

**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS  
VIRTUAL MEETING**

**February 17, 2021  
3360 Gunston Road:  
Alexandria, VA 22302**

**ATTENDANCE:**

Directors Present: Scott Buchanan, President; Susan Cox, Vice President; Dan Courtney, Treasurer; Robin Woods, James Konkol, Dave Bush, Jeff Lisanick and Marieke Johnson, Directors.

Directors Absent: Nick Soto, Secretary

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

**CALL TO ORDER:**

President Buchanan called the virtual Board meeting to order at 7:00 p.m. President Buchanan shared that Board Director Nick Soto is no longer on the Board bringing the number of Board members currently holding a position on the Board to 7 (seven); he welcomed everyone to the meeting.

**APPROVAL OF THE AGENDA:**

Mr. Bush placed a request to move the Conversion of some Real Estate Assets to Cash Reserves from Matters for Board Decision to Matters for Board Discussion. The matter was further discussed and put to a Board Vote.

**The Board voted on the matter and the vote was (3-4-0). Mr. Courtney, Mr. Konkol, Ms. Cox, and Mr. Buchanan opposed. The matter remained under Matters for Board decision.**

**(R) Without OBJECTION, Mr. Buchanan MOVED, to Adopt the agenda as amended. The Agenda was Adopted as amended by unanimous consent.**

**POLICE REPORT:**

Officer Fromm provided the community police report for the month of January 2021; Officer Fromm stated he has no crimes to report. Officer Fromm asked that residents do not leave keys in the ignition and/or let cars run unattended to warm up; it is reported every year that cars are stolen that are left running unattended. Officer Fromm also reminded residents not to leave valuables in plain sight in your cars and to lock your car doors at all times.

**APPROVAL OF THE JANUARY 13, 2021 BOARD MEETING MINUTES:**

**(R) Without OBJECTION, Mr. Buchanan MOVED to approve the January 13, 2021 Board Meeting Minutes as presented. The January 13, 2021 Board meeting minutes were approved as presented by unanimous consent.**

## **RESIDENTS FORUM:**

Homeowner (Rob Schneider) shared concerns regarding the landscaping of the two buildings adjacent to his building. Homeowner stated that buildings (#707 & #944) need landscaping attention. Homeowner also inquired whether there are any plans in the works to address the landscaping in that area. Mr. Miller provided an update on the matter. Mr. Schneider stated that this is not a complaint and that he is delighted with just about everything about Parkfairfax.

Homeowner (Freedom & Clifford Fonner) shared that they will be moving out of Park Fairfax and how much they have enjoyed living at Parkfairfax. The Fonnors thanked everyone for their participation in the composting initiative and shared that Robin Davis will be the new point of contact.

Homeowner (Kim Stenlund) shared that she wanted to reiterate that the matter Conversion of some Real Estate Assets to Cash Reserves would be revisited at the February 2021 meeting for discussion. Homeowner stated that if the Board intended to change its intention it should have been stated in the Budget discussion meeting minutes. Homeowner further stated that she hoped that her prior comments on the selling of units would be reflected in meeting minutes, and they were not. Homeowner continued that she has made comments in the chat lines that were not reflected in the meeting minutes. Mr. Buchanan responded that chat line comments are not reflected in the meeting minutes.

Homeowner (Paul Friedman) shared his thanks and appreciation to Management for their efforts and prompt assistance in addressing an issue with mice. Homeowner recommended that Management consider using humane traps for the mice.

## **COMMITTEE REPORTS:**

Transportation and Land Use Committee: Mr. Gronenberg reported on the Committee's intentions to assist with the lighting study for the Parkfairfax community. Mr. Gronenberg reported that LED bulbs provide a wide range of lighting options that would be best for Parkfairfax, and the good thing about LED bulbs is that they use about 90% less electricity which would contribute quite a savings for the property. Mr. Gronenberg concluded that the Committee would be willing to perform walkthroughs to assess the areas that may benefit from having additional lighting and/or have too much lighting and report those findings to the Board. Mr. Buchanan stated that the Board would welcome the Transportation and Land Use Committee's assistance, input, and recommendations.

HVAC Specifications Ad hoc Group/Committee: Mr. Buchanan provided a brief update. He stated the Committee has met twice to review the HVAC Specs and is making its way through edits and changes to recommend to the Board for consideration. Mr. Konkel added that they hope to add things to will make it easier for staff and Covenants to evaluate requests.

