax Party Room. Resident stated the Art would be displayed in the party room. Resident explained the process that would take place in detail to the Board. The Board approved and stated it was a good idea.

Delinquent Account Discussion: The Board discussed the matter of delinquent accounts and the concluded that when there are several delinquent accounts, it should be brought to the Board's attention, to be handled as a one-time solution as the accounts approach collection, as opposed to being on a schedule or having a permanent policy.

MATTERS FOR BOARD INFORMATION:

Manager & Maintenance Reports: Mr. Miller provided Management and Maintenance updates to the Board. Mr. Miller also updated the Board on the Landscape Plan. i.e., the 200's, patios, the small landscape projects throughout the community, retaining walls, etc. Mr. Miller reported there will be a Town Hall Meeting held in March, 2018 to address the Landscape Plan and other community related matters.

January 17, 2018 Agenda Items: Mr. Buchanan reminded the Board that prior to January 5, 2018, the Board will adopt the draft budget; the Budget meeting will be held on January 27, 2018.

[Ms. Woods left at 8:17 p.m., bringing the number of Board members present to five.]

EXECUTIVE SESSION:

- (R) **MOVED** by Mr. Moha, **SECONDED** by Mr. Courtney, to recess Open Session at 8:19 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 (5-0-0).

[Mr. Soto arrived at 8:37 p.m., bringing the number of Board members present to six.]

OPEN SESSION:

- (R) **MOVED** by Ms. Cox, **SECONDED** by Mr. Ms. Schramek, to recess the Executive Session at 9:22 p.m., and reconvene in Open Session. The motion passed unanimously (5-0-0).

ACTIONS TAKEN AFTER EXECUTIVE SESSION:

- (R) **MOVED** by Ms. Schramek, **SECONDED** by Ms. Cox, to approve a personal matter presented to the Board. The motion passed (4-0-2). Mr. Moha and Ms. Schramek opposed.

ADJOURNMENT:

- (R) **MOVED** by Mr. Buchannan **SECONDED** by Mr. Moha, to adjourn the October 18, 2017, Board meeting at 9:25 p.m. The motion passed unanimously (6-0-0).

**The next Parkfairfax Board of Directors meeting will be held on
January 17, 2018 @ 7:00 p.m.**