

# Appointment of Covenants Committee Member(s) Resolution Worksheet

Date: May 20, 2020

## Suggested Motion:

"I move to appoint \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_ as members of the Covenants Committee".

2<sup>nd</sup>:

## Summary:

There are three seats up for re-appointment for one-year terms on the Covenants Committee. Candidate statements and resumes have been received from Yvonne Zecca, Paula Martori and Chad Gurney.

## Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dan Courtney				
Susan Cox				
James Konkel				
Nathan Davis				
Kathy Schramek				
Nicholas Soto				
Robin Woods				
Maria Wildes				

## Dana Cross

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**From:** yzdue [REDACTED]  
**Sent:** Monday, April 20, 2020 4:17 PM  
**To:** Dana Cross  
**Subject:** Y Zecca Covenants reappointment  
**Attachments:** Y Zecca Resume 2018.docx

Dana,

I think my appointment might be up in May. Dan mentioned that there were Covenants appointments on the May agenda. So I thought I would go ahead and submit my letter and resume. If you need anything additional, please do not hesitate to contact me.

I appreciate the opportunity to reapply to be on the Covenants Committee. Please accept this email as my request to be reappointed to the Covenants Committee. As requested I am attaching a copy of my current resume.

I'd like to stay on the committee. I feel that we work well together as a committee and I believe we are serving the Association well. We may have at least one new opening this year so I would like to provide continuity, particularly as we contend with the impact of the virus. Having continuity as we meet virtually would help quite a bit and I would like to continue our work together.

Other reasons include:

1. I feel I continue to bring a reasoned approach to Covenants; one that adheres to Parkfairfax regulations, but also treats our residents fairly and with respect. I try to look for common ground than differences both with residents and committee members.
2. Historical perspective--having been on the committee for a few years has given me experience and background that I believe has served our association well.
3. I have made recommendations on process improvements and feel I work well with the Association staff, particularly Dana Cross, Mark Miller and Alonzo Alexander. I think it is important that we have good communication and have seen that in action particularly this past year. I strive to include Association staff with questions from owners or for clarification of specs, current work, etc. That has been working quite well.
4. I have been very responsive to owners and staff who have written to me directly, usually responding within 24 hours.
4. I appreciate the opportunity to give back to Parkfairfax and participate actively in our community and have always taken my role on the Covenants Committee seriously.

Please let me know if you need further information.

Thanks.

Yvonne

Yvonne Zecca

**Yvonne Zecca**  
3120 Martha Custis Drive  
Alexandria, Virginia 22302

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## SUMMARY

Leadership management roles in Nonprofits, Academia, Foundation, and Private Enterprise. Significant expertise in:

- Long term planning
- Project Design/Management/Implementation
- Program Planning/Evaluation
- Volunteer management
- Budgeting
- Communications planning
- Technology implementation
- Facilitation/Teaching/Training

Creative leader with excellent interpersonal skills, capable of managing organizational goals, as well as initiating, designing, planning, and successfully executing programs to achieve stated mission. Highly successful people manager

## PROFESSIONAL EXPERIENCE

AARP, Washington, DC (2001-July 2016)

### Director, Special Projects

Managed special projects to completion; integrates HR Business partners and other groups with external resources

- Designs project plans, selects participants, facilitates meetings, maintains schedule and ensures online delivery
- Conducted confidential after action reviews
- Managed electronic files project moving all HR files from paper to electronic

### Director, HR Operations and Planning, Human Resources Group

Directed, lead and oversaw strategic planning for HR group in alignment with organizational strategy; manages HR Operations group

- Oversaw HR Center of Excellence (COE) transition; provided all project management support and ensured alignment with organization
- Developed operational plans and reviews and represented HR in organizational strategic planning process
- Managed Operational staff

