

**PARKFAIRFAX CONDOMINIUMS
SPECIAL BOARD OF DIRECTORS
VIRTUAL MEETING**

**September 8, 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, Hector Mares, and Robin Woods, Directors.

Directors Absent: James Konkel

Others Present: Dana Cross, Acting General Manager

CALL TO ORDER:

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

APPROVAL OF THE AGENDA:

Mr. Bush inquired were all Board members in receipt of the draft agenda for tonight's meeting and were there any amendments to that agenda. There were none.

PATH FORWARD ON SELECTION OF A NEW GENERAL MANAGER:

Mr. Bush stated that affirmation was needed that the Board of Directors **do not** wish to hire a Management Services Firm as a general agent for the Manager search. By consensus, it was Affirmed that the Board does **NOT** wish to hire a Management Services Firm. It was further affirmed by consensus that the Board will engage an employee search firm to proceed with the Manager Search. Mr. Bush stated that the Board was in receipt of four (4) prospects, the McCormick Group, Hughie Enterprises, Inc., (both of which were found by Scott Buchanan), Association Bridge (Tom Willis), and Barkan. Mr. Bush stated since there were no further solicitations to be sought, let's proceed to discussion of the four (4) firms that are presenting prospectus and decide on whether to interview one or more of these firms.

Scott Buchanan (McCormick Group and Hughie Enterprises, Inc.): Mr. Buchanan stated that both firms are focused on the principals presented by the Board as well as real estate, management, and construction management, which are pretty solid fits in terms of capabilities and focus. Mr. Buchanan shared that both of them basically offer sort of the same general terms and conditions, such as 30% base first year compensation to perform the search and they both will also provide guarantees that if the person that we hire does not work out and/or is terminated within a window of time or leaves in a period of time, they will conduct the search again at not cost (at the same fee that they paid before). Hughie Enterprises did request a \$5,000 Engagement Fee.

Mr. Bush shared that Barkan is the Association's current financial manager. Mr. Buchanan shared that he requested a proposal from Barkan regarding the search. Mr. Buchanan added that Barkan works with us today, they manage a lot of properties, and they certainly have a long roster of people that they have worked with in the past. Mr. Bush stated that Barkan came down from their original estimated price. Mr. Bush further added that Association Bridge (Tom Willis) proposal closely matches up with all the proposals submitted stating that they will work this process through. Mr. Bush asked the question that once they have finalized a selection of

the employee search firm, is there anyone who wants to start thinking about interviewing and setting up an interview schedule.

Claire Eberwein commented that at this point pitching pennies to save on what search firm we select does not make sense, we had a manager, we agreed that he was good, I am interested in getting a manager that is just as good or better. I was singularly unimpressed with the proposal from Association Bridge, it was not a professional presentation. I was also not particularly impressed with the presentation from Barkan (they may have the best price, but I was not impressed with their presentation). My analysis is that I was most impressed with the McCormick Group and Hughie Enterprises, Inc.; their presentations, their background, their ability to search wide and hard, their willingness to recruit people that are already potentially working at other condominiums, etc. Ms. Eberwein continued that between the two of them they both touched on what I believe we need including details about how they would conduct the search. Ms. Eberwein stated that they all don't need to be debated unless there are multiple different opinions. Again, I believe that the two best proposals were the McCormick Group and Hughie Enterprises, Inc. Ms. Eberwein stated that she is not sure what an interview would do, I think they are both professional and from my experience when you hire a professional firm you turn it over to them, I think their records speak for themselves.

Scott Buchanan commented that he agrees with Ms. Eberwein that he is not sure what we would get out of an interview. He further stated that a sit down would definitely be necessary once a firm has been selected to go through what the criteria would be. Mr. Buchanan stated that the McCormick Group has a national presence and are a pretty large firm with a deep network, and they are local, and the guy that would be the principal on this has worked in the real estate and property management space for quite some time.

Question from the Floor: Was an RFP issued for the search firms?

Mr. Bush responded no there was not an RFP issued. Mr. Bush stated that we are tackling this thing and going as quickly as we can; if we had to draw up an RFP it would be time consuming. Mr. Bush stated that the Committee will also have to discuss reviewing the job description, and that job description will be provided once the selection is made.

Mr. Lisanick stated, in my opinion, that Barkan would select someone that is favorable to them, so I am not really leaning towards Barkan. As far as the other two, production of the materials is one thing, but if we get the value for a lesser price, I am amenable to that as well. Mr. Lisanick stated if the review of the firms is the same, then there is no need to pay a premium; if we are getting a better quality recruit, then that is a different story.

