

# **MEETING MINUTES**

- July 18, 2023 Public Hearing Transcript
- September 20, 2023 Board Meeting Minutes

**PARKFAIRFAX CONDOMINIUMS  
PUBLIC HEARING  
TRANSCRIPT**

**July 18, 2023  
3360 Gunston Road:  
Alexandria, VA 22302**

**ATTENDANCE:**

Directors Present: Peter Ferrell, Vice President; Peggy Clancy, Secretary, Amanda Mullan, Treasurer; Dave Bush, and Marieke Johnson, Directors.

Directors Absent: Scott Buchanan, President; Claire Eberwein, Matthew Larson, and Jeff Lisanick, Directors

Others Present: Francisco Foschi, General Manager, Dana Cross, Assistant General Manager

**CALL TO ORDER:**

Vice President Ferrell called the Public Hearing to Order to discuss proposed changes to the Guidelines for Electronic Meetings, Voting, and Notice Policy.

**EXPLANATION OF AGENDA:**

**Peter Ferrell:** This Public Hearing is a policy meeting to go over changes to our election, voting, and electric communication procedures, which is more of a formality that is required by our bylaws. This public hearing is an opportunity for people to weigh in on the policy changes and in reality, it's not proposing anything we have already done. These processes have been in place for many years so right now this is more of a legal formality that we have to do before we can formally change our policy procedures.

I guess what I will ask is if everyone had a chance to look these over. We will have a discussion today and then we can take notes and take those discussion points back to the Board for additional consideration and then most likely, eventual approval of these policies at the following Board meeting. So, with that, I will turn it over to the floor and let Lisa Harger chime in since she's been kind of the third tip of the spear, as well as well as Catherine Kitchell who is the current Elections Committee Chair, if she/they wanted to add comments about the policies themselves, and then open the meeting up to the floor for folks just to weigh in as they please. Lisa, do you want to say anything at this moment?

**Lisa Harger:** No, I have nothing to add.

**Pete Ferrell:** and Catherine.

**Dave Bush:** She's not here.

**Peter Ferrell**: Oh, she's not, I thought I saw her.

**Dave Bush**: Peter, PR15 Is not on the agenda for tomorrow night.

**Peter Ferrell**: I didn't get the agenda until just this afternoon.

**Dave Bush**: It won't be a part of the Board packet that unit owners will be able to see before the meeting, I don't know if that means anything or not. I happen to be In favor of this being passed tomorrow night, but just to let you know that it's supposed to be in a Board packet that's available to the unit owners, and since it's available tonight, I think that we could pull through on that.

**Peter Ferrell**: I would argue that this has been available because of tonight to the public and I know it's not in the Board packet yet, but I think that's a formality we can probably, with a unanimous vote just move forward.

**Dave Bush**: Do you want comments from us tonight or tomorrow night at the Board meeting?

**Peter Ferrell**: I would say let's allow comments tonight so that tomorrow's meeting can probably be a little bit more efficient. So, it's up to you.

**Marieke Johnson**: I would do it tonight.

**Peggy Clancy**: Do you think there will be radical changes to be made?

**Dave Bush**: Oh, I never make radical changes, just reasonable changes.

**Peggy Clancy**: They both begin with "R".

**Dave Bush**: Radical, Reasonable and Ridiculous.

**Peggy Clancy**: Ok.

**Peter Ferrell**: So, Dave do you want to start?

**Dave Bush**: Under the fourth WHEREAS, the act provides that notice of association meetings may be sent to unit owners by electronic mail, etc. I guess the act does say Association because I was going to include Association and its various committees to that particular WHEREAS, but then a little further down under *A: Conflict with Other Rules, here it says: to help through electronic means to electronic voting or to owners authorizing emails*; I'm not sure what that means authorizing emails, maybe somebody can explain that to me. I guess we all do authorize the Association to use our email addresses, therefore the word would be correct, I just didn't want to have any limiting language there that somehow somebody who hadn't authorized it couldn't get a notice; anyway, most of these are just questions.