#### *Selected accomplishments:*

- Designed HR client surveys and managed process
- Met all deliverables for COE
- Managed Operational staff to high performance and superior customer service
- Collaborated across HR and with other departments for results
- Designed processes to provide greater efficiency and results with COE, Operational planning and reporting, and clients service

### Director, HR Systems, Human Resources Group

Directs, manages, develops, and oversees Human Resources technology used to maintain all AARP employee data. HR lead for ERP departmental management, development, and transition. Manages infrastructure, technology design and development

- Implement HR module of Dashboard strategic goal for technology; helping to close the operational gap
- Represent HRG on the ITS long range planning committee and ERP Steering Committee
- Successfully manage HRS team; set priorities, team and role definitions; deliver results
- Participate in communications, change management and training planning for ERP
- Manage departmental budget

#### *Selected accomplishments:*

- Lead for all HRG efforts related to ERP, including ensuring collaborative design sessions with internal and external clients, identifying system requirements, HRG resources
- Met all ERP established deadlines for HRG
- Identified project risks and managed to them

### Director, eLearning Solutions, Organizational Learning & Performance

Directed and managed technology to support learning, performance and development; Managed elearning activities and learning environment for AARP employees and technology infrastructure, design and development, People Strategy online presence, and instruction for elearning and technical training.

#### *Primary responsibilities:*

- Developed long range plans for delivery of elearning and technical training and technology for OLP
- Managed department of eight; set priorities, team and role definitions; deliver results
- Planned, designed and delivered internal Learning Portal (LMS)
- Managed PSG InfoNet site for HR, OLP, and PSO; ensure consistent, clear web design and accurate and timely information managed and posted

*Selected accomplishments:*

- Delivered self-service Learning Portal for course records, access and registration
- Cited by VP as exemplary manager
- Saved Association \$5 million in contract dispute

**Communications Training Representative**

Designed, developed, coordinated, and implemented communications training program for state staff and volunteers.

*Selected accomplishments:*

- Developed plan for implementation of communications training; identify learning needs and objectives
- Provided context for knowledge sharing with and among states; devise systems for knowledge sharing in text and online
- Initiated and delivered training plan for state, field and other non-HQ offices
- Wrote communications course materials for state staff and volunteers
- Worked with diverse constituents to meet needs of the states and other groups

INNOVATION NETWORK, INC., Washington, DC (2000-2001)

**Senior Director**

Served as internal consultant on all phases of organization's development and strategic planning for nonprofit organization, which offers capacity building assistance and evaluation services to other nonprofits. Directly responsible for development, design, implementation, and launch of educational Internet website characterized by complex, highly interactive, dynamic learning products and planning, evaluation, budget courses for nonprofit organizations.

U.S. OFFICE PRODUCTS, Washington, DC (1998-2000)

**Director of Education**

Established new Director of Education position for \$3.5 billion Fortune 500 Company, headquartered in Washington, DC, with over 200 locations and 8,000 employees throughout the U.S.

THE ANNENBERG WASHINGTON PROGRAM IN COMMUNICATIONS POLICY STUDIES, Washington, DC (1983-1998)

**Associate Director**

Established in 1983, the Annenberg Foundation's Washington Program of Northwestern University provided a neutral forum on communications technology and public policy, sponsored research, publications, and conferences. Participants included high-level officials in government, key industry representatives, major journalists, and academics from around the world.

THE ANNENBERG WASHINGTON PROGRAM

*Selected Accomplishments*

- Managed all day-to-day operations and short- and long-term plans for Program
- Developed yearly strategic plan and initiated new projects for the Program
- Established and executed a public relations/communications strategy for all Program activities
- Produced, oversaw, and managed an annual budget of \$2.5 million (ending each year under budget)
- Designed and convened substantive policy conferences, activities, and workshops (50/year)
- Provided direct oversight of 31 Annenberg fellows, 145 publications, and 325 events and all volunteer speakers, presenters and experts
- Cultivated cooperative, team atmosphere among all involved with the Program
- Generated new and innovative instructional, outreach methods—CD-ROM, video, cable, and Internet
- Formulated all Program policies and procedures, and negotiated all contracts
- Supervised 12 full-time employees and 31 academic fellows
- Established communications program and dramatically increased visibility, attendance, and media coverage
- Served as primary liaison with all officers of Northwestern University