Mr. Bush stated let me make it clear that we have not selected any salary in mind and the Board has not yet discussed it.

Mr. Hector Mares shared that he agrees with the comments that were just made. He further shared that he does not have any preference at this time because this is a new area for him and at this time, he does not have too much to offer.

Ms. Peggy Clancy stated that she agrees with not using Barkan and that it could be a possible conflict of interest. Ms. Clancy further stated as far as the other firms, she really does not know enough about them. Ms. Clancy stated that she thinks we really need to throw a large net – not just in the metropolitan area here, but hopefully some of these firms have contacts throughout the country. Ms. Clancy further stated that we have a lot to offer here, and we need to spread the word that we are looking for someone, and hopefully one of these firms will be able to do that for us.

Ms. Eberwein stated that her recollection of Association Bridge was that it was a tight written contract, but with not much information about what they were going to do. I feel very comfortable with the McCormick Group because they have construction background and they pretty much addressed in their letter to Scott Buchanan the issue of the aging buildings and infrastructure, which is pretty much what we need. Ms. Eberwein continued that they have found quality candidates for others, they have lots of recommendations, so I am going to put a motion on the floor and follow Scott Buchanan's lead that out of the two he is leaning to the McCormick Group, and I am totally comfortable with that.

Mr. Peter Ferrell stated that he likes the fact that the McCormick Group is local and that if you look at the fact of the unique property that Parkfairfax is, local connections and understanding the vibe in the community and the culture here is important, which is why I am leaning towards the McCormick Group. Mr. Ferrell added that the attention to detail and the thoroughness of the McCormick Group's submission is telling of itself, which are my two reasons for seconding the motion.

Ms. Robin Woods stated that she has nothing further to add and that she agrees with Ms. Eberwein on everything.

Mr. Bush added that he certainly doesn't disagree with the McCormick Group, but the one thing that I found that is a problem for me is the guy they are offering has more in the area of construction than he does in management, that is a problem for me because we are not looking for an operations manager, we are looking for an Administrative General Manager, but the group itself is certainly very good. Mr. Bush added that except for Hughie Enterprises, they are all local. Mr. Bush pointed out that Association Bridge also has a retainer which is \$1500, so the fee would not exceed \$12,300 with the \$1500 retainer; I am not hung up on the retainers, I do have to share Jeff Lisanick's concern regarding total cost because it would depend upon how much we are paying the individual and part of that would be in negotiation with the firm that we hire and how much would we have to expect to budget for this and I suspect that this would not be a small fee that we would end up paying. I tend to prefer the Association Bridge Group and part of that is that I have dealt with them before and I do know that they recently found a General Manager for Skyline House and that person came from Philadelphia and Skyline House is very happy with the selection, so apparently, they reach out in the same manner as McCormick group. In my mind its almost equal, it comes down to money and I think money is a factor.

Mr. Lisanick stated that Ms. Eberwein is the expert in this having done this many times before, so I have to give great prudence to her professional opinion and to use Scotts words I feel like there's a consensus building and that kind of pro or lessening around the McCormick Group.

(R) MOVED by Ms. Eberwein, SECONDED by Mr. Ferrell, that based on the materials we were provided and the professionalism of both the cover letter and the information that were provided that we hire The McCormick Group as our search firm. The motion passed (7-1-0). Mr. Bush Opposed.

Mr. Bush stated to let the record reflect that the McCormick Group has been selected as the search firm and we will need to set a timeline as to when the Board/Committee will meet with them to outline everything that we would like and get their recommendations and begin the search process and review of the job description. Mr. Bush stated that he would like for Mr. Buchanan to take the lead on this; Mr. Buchanan agreed to do so.

Decide to Appoint Committee of the Board/Owners to work with the search firm: Mr. Bush stated that he is very much into inclusion and with an important decision like this I do believe that we do have to have citizen members serving with Board members on this. My thought is Mr. Buchanan should take the lead on this and Mr. Lisanick and Mr. Ferrell should be the other two members of that committee and then we

should figure out a way to facilitate inclusion of unit owners. Mr. Bush inquired should we solicit unit owners by doing a weekly blast or by asking people to submit their resumes, and then select however many members they would like.

Mr. Ferrell suggested following the same sort of formula that was used for the Architectural & Planning Board (A&PB). Have a call out there, have people submit their resumes, etc.

