

MINUTES OF THE BOARD OF DIRECTORS MEETING

PARKFAIRFAX CONDOMINIUM

March 18, 2020

3360 Gunston Road

Alexandria, VA 22030

ATTENDANCE:

Directors Present: Scott Buchanan, President; Susan Cox, Vice President; Nick Soto, Secretary; Kathy Schramek, Treasurer; Robin Woods, Dan Courtney, James Konkell, Maria Wildes and Nathan Davis, 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 7:01p.m.; and welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

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

POLICE REPORT:

President Buchanan provided the police report for the month of March 2020, on behalf of Officer Fromm. President Buchanan reported spare change was taken from a car. Ms. Wildes added that Officer Fromm is continuing to patrol the tennis courts at Valley Drive.

APPROVAL OF THE FEBRUARY 19, 2020, BOARD MEETING MINUTES:

- (R) MOVED by Mr. Buchanan, SECONDED by Ms. Cox, to approve the February 19, 2020, Board Meeting Minutes as presented. The motion passed by ACCLAMATION.**

RESIDENTS FORUM:

Homeowner Janna Hartsock expressed her concerns regarding the moisture issues she is finding around her building. Homeowner stated that she had requested that all of the down spouts be fully enclosed, and that two were properly enclosed. Mr. Miller provided input and stated he will follow up on the matter.

Homeowner Sherri Truhlar revisited matters she previously raised before the Board, specifically the upper retaining wall at/between Building #919. Mr. Miller responded the matter is being addressed and that he will email a picture of what it will look like upon completion.

Homeowner Anne Gillette requested a status update regarding matters she presented to the Board. Mr. Miller responded that he is waiting for the final report from the engineers.

MATTERS FOR BOARD DECISION:

Additional Pet Application – 3248 Valley Drive:

- (R) MOVED by Mr. Buchanan, SECONDED by Ms. Cox, to approve an additional pet at 3248 Valley Drive. The motion passed by ACCLAMATION.**

2020 Pool Management Contract:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Courtney, to approve a 1-year Pool Management Contract with High Sierra Pools beginning March 2020 at a cost of \$113,040 with funds to come from GL 6547.000. The motion passed by ACCLAMATION.**

Property Insurance Renewal:

- (R) MOVED by Mr. Buchanan, SECONDED by Ms. Schramek, to approve a Master Insurance Policy proposal as submitted by Preferred GNY at a cost of \$413,475 with funds to come from GL 6720.000 and GL 6722.000 appropriately divided. The motion passed by ACCLAMATION.**

FY-2021 Budget Approval:

By consensus, the draft budget was modified as such that the amount in Line Item 5410.000 be changed to \$70,000 for FY-2021.

- (R) MOVED by Ms. Schramek, SECONDED by Mr. Soto, to approve FY 2021 Budget as amended with a .25% increase in Assessments over the level of Assessments in FY 2020. The motion passed (8-1-0). Ms. Wildes opposed.**

February 2020 Reserve Expenditures:

- (R) **MOVED by Ms. Schramek, SECONDED by Mr. Soto, to approve the February 2020 Reserve Expenditures in the amount of \$97,089.39 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed. (8-0-1). Ms. Wildes abstained.**

Association Staffing Response to Coronavirus Situation:

Mr. Miller reported that management is trying to keep all work outside of the units. Any work that takes place inside units is on emergency basis. Management staff is separated so there are no issues regarding social distance.

Annual Meeting Process Given Coronavirus Situation:

Mr. Buchanan reported that Legal Counsel provided a recommendation that the Annual meeting be postponed to a later date. Mr. Buchanan also added that the election process will remain open until the Annual meeting. After further discussion, President Buchanan placed the recommendation before the Board to postpone the Annual meeting until the 2nd or 3rd week of May 2020.

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Cox, to postpone the Parkfairfax April 15, 2020 Annual Meeting until May 20, 2020. The Board shall review situations prior to that date to make any further alterations. The motion passed (7-1-1). Ms. Wildes opposed. Ms. Woods abstained.**

Covenants Application – 3254 Martha Custis Drive – Handicapped Parking:

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Wildes, to approve a Non-Routine Change application to install a handicapped parking space at 3254 Martha Custis Drive. The motion passed by ACCLAMATION.**

Reaffirmation of Board Appointment:

- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Soto, to reaffirm the Board Appointment of Mr. Nathan Davis effective February 19, 2020. The motion passed (7-0-2). Mr. Davis and Ms. Wildes abstained.**

MOTION TO ADJOURN:

- R) **MOVED by Mr. Buchanan, SECONDED by Mr. Soto, to adjourn March 18, 2020 Board meeting at 8:33 p.m. The motion passed unanimously (9-0-0).**

Meeting Adjourned at 8:33 p.m.