On the next page, *A: under #2, however, the Board may authorize the Association's management agent*, we don't have a management agent, we have a manager, so maybe it's better to put in here manager rather than management agent.

**Peggy Clancy:** But it's Dana Cross, she would do the managing.

**Dave Bush:** No, Manager or his staff or management staff, but we just don't have a management agent and they're not known as a management agents.

**Lisa Harger:** This language is parallel to the language in the electronic manual and the Terms of Reference (TOR) to our Election Committee. The person who helps out with the election procedures is the dedicated managing agent for that process, it's a defined term.

**Dave Bush:** Well then you need to have a definition because under the act, the management agent and managing agent are much different from what you are describing here, the managing agent for Parkfairfax; you mean managing agent for the election.

**Lisa Harger:** It applies to elections and also meetings Dave, so it's a little broader in this sense, but if you find this term vague we can certainly tighten it up.

**Francisco Foschi:** Can anybody hear me, I'm sorry, it's Francisco, Hi Lisa, Hi Dave, Hi, Everybody, sorry I'm driving but I'm here and I just wanted to say, I'm not sure, it might be worth checking with legal on this because everything in our governing documents refers to the manager as the managing agent; never refers to the General Manager or management staff, it's all about managing agent, so I don't know if it's directly linked to the same verbiage as this policy, so I'm just saying its worth looking into before making any changes.

**Lisa Harger:** Francisco this was drafted with Ken Chadwick and approved by Wil Washington.

**Peter Ferrell:** The language here reflects – legal counsel more or less told us to use his word.

**Francisco Foschi:** Yeah, that makes sense, I think that's exactly why it's there because it's directly linked.

**Dave Bush:** That is why I am asking as long as somebody is saying that managing agent is okay; I'm not arguing the point, I'm just asking. Under *#3 #B: Association Board and Committee Meetings, will be hybrid meetings using board-approved internet basics*; are we including any subcommittees or just the committees?

**Peggy Clancy:** Well, that's if they are part of a committee then they would still be under the same guideline.

**Dave Bush:** No, a subcommittee is different than a committee, many subcommittees meet, they will decide when they are going to meet.

**Peggy Clancy:** With Board approval.

**Dave Bush:** Does the Landscape Committee have subcommittees that meet when the committee is not meeting?

**Robin Davis:** Yes

**Dave Bush:** That's what I'm talking about, so they would have to put out a notice that they are going to meet, they would have to zoom, or is it simply going to be the committees only because those subcommittees report back to the committee so anything those subcommittees do would be out in the public when the full committee meets. I think this tells you that I'm not in favor of subcommittees, how do they get noticed because there's a lot of red tape?

**Lisa Harger:** Dave we didn't discuss subcommittees when we were drafting this and if you want to add it in for a later draft of this we can, but I would suggest just moving forward with it as it's written.

**Dave Bush:** I know, that's what I'm saying, I want it to be committees only, but I don't want it to be understood that because it's committees, it means subcommittees and sub-subcommittees and sub-sub-sub committees.

**Marieke Johnson:** I guess part of my concern would be I know there are some subcommittees, but I don't know how many there are, it may be an issue for another day, at least in my opinion I would like to know how many subcommittees everyone has, just so that people can participate.

**Dave Bush:** They form them and well, that's the problem. Almost all the terms of reference allow committees to set up subcommittees so they might form it at a meeting, subcommittee to meet next Thursday, etc., if you do that then you would have to say Okay I'm going to set up the subcommittee they can't meet for another two weeks or three weeks while the notices go out, most committees like to be able to operate fluidly and that kind of shuts down your fluidity; again as long as we understand that it does not mean subcommittee's that's great with me.

**Marieke Johnson:** I guess I am going to be on the other side, that's ok for now to get it passed but I am curious because I think that to me the idea of subcommittees, if there are lots of subcommittees, and then if people can't join or participate, I don't know why they couldn't add a zoom link, but I don't want to stop this for that, but I think it's something worth noting.