Hector Mares stated that he agrees that there should be participation from the community and that there are many people out there that are qualified and have experience in this.

Mr. Buchanan stated that we have to solicit feed back from the community. I think my concern about some sort of committee process is that we have a committee, which is the Board, and the Board is tasked with doing these things and we have to be cognizance of the fact of the selection process of how we would select, who we would decide, and what opinion would be at the table gets very complicated especially when the community has already spoken about who's opinion is put at the table, which is by electing members of the Board. Mr. Buchanan further stated if there was a group from the community that could provide feedback it could be Committee Chairs, who has a sense of what management does on a day-to-day basis. Mr. Buchanan shared that he is inclined to keeping the community abreast of what's going on, continue to solicit feedback about the updates that we provide. Mr. Buchanan continued that the Committee of the Board (Full Board and/or Sub-group, etc.) should be the ones making the professional judgments as the fiduciaries about who's the right person to sit in this role and responsibility. We are the only one that do have that fiduciary duty.

Ms. Eberwein stated that she is in total agreement with Mr. Buchanan. Ms. Eberwein further stated that people elected us to make these decisions; the budget, and the general manager, and our top staff are our most important responsibilities and I am very uncomfortable exceeding any of that authority to people who are not elected in the community; it's not that they should not be kept fully informed but we have received our best information from the community in email blasts and I believe that a lot of people do not want to be involved in this decision. Ms. Eberwein stated that this is a Board decision and there is no structure to this committee and the appointments would be extremely controversial. Putting together this community process would take a huge amount of time, that does not mean that we do not want community input, but I don't think some members of the community are going to be comfortable potentially with some members that may be appointed sitting in on the interviews and making a decision for the next General Manager because they weren't elected to take on that responsibility. I am totally against this, and I have never seen it done this way, I have never participated in it in this way, elected officials hire their General Managers, they ask for community input, but they do not have them in the final interviews and do not have them vetting the applications and they do not have them in on the votes. I totally object to seeding authority in this way, I think it's going to delay the process and keep us from having a General Manager for months more than is necessary.

Ms. Robin Woods stated that she agrees with the fact that there are people out there that are very smart, very talented, very qualified, very experienced, and I know that over the years working with many committees and seeking qualified, smart people to help us and lead us through certain things, that they are out there in the community, and we should do all we could do to tap into some of these smart qualified people.

Mr. Bush stated let me remind the members of the Board that every management search committee that we have had in the past 45 years have been composed solely and only of citizens. This will be the first committee that we have had with any kind of search value that's actually had Board members on it. Mr. Bush also pointed out that there are plenty of former Board members living in Parkfairfax who could indeed apply if they wish, and they would certainly have a leg up. There are people who are out there that

are qualified and would hit the ground running. I stand in favor of having a committee with at least some citizens on it.

Ms. Eberwein: Dave we don't need a committee if you have a search firm. We are paying top dollar for a search firm to do this work for us, to bring the candidates directly to the Board, what are you searching for. We are paying a search firm to get the top candidates, based on what we and the community want to see in a General Manager. The search firm will bring us those top candidates who the Board will vote on; there is no need for a committee. You are inserting an additional process; the search firm is going to do the work. You are asking amateurs to do what a professional search firm is doing; the committee as a whole is unnecessary, that does not mean we do not involve the community, but we are hiring a firm to bring us the top candidates.

Mr. Lisanick stated that to his understanding, before Mr. Miller, that we did not always get the best General Managers so maybe the way we were doing it in the past is not the best way forward, seeing our previous results.

Ms. Eberwein stated that she is not against community input, and she wants to make that very clear, but I believe that this is our responsibility, and we are hiring a single person and not a management firm and we want to give them the opportunity to do what they do, to bring us the best candidate(s) based on community and Board input of what we want to see. Ms. Eberwein further stated why do we need a sub-committee, the Firm we hired should report directly to the Board in public session.

Ms. Clancy stated that she likes the idea of the community being aware of what is happening, but as many have said, we are hiring a company to interview people to find the best candidate. Ms. Clancy further shared that the search firm should find the best candidate and then we go from there.

Mr. Lisanick revisited and agreed with what Mr. Buchanan previously stated that adding a committee to the decision making process could become burdensome and that Ms. Eberwein has made it clear that she wants community input. Mr. Lisanick stated let the community inform us of what type of General Manager they would like to see. Mr. Lisanick continued that he agrees that the time it would take to formulate a committee would just push the process back further and then the community would be wondering why we are not moving faster. Mr. Lisanick stated that the residents of this community elected the Board to make these tough decisions and that's what we are here for.

