

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS
VIRTUAL MEETING**

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

ATTENDANCE:

Directors Present: Dave Bush, President; Jeff Lisanick, Vice President; Scott Buchanan, Treasurer, Peter Ferrell, Secretary; Peggy Clancy, Claire Eberwein, James Konkell, Hector Mares, and Robin Woods, Directors.

Others Present: Dana Cross, Acting General Manager, Donna Young, Recording Secretary

CALL TO ORDER:

President Bush called the virtual Board meeting to order at 7:01 p.m. and welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Ferrell, to approve the agenda as amended. The motion passed unanimously (9-0-0).**

POLICE REPORT:

Officer Fromm reported on the following incidents for the months of October/November 2021: On the night of November 11-12, 2021, there were multiple cars that were unlocked, entered and rambled through, but nothing was taken and no cars were stolen; October 18, 2021, a hit and run incident occurred in the 3500 Block of Martha Custis Drive, car parked in the road was side swiped by another vehicle traveling down Martha Custis Drive; on November 12, 2021, beginning in the 3600 block of Valley Drive, ending in the 3700 block of Preston Drive at approximately 2:00 a.m., there was a drunk in public arrest with a resident. Officer Fromm continued that he will place an article on Face Book reminding people that are warming up their cars due to the cold weather to not leave keys in the cars, so they won't get driven off as well as information regarding package theft prevention since the holidays are approaching.

APPROVAL OF THE MINUTES:

ACKNOWLEDGEMENT OF THE SEPTEMBER 21, 2021, TOWN HALL MEETING MINUTES; OCTOBER 13, 2021, SPECIAL MEETING MINUTES & APPROVAL OF THE OCTOBER 20, 2021, BOARD MEETING MINUTES:

- (R) MOVED by Mr. Buchanan, SECONDED by Ms. Clancy to approve the October 20, 2021, Board meeting minutes as presented. The motion passed unanimously (9-0-0).**

RESIDENTS FORUM:

Homeowner Lauren Hughes shared her displeasure with the incidents that have occurred in her unit. Homeowner shared that she has had reoccurring issues where water is infiltrating her unit and getting under her floors and causing them to buckle and that there are more than a dozen areas in her flooring that are swelled and buckled. Homeowner continued that she asked Parkfairfax to investigate the matter, and they got a flat zero reading for moisture levels which should have been suspect. Homeowner stated that it took her three-and-a-half weeks to convince them to do mold testing in her unit and it took an additional week to get the results to be informed that she has high levels of toxic mold in her unit that she has been living with for over a month. Homeowner reported that remediation was done, but no work was done to solve the water infiltration issue(s). Homeowner stated it took two months for Parkfairfax to admit her floors were wet. She further stated that, to her knowledge that Parkfairfax has made no progress in identifying where the water infiltration is coming from and/or replacing wet floors in her unit. Homeowner stated that due to the lack of action, she hired a mold and moisture expert that found four (4) points of water infiltration, they took new mold test to find that she has high levels of toxic mold in her unit again because everything is still wet, and water is still coming in, and her house is now a danger to her health again. Homeowner stated that she has not been living in her home for the majority of the last three months. She stated that at the minimum, all of her floors need to be pulled up and the bottom 2ft of 50% of her walls need to be pulled out. Homeowner continued that she will have to completely move out of her home so that the necessary can be done. Homeowner further stated that in her opinion Parkfairfax should be responsible due to the water infiltration and the failure of the shell of the building. Homeowner concluded that an evaluation should be done on the entire community because she is sure that she is not the only one fighting this fight and having these issues. Homeowner shared that the two remediation and inspection groups that came in are First Priority USA (David) and ACM Services (Dan). Mr. Bush requested that Ms. Cross and Alonzo provide the Board with a plan of action so that the matter can be addressed.

Karen Elsbury stated that she wanted to support the party room renovations. Ms. Elsbury also stated that she wanted to thank Anna Fernezian for providing information regarding how the Capital Improvements Fund came about. Ms. Elsbury also thanked the Board as well for setting up the Capital Improvement Fund, it was an amazing forward thinking idea – **KUDOS** to the Board. Ms. Elsbury shared that the party room renovations are a good idea and are long overdue and would be a great reflection of how we want our community to be perceived moving forward.

