

**PARKFAIRFAX CONDOMINIUMS  
MINUTES OF THE BOARD OF DIRECTORS  
VIRTUAL MEETING**

**May 20, 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 Konkel, 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. Soto, to approve the agenda as amended. The motion passed by ACCLAMATION.**

**POLICE REPORT:**

President Buchanan provided the Police Report on behalf of Officer Fromm for the month of April and May 2020. Mr. Buchanan reported that on April 20, 2020 in the 3200 block of Gunston Road a package was taken from a front porch; on May 7, 2020, between Gunston & Fitzgerald there was an incident of indecent exposure that was reported to the police, the same incident occurred again on May 13, 2020 in the 3300 block of Martha Custis Drive; in the 3200 Block of Gunston Road there was a larceny incident that occurred from a resident. Officer Fromm stated that officers will be more visible during the hours of 12:00 a.m. – 6:00 a.m. hours.

**APPROVAL OF THE APRIL 22, 2020, BOARD MEETING MINUTES:**

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Soto, to approve the April 22, 2020, Board Meeting Minutes as amended. The motion passed unanimously (9-0-0).**

**RESIDENTS FORUM:**

Homeowner (Sonja Benson) commended the Board for efforts put forth in the election process. Ms. Benson also shared that because of the unusual election process, she had questions regarding the absentee ballots, floor proxies, electronic votes, guidelines, etc. Mr. Soto stated he was in

receipt of Ms. Benson's email and is working on a definitive answer to address her questions. Ms. Schramek recommended sharing the concerns with the homeowner's via email blast.

Homeowner (Mary Flynt) inquired about termite treatment; Mr. Miller responded that her request has been received and Management will follow up on the matter. Homeowner also requested completion of the waterproofing of her unit.

Homeowner (Jeff Lisanick) shared that he was unable to vote on the eBallot platform (on Monday & Tuesday) but today (May 20, 2020) he was able to vote. Mr. Lisanick inquired if the Board was aware of the issue and how that was it being addressed. Mr. Lisanick inquired will he be able to have a monitor present to observe the vote count; Mr. Buchanan responded absolutely, but social distancing will take place and attendance will be limited. Ms. Wildes recommended that a place be reserved for the candidates. Mr. Lisanick commented that it is important to keep the lines of communication open between Management and the Board.

Homeowner (Paul Friedman) shared that he was pleased to be taking over as the Recreation Committee Chair. Mr. Friedman shared his particular concerns regarding spacing of the chairs at the pool and that he will discuss the matter with Mr. Soto and that he will be happy to assist in the process to address the matter.

Homeowner (Sherry Truhlar) shared that homeowners are being short sided as a community by not being allowed to take advantage putting money towards higher grade projects. Homeowner continued that she would like to encourage the Board to be more open to people that are forthcoming to add improvements of a substantial nature that will benefit the property financially as well as visually for potential buyers.

### **COMMITTEE REPORTS:**

Recreation Committee: Mr. Soto reported that the Chair of the Recreation Committee (Paul Friedman) requested to have access to the virtual meeting platform. Management will provide information to address the matter. Mr. Soto requested dial in/log in information for the community to attend virtual committee meetings.

### **MATTERS FOR BOARD DECISION:**

#### **Existing Stack Stone Wall Appeal – 1738 Preston Road:**

Homeowner shared her concerns regarding the denial of her request for the extension of an existing stack stone wall. The Board discussed the matter and concluded to hear the appeal.

- R) MOVED by Mr. Buchanan, SECONDED by Ms. Woods, to schedule a hearing on June 17, 2020 at 6:30 p.m., in relation to the Covenants Committee's decision to deny the extension of an existing stack stone wall at 1738 Preston Road. The Board also requests that Management conduct a survey of owners in proximity of the proposed stack stone wall prior to the scheduled appeal hearing and provide the results of the survey to the Board. The motion passed by unanimously. (9-0-0).**

April 2020 Reserve Expenditures:

- (R) **MOVED by Ms. Cox, SECONDED by Mr. Courtney, to approve the April 2020 Reserve Expenditures in the amount of \$312,285.86 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed. (8-1-0). Ms. Wildes opposed.**
- (R) **Ms. Wildes placed before the Board an amendment to the motion to move the Settlements Line Item to account #1.006. The motion was not SECONDED. Motion failed.**

Union Collection Bargaining Agreement:

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Schramek, to approve the Union Collective Bargaining Agreement effective June 1, 2020 through May 31, 2025. The motion passed unanimously. (9-0-0).**

Slope Stabilization Feedback and Recommendations:

The Board, Management, and Ms. Anne Gillette each provided detailed considerations and recommendations regarding the matter. After further discussion, the Board agreed to allow Management approval to move forward with the mid-slope stabilization project as long as it is within Managements spending authority.

Covenants Committee Appointments:

- (R) **MOVED by Ms. Schramek, SECONDED by Mr. Soto, to re-appoint Yvonne Zecca and Paula Martori as members of the Covenants Committee. The motion passed. (8-0-1). Ms. Wildes abstained**
- (R) **MOVED by Mr. Courtney, SECONDED by Mr. Soto, to appoint Chad Gurney as a member of the Covenants Committee. The motion passed (7-0-2). Ms. Schramek and Ms. Wildes abstained**

AR#14 Board of Directors Rules & Regulations Update:

The Board discussed the matter and concluded that an Organizational Meeting would be beneficial to address any concerns. The Board agreed to hold an Organizational meeting on June 3, 2020.