Mr. Buchanan stated that the first order of business would be to have a meeting with the firm where they characterize their process and the Board share their high level perspective, but we also open up the floor for owners to offer up their thoughts so the firm can hear firsthand what they want, and the kind of issues we are facing. Mr. Buchanan stated this would accomplish that openness and the ability to communicate but also doesn't create some of the structural problems we would have with decision making and slowing down the firm from doing what it professionally does, which is perform the function of a search committee. Mr. Buchanan continued that would create the feedback with the people that are doing the search, but also doesn't create the challenges that more processes layered in would create in terms of slowing us down and getting to the right candidate.

Mr. Bush stated that he is sensing a general consensus that there not be a committee posed of the three officers and citizens and that there will be another way found to bring in citizen interest and concerns, and that planning will be up the three officers to develop some kind of timeline and plan. Mr. Bush stated that he highly recommends that the three officers get together and develop a timeline as quickly as possible while recognizing the need to have some community input. Mr. Bush stated to let the record reflect that there is a general consensus (not necessary all consensus) to have that kind of committee.

Ms. Eberwein shared that it would be a good idea to formally ask all committee chairs, past and present that are unit owners and residents of Parkfairfax to provide their opinion which would get a lot of the heavy-hitters in the community involved. Ms. Eberwein further shared to ask the Committee Chairs to prepare a memorandum stating the things that their members would like to see in a General Manager, as well as having former Board members chime in about what we should be looking for in a General Manager.

Mr. Bush stated that how you approach that would be up to the three officers and included in some kind of plan presented to the Board. Mr. Bush stated that he has great desire to include committee chairs in almost anything we do, they are an intricate part of almost anything we do.

Discuss Review of Job Description and Employment Contract: Mr. Bush inquired was there any thought to setting up some kind of committee to make a review of the current contract. Mr. Bush stated there certainly have to be a job description review. Mr. Bush further stated that the job description would have to be done fairly quickly. Mr. Bush continued that the three officers on the committee might want to seek out residents with expertise in human resources and have that ready to present to the selected search firm.

Mr. Buchanan stated that the job description has already been shared with the Board and he has reviewed it and its pretty on point with what the expectations are. Mr. Buchanan added that Ms. Cross should review the job description; she would know better than anyone else whether it fully captures the things she is now dealing with.

Ms. Eberwein stated that we do not waste too much time on the employment contract, that would be dependent on the applicant; if you get a good candidate, they have specific ideas as to what they want in their employment contract in terms of benefits, compensation, etc.

Mr. Buchanan stated that going back and reviewing the town hall transcript provides a lot of feedback in areas that would help us prioritize what the issues that people are most concerned about. Mr. Buchanan stated that it was clear to him that communication was one of the items that should be played up in the job description amongst other things. Mr. Buchanan shared that communication is one of our big community weaknesses and making that something we look for in a General Manager as a proven expertise and/or proven experience and delivery in creating a communications system and process.

Mr. Bush stated that Parkfairfax is a unique community, it's not just a historic district, it is historic, and we are going to have to do a lot of work to bring Parkfairfax up to standards and that was pointed out by Mr. Miller before he left. We need a manager that has some experience in aging communities from everything about replacing aging pipes to making sure that our buildings don't sink into the ground; those are items that need to be heavily marked in any job description.

Question: Was Dana Cross Asked would she be interested in the General Manager Position?

Mr. Bush responded that indeed he did that in a private conversation, and I think her first words were **NO**, and her second word was **NEVER**, and I don't want to speak for her, but that was the answer to the question. Mr. Bush stated that the Board is delighted that she is here and that she is able to take over in these trying times.

Mr. Bush inquired did anyone want to take a stab at redoing the job description, or shall it be generally the ideas from various Board members given over to the three officer committee.

Mr. Buchanan stated he would be happy to collate peoples edits; if you have edits and changes you want to make, send them to me, I will redline the edits and send them back out to the Board. Mr. Buchanan stated that

since there is a standing meeting next week that can be added to the agenda as a quick discussion item and include the current job description in the Board packet as well as the edited redline version so that it is available to the entire community before the next Board meeting.