A&PB –Party Room Renovation – Update and Discussion: Ann McCord, Architecture and Planning Board (A&PB) Committee Chair provided an update on the Party Room Renovations. Ms. McCord revisited the idea that was presented at the last meeting to address issues such as noise management and the lack of monitor/video (TV) capabilities, etc. Ms. McCord reviewed the two options that were presented, one being the double opening view with the wall remaining, and the other being the single opening which would include barn doors that can be closed to create two separate spaces that could be used simultaneously. Ms. McCord stated that she wanted to take the time to thank the committee members and that an incredible amount of volunteer hours went into this project, and she just wanted to say **KUDOS** to her fellow committee members of the A&PB for a job well done. Ms. McCord continued that the A&PB’s strong recommendation would be the single open option; it provides the most flexibility and use of the space as well as checks all the boxes that were suggested by the residents that use the space. Mr. Buchanan stated that he likes the idea of the single opening option and having

multiple spaces for event use. Mr. Buchanan also shared that he wanted to clarify some things. Mr. Buchanan stated that we as a Board have done what you would want your Board to do, which is rather than waiting until things are in such a bad position and we have to figure out how to pay for it and we have no money to pay for it. Mr. Buchanan continued that the Board has diligently set aside money for the last three years in order to use it for these kinds of projects. Mr. Buchanan further stated that even after completing this project we will still have \$160,000 left in the Capital Improvement Fund which will provide us the opportunity to take on another project next year. Ms. Eberwein stated she wanted to give credit to Ms. Anna Fernezian for being instrumental in setting up the Capital Improvement Fund. Mr. Ferrell and Mr. Lisanick provided their comments and agreed that the single opening option would be most beneficial. Mr. Lisanick further stated that this renovation would be an extension to the community's curb appeal. Ms. Eberwein provided her comments and stated that she too was in agreement with supporting the single opening option. After further discussion the Board concluded to vote on the matter.

- (R) MOVED by Ms. Eberwein, SECONDED by Mr. Lisanick, to approve the Architectural & Planning Board's request for funds in the amount of \$215,000 with a \$15,000 contingency to come from the Capital Improvements Operations Reserves for the Community Room Renovations Single Door Opening option. The motion passed unanimously (9-0-0).**

COMMITTEE REPORTS:

Activities Committee: Ms. Woods reported that the next big thing coming up is the tree lighting ceremony. Ms. Joyce Frank added that the Alexandria Choral Society performance will be on Sunday December 5, 2021, at 6:00 p.m., and the tree lighting ceremony will take place at that time; if all goes well, we will have Santa in a drive by throwing candy out of a convertible. Ms. Frank further reported that after that there will be a holiday door decorating contest and we have asked residents to submit entries for and there will be three (3) prizes given.

Buildings & Utilities Committee: Mr. Chuck Lunati, Chair of the Buildings & Utilities Committee (BUC) provided a detailed report that included the Committee's Standard Operating Procedures (SOP) and the laundry room conversion study project charter.

Community Outreach Committee: Mr. Lisanick provided an update of some of the recommendations for the website that was provided by the committee such as adding a search feature, removing old post, repair broken links, train staff to make updates and provide assistance. Ms. Janet Schrader provided input regarding how to approach making the website better. Ms. Schrader stated that she strongly suggested contacting WordPress experts. Mr. Bush requested that the committee provide a formal proposal to include cost figures to be presented and possibly voted on at the December 15, 2021, or January 19, 2022, Board meeting.

Finance Committee: Ms. Julia Reynes provided an update on the new Finance Committee that have been meeting since August 2021. Ms. Reynes reported that the committee was given the charge to fund the Reserve Study. She further reported that at the December 15, 2021, Board meeting the Committee will recommend amongst other things that Parkfairfax think about moving away from the 1-year budget process and move toward a more structured 5-year budgeting plan that will lay out regular and

predictable association fee increases, which will hopefully provide more stability. Ms. Reynes stated that the Committee will provide a detailed report on the matter at the December 15, 2021, Board meeting.

Landscape Committee: Ms. Davis provided an update and stated they took an onsite look at the proposal submitted by Christopher Consultants. Ms. Davis stated that the basic thing they are looking at are ideas that they can use all over the property to remediate storm water issues. Ms. Davis shared that there were quite a few questions that came up that she will get them addressed as well as refining the proposal to be re-presented to the Board at the December 15, 2021, board meeting; Ms. Davis stated that she hopes to have Christopher Consultants in attendance at the December 15, 2021, board meeting to have them answer additional questions and address any concerns with the proposal. Ms. Davis further reported that the Committee is working with the Transportation and Land Use Committee for potential locations for the capital bike share. She also reported that the committee is also partnering with the Activities Committee on the tree lighting (Holly Jolly Island).