## **MATTERS FOR BOARD DECISION:**

### Ward II Board Vacancy Appointment:

Ms. Marieke Johnson thanked the Board for considering her for the appointment to the Parkfairfax Board of Directors. Ms. Johnson stated that she has lived in the community since

August of 2018 and wanted to find ways to get involved and she looks forward to being a part of the community.

- (R) MOVED by Ms. Cox, SECONDED by Mr. Courtney, to appoint Marieke Johnson as a Board Member for the Board term of February 2021 to April 2021. The motion passed unanimously (7-0-0).**

**Ms. Johnson's appointment brings the number of Board members present to eight (8).**

January 2021 Reserve Expenditures

- (R) MOVED by Mr. Courtney, SECONDED by Mr. Bush, to approve the January 2021 Reserve Expenditures in the amount of \$171,541.87 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (8-0-0).**

FY22 Final Budget Approval:

- (R) MOVED by Mr. Courtney, SECONDED by Mr. Lisanick, to approve the FY 2022 Budget with a 1.99% increase in Assessments over the level of Assessments in FY 2021. The motion passed unanimously (8-0-0).**

The Board discussed and concluded to consider adding a Budget Public Hearing to next year's Budget process.

Landscape Committee Request:

Robin Davis placed a request before the Board for approval for the Landscape Committee to apply for an Audubon at Home grant. Ms. Davis provided an overview of the program and stated that the application(s) must be submitted by March 31, 2021 and for the application process, the minutes must reflect approval to apply for the grant.

- (R) MOVED by Mr. Bush, SECONDED by Ms. Woods, to approve the Landscape Committees request to apply for an Audubon at Home grant. The motion passed unanimously (8-0-0).**

Conversion of Real Estate Assets to Cash Reserves:

- (R) MOVED by Ms. Cox, SECONDED by Mr. Konkel, to move to delegate authority to management to sell 3546 Martha Custis Drive and place the proceeds in Association Reserves for maintenance and repair. The motion passed (5-2-1). Mr. Bush and Ms. Woods opposed. Mr. Lisanick abstained.**

Administrative Resolution #13:

- (R) MOVED by Mr. Bush, SECONDED by Ms. Cox, to approve Administrative Resolution #13 Architecture and Planning Board Terms of Reference. The motion passed unanimously (8-0-0).**

Covenants Committee Term of Reference Update:

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Courtney to amend **Administrative Resolution #5** to add in **Section B: MANNER OF ORGANIZATION** at the end of the **MEMBERSHIP** section the following sentence.

**”The Covenants Committee shall consist of five (5) persons all of whom that shall be unit owners or spouses of unit owners appointed by the Board of Directors”. The motion passed unanimously (8-0-0).**

- (R) **Without OBJECTION**, Mr. Buchanan **MOVED** to affirm the appointment of **Kristen Mowery** to the Covenants Committee. The motion was agreed to by **unanimous consent**.

**MATTERS FOR BOARD DISCUSSION:**

Lighting Survey: Mr. Miller provided an update on the matter. He stated that Management reached out and received proposals from two companies, On-Site Lighting & Survey and Atlantic LED Solutions. The Board discussed the matter and concluded to revisit the matter for Board decision at the March 17, 2021 Board meeting.

Election Rules and Procedures: The Board discussed the matter and concluded to not take any action on the matter.

**MOTION TO MOVE INTO EXECUTIVE SESSION:**

- R) **WITHOUT OBJECTION** it was **MOVED** by President Buchanan, to recess **Open Session at 9:19 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 EXTEND THE MEETING:**

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Johnson, to extend the **Board meeting at 9:30 p.m. for 10 minutes**. The motion passed by **unanimous consent**.

**MOTION TO EXTEND THE MEETING:**

- R) **WITHOUT OBJECTION** it was **MOVED** by President Buchanan, to extend the **Board meeting 5 minutes to 9:45 p.m.** 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:**

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Cox, to approve an offer as described by Management for employment purposes. The motion passed (6-2-0). Mr. Bush and Ms. Woods opposed.

**MOTION TO ADJOURN:**

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan, to **ADJOURN THE MEETING** at 9:456 p.m. The motion passed by unanimous consent.

**Meeting Adjourned at 9:46 p.m.**