Mr. Bush requested that the Board members get any advice to Mr. Buchanan about how to tweak the job description so that we can pass that onto the firm. Mr. Bush continued that the three member committee will be providing some kind of timeline on how we will proceed and what we can do in the way of getting participation from unit owners by furthering townhall meetings, or surveys, etc.

How we will proceed with Formulation of the 2023 Budget. Mr. Bush stated that we normally have a General Manager that would begin the preparation/work for the next budget, so we need to be thinking as a Board how we want to do that. I am very concerned with putting too much on the treasurer because he is now involved with the Finance Committee, the Covenants Committee and now taking the lead in this three member committee.

Mr. Buchanan stated if anyone wants a committee, he would be happy to give one up.

Ms. Eberwein added that would be a good idea if someone stepped up and offered to help Mr. Buchanan by taking one of the committees off his hands.

Mr. Buchanan asked Ms. Cross how much involvement she has with the budget process, and did she think she and Barkan could work on the budget, or do we need to have the finance committee be involved in helping you with that. Mr. Buchanan asked Ms. Cross what her thoughts are of what that process would be like.

Ms. Cross stated that Mr. Miller took on the budget process totally; she had no involvement in the preparation. She stated that Mr. Miller would ask her to look up something, get some information for him, but for the most part he prepared the budget. Ms. Cross stated that what she is concerned about, is even if she did work with Barkan, is time, I am already here on Saturdays, staying late, etc., so I don't even know how I would even squeeze that in.

Mr. Buchanan stated is that something we can have a conversation about with Barkan, they have last years budget, they have this year's budget, they have all the spending we have done, so they have a top line view of being able to make some projections. Mr. Buchanan suggested reaching out to Barkan to see if they would be able to assist with developing a budget especially since they have all the data.

Mr. Bush stated that Barkan would need to work directly with Mr. Buchanan because of the need to make sure that we have enough money in our reserves. Mr. Bush continued that Barkan has that ability, they would be simply acting as they were our full service management firm for about three months. Mr. Buchanan will get in touch with Michael and get the necessary details.

Mr. Bush stated we have reached the end of the agenda. He confirmed that we have the McCormick Group, we have three officers from the Board that are going to work on this and give us a timeline. Mr. Bush stated he agrees with Karen Elsbury when she says don't jump too far and too fast, but we do need to get this moving. Mr. Bush stated my personal hope is to have a manager by the time that we can say Merry Christmas.

Ms. Eberwein stated that the Board appreciates so much how Ms. Cross has stepped up to the plate. She stated that she appreciates it as well as every Board member the extra work that Ms. Cross is doing. Ms. Eberwein stated that we are deeply in your debt.

Ms. Cross responded thank you and that she knows the Board appreciates it.

Mr. Bush added that goes for Alonzo as well. Mr. Bush added that we re very fortunate to have a GRADE-A staff.

Mr. Lisanick added that in reading some of the chats, it is sounding like the community is disappointed that the Board is not including them in a binding decision to help select our next General Manager. Mr. Lisanick stated that it would be a logistical nightmare trying to sort out who had the privilege of helping to select the General Manager, which would open us up to accusations of favoritism and take more unnecessary time. Mr. Lisanick stated that the only thing we can hope for is that the community place their trust in us to make the best fiduciary decision possible for the good of Parkfairfax and they need to stand by their decision when they elected this Board and trust that we will make the best choice because we live here too.

Mr. Bush stated that the issue has been decided and resolved by general consensus and I don't think we need to go back at this point and review that. Mr. Bush further stated that if there is an outpouring of grief, the matter certainly can be discussed at the next Board meeting, but at least for this moment there is no desire to have citizens on that committee; that desire was pretty much the consensus.

Mr. Lisanick suggested that the Board allow for resident comments at this time. Mr. Bush agreed.

RESIDENTS FORUM:

Carol McCarthy: I have to tell you that I have real estate and property management experience and I also have procurement experience and I find this whole process very disappointing because it seems to me that we have not gone through a normal standard Request for Proposal (RFP) process and that we are interested in concluding this whole process because of a time constraint and that we are not interested in including stake holders in this process. I heard from the Board that you consider this to be a nightmare process, but I would say to you that you have people who have procurement, real estate, and property management experience that know how to do this, that including stake holders in this process is a very easy thing to do, and I am extremely disappointed because I do not believe that this Board has the expertise in this area and they are not willing to reach out and take the time to do what's necessary to make this important decision for our community that's going to affect us for many years to come. I just want you to understand that I have no bias, I am objective in this whole process, and I want what's best for this community, so I do not agree with any statement that says you cannot bring people into this process that don't have a bias. I have lived here for 21 years, and I have seen this community improve in the last few years and I don't want to see this community go back to area where we don't have the proper people who can manage what we need managed, and there are so many things to be managed that we need expertise in making this most important decision. Thank you.