**Dave Bush:** I wouldn't stop anything.

**Marieke Johnson:** No, I'm just saying in my opinion, I don't think ..... (inaudible).

**Robin Davis:** Can I say one thing about subcommittees, because they are fluid at least for the landscape committee and I know for BUC (Buildings & Utilities Committee) and the TLUC (Transportation and Land Use Committee) a lot of those subcommittees are ones that they need to meet like walking around the property, you could not do a hybrid – well you could but it's major, so just for the thought process

going forward, not for tonight, is that if you want to have a group that's going to take a look at the focal point gardens, I'm sure I can figure out a way to do it on zoom, it would not be fun.

**Marieke Johnson:** No for that I understand, to play the other side of it I see this as a way to view something I see as a loophole to abuse something that I just want to make sure doesn't get used as an excuse for ..... (inaudible)

**Robin Davis:** And perhaps the workaround and at least the way that we've done it on the landscape committee is if there is a subcommittee there is a report that is being reported to the committee and that's included in the Board report so that's a TOR thing as to how the committee has to report.

**Dave Bush:** The subcommittee has to report to the full committee so anyone interested in what the subcommittee did would get it out of the full committee meeting, I know with the TLUC, did we not walk around to find out where the bike share was going to be, how would we have zoomed that, how would you let people know where we were going to go. Did we report it back to both the Board and the full committee, the answer is yes.

**Marieke Johnson:** It was just a point that's all it was, and it was a curiosity question on my part because the committee I'm Liaison with does not have a lot of subcommittees, so it was more of an educational moment, and I am still curious about it and just want to make sure its folded in eventually maybe and just to get more clarity on subcommittees, that was it.

**Dave Bush:** I appreciate transparency. I just don't want someone to come along later and say you guys passed this When you all pass this and say that now all subcommittee meetings have to be broadcast in that way, as long as we understand. *Under #C: Limited Circumstances from 100% Electronic meetings the Association Board or Committee Meeting may be held entirely by electronic means if the Board or Committee determines through a Board or Committee Vote then an entirely electronic meeting is necessary for them.* I thought that somewhere in the Condominium Act it required that if you were going to hold a meeting, somebody had to be present, if it was an electronic meeting, somebody had to be present in the room where the electronic meeting was being held and I thought that was someplace in this resolution although I can't find it at the moment; that's something that I would like to have checked to make sure that it doesn't need to be designated where the meeting will be, and at least one or two people either on the committee or the Board have to be in that room.

**Peter Ferrell:** Okay.

**Dave Bush:** In person, physical attendance *Under #4 #A. Oh, here it is at least one Board member, or a managing agent representative must be in the room,* so that doesn't seem to me to comport with what's above. You can't hold a meeting entirely; you have to have someone present, that's all I'm saying.

**Peter Ferrell:** Okay.

**Lisa Harger:** I don't understand what Dave is saying because being present just means that you are online paying attention, and you have somebody who's monitoring Zoom making sure that everybody can be heard, which is the only requirement of the meeting. I don't understand what you mean by where they have to be present.

**Dave Bush:** Lisa read the paragraph please, you must be physically present at the meeting.

**Lisa Harger:** I'm trying to find the paragraph that you are referring to Dave.

**Dave Bush:** The 4<sup>th</sup> page, I think it's under #4 – in person physical attendance at hybrid meetings. #1

**Marieke Johnson:** Its numeral #4A - #1 & #2.

**Francisco Foschi:** Can I ask a quick question, are we referring to the updated version of the condo act because they were just recently updated in regarding meetings and electronic meetings?

**Dave Bush:** Yes. It was.

**Francisco Foschi:** So, is this the 2023 version?

**Dave Bush:** That is why I am asking; did somebody check the newest version of the condo act to make sure?

**Francisco Foschi:** Oh, ok yes, I understand.

**Dave Bush:** I believe that this does comport with the most recent addition of the condo act.

**Peggy Clancy:** That somebody has to be present.

**Dave Bush:** I think that's why it's in here.

**Peggy Clancy:** But up here, Under #C, I think it is limited circumstances for 100%, meeting – you know if there's a disaster or whatever and everybody needs to be at home. That's how I am reading #C.