Transportation and Land Use Committee: Mr. Bush reported that the Transportation and Land Use Committee held a very successful townhall meeting with a city representative regarding the current scooter problem. Additional information on the matter will be provided in the near future as well as additional information regarding capital bike share and charging stations.

MATTERS FOR BOARD DECISION:

September 2021 Reserve Expenditures:

- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Ferrell, to approve the September 2021 Reserve Expenditures in the amount of \$361,955.98 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (9-0-0).**

FY 2021 Audit:

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Clancy, to approve the Draft Audit for the year ended May 31, 2021, as submitted by Goldklang Group CPAs P.C. The motion passed unanimously (9-0-0).**

FY 2021 Budget Surplus

- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Bush, to move to allocate the audited FY 2021 budget surplus in the amount of \$442,206 in the following manner: \$280,156 to Replacement Reserves, \$100,000 to Owner's Equity Reserve Capital Improvement Fund and \$62,050 to Unreserved Owners' Equity. The motion passed unanimously (9-0-0).**

Mr. Buchanan explained that the excess monies accumulated were a result of various one-time events such as easements that were provided to the city, etc. He further explained the importance of placing those monies into reserves for future potential financial incidents.

Tree Maintenance:

- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Ferrell, to approve that the Tree Maintenance line item be increased by \$80,000 with funds to come from Owner's Equity. The motion passed unanimously (9-0-0).**

Electronic Voting Proposal: Ms. Cross directed the Board's attention to two proposals submitted for electronic voting services by Simply Voting in the amount of \$2,230, and eBallot in the amount of \$3,910. The Board discussed the matter and referred to Ms. Cross to provide a recommendation. Ms. Cross recommended sticking with eBallot for electronic voting services.

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Lisanick, to accept the proposal submitted by eBallot in the amount of \$3,910 to perform electronic voting services for the 2022 Annual meeting. The motion passed unanimously (9-0-0).**

MATTERS FOR BOARD DISCUSSION:

Laundry Room Conversions – Possible Directive to BUC: Mr. Ferrell and Ms. Eberwein, each provided their input regarding the directive to the BUC regarding the Laundry Room Conversion project. Mr. Buchanan added that the community benefit of the maximization of the laundry rooms is an important factor. After further discussion it was concluded that after additional information is provided, this matter will be revisited at the December 15, 2021, Board meeting.

Myer Swim Team Inquiry: Ms. Clancy stated that many residents swim early on Saturdays and would not be happy if it was reserved. The Board discussed the matter and concluded to revisit the matter at the December 15, 2021, board meeting after additional information is provided, under matters for Board Discussion.

MATTERS FOR BOARD INFORMATON:

September Financials: Mr. Buchanan reported that there are some items that need to be addressed regarding insurance claims in the September 2021 Financials; Mr. Buchanan stated he will address the matters with Barkan.

MOTION TO MOVE INTO EXECUTIVE SESSION:

- (R) **MOVED by Mr. Lisanick, SECONDED by Mr. Ferrell, to recess Open Session at 9:04 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 (9-0-0).**

MOTION TO EXTEND THE MEETING:

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Lisanick, to extend the meeting 15 minutes at 9:29 p.m. The motion passed (6-3-0). Mr. Buchanan, Mr. Mares and Ms. Woods opposed.**

MOTION TO EXTEND THE MEETING:

- (R) **MOVED** by Ms. Eberwein, **SECONDED** by Mr. Lisanick, to extend the meeting 5 minutes at 9:45 p.m. The motion passed (7-2-0). Mr. Buchanan and Ms. Woods opposed.

MOTION TO LEAVE EXECUTIVE SESSION:

- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Mr. Bush, to leave Executive Session at 9:50 p.m. The motion passed unanimously (9-0-0).

ACTION TAKEN AFTER EXECUTIVE SESSION:

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Bush, to formally extend an offer of employment to Francisco Foschi to be the General Manager of Parkfairfax at the terms and compensation package agreed to by consensus in Executive Session. The motion passed unanimously (9-0-0).
- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Bush, to accept the two settlement requests recommended by Legal Counsel as stated in Executive Session. The motion passed unanimously (9-0-0).

MOTION TO ADJOURN:

Meeting Adjourned at 9:51 p.m.