Galvin/Pellegrin: Hi. this is actually the first Board meeting I have attended, much to my discredit, but I think a Board that says hey more of the community should be involved in important decisions should make it easy for people to do. So it's really been an eye opener to sit here and contribute to the chat and to hear you all talk about people just need to live with their decision that they voted on, but if people knew that Mark was going to leave and that they would be excluded from part of that job search, I think people would have been more involved and we have a really engaged community when they care about something and just not letting them be at the table seems to be against all kinds of modern norms of transparency and inclusiveness and it shouldn't be hard and there must be ways to include people. I think Ms. Eberwein's observation that we are hiring people to bring the best candidates to the Board is an excuse to cut out the community just doesn't work, and I am not a property manager, but I do love this community a lot and would like to be more apart of the process and tonight's meeting told me more or less that I am just a citizen, and I don't really count. Thank You.

Scott Buchanan: I do feel like I need to address that. We did have a town hall and I hope that everyone that is on the call today attended that town hall. Mr. Buchanan stated that's exactly what we facilitated this discussion for, at the next Board meeting we will be talking about this again. As I suggested, depending upon the conversations we have with search firm, having a community event where people can contribute their thoughts and have the search firm, a hired professional, to do this work and just to say having dealt with search firms before professionally and used them, also one of the considerations here is that some of these candidates cannot be publicly vetted because they may be working today at existing properties and are looking to leave, we cannot have open community discussions about all those things. So, if there are things you think are priorities you can email the entire Board and share them.

Ms. Eberwein: I think I was individually singled out from the chat. I make no apologies for my position, but I am not trying to make excuses or hide at all, I have done this before as has Mr. Buchanan. I don't think I would be revealing anything that shouldn't be revealed by saying that Mr. Miller was approached by a headhunter, he was not seeking a job. He was negotiating while he was manager, and he got a really good offer, we did not find out until he had accepted that offer. Only the Board has a fiduciary duty to both the community and to the applicant to maintain the utmost confidentiality. So, I make no apologies and I am not making excuses to dis-include the community and I have stated over and over again that we want your input, but when it comes to actually meeting with a candidate that doesn't work because that candidate may currently have job a with another condominium association and nobody except Board members have that legal duty to keep their mouths shut and people like to talk, and when they are on a committee they like to feel important and that's just human nature, not a criticism of anybody, that is just a reality, So I appreciate your comments but I think the Board did make a decision tonight, and I think it was the right one. And I think that most people who did vote in the election are comfortable with the people they put in office to make that decision if we screw up vote us out and run for the job.

Carol McCarthy: So, Ms. Eberwein I applaud your ability to support your decision, I think that is very important and your explanation in doing so. However, I would say that to assume that somebody who would serve on a committee, a stake holder's committee, to help this process and then you have no ability to gain their confidence to keep those discussions confidential, is just wrong, I understand that they do not have the fiduciary duty that you all do, but there are people in this community that want the best for this community and would agree to sign a confidentiality agreement, or to do something else. I have worked in property management and in real estate, I have done these things before, I have had stake holders always in my decisions. It doesn't mean that you are making decisions by community, that is a whole different thing and you cannot do that, but you can have stake holder involvement in formulating the process, formulating how we move forward on this, formulating what candidates, what search firms go forward in this, because they have expertise to add, and at this point your worried about somebody going and talking about candidates and we are talking about adding expertise to this Board to make the appropriate decision going forward in this most important decision and I think we have done this in the past, I think we have had stake holder committees who have helped other Boards make important decisions, and I don't think we experienced any issues with that. So, I understand this concern about bias and non-objectivity, and things of that sort because I have experienced that in my relationships in various committees, and that is only one of the reasons that I haven't gone forward in taking a more proactive stance in this community. But I will tell you in this instance, if we had somebody who was experienced in how we go through this from a procurement basis, from a human resource basis, we could end up with really a stellar candidate who could take our community very far forward in the future. Thank you.

ADJOURN THE MEETING:

Mr. Bush Adjourned the meeting at 8:18 p.m.

Thank you all for participating.

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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 Konkel, 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 INFORMATION:

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.