CLOSE UP FOUNDATION, Alexandria, VA (1975-1983)

**Curriculum Specialist**

The Close Up Foundation, a non-profit, non-partisan foundation, operates the largest citizenship education program for high school students in the country. Students from the United States and overseas participate in a weeklong, hands-on learning experience on the process of policymaking. Seminars take place in the halls of government, including Congress and the White House.

*Selected Accomplishments:*

- Designed, developed, and managed curriculum and instructional materials for the Foundation's high school government studies program students, teachers, and other constituencies
- Planned, designed, and oversaw activities (approximately 85 per week) for all seminar programs and participants (approximately 23,000 students and teachers/year); enlisted and managed all volunteer speakers
- Initiated, marketed, produced, and conducted weeklong seminars for international participants, teachers, social studies coordinators, and other special constituencies
- Developed C-SPAN programming and accompanied curriculum guidelines for speakers, instructors, students, and teachers
- Supervised a staff of six; coordinated with more than 45 instructors

U.S. HOUSE OF REPRESENTATIVES, COMMITTEE ON THE JUDICIARY, Washington DC (1973-1974)

**Administrative Assistant**

*Selected Accomplishments:*

- Provided administrative assistance for Committee Members, attorneys, investigators of the House Judiciary Committee's Impeachment Inquiry Staff

**EDUCATION**

**MAT**, English Education, Trinity College, Washington, DC

**BA**, English, Ohio Wesleyan University, Delaware, Ohio

**Junior Year abroad**, Loyola University, Rome Italy

**LIFE REIMAGINED—WHAT’S NEXT**

GETTING BACK TO MY ROOTS, WORKING WITH PEOPLE NOT JUST TECHNOLOGY, SEEING PEOPLE RELATED RESULTS, DELIVERING REAL VALUE

5/4/2020

• • •

Paula Martori  
3122 Martha Custis Drive  
Alexandria, VA. 22302

Dana Cross  
Assistant General Manager

To Whom It May Concern,

I have served as a member of the covenants committee for the last four years, and I am requesting that the Board of Directors consider my application for re-appointment for a fifth year. During the last four years, I have gained valuable experience as a committee member. I have a greater understanding of the inner workings of Parkfairfax and how resources are utilized in the community. I have become a good student of the covenants and specifications that guide our community and ensure that we maintain our uniqueness of Williamsburg design and open spaces. Most importantly, I have learned that as a member of the covenants committee we are here to work with our community members to ensure that their applications are understood, are within covenant specifications and are processed in a fair and timely manner.

I take this appointment seriously by making the time commitment to prepare for and attend meetings. I review applications against specifications to ensure they are in compliance and identify areas that need additional clarification. During meetings, I make an effort to put the community member at ease by communicating that we are working through this process as a team and that we have a shared interest in the outcome.

I believe the lessons I have learned and experience gained from my last four terms benefits the committee and the community. I would like to thank the Board and the Parkfairfax community for the opportunity to serve and I hope they allow me to continue as a member of the covenants committee.

Sincerely,

*/s/ Paula J Martori*

Paula Martori

Enclosures  
Resume - Paula Martori -- EPMS Resume 2020

**Paula J. Martori**  
3122 Martha Custis Drive  
Alexandria, VA 22302

Social Security #:  
Citizenship: United States  
Security Clearance: NA  
Veterans' Preference: 5 point

**POSITION: Computer Specialist**  
**VACANCY ANNOUNCEMENT: NA**

**OBJECTIVE**

To work for an organization where I can use my skills as a project manager and computer specialist to provide direction, support and leadership.