**Dave Bush:** That's fine – that's great. As long as we get it straight.

**Peggy Clancy:** Am I reading that correctly, #C, the top one, where no one has to be there it's for limited circumstances for 100% electronic or under #4 it's all for the hybrid meetings.

**Lisa Harger:** #4A – relates to hybrid meetings.

**Peggy Clancy:** So #C – as I said, If there is a disaster, and everyone wants to be at home, 100% electronic meeting, that is for special circumstances.

**Robin Davis:** You know you have all these committee meetings that were virtual, so now you're saying that we have to have hybrid meetings for all of our committee meetings, that's what this is saying.

**Peggy Clancy:** And I think that's according to the condo act.

**Robin Davis:** We haven't had a room, there was no space, if we need the same night as another committee, there was no space here to do that, where we could have a hybrid meeting and downstairs is not set up to do hybrid meetings.

**Peggy Clancy:** Well, it will be.

**Robin Davis:** No camera down there, only TV's.

**Peter Ferrell:** Just to keep things moving along, I think we don't necessarily need to get too deep in the details regarding which rooms and things like that, but I think just the point if we need to look into the physical elements once we find out where we can actually do these things, I think that will help guide where our future meetings will be. Dave do you have much more, I only ask to give other folks a chance to weigh in.

**Dave Bush:** Last one. We are sitting in this room right now, you got your computer, does that not cover what you were concerned about.

**Robin Davis:** No.

**Dave Bush:** It does not. In what sense,

**Robin Davis:** It says here that all meetings unless blessed by the Board have to be hybrid, so that means that my committee has to be present and hybrid and running the zoom.

**Lisa Harger:** I don't read it like that Robin,

**Dave Bush:** No, I didn't either.

**Robin Davis:** Looking at #3C , that would be the part where the Board would give us the wherewithal to meet 100% electronic hybrid. We never got that blessing, we just started meeting electronically and that's what we've been doing but if this passes this means all committees have to meet by hybrid.

**Lisa Harger:** No this just provides guidelines for how the electronic portion is supposed to work if you're holding a hybrid or all-electronic meeting, it doesn't mandate that you have to have an electronic meeting.

**Dave Bush:** I mean the words may be no, and then you get down to this thing about one person or two people, one person has to be physically in the room where the meeting is being held, uh maybe the meeting is being held in your living room.

**Robin Davis:** I think committees are different; I think we are painting ourselves into a corner that's all.



**Dave Bush:** I agree with you that's why a lot of my questions are centered around committee meetings, not board meetings and association annual meetings but around committee meetings and how they can be fostered to easily work. I'm stepping on Marieke's toes here.

**Marieke Johnson:** No, you're fine. I guess I hadn't quite read it that way, but I see why it's read that way because now we're saying that meetings are hybrid and for example, covenants don't have a physical location right we're all electronic, so now we would have to have a physical place.

**Dave Bush:** You would have to have at least one person up here in this room from what I can gather, and the covenants committee used to meet all in person.....*inaudible –people talking at once.*

**Marieke Johnson:** A lot of committees before COVID met in person, I think now it's different because some meetings didn't happen that way.

**Dave Bush:** We may be getting too much into the weeds here, I just want to make sure that somebody can't come along later and say you're not doing this right.

**Marieke Johnson:** Well, that's kind of what's going to happen to a lot of committees, they're all going to get told a few days before their meetings that now they have to have someone in person.

**Dave Bush:** Yes, and sitting in the room but again, maybe the lawyer needs to say okay yeah that can be your living room and so you're in person at the meeting place, but it might also mean that you then have to give out your address in case anybody want to appear in person at the physical meeting. That is a part of what my concerns were. We'll meet at Peggy's house next week.

