

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS
VIRTUAL MEETING**

**December 16, 2020
3360 Gunston Road:
Alexandria, VA 22302**

ATTENDANCE:

Directors Present: Scott Buchanan, President; Susan Cox, Vice President; Dan Courtney, Treasurer; Nick Soto, Secretary; Robin Woods, James Konkel, Dave Bush and Jeff Lisanick, Directors.

Others Present: Mark Miller, General Manager; Dana Cross, Assistant General Manager and Donna Young, Recording Secretary

CALL TO ORDER:

President Buchanan called the meeting to order at 7:00 p.m.; and welcomed everyone to the meeting. President Buchanan offered condolences on behalf of the Parkfairfax Board of Directors on the passing of Board Director Maria Wildes and requested a moment of silence in her honor.

APPROVAL OF THE AGENDA:

- (R) **MOVED by Mr. Buchanan, to Adopt the agenda as presented. The Agenda was Adopted by unanimous consent.**

POLICE REPORT:

Officer Fromm provided the community police report for the month of November/December 2020. He reported that the last month has been uneventful; there was one incident, On November 30, 2020, someone left their vehicle unlocked and a bag was removed from the vehicle.

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

- (R) **MOVED by Mr. Buchanan, to approve the November 18, 2020 Board meeting minutes as amended. The November 18, 2020 Board meeting minutes were approved as amended by unanimous consent.**

RESIDENTS FORUM:

Homeowner (Claire Eberwein) spoke a few words regarding Board Director Maria Wildes. She continued that she is sure Ms. Wildes would love a policy change regarding the newsletter. Homeowner further stated that Ms. Wildes often wrote letters to the editor and would have loved it if the length of the letters to the editor would be extended beyond 150 words, which was too short to provide a forum for the community. The homeowner stated that she would like to see, in Honor of Director Maria Wildes, the length of the letters doubled; and that she hopes the Board would take this into consideration.

Homeowner (Maria Smith) shared her thoughts and ideas on reopening the Gym in January 2021. Homeowner stated that removing the mats in the gym, shutting off the water fountains, adding disinfecting stations and installing air purifiers would keep the space infectious free. Homeowner further stated that reopening the gym would be a great release for people's mental health.

Homeowner (Amy Cohen) shared that she agreed with reopening the Gym, and as neighbors the community could indulge in self-monitoring. Homeowner inquired about the outcome of the Capital Improvement Town Hall meeting. President Buchanan responded that the topic of Capital Improvements will be placed on the January 13, 2021 Board meeting agenda for discussion. Homeowner placed a suggestion/request before the Board to do something extra special in honor of the Parkfairfax staff in appreciation for their efforts in continuing to keep our community going during this pandemic. Mr. Miller will provide a recommendation/suggestion to the Board addressing the matter.

Homeowner (Sherry Truhlar) shared what a phenomenal and incredibly detailed job the roofers did on her roof. She continued that she was impressed with the results.

COMMITTEE REPORTS:

Covenants Committee: Covenants Committee provided the Board minutes of their November 10, 2020 virtual committee meeting.

MATTERS FOR BOARD DECISION:

November 2020 Reserve Expenditures

- (R) **MOVED by Mr. Courtney, SECONDED by Mr. Soto, to approve the November 2020 Reserve Expenditures in the amount of \$245,760.38 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed (8-0-0).**

Additional Pet Application – 3767 Gunston Road:

- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Bush, to approve an additional pet at 3767 Gunston Road. The motion passed by unanimous consent.**

Covenants Committee Appointment:

- (R) **MOVED by Mr. Courtney, SECONDED by Ms. Cox, to appoint Kristen Mowery as a member of the Covenants Committee. The motion passed unanimously (8-0-0).**

Electronic Voting Proposals:

- (R) **MOVED by Mr. Soto, SECONDED by Mr. Bush, to approve a one-year contract with eBallot at a cost of \$3,862 to provide electronic voting in the 2021 Board of Directors election, with funds to come from GL 6390.009. The motion passed unanimously (8-0-0).**

FY 2020 Audit:

- (R) **MOVED by Mr. Courtney, SECONDED by Mr. Soto, to approve the Draft Audit for the year ending May 31, 2020 as submitted by Goldklang Group CPAs P.C. and allocate the surplus of \$40,813.19 to homeowners' equity. The amended motion passed unanimously (8-0-0).**

MATTERS FOR BOARD DISCUSSION:

Storm Water Management & Erosion Control RFP: Mr. Miller provided an update regarding the Storm Water Management & Erosion RFP that was issued. Mr. Miller stated that Management went out to bid on the matter and received one response to the request from Christopher Consultants. The Board discussed the matter and concluded to contemplate this expense in a revision of the draft budget and add it as a line item and revisit the matter during the Budget Planning meeting on January 23, 2021.

FY22 Budget Package: Mr. Buchanan directed the Boards attention to the FY22 Draft Budget package. Mr. Buchanan continued that the Budget Planning meeting is scheduled for January 23, 2021 from 9:00 a.m. – 2:00 p.m., and that homeowners are welcomed to attend. Mr. Buchanan further asked that the Board review the Budget in advance in preparation for the Budget Planning meeting. Mr. Buchanan added that the Budget is a declaration of priorities and what is spent reflects what is valued.

MATTERS FOR BOARD INFORMATION:

Manager & Maintenance Reports: Mr. Miller directed the Boards attention to the Management and Maintenance report provided for the month of December 2020. Mr. Miller revisited what a phenomenal job the roofing company is doing. Mr. Lisanick gave kudos to Mr. Miller and staff for the quick response provided in addressing an outside leak.

January 13, 2021 Agenda Items: Mr. Buchanan requested that all agenda items be submitted prior to the Board meeting. Mr. Buchanan also suggested having Barkan Management Company on stand-by to answer any questions and/or participate in the Budget Planning meeting to be held on January 23, 2021. Mr. Bush pointed out agenda items that need to be revisited such as updating specifications for slider windows, the redesigning of the website, underutilized laundry rooms and newsletter distribution; Mr. Buchanan stated he will add the items to the January 13, 2021 agenda.

Financials: Mr. Miller provided a status review of where the Association stands Financially. Mr. Miller shared that the Association is on track financially, utilities are under budget, contract work is under budget, the Association still maintains a positive cash flow, and Reserves are under budget for the year. Mr. Bush raised the subject matter of writing off balances on accounts that are less than \$10 and/or less than \$5. Mr. Miller will investigate the matter and the item will be added to the January 13, 2021 agenda.

MOTION TO MOVE INTO EXECUTIVE SESSION:

- R) **WITHOUT OBJECTION** it was **MOVED** by **President Buchanan**, to recess **Open Session at 8:37 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 9:08 p.m.** The motion passed by **unanimous consent**.

MOTION TO ADJOURN:

- R) **WITHOUT OBJECTION** it was **MOVED** by **Mr. Buchanan**, to **ADJOURN THE MEETING at 9:09 p.m.** The motion passed by **unanimous consent**.

Meeting Adjourned at 9:09 p.m.