**SUMMARY OF QUALIFICATIONS**

- Excellent leadership skills and ability to follow through on assignments
- Strong communicator who has worked with stakeholders from many different organizations
- Experienced project manager
- Skilled in IT software/hardware integration, Life Cycle Management, requirement analysis, configuration management, program development/management and implementation

**TECHNICAL CERTIFICATIONS**

Microsoft Certified Professional 2000 (MCP), Microsoft Certified System Engineer NT 4.0 (MCSE), Microsoft Certified Professional + Internet NT 4.0 (MCP+I), Net+

**WORK EXPERIENCE**

**Department of Transportation (DOT), FAA**

800 Independence Ave, SW, Washington, DC 20591  
Supervisor: Melissa Passmore

**Computer Specialist, 334**

03/2008 – 7/2009

06/2013 - Present

40 hours per week

Salary: FV J

- IT Program Manager (PM) for the Enterprise Program Management Service (EPMS), Office of Information and Technology Services (AIT), responsible for overseeing the development, implementation and maintenance of Enterprise IT systems
- Proven ability to effectively analyze business requirements and lead development and testing efforts in an Enterprise environment
- Leads all phases of IT technology deployments, including: requirements gathering, design, cost analysis, vendor selection, development, testing and implementation
- Collaborates with divisions and offices within FAA, provides guidance in regards to automating their business processes
- Partners with service offices within AIT to bring resources together to resolve difficult IT challenges
- Handles contracting resources to include managing budgets and people

**Department of Transportation (DOT), FAA**

950 L'Enfant Plaza North, SW, Washington, DC 20591  
Supervisor: Leslie Colberg (202) 385-6396

**Management & Program Analyst, 343**

08/2009 – 05/2013

40 hours per week

Salary: FV J

- Project coordinator for the Aircraft Maintenance Division (AFS-300)
- Works with Division management to define project scope, goals and objectives
- Develops detailed milestone driven project schedules, tracks and reports status of critical tasks associated with the project to management
- Conducts risk management and provides quality control from the start of the project through to final implementation
- Works with stakeholders internal and external to the Federal Aviation Administration (FAA)
- Self-motivated and works well as a team member



Paula J. Martori  
Supervisory Computer Specialist  
Vacancy Announcement: ACT-AIT-18-AEM210-55064

**L3 Communications – Senior Systems Engineer**

11955 Freedom Drive, Reston, VA 20190

Supervisor: Linda Koppier (703) 434-5183

01/10/05 – 02/2008

40 hours per week

Salary: \$87,389

- Senior system engineer supporting the Operations Safety System (OPSS) application suite, at the Federal Aviation Administration, National Headquarters. The OPSS application suite was designed specifically for the FAA, Flight Standards Service and is comprised of eight end user applications and over 120 SQL 2000 servers deployed Nation wide, in Europe and Asia
- Leads acceptance testing of new releases of the OPSS application suite, service packs/hot fixes, and database modifications before they are provided to the Configuration Management team.
- Serves as L3 site Configuration Management Manager for the OPSS application suite.
- Provides technical oversight to AVS Support Central, Tier 1 - 2 help desk
- Training Coordinator for the Industry Operations Safety System (IOPSS). Coordinates all aspects of the IOPSS nationwide training program to include scheduling training sessions, creating and providing training support material, and providing technical expertise to local computer specialist

**ASRC Aerospace Corporation – Systems/Network Administrator**

6303 Ivy Lane, Greenbelt, MD 20770

Supervisor: Peggy Powell (202) 720-0926

05/05/03 – 01/07/05

40 hours per week

- Network Administrator and Lotus Notes Administrator for the United States Department of Agriculture, Foreign Agricultural Service (FAS)
- As Network Administrator, trouble shoots basic connectivity issues on 68 Windows 2000 domains, 31 Peer 2 Peer networks and, 600 clients in the Foreign Overseas Service at the USDA
- A member of the Configuration Management team and Life Cycle development team conducting extensive research on emerging technologies for deployment across the Overseas domains and at Individual Overseas Posts
- Provides superior customer service to Overseas customers, bridging cultural and language barriers

