

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS
VIRTUAL MEETING**

**January 13, 2021
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 virtual Board meeting to order at 7:01 p.m., with 7 (seven) members of the Board present; he welcomed everyone to the meeting.

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 December 2020; Officer Fromm stated he has no crimes to report since the last Board meeting. Officer Fromm continued that there was an issue in one of the laundry rooms recently; people are using the laundry room(s) for smoking. Officer Fromm suggested that the doorstops be removed from the laundry rooms for safety reasons.

[Jeff Lisanick joined the meeting at 7:04 p.m., bringing the number of Board members present to (8) eight.]

APPROVAL OF THE DECEMBER 9, 2020 TOWN HALL MEETING MINUTES AND THE DECEMBER 16, 2020, BOARD MEETING MINUTES:

- (R) Without OBJECTION, Mr. Buchanan MOVED to approve the December 9, 2020 Town Hall Meeting Minutes and the December 16, 2020 Board Meeting Minutes as presented. The December 9, 2020 Town Hall meeting minutes and the December 16, 2020 Board meeting minutes were approved as presented by unanimous consent.**

RESIDENTS FORUM:

Homeowner (Aseel Cortbawi) shared her concerns regarding a PVC Pipe matter in the above unit. Homeowner stated that the only way to access this pipe is through her unit. Homeowner shared

that she would like maintenance to schedule entrance into her unit while addressing the issue in the unit above her.

Homeowner (Maria Smith) re-raised her request to reopen the Gym. Mr. Buchanan stated he will consult with Legal Counsel regarding the matter.

Homeowner (Marcia Trick) shared her support for expanding the composting pilot program to a larger number of people. Homeowner shared how helpful it would be to the community, to the environment, as well as how it would save the Association money. Homeowner concluded that she hopes the Board would strongly take into consideration expanding the program to more people in the community.

Homeowner (Nicole Constance) shared her support for the composting pilot program. Homeowner further shared that she is very impressed with the program and agrees with expanding the program to more people in the community.

MATTERS FOR BOARD DECISION:

December 2020 Reserve Expenditures

- (R) MOVED by Mr. Courtney, SECONDED by Mr. Soto, to approve the December 2020 Reserve Expenditures in the amount of \$206,523.55 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (8-0-0).**

Election Committee Appointment:

- (R) MOVED by Mr. Soto, SECONDED by Ms. Cox, to appoint Catherine Kitchell and Amanda Mullan to the Elections Committee for the April 2021 Board Elections. The motion passed by unanimously (8-0-0).**

Additional Pet Application – 1807 Preston Road:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Bush, to approve an additional pet at 1807 Preston Road conditional upon the occurrence of registration to include registration of rabies inoculation within 30 days of the pet being on the property. The amended motion was approved by unanimous consent.**

MATTERS FOR BOARD DISCUSSION:

Composting Initiative: The Fonner's provided a 6-month update on the Compost Pilot Program initiative that began in August of 2020. Mrs. Fonner reported that 95 homes joined in and participated in the Composting Pilot Program and diverted a total of 4694 pounds of waste that has been disposed of through November 30, 2020; and this is not to include statistics for December 2020 and January 2021. Mrs. Fonner continued that it has been a tremendous impact in regard to the diversion of waste to composting equaling an average of 38%. Mrs. Fonner added that the impact is so huge with the participation of only 95 homes, just imagine the impact if the program was accessible throughout the entire Association. Mr.

Soto thanked the Fonners for their hard work in setting up the trial pilot program and stated that he would like to see the program move forward. The Fonners strongly encouraged residents to try out the program. Mr. Courtney suggested communicating the program to the community by adding information to the forum to solicit more participation. Mr. Lisanick will have a conversation with the Outreach Committee regarding getting this information to the residents. The Board posed their questions and concerns to the Fonners. After further discussion, the Board concluded that additional information from other communities participating in a composting program would be helpful. This matter will be revisited at the February 17, 2021 Board meeting for further discussion.

Community Website: Mr. Buchanan volunteered to communicate with Jeff Lisanick and Jan Schrader to see what actionable recommendations can be taken to get the idea of updating the Community Website moving. Mr. Lisanick stated that a list of the websites comprehensive deficiencies would be helpful in moving forward. Mr. Buchanan stated that he will coordinate with Mr. Lisanick to gather pertinent information to begin talks on upgrading the website. Mr. Bush recommended getting in touch with Mr. Rick Fletcher for additional recommendations regarding moving forward with the website.

Newsletter Distribution: The Board discussed the matter and concluded that allowing residents the option to opt out and/or opt in to receiving a hard copy of the newsletter would be beneficial in distributing the newsletter to the community and would also identify residents who prefer electronic receipt of the newsletter. Mr. Buchanan provided recommendations to the Board to consider to be discussed at the January 2021 Budget meeting.

Windows Specification Update: Ms. Woods introduced the topic and provided an overview of updating the specs for sliding glass windows. Ms. Woods further shared the importance of updating the specs and allowing residents a third option for windows. President Buchanan and Management will amend the current specs to address sliding glass windows to be presented at the February 17, 2021 Board meeting. After further discussion, the Board agreed to place this item on the February 17, 2021 Board meeting agenda for decision.

Underutilized Laundry Units Update: Mr. Miller provided an update regarding available storage, bins, and bike storage in the laundry rooms. Mr. Miller further stated that there has been a definite decline in laundry usage. Mr. Buchanan added that there is a lot of space that is not being utilized that needs to be looked into for better usage.

Administrative Resolution Number Thirteen: Mr. Bush introduced the topic before the Board of re-instituting the Architecture and Planning Board Committee. Mr. Bush further stated that he drafted Administration Resolution #13 to allow this committee to begin once again setting up specifications review and recommendations to Board policy changes and to also help with Management requests to review things like contracts, procedures, protocols, etc. After further discussion, the Board agreed to place this matter on the February 17, 2021 Board meeting agenda for decision.

Capital Reserve Study & Financial Analysis: Mr. Miller provided an update regarding the Capital Reserve Study and Financial Analysis. Mr. Buchanan encouraged the Board to review the analysis in preparation for the January 23, 2021 Budget meeting.

MOTION TO EXTEND THE MEETING:

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Courtney, to extend the Board meeting 10 minutes to 9:40 p.m. The motion passed by unanimous consent.

Association Owned Units: The Board discussed the subject of the possible sale of some of the unit(s) owned by the Association. The Board shared the pros and cons to selling the Association's property. Ms. Cox provided input regarding her thoughts on the financial benefits of the possible sale of the unit(s). After further discussion, the Board concluded to add this matter to the February 17, 2021 Board meeting agenda for further discussion.

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Courtney, to extend the Board meeting 10 minutes to 9:49 p.m., to continue talks regarding Association Owned Unit(s). The motion passed by unanimous consent.

MOTION TO MOVE INTO EXECUTIVE SESSION:

- R) **WITHOUT OBJECTION** it was **MOVED** by President Buchanan, to recess Open Session at 9:44 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 9:50 p.m. The motion passed by unanimous consent.

ACTION TAKEN AFTER EXECUTIVE SESSION:

- R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Cox, to adjust account balances consistent with discussions had in Executive Session. The motion passed by unanimous consent.

MOTION TO ADJOURN:

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan, to **ADJOURN THE MEETING** at 9:51 p.m. The motion passed by unanimous consent.

Meeting Adjourned at 9:51 p.m.