

MINUTES OF THE BOARD OF DIRECTORS MEETING

PARKFAIRFAX CONDOMINIUM

January 20, 2016

3360 Gunston Road

Alexandria, VA 22302

ATTENDANCE:

Directors Present: Kathy Schramek, President; Phil Saims, Vice President; Randy Sparks, Treasurer; Rich Moha, Secretary (*via tele-conference*); Anna Fernezian, Jarrod Grimsley, Ralph Heinze, Robin Woods, and Susan Cox, Directors.

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

CALL TO ORDER:

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

APPROVAL OF THE AGENDA:

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

POLICE REPORT:

Officer Fromm reported he wanted to bring awareness to the community regarding a crime that involves fraudulent calls being made stating that they are from the Internal Revenue Service. The incident that incurred involved a call made to a resident who paid the money, to find out it was a fraudulent call. Officer Fromm stated no one from the IRS would ever contact you via telephone to say you owe this amount and to send it to a certain address; and if it ever occurs, take the information and call the authorities so it can be investigated. Mr. Grimsley added a resident informed him that she was outside late one night and someone was trying to open car doors. Officer Fromm stated he will check into the matter and stated to please be sure to keep your doors locked.

APPROVAL OF THE MINUTES:

(R) **MOVED by Ms. Fernezian, SECONDED by Ms. Cox, to approve the December 16, 2015, Board of Directors meeting minutes as presented. The motion passed (8-0-1). Mr. Heinze abstained.**

RESIDENTS FORUM:

Mike Eller, Liaison, with the Alexandria City Sheriff's Office, reported he was assigned to work with Officer Fromm to provide awareness regarding community outreach. Officer Eller stated that one of the tools the Sheriff's office possesses is Project Life Saver. This project is a component that can be used by the elderly and/or sickly, as well as kids who have disabilities, to have immediate access to emergency services as well as a tool for tracking purposes. Ms.

Schramek requested that Officer Eller provide information to Sarah Clark at SClark@parkfairfax.info, to be placed in the Parkfairfax newsletter.

Josua Garza (3311 Martha Custis Drive). Homeowner stated he has been thinking hard as to how he can return some of the blessings he has received from Parkfairfax. He shared an idea that could save thousands of dollars per year by conserving water. Mr. Garza's idea consists of residents purchasing water saving toilets and have Parkfairfax maintenance services install them at no cost to the homeowner. Mr. Garza stated that Parkfairfax would see an immediate return in this investment. Ms. Schramek expressed her approval of the idea and that it would make an informative newsletter article for the homeowners.

Pam Risdon (1619 Mt. Eagle Place). Homeowner presented a petition of homeowners who are against the current plans to remove the current tot lot and replace it with a new one. Homeowner stated that most of the homeowners in that quad do not have children and are against the idea. She stated that quad is more interested in erosion control than replacement of the tot lot.

Sally Burmeister, homeowner expressed her concern regarding the tot lot, requesting that the new tot lot be something of color that is not intrusive and doesn't stand out as if it is located at a day care facility.

COMMITTEE REPORTS:

Activities Committee: Report provided to the Board, dated January 5, 2016. Ms. Cox on behalf of the Committee wanted to publicly thank Guy Andrew for his service as Santa Claus at the tree lighting ceremony. Ms. Schramek raised the issue of volunteers needed for the home tours.

Finance Committee: Report provided to the Board, dated January 18, 2016.

Landscape Committee: Minutes provided to the Board of the December 3, 2015, meeting

Transportation and Land Use Committee (TLUC): Report provided to the Board, dated January 14, 2016. Ms. Woods reported the Parkfairfax/Fairlington Community Hot Lanes meeting was still scheduled, and requested assistance from Parkfairfax in communicating this information via sandwich boards and/or the blast email system.

- (R) **MOVED by Ms. Woods, SECONDED by Mr. Heinze, to place on the agenda for discussion the use of the new Parkfairfax blast email system to advertise the joint Parkfairfax/Fairlington Community Hot Lanes meeting on Monday, January 25, 2016. The motion passed (8-1-0). Mr. Moha opposed.**
- (R) **MOVED by Ms. Woods, SECONDED by Ms. Cox, to use the new Parkfairfax blast email system to send an email blast on Friday, January 22, 2016, subject to cancelation on Monday, January 25, 2016 and to include a rain date due to the impending storm, to advertise the joint Parkfairfax/Fairlington Community Hot Lanes meeting on Monday, January 25, 2016 at 7:00 p.m. The motion passed (7-2-0). Mr. Moha and Mr. Grimsley opposed.**

Ms. Fernezian announced for the record that the Parkfairfax Face Book Page is: **Parkfairfax Condominium Association**. She stated it is a page not an organization or a group.

MATTERS FOR BOARD DECISION:

December 2015 Reserve Expenditures:

- (R) **MOVED by Mr. Sparks, SECONDED by Mr. Moha, to table the matter of the December 2015 Reserve Expenditures, pending resolution of aforementioned discrepancies. The motion passed (8-0-0). (Susan Cox stepped away)**

Ms. Schramek stated she would like to see expenditures for the month in detail, not just in numbers.