**Digicon Corporation - Technology Program Coordinator**

1355 Piccard Drive, Rockville, MD 20850

Supervisor: David Rowland (202) 493-5549

08/01/01 – 04/30/03

40 hours per week

- Technology program coordinator for the AVS Help Desk at the Federal Aviation Administration, National Headquarters
- Responsible for the day to day operations of the AVR Help Desk consisting of 700 end users
- Provided technical support for users which included installation and implementation of software, hardware, software upgrades, and maintenance of network
- Created and implemented a project management methodology, with the main focus being on Software Development Life Cycle.
- Provided guidance and training to staff and user community
- As a member of the organizations technology configuration management team, organized and executed several projects to the entire AVS workforce (700 clients), such as: migrating the client workstations operating systems to Microsoft Windows 2000, server migrations from Novell to Microsoft 2000, a software migration from CCMail to Lotus Notes, and several hardware (platform/printer) refreshes

**COMSYS - Information Technology Staffing**

Birmingham, Alabama

01/02/01 – 06/30/01

40 hours per week

- Help desk lead at Pursell Industries, a growing company of 600 employees, and a MIS staff of 15
- Responsible for maintaining the Access Problem Report database. Determined the severity of a call, logged it in the database, and followed the progress of the call to ensure the problem was adequately resolved and the ticket closed
- Established a reporting format for statistical analysis of Help Desk requests using Excel spread sheets, PowerPoint presentations and the Access database. Gave management the tool it needed to conduct a trend analysis and focus on areas that need improvements

**United States Army, Military Police, Rank: Staff Sergeant, 1988 to 2000**

Paula J. Martori  
Supervisory Computer Specialist  
Vacancy Announcement: ACT-AIT-18-AEM210-55064

- Coordinated and synchronized the movement and closure of 14 directorates/activities, and seven subordinate commands from Ft McClellan (FMC) to Ft. Leonard Wood (FLW)
- Scheduled and coordinated all conferences, briefings and video teleconferencing between FMC, FLW, TRADOC and Department of the Army Activities
- Prepared PowerPoint presentations for General Officer briefings
- Monitored the execution of a \$70,000 budget
- Developed and executed training events
- Supervised an 11 member team, completed Army management training
- Provided expertise in physical and document/communication security
- Performed duties as a Military Policeman
- Forward deployed to Bosnia, Haiti, Honduras and Cuba

#### **EDUCATION**

New Horizons Computer Learning Center, Birmingham Alabama, - Year 2000  
Napa Valley Basic Police Academy, Certificate of Completion, Law Enforcement - 1988  
California State University, Sacramento, California - 1984 to 1987

Diablo Valley Junior College, Pleasant Hill California – 1983 to 1984

# CHAD GURNEY

## EXPERIENCE

**Area Superintendent.** Hensel Phelps Construction Co. Tysons, VA. Feb. 2020 – Current.

Project representative assigned to the responsibility and authority for daily coordination and direction of specific areas of the project so that it is safe, within budget, on schedule, to the company's quality standards, and to the customer's satisfaction. Assigned to the current project for the specific purpose of improving owner relationship and a key focus on schedule critical areas with exceptional design difficulty and coordination.

- Martin Building Renovation and Expansion (Phase 2). Washington DC. \$263M.
  - o Federal Reserve Board of Governors. Design-Bid-Build (Hard Bid). Federal - Public

**Assistant Project Manager/Project Engineer.** Hensel Phelps Construction Co. Tysons, VA. Aug. 2018 – Feb. 2020

Quickly promoted as chief engineer for the project. Responsible for managing all office engineers and administrators. Duties include material management, owner and subcontractor pay applications, owner and subcontractor conflict resolution, drafting and processing of all change orders, invoice reviews, run weekly owner and staff meetings, assist in monthly margin analysis, value engineering, development and management of cost control and labor recap.