**Peter Ferrell:** We will get legal to weigh in on that one to clarify Dave and Marieke's point.

**Amanda Mullan:** Am I not understanding this correctly, I think what is being said is that not all meetings have to be hybrid but if you have a hybrid meeting you have to follow these guidelines, if you have an electronic meeting you have to follow these guidelines, if you have 100% in-person meeting you do not need to follow these guidelines; am I not understanding that correctly.

**Dave Bush:** No, that's not my understanding.

**Amanda Mullan:** Well Dave are you the one that worked on this or if someone that worked on this can speak to that?

**Dave Bush:** Well, I'm sorry, I kind of thought this was an open meeting Amanda but that's okay you know you can single me out if you want, let's ask Peggy or let's ask Lisa.

**Amanda Mullan:** Well Dave I don't think that I was directing my questions at you I am just asking the people that were responsible for putting together the document.

**Dave Bush:** She asked for somebody who worked on the document.

**Peter Ferrell:** Lisa by chance can you address that.

**Lisa Harger:** Yeah, I kind of lost part of what Amanda's points were. Amanda can you just run through them and pause after each one, I'm sorry I just can't remember what they all were.

**Amanda Mullan:** Yes. My understanding is that the policy is applicable when a meeting is hybrid if somebody calls a meeting hybrid then you have to follow these guidelines right?

**Lisa Harger:** Yes.

**Amanda Mullan:** So, if the meeting is 100% in person, which I think is going back to what Robin was saying, if we have a landscape committee meeting that is in person and we're walking around the community they do not have to follow a hybrid meeting structure because they are not holding a hybrid meeting, is that correct.

**Lisa Harger:** Yes that is correct.

**Amanda Mullan:** So, I think what we are kind of talking past each other, all I was trying to point out is I don't think that this policy as I'm reading it is intended to say all committee meetings have to be hybrid, it's saying if you say a meeting is hybrid these are the things that you have to follow.

**Lisa Harger:** But also, If a meeting is 100% electronic, this is also the guidelines you have to follow.

**Amanda Mullan:** Right, but if the meeting is being held as a 100% in-person, then neither of these sections apply.

**Lisa Harger:** I agree.

**Amanda Mullan:** Thanks Lisa.

**Dave Bush:** And that would make the Transportation and Land Use Committee very happy because Transportation and Land Use has rarely done anything electronically, it's always been an in-person meeting.

**Peggy Clancy:** The Activities Committee is the same way,

**Dave Bush:** Yes, the Activities Committee is the same way.

**Peter Ferrell:** Does anyone else have anything on this one point because, Dave you said you had one more thing you wanted to touch on, I'm just trying to move things along.

**Dave Bush:** No.

**Peggy Clancy:** Do we need legal to check on all this?

**Lisa Harger:** I think that it might be a good idea to make sure that we're in compliance with this new 2023 condo revision that I didn't know about; Thank you Francisco for calling it to our attention, but other than that, I think we should be okay Peggy.

**Peggy Clancy:** Thank you.

**Peter Ferrell:** Is there anyone else, especially online, that would like to share their two cents on the policy itself or the specifics of it?

**Dave Bush:** I will go ahead and add one more thing, Claire Eberwein is not with us tonight but if you recall at a Board meeting not too long ago, the last meeting, I'm not sure, she requested that there be a reference made in all the terms of reference for each committee to PR#15 and the meeting process. I don't know if there needs to be TORs or whether it just needs to be in AR#6 which are the general guidelines for committee meetings; I just wanted to make sure that Claire's concern was raised here at this meeting.

**Peter Ferrell:** I think when we move this to Board discussion at a future meeting then we'll make sure to have her weigh in on it too. No one in the chat has their hand raised, is there anyone in the room? OKAY WELL. I believe since this was just the information gathering session from the community, I believe the next steps are going to be the Board will discuss this, taking all the feedback we've gotten; we'll make sure to get legals two cents for Francisco's suggestions to make sure that what the Board discusses is on the up and up and then following that discussion, look to approve it at a following meeting (most likely the meeting after that), unless the Board approves it at that time (at the same meeting).

