

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS
VIRTUAL MEETING**

**August 19, 2020
3360 Gunston Road:
Alexandria, VA 22030**

ATTENDANCE:

Directors Present: Scott Buchanan, President; Susan Cox, Vice President; Dan Courtney, Treasurer; James Konkel, Maria Wildes, Dave Bush and Jeff Lisanick, Directors.

Directors Absent: Nick Soto, Secretary; Robin Woods, Director

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) MOVED by Mr. Buchanan, to Adopt the agenda as amended. The Agenda was Adopted by unanimous consent.**

POLICE REPORT:

Mr. Miller provided a report on behalf of Officer Fromm for the month of July 2020. Mr. Miller reported on July 17, 2020 there was a hit and run in the 3400 block of Martha Custis Drive; July 24, 2020 a hit and run occurred in the 3700 block of Valley Drive; August 11, 2020 petty larceny from a vehicle in the 3500 block of Valley Drive.

APPROVAL OF THE JULY 15, 2020, BOARD MEETING MINUTES:

- (R) MOVED by Mr. Bush, SECONDED by Mr. Courtney, to approve the July 15, 2020 Board Meeting Minutes as presented. The motion passed by unanimous consent.**

RESIDENTS FORUM:

Homeowner (Marcia Trick) shared her support for the composting pilot program. Homeowner shared that the cost is reasonable for the services that will be provided. She concluded that she hopes the Board is in favor of adopting the compost pilot program.

Homeowner (Christina Sobral) raised the subject matter of reimbursement for Unit #3717.

Homeowner (Aden Tracy) placed before the Board the idea of using the party room for home schooling some of the kids in the community.

COMMITTEE REPORTS:

Landscape Committee: Ms. Wildes referenced items that were discussed at the August Landscape Committee meeting. Ms. Wildes inquired about the status of the trees on Spruce Island. Mr. Miller responded that Management is investigating alternative trees.

Covenants Committee: Mr. Courtney had no information to add in addition to the Covenants Committee report dated July 14, 2020. Ms. Wildes pointed out a discrepancy in the Covenants Committee minutes regarding 3490 Gunston Road patio threshold. Dana Cross will look into the matter.

Mr. Bush asked if each of the committee meetings are open to the unit owners via teleconference and if so, can the meetings be broadcast. Mr. Buchanan suggested that each meeting schedule be added to the newsletter and sent out as an email blast for the resident's information.

Activities Committee: Ms. Ellsbury shared that the Committee would like to reschedule the concert for Friday, September 4, 2020 from 6:00-8:00 p.m. Ms. Wildes suggested that the nearest buildings be notified of the event. Mr. Miller will have flyers distributed to the buildings informing residents of the concert.

Community Outreach Committee: Mr. Lisanick shared that the committee met virtually and discussed that the newsletter deadlines will be on the 10th of the month prior to newsletter distribution. Mr. Lisanick also shared that the Committee discussed a new resident's reception possibly in October 2020 as well as creating a book about Parkfairfax. Mr. Lisanick asked if there is a Zoom platform that the Outreach Committee can use. Ms. Cross shared that Zoom accessibility is available and that she will provide the necessary information. Ms. Wildes recommended that the Community Outreach Committee take on the task of the community website. Mr. Lisanick stated he will share the recommendation with the Committee.

Transportation and Land Use Committee: Mr. Bush shared that the Committee discussed the drought plan, spruce island trees, VDOT's plan for landscaping along the sound walls and property wide lighting upgrades.

Recreation Committee: Mr. Friedman shared that the city is doing very well as far as COVID-19. He continued that it will still be hot through September and that it is still time to open at least one pool for the community to enjoy for the remainder of the pool season. Mr. Friedman continued that limitations would continue to be in place.

MATTERS FOR BOARD DECISION:

2019-2020 Year End Financials:

- R) The motion to approve the move of the net cash flow surplus in the amount of \$242,426.00 to owner's equity. The Board discussed that and unanimously agreed to table the matter for addition information.**

Additional Pet Application – 3742 Gunston Road:

- (R) MOVED by Mr. Courtney, SECONDED by Mr. Bush, to approve an additional pet at 3472 Gunston Road. The motion passed by unanimous consent.**

June 2020 & July 2020 Reserve Expenditures

- (R) **MOVED** by Mr. Courtney, **SECONDED** by Mr. Bush, to approve the June 2020 Reserve Expenditures in the amount of \$40,983.18 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed (6-1-0). Ms. Wildes opposed.
- (R) **MOVED** by Mr. Courtney, **SECONDED** by Mr. Bush, to approve the July 2020 Reserve Expenditures in the amount of \$167,812.31 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed (6-1-0). Ms. Wildes opposed.