Credit Card Acceptance Policy:

- (R) **MOVED by Mr. Grimsley, SECONDED by Mr. Sparks, to approve a credit card policy and procedure to be in place prior to February 17, 2016, Board meeting. This would allow credit card payments for access cards, tennis court keys, laundry room keys, storage room keys, annual bike stickers, front door paint, storage room fees and kayak storage fees, In Unit Services Program invoices, and party room and pool rental and deposits. The motion passed (8-1-0) Mr. Moha opposed.**

Mr. Orlick will obtain clarification as to what credit card(s) will apply to this policy.

Administrative Resolution #13:

- (R) **MOVED by Mr. Heinze, SECONDED by Ms. Cox, to approve to amend Administrative Resolution #13 Architecture, Engineering & Planning Board Terms of Reference. The motion passed (6-2-0). Mr. Moha and Mr. Grimsley opposed. (Ms. Fernezian stepped out).**

Appointment of 75th Anniversary Committee Members:

- (R) **MOVED by Mr. Moha, SECONDED by Ms. Schramek, to appoint Amy Crolus, Lisa Morales, Brett Liddell, Lisa Baranello, Nicholas Soto, and Joyce Frank as members of the 75th Anniversary Committee. Ms. Susan Cox will serve as Liaison. The motion passed unanimously (9-0-0).**

Central Split HVAC Specifications:

- (R) **MOVED by Mr. Heinze, SECONDED by Mr. Grimsley, to modify the June 19, 2013, approved Central Split HVAC Specifications as amended, to be effective January 21, 2016. The motion passed (7-0-2). Ms. Schramek and Mr. Sparks abstained.**

Landscape Contract:

- (R) **MOVED** by Ms. Cox, **SECONDED** by Mr. Saims, to approve a Landscape Contract with Community Landscape Service (CLS) in the amount of \$295,284, with funds to come from GL 6110. The motion passed unanimously (9-0-0).

Motion to extend time of Meeting:

- (R) **MOVED** by Mr. Sparks, **SECONDED** by Mr. Heinze, to extend the Board meeting to 10:00 p.m. The motion passed (7-2-0). Ms. Cox and Mr. Moha opposed.

Electrical Inspections of Parkfairfax Attics:

- (R) **MOVED** by Ms. Schramek, **SECONDED** by Ms. Fernezian, to provide the insurance company with a letter of intent that the Board is in the process of putting out requests for bids for the Electrical Inspections with the expectation it will be completed and results obtained by April 1, 2016. The motion passed (8-1-0). Mr. Moha opposed.

Mr. Rich Moha signed off via teleconference at 9:28 p.m., bringing the number of Board members present to eight.

Covenants Appeal 1516 Mount Eagle Place:

- (R) **MOVED** by Mr. Heinze, **SECONDED** by Ms. Cox, to open a discussion in relation to the Covenants Committee's decision to deny an HVAC application submitted by the unit owner at 1516 Mount Eagle Place. The motion passed (5-2-1). Ms. Fernezian and Mr. Grimsley opposed. Ms. Schramek abstained.

Motion to extend time of Meeting:

- (R) **MOVED** by Mr. Sparks, **SECONDED** by Mr. Saims, to extend the Board meeting to 10:15 p.m. The motion passed (5-2-1). Ms. Cox and Ms. Schramek opposed. Ms. Fernezian abstained.

Covenants Appeal 1516 Mount Eagle Place Continued:

- (R) **MOVED** by Ms. Fernezian, **SECONDED** Mr. Saims to approve the application of the HVAC installation at 1516 Mount Eagle Place as a test case subject to an advised executed indemnification agreement. The Motion passed (5-3-0). Ms. Fernezian, Ms. Schramek, and Mr. Grimsley opposed.

Alternative dates for Budget Meeting and Pet Policy Hearings:

The Board discussed and concluded that the Pet Policy hearings will be held on February 6, 2016, and the Budget meeting will be held on February 13, 2016.

MATTERS FOR BOARD DISCUSSION:

Financial Discussion with Jim Orlick from KPA Management:

Mr. Orlick discussed with the Board such items as reserve expenditures philosophies, dealing with funding, and from an auditoria perspective, how things should happen. Mr. Orlick addressed the issue of waiving late fees due to the change in Management companies. The Board concluded as of February 1, 2016, there will be no further waiving of late fees.

MATTERS FOR BOARD INFORMATION:

Manager & Maintenance Reports: Due to time restraints this item was not discussed.

February 17, 2016 Agenda Items: Due to time restraints this item was not discussed.

December 2015 Financials: Due to time restraints this item was not discussed.

JP Lange Consulting Proposal: Due to time restraints this item was not discussed.

Draft FY17 Budget & 5-10 year plan: Due to time restraints this item was not discussed.

ADJOURNMENT:

(R) **MOVED by Ms. Schramek, SECONDED by Mr. Saims, to adjourn the January 20, 2016, Board meeting at 10:15 p.m. The motion passed unanimously (8-0-0).**