- NIST Building 245 Modernization. Gaithersburg, MD. \$202M.
  - o National Institute of Standards and Technology (NIST). Design-Build (SATOC). Federal Dept. of Commerce. Advanced Technology/Laboratory

**Office Engineer.** Hensel Phelps Construction Co. Tysons, VA. Nov. 2017 – Aug. 2018.

Lead office engineer responsible for supporting the project manager and field. Duties include submittal review, drafting and tracking of RFIs, pre-mobilization meetings, creating self-work labor recaps, processing of bonds, insurance, pay applications, correspondence, and change orders. Sole responsibility of BIM coordination manager with the roles of weekly meeting facilitation, MEP conflict resolution, and document review. Sub-contractor scopes include electrical, mechanical, plumbing, fire protection, elevators, cleanrooms, laboratory equipment, casework, waterproofing, air-barrier, metal panels, radiological shielding, and more.

**Estimator.** Hensel Phelps Construction Co. Chantilly, VA. Dec. 2016 – Nov. 2017.

Provided with a unique early-career opportunity with Hensel Phelps to spend a year in the estimating department. Duties included scope writing, bid leveling, leading buyout interviews, takeoffs, contract negotiations, RFP review, and self-work estimates. Procurement types included hard bid, design-build, and conceptual budgeting. Fully responsible for an awarded \$4M self-work concrete estimate and experience bid leveling over 40 various scopes of work.

**Field Engineer.** Hensel Phelps Construction Co. Chantilly, VA. Jan. 2015 – Dec. 2016.

Hands-on first line of defense for all field activities. Quickly advanced to lead field engineer responsible for managing daily needs of all other field engineers. Duties included layout (surveying) work, directing a small craft work force, coordinating deliveries, drafting lift/coordination drawings, assist with quality control, safety, and coordination of subcontractors. Lead SWPPP facilitator with 100% district leading 3<sup>rd</sup> party audit scores.

- Joint Operations Center (JOC). Fort Meade, MD. \$288M.
  - o U.S. Army Corps of Engineers (USACE). Design-Bid-Build. Federal Dept. of Defense. Advanced Technology.
- WMATA Andrew's Federal Center Bus Garage. Suitland, MD. \$155M.
  - o Washington Metropolitan Area Transit Authority (WMATA). Design-Build. Public Transportation.
- Montgomery County Multi Agency Service Park (MASP). Montgomery County, MD. \$59M.
  - o Montgomery County Dept. of General Services. Design-Build. Public: County Maintenance Facility.
- Apollo Ascend Phase I. Largo, MD. \$57M.
  - o The Peter N.G. Schwartz Companies. CM At-Risk. Private Multi-Residence.

**Project Coordinator** (Internship). Gurney-Kerr Contractors Inc. Huntingdon Valley, PA. Jun. 2007 – Oct. 2014

Worked over eight summers full-time. The company focuses on high-end residential, historic, and custom light commercial projects. Duties included takeoffs, material purchasing, small-scale estimates, proposal letters, resource management, scheduling, acquiring permits, and customer meetings. From 2007-2011 I worked in the field as an apprentice carpenter. Duties largely consisted of rough framing, finish carpentry, and light demolition.

## EDUCATION

Pennsylvania College of Technology. Williamsport, PA. 2014

B.S. Construction Management. Minor in Business Administration.

## CERTIFICATIONS AND SKILLS

30-Hour Construction Safety and Health – Occupational Safety and Health Administration

Erosion and Sediment Control Certification – Maryland Department of the Environment

Certified Survey Technician (CST) – National Society of Professional Surveyors (NSPS)

MS Excel, MS Word, Bluebeam Revu, Prolog, AutoCAD, On-Screen Takeoff, Sage Timberline, Asta Powerproject