Amend Administrative Resolution #2 :

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Cox, to make the following changes to Administrative Resolution #2 (AR.2) (IV). (B4), add the following:
 - G. **Directly outside the resident’s front door: sealed compost bins only during the day of the pick-up, not to exceed 5 gallons.**

The motion passed unanimously (7-0-0).

The Board discussed the matter further and concluded to add it to the January 2021 Board meeting Agenda as a discussion item to ensure there aren’t any issues of concern and/or that any undue burdens have been placed on staff and/or the Covenants Committee; also an article will be placed in the newsletter informing residents of the Composting program. The change to AR.2 will go into effect immediately.

Property Insurance Claim – 1330 Martha Custis Drive: The Board discussed and concluded to revisit the matter at the September 16, 2020 Board meeting and add it to the Agenda under Matters for Board Decision.

Floor Replacement Request – 3324 Valley Drive: The Board discussed and concluded to revisit the matter at the September 16, 2020 Board meeting and add it to the Agenda under Matters for Board Decision.

MATTERS FOR BOARD DISCUSSION:

Possible Use of the Community Room for Home School in the Fall: The Board discussed the matter and concluded to decline to place the matter on the September 16, 2020 Agenda for decision, due to health and safety concerns.

Gym & Pool Opening Options: The Board discussed the matter and concluded to not open the pools due to health and safety concerns. Mr. Lisanick raised the subject matter of lifeguards training in the pools. Mr. Buchanan will draft a notice to the unit owners addressing the matter. Mr. Buchanan also shared that a discussion should be had regarding any savings that the Association acquired due to the pool season being closed and how to address those savings. The matter will be revisited at the September 16, 2020 Board meeting under matters for discussion.

Reimbursement Request – 3717 Gunston Road: The Board discussed and concluded to revisit the matter at the September 16, 2020 Board meeting and add it to the Agenda under Matters for Board Decision.

Fall Covenants Inspections: Mr. Buchanan shared that the inspections are specifically to look and identify primary and/or major issues to include particular egregious items that pose a risk, etc., and are a high priority.

Capitol Improvements: Mr. Buchanan shared the idea of in the future setting a date for a town hall meeting to discuss priorities for the community. After further discussion, the Board concluded to add the matter to the September 16, 2020 Board meeting Agenda for discussion.

Community Waterproofing Strategy: The Board concluded to add the matter to the September 16, 2020 Board meeting Agenda for discussion. The Board also requested that management provide cost estimates for a 5-7-year plan addressing the subject matter.

MOTION TO EXTEND THE BOARD MEETING 15 MINUTES:

- R) MOVED by Mr. Bush, SECONDED by Mr. Courtney, to extend the Board meeting 15 minutes at 9:30 p.m. The motion passed unanimously (7-0-0).**

Drought Plan: Mr. Buchanan addressed the matter of the Drought Plan. He stated that it would be beneficial to have some cost estimates addressing the development of the plan to include how this project would be budgeted. Mr. Bush recommended that the matter be placed on the September 16, 2020 Board meeting Agenda for discussion; and at that time Ms. Robin Davis will provide input regarding the matter. The Board concurred.

MATTERS FOR BOARD INFORMATION:

Manager & Maintenance Reports: Mr. Miller provided Management and Maintenance updates to the Board for the month of August 2020.

September 16, 2020 Agenda Items: Mr. Buchanan reviewed the Agenda items for the September 16, 2020 Board meeting and reminded the Board to submit any agenda items prior to the September 16, 2020 Board meeting.

MOTION TO MOVE INTO EXECUTIVE SESSION:

- R) WITHOUT OBJECTION it was MOVED by Mr. Buchanan, to recess Open Session at 9:35 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 by unanimous consent.**

MOTION TO LEAVE EXECUTIVE SESSION:

- R) WITHOUT OBJECTION it was MOVED by Mr. Buchanan to leave Executive Session at 9:45 p.m. The motion passed by unanimous consent.**

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 9:45 p.m. The motion passed by unanimous consent.**

Meeting Adjourned at 9:45 p.m.