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Wildes, to approve and amend Administrative Resolution #14 Board of Directors Rules and Regulations to reflect the changes noted in the Board Packet by redline with following alterations: 1) Section XI Paragraph 1 shall be amended to say “*or obligations in excess of \$18,152.82.*” 2) Section VII, Subsection #6 shall be amended to say 2020 June 3<sup>rd</sup>; June 17<sup>th</sup>; and July 15<sup>th</sup>, etc. The motion passed unanimously (9-0-0).**

### **MATTERS FOR BOARD DISCUSSION:**

Waterproofing at Building #835: Mr. Miller provided an update regarding the matter. The Board discussed the matter and concluded that Management will inspect the matter and determine how to move forward.

Covid-19 Staff Update: Mr. Miller provided staffing information going forward. Mr. Miller reported that management is back to full staff with the hours ending at 2:00 p.m. for the first two weeks. Then will return to normal hours of 7:30 a.m. to 3:30 p.m. for maintenance staff and 8:00 a.m. to 5:00 p.m. for the Office staff. Mr. Miller stated that masks will be encouraged, and sanitizing stations will be available. Mr. Miller added that management has a full supply of Personal Protective Equipment (PPE).

Election Update: Mr. Soto provided an update regarding the upcoming elections. Mr. Soto reported that the online voting issues have been addressed; Management addressed the issue with eBallot and was informed that it was a computer glitch on their end. Mr. Miller will send out an email blast informing residents that the voting issues have been addressed and that voting concludes on May 26, 2020 at 11:59 p.m.

### **MATTERS FOR BOARD INFORMATION:**

Mr. Buchanan shared that Barkan Management Company will attend the June 17, 2020 Board meeting.

### **MOTION TO EXTEND THE BOARD MEETING TEN MINUTES:**

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Wildes, to extend the Board meeting ten minutes until 9:42 p.m. The motion passed (7-2-0). Kathy Schramek and Nick Soto opposed.

### **MOTION TO MOVE INTO EXECUTIVE SESSION:**

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan to recess Open Session at 9:32 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 (8-0-0).

### **MOTION TO LEAVE EXECUTIVE SESSION:**

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan to leave Executive Session at 9:42 p.m. The motion passed unanimously (9-0-0).

### **ACTION TAKEN AFTER EXECUTIVE SESSION:**

**No Actions Taken After Executive Session.**

**MOTION TO ADJOURN:**

- R) WITHOUT OBJECTION it was MOVED by Mr. Buchanan, to ADJOURN THE MEETING at 9:43 p.m. The motion passed unanimously (9-0-0).**

**Meeting Adjourned at 9:43 p.m.**



**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS  
VIRTUAL ORGANIZATIONAL MEETING**

**June 3, 2020  
3360 Gunston Road:  
Alexandria, VA 22030**

**ATTENDANCE:**

Directors Present: Scott Buchanan, President; Susan Cox, Vice President; Nick Soto, Secretary; Robin Woods, Dan Courtney, James Konkell, Maria Wildes, and Jeff Lisanick, Directors.

Directors Absent: Dave Bush

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 7:02 p.m.; and welcomed everyone to the meeting.

**APPROVAL OF THE AGENDA:**

**(R) WITHOUT OBJECTION: Mr. Buchanan moved to approve the Agenda as presented. The motion passed by ACCLAMATION.**

**ELECTION OF OFFICERS:**

PRESIDENT: Susan Cox nominated Scott Buchanan as President of the Board.

**(R) MOTION: The Motion passed unanimously (8-0-0)**

VICE PRESIDENT: Nick Soto nominated Susan Cox as Vice President of the Board.

**(R) MOTION: The Motion passed unanimously (8-0-0)**

SECRETARY: Dan Courtney nominated Nick Soto as Secretary to the Board.

**(R) MOTION: The Motion passed unanimously (8-0-0)**

TREASURER: James Konkell nominated Dan Courtney as Treasurer to the Board.

**(R) MOTION: The Motion passed unanimously (8-0-0)**

## **MATTERS FOR BOARD DECISION:**

### **Appointment of Board Liaisons:**

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Soto, to approve the following Board member appointments to serve as Liaison to the following committees for the Board term of May 2020 to April 2021. The motion passed by ACCLAMATION.**

Activities Committee	-	Susan Cox
Recreation Committee	-	Nick Soto
Landscape Committee	-	Maria Wildes
Community Outreach Committee	-	Jeff Lisanick
Buildings & Utilities Committee	-	James Konkel
Covenants Committee	-	Dan Courtney
Transportation and Land Use Committee	-	Robin Woods

Ms. Cox will write and submit an article seeking volunteers to serve on committees to be placed in the newsletter, specifically the Finance Committee, The Outreach Committee, and the Recreation committee.

### **AR #14 Board of Directors Rules and Regulations:**

Mr. Buchanan shared that the previous Board made amendments to AR#14 that was included in redline in AR#14. Mr. Buchanan asked the new Board members if they had any amendments and/or concerns; there were none.

- (R) MOVED by Mr. Buchanan, to approve to amend Administrative Resolution #14 Board of Directors Rules and Regulations such that the meeting schedule is amended to read 2021 January 13<sup>th</sup> instead of January 20<sup>th</sup>. The motion passed by ACCLAMATION.**

Mr. Miller will provide the June 3, 2020, revised AR14 Board of Directors Rules and Regulations to Legal Counsel for review.

## **MOTION TO ADJOURN:**

- R) MOVED by Mr. Buchanan without OBJECTION, to ADJOURNED THE ORGANIZATIONAL MEETING at 7:37 p.m. The motion passed unanimously (8-0-0).**

**Meeting Adjourned at 7:37 p.m.**