

MINUTES OF THE BOARD OF DIRECTORS MEETING

PARKFAIRFAX CONDOMINIUM

April 22, 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 Ms. Cox, to approve the agenda. The motion passed by ACCLAMATION.**

APPROVAL OF THE MARCH 18, 2020, BOARD MEETING MINUTES:

- (R) MOVED by Mr. Buchanan, SECONDED by Ms. Cox, to approve the March 18, 2020, Board Meeting Minutes as presented. The motion passed (8-0-1). Ms. Wildes abstained.**

RESIDENTS FORUM:

Homeowner (Julia Littleton) expressed her concerns regarding her neighbors who began a renovation project that caused a lot of noise and was very disruptive to her ability to work from home. She also shared that she had been sick during this time which escalated the disruption. Homeowner shared that she feels it is disheartening to take on a renovation/demolition project during a quarantined stay at home order. Homeowner shared that she spent a lot of time working in her car to avoid the loud noises of the renovation. She asked that the Board would consider strengthening rules regarding renovation projects during a government stay at home order.

Homeowner (Janna Hartsock) shared that she has enjoyed the idea of the food trucks in the community and wondered was there any way to get more of a variety of trucks to come visit the community. Homeowner asked why corking a downspout is a viable solution to fixing a downspout when in 3-years the corking will crack and dry out and will have to be replaced. Mr. Miller will follow up on the matter.

COMMITTEE REPORTS:

Activities Committee: Ms. Cox reported that they will be canceling the June 2020 concert.

Landscape Committee: Ms. Schrameck shared what a fabulous job the Landscape Committee has been doing. Robin Davis shared information regarding the lawn treatments in the community and that management will send email blasts and provide the necessary signage notifying residents of when the treatment(s) will take place. Ms. Davis also shared that the committee discussed putting on a virtual Gardens in the Park.

MATTERS FOR BOARD DECISION:

Additional Pet Application – 1620 Preston Road:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Soto, to approve an additional pet at 1620 Preston Road. The motion passed by ACCLAMATION.**

March 2020 Reserve Expenditures:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Soto, to approve the March 2020 Reserve Expenditures in the amount of \$310,631.27 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed. (8-1-0). Ms. Wildes opposed.**

Selling of Unit 3278 Martha Custis Drive:

- (R) MOVED by Mr. Buchanan, SECONDED by Ms. Cox, to sell unit 3278 Martha Custis Drive for price no less than \$264,900 and delegate negotiation authority above the amount to Management and Terry Rader, with the expectation of maximizing the return to the Association. The motion passed. (7-0-2). Ms. Woods and Mr. Courtney abstained.**

2019 Budget Deficit: Mr. Buchanan addressed Ms. Wildes question regarding if a vote was needed to pay off the 2019 deficit through owner's equity. Mr. Buchanan shared that he spoke with the accounting firm and legal counsel and was advised there was no need to take action on the matter but would be beneficial to place a motion on the table to justify not raising assessments to address the deficit.

- (R) MOVED by Mr. Buchanan, SECONDED by Ms. Wildes, to apply the unappropriated owner's equity to eliminate any deficit in the FY2019 Budget. The motion passed unanimously. (9-0-0).**

MATTERS FOR BOARD DISCUSSION:

Renovations and Noise during COVID19 Crisis: Mr. Buchanan shared different scenarios regarding home renovations during a government shutdown/quarantine. He further shared that if someone has entered into an agreement with a contractor for renovations, the Association cannot change the terms of that agreement. Mr. Buchanan stated that Legal Counsel provided input by stating that if the homeowner is following the Association's covenants codes and guidelines, the Association cannot restrict existing renovations without exposure to legal risks. Mr. Buchanan stated that he is compiling all suggestions and recommendations and will share them with legal counsel for guidance on the matter. Two of the recommendations being 1) to open a common area for restricted use and 2) develop a noise level restriction in relation to a national emergency. Mr. Buchanan concluded that he would share the suggestions made with legal counsel for recommendations, he will share the recommendations with the Board to come up with a solution at a special meeting to be scheduled at a later date.

Lawn Application: The Board discussed the issues of lawn treatments taking place and how the community is made aware of the treatments. The subject was raised regarding organic treatments and what would that entail. Mr. Miller stated that more signage is needed, i.e., sandwich boards, etc. Mr. Miller also suggested reducing the treatment areas in each quad to allow for more space for residents to walk their dogs. Mr. Buchanan suggested looking into an alternative treatment that is less harmful but just as effective. Mr. Buchanan also revisited the importance of signage and expressed that it needs to be visible throughout the community to alert residents of upcoming lawn treatments.

Landscape Approach to 1631 Ripon Place: Mr. Buchanan opened the topic by stating additional clarity is needed regarding what the choices are as well as the recommendations from Management and the owner. Homeowner shared her concerns regarding the landscaping plans to address 1631 Ripon Place, stating that they do not fully meet her intent as to why she came before the Board. Homeowner recommended not moving forward right now and to come up with a more mutually agreed upon objective and/or plan to address the matter. In conclusion, Mr. Buchanan recommended that a consensus be met and provided to the Board by May 6, 2020 and views that are disagreed upon be presented to the Board by May 13, 2020. This matter will be revisited at the May 20, 2020 Board meeting.

Voting Procedures: Mr. Buchanan shared that the issue at hand is how to move forward from an Association perspective in lieu of the present prohibition of large gatherings. Mr. Buchanan recommended hosting a virtual meeting and voting process. After further discussion, the Board concluded to delegate Mr. Nick Soto, Secretary to the Board the authority to seek the best advice from the elections committee and consult with legal counsel to develop a plan on how to best move forward with the voting process/annual meeting; then providing a brief opportunity for objection, and after that objection process, provide notification to the community. The Board concurred.

DMA Reserve Study Review Date: Mr. Buchanan stated that a date needs to be set to speak with the reserve study specialist to address concerns regarding the details of the Reserve Study. After further discussion, the Board agreed to hold a special meeting to discuss all matters to that are being presented to legal counsel for recommendations to include the reserve study.

West Glebe Road Bridge Easement: Mr. Buchanan provided the Board an update on the West Glebe Road Bridge Easement process. He stated the need for the footprint has been reduced and the Association will allow an appraisal to take place to provide the value of the easement. Mr. Buchanan stated they will come back to the Association with compensation quotes for the easement.

MOTION TO EXTEND THE BOARD MEETING TEN MINUTES:

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Soto, to extend the Board meeting until 9:40 p.m. The motion passed unanimously (9-0-0).

MOTION TO MOVE INTO EXECUTIVE SESSION:

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Soto, to recess Open Session at 9:29 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 THE BOARD MEETING AN ADDITIONAL FIVE MINUTES:

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Schramek, to extend the Board meeting until 9:45 p.m. The motion passed unanimously (9-0-0).

MOTION TO LEAVE EXECUTIVE SESSION:

- R) **MOVED** by Mr. Buchanan without **OBJECTION**, to leave Executive Session at 9:45 p.m. The motion passed unanimously (9-0-0).

MOTION TO ADJOURN:

- R) **MOVED** by Mr. Buchanan without **OBJECTION**, to **ADJOURN THE MEETING** at 9:45 p.m. The motion passed unanimously (9-0-0).

Meeting Adjourned at 9:45 p.m.