OKAY; with that being said this has been fun. Thank you for putting up with me in my first official capacity, I wish everyone a good night and we will see most, if not all of you tomorrow.

**GOOD NIGHT EVERYBODY**

**MOTION TO ADJOURN THE MEETING:**

**R) WITHOUT OBJECTION Mr. Ferrell, MOVED, Mr. Bush SECONDED, to adjourn the meeting at 9:32 p.m. The motion passed unanimously (7-0-0).**

**Meeting Adjourned at 9:32 p.m.**



**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS  
VIRTUAL MEETING**

**September 20, 2023  
3360 Gunston Road:  
Alexandria, VA 22302**

**ATTENDANCE:**

Directors Present: Scott Buchanan, President; Peter Ferrell, Vice President; Amanda Mullan, Treasurer; Dave Bush, Claire Eberwein, Marieke Johnson, Matthew Larson, and Jeff Lisanick, Directors.

Directors Absent: Peggy Clancy, Secretary

Others Present: Francisco Foschi, General Manager, Dana Cross, Assistant General Manager; Donna Young, Recording Secretary

**CALL TO ORDER:**

President Buchanan called the Board meeting to order at 7:02 p.m., with eight (8) members of the Board in attendance. Mr. Buchanan welcomed everyone to the meeting.

**APPROVAL OF THE AGENDA:**

- (R) WITHOUT OBJECTION, Mr. Buchanan MOVED to adopt the agenda as amended (Striking Tab#3) by unanimous consent. The motion passed unanimously (8-0-0).**

**POLICE REPORT:**

The Board discussed initiating a different strategy of reporting from the new Police Liaison once they come on Board. The Board recommended having the Police Liaison submit a report to the Board a week before the Board meeting to allow the Board the opportunity to review the report and follow up on community matters.

**APPROVAL OF THE DRAFT AUGUST 16, 2023, BOARD MEETING MINUTES:**

- (R) MOVED by Ms. Eberwein, SECONDED by Mr. Bush to approve the August 16, 2023, Board meeting minutes as presented. The motion passed (6-0-2). Ms. Mullan and Ms. Johnson abstained.**

**RESIDENTS FORUM:**

Homeowner (Mike Rothenberg) shared information regarding the requirements of having terracotta and/or synthetic terracotta roofs to maintain historic preservation. Mr. Rothenberg further stated that Parkfairfax is not restricted to that, and exploring other roofing materials that are aesthetically pleasing and more cost-effective might be beneficial.

Homeowner (Scott Knudsen) shared his concerns regarding water waste in Parkfairfax. Mr. Knudsen stated that he would like to do a pilot project of installing meters on three individual buildings in Parkfairfax. Mr.

Knudsen stated he will attend the next Board meeting in person with additional information regarding cost, etc. Mr. Bush recommended consulting with the Building and Utilities C Committee (BUC) for input and additional information before coming before the Board. This matter will be revisited at a later time.

### **COMMITTEE REPORTS:**

Activities Committee: Ms. Joyce Frank, Chair of the Activities Committee, addressed the proposal submitted to the Board, providing information regarding preparations and budget expectations for the Parkfairfax 80<sup>th</sup> Birthday Celebration; the Board approved the proposal. Mr. Bush stated that he wanted to give the Board advanced notice that he would be motioning at the appropriate time that Joyce Frank and Scott Mulrooney both get the Outstanding Volunteer of the Year award.

Covenants Committee: Ms. Johnson raised the subject matter of clarification needed regarding whether front patios are permitted. Ms. Buchanan stated that until the Board takes further steps, the standing position regarding front patios is front patios are not permitted, and the Covenants Committee should not be considering them. The Board discussed the matter further and stated that if there is no written specification, then it is not allowed. Mr. Ferrell stated that something illustrated in a more reader-friendly way might be helpful. Ms. Eberwein suggested the Covenants Committee consult with legal regarding the communication clarification.

Mr. Lisanick raised the subject matter of 72-hour notices going out when work is scheduled to be done. Mr. Foschi will look into the matter.

