

# MINUTES OF THE BOARD OF DIRECTORS MEETING

## PARKFAIRFAX CONDOMINIUM

November 20, 2019

3360 Gunston Road:

Alexandria, VA 22030

### **ATTENDANCE:**

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

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

### **CALL TO ORDER:**

President Buchanan called the meeting to order at 7:00 p.m.; and welcomed everyone to the meeting.

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

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

### **POLICE REPORT:**

Officer Fromm reported on October 22, 2019, several cars were entered that were unlocked: in the 1600 block of Fitzgerald a car was entered; in the 3600 block of Gunston Road an unlocked car was stolen and recovered a week later in DC; a vehicle was entered and ransacked on Mt. Eagle Place. Officer Fromm also reported that on October 23, 2019, a couple of packages were stolen off a front porch.

### **APPROVAL OF THE OCTOBER 16, 2019, BOARD MEETING MINUTES:**

- (R) **MOVED by Mr. Courtney, SECONDED by Mr. Moha, to approve the October 16, 2019, Board Meeting Minutes as amended. The motion passed (7-0-2). Ms. Schramek and Mr. Buchanan abstained**

**RESIDENTS FORUM:**

Homeowner shared his request/concerns and observations before the Board regarding an existing Flagstone Patio with retaining wall. Homeowner in conclusion requested that the Board place this matter on the agenda for decision. Mr. Buchanan stated that the matter will be discussed later in the meeting.

**COMMITTEE REPORTS:**

Activities Committee: Ms. Cox reported that the Wine & Cheese social was a hit great. Ms. Cox continued that the Committee is getting ready for the Jingle-Mingle to be held December 8, 2019, the Chili Cook Off to be held February 8, 2019 and the Home and Garden tour to be held Saturday May 2, 2019 (rain date May 3, 2019).

**MATTERS FOR BOARD DECISION:**

October 2019 Reserve Expenditures:

- (R) **MOVED by Ms. Schramek, SECONDED by Ms. Cox, to approve the October 2019 Reserve Expenditures, in the amended amount of \$342,456.06 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed (7-1-1). Ms. Wildes opposed; Mr. Moha abstained.**

Additional Pet Application – 1642 Preston Road:

- (R) **MOVED by Ms. Cox, SECONDED by Mr. Courtney, to approve an additional pet at 1642 Preston Road. The motion passed unanimously (9-0-0).**

Through the Wall Air Conditioner Specifications:

- (R) **MOVED by Mr. Courtney, SECONDED by Mr. Soto, to approve the amended Through the Wall Heating and Cooling Specifications. The motion was tabled for additional review – will be revisited at the December 18, 2019 Board meeting. The motion to table passed (8-1-0). Ms. Cox opposed.**

Central Packaged Split System with Ductwork Specification Update:

- (R) **MOVED by Mr. Soto, SECONDED by Mr. Courtney, to approve the amended Central Package System Ductwork Specifications. The motion passed (8-0-1). Ms. Schramek abstained.**

3442 Gunston Road – Existing Flagstone Patio with Retaining Wall Appeal:

- (R) **MOVED** by Ms. Schramek, **SECONDED** by Mr. Courtney, to approve to schedule a hearing on December 18, 2019 at 6:30 p.m., in relation to the Covenants Committee decision to deny the flagstone patio with retaining wall at 3442 Gunston Road. The motion passed (8-0-1). Mr. Moha abstained.

**MATTERS FOR BOARD DISCUSSION:**

1630 Rippon Place – Offsite Housing Per Diem: Resident submitted a request to the Board for reimbursement for offsite housing expenses in the amount of \$175.00 per night. The Board concluded it is the homeowner's responsibility to address this matter. The Board consensus is to decline to act on the matter.

3324 Valley Drive – Floor Replacement: Mr. Miller directed the Board's attention to a homeowner's request to have the Association pay for complete removal and re-installation of his floors. The Board discussed the matter and declined to consider the request.

3165 Martha Custis Drive: The Board revisited the matter of a resident seeking assistance for rusted casing(s) on their kitchen window. Mr. Miller provided an update regarding the matter. After further discussion, the Board agreed to place this matter on the December 18, 2019 Board meeting agenda for Decision.

Contracts & Reserves: The issue was raised from a reserve and operating perspective regarding requirements in relation to Administrative Resolution #4 to ensure that contracts and agreements are in place with the Association's providers. Ms. Wildes placed a suggestion before the Board to place this matter on the December 18, 2019 Board meeting agenda for discussion. The Board agreed.

**MATTERS FOR BOARD INFORMATION:**

Manager & Maintenance Reports: Mr. Miller provided Management and Maintenance updates to the Board for the month of October 2019. Mr. Miller gave **KUDOS** to staff for their outstanding work in addressing a watermain break. Mr. Buchanan raised the subject matter of revenue being down; Mr. Miller stated he will look into last years financials and provide an update/comparison of revenue at the December 18, 2019 Board meeting.

December 18, 2019 Agenda Items: The Board discussed next month's agenda items. President Buchanan reminded the Board to submit any agenda items prior to the December 18, 2019 Board meeting.

**MOTION TO MOVE INTO EXECUTIVE SESSION:**

- R) **MOVED** by Mr. Soto, **SECONDED** by Ms. Cox, 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).

**MOTION TO EXTEND EXECUTIVE SESSION:**

- R) **MOVED** by Ms. Schramek, **SECONDED** by Mr. Courtney, to extend Executive Session to 9:45 p.m. The motion passed (7-2-0). Mr. Moha and Ms. Cox opposed.

**MOTION TO LEAVE EXECUTIVE SESSION:**

- R) **MOVED** by Mr. Soto, **SECONDED** by Mr. Courtney, to leave Executive Session at 9:41 p.m. The motion passed unanimously (9-0-0).

**ACTIONS TAKEN AFTER EXECUTIVE SESSION:**

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Cox, to authorize Legal Counsel to participate in a settlement conference as discussed. The motion passed unanimously (9-0-0).

**MOTION TO ADJOURN:**

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Cox, to adjourn the November 20, 2019 Board meeting at 9:42 p.m. The motion passed unanimously 9-0-0).

**Meeting Adjourned at 9:42 p.m.**