Finance Committee: Ms. Mullan shared that the Finance Committee is looking for members. Ms. Mullan further shared that she will be providing notice to the community seeking people interested in serving on the Finance committee. Ms. Mullan concluded that the Committee meets on the 1<sup>st</sup> Thursday of the month at 6:30 p.m.

### **GENERAL MANAGER'S REPORT:**

Mr. Foschi provided updates on topics included in his Management report and addressed questions and concerns from the Board. Mr. Foschi stated that Building #109 is being assessed by Walker Consultants engineers for foundation issues; Mr. Foschi stated that this is on target for the next fiscal year. Mr. Foschi further reported that he has received feedback from several homeowners/residents who are interested in changing and upgrading their panels.

Tuckpointing: Ms. Eberwein raised the subject matter of requesting the Architectural and Planning Board (APB) to get specifications for color matches for the materials used. Mr. Foschi will look into the matter.

Valley Drive – Trespassing: Ms. Eberwein stated that looking at the long-term use of that area may be beneficial, whether any of the uses of that area should continue, and if so, how? Mr. Buchanan recommended that this be submitted for a future agenda item for discussion.

Ting Internet Service Proposal: Mr. Bush suggested holding a town hall meeting for community input on the matter.

Fascia Boards: Ms. Eberwein shared the idea of program suspension of fascia boards until the roofing project gets underway to prevent removing and having to replace them again. Mr. Foschi will check into the matter and provide additional information.

Committee Chair Budget Schedule: Ms. Mullan shared that she will be sending out the budget schedules to the Committee Chairs as soon as possible.

**MATTERS FOR BOARD DECISION:**

July 2023 Reserve Expenditures:

- (R) **MOVED by Ms. Mullan, SECONDED by Mr. Bush, to approve the July 2023 Reserve Expenditures in the amount of \$258,387.49 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (8-0-0).**

Laundry Service Contract & Laundry Rooms Confirmation: Mr. Buchanan stated that the goal for tonight regarding this matter is choosing the partner that Parkfairfax will work with going forward to provide laundry services. Mr. Foschi provided input on the matter. After further discussion, the Board proceeded to vote on the matter as follows:

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Johnson, to approve a contract with Caldwell & Gregory for the provision of laundry services for Parkfairfax Condominium Association as submitted with the following changes: Striking the final three sentences of the Exclusivity Section of the contract and all through the hours of minimum availability from 8:00 am - 10:00 pm. The motion passed unanimously (8-0-0).**

Mr. Foschi will provide the final contract to the Board for signature and execution, as well as the final list of laundry rooms for the Board to review.

**MATTERS FOR BOARD DISCUSSION:**

Roofing Scope of Work with Materials Selections: Mr. Buchanan opened the discussion by sharing some of the important aspects of how the Board will proceed, such as selecting the two high-priority buildings for prototype purposes, selection of materials, i.e., terracotta, synthetic, or other materials, etc. The Board also discussed doing one building with terracotta materials and the other with synthetic materials, which will provide the needed data to assist with final selections moving forward. After further discussion, the consensus of the Board is to move forward with the pilot project for the two high-priority buildings to be done one with terracotta materials and the other with synthetic materials to have comparable buildings, then get specifications and solicit proposals.

AR #15 – Community Room Usage and Rental: Mr. Buchanan directed the Board’s attention to the draft he provided that includes the changes that were discussed at the August 2023 Board meeting. After further discussion, the Board concluded that further review is needed, and the Board will vote on the matter via email. The matter will be revisited in January 2024 for a decision upon the adoption of the Budget.

Parking Issues – Ward 1: Ms. Eberwein raised the subject matter of appealing to the city for the full removal of on-street parking restrictions at Charles Barrett School. Ms. Eberwein recommended going before the Traffic and Parking Board to address the issue. Ms. Eberwein further stated as part of the record, she could create a record of all communications with the school system. Ms. Eberwein continued that she would draft a letter for President Buchannan’s signature on behalf of the Parkfairfax Board of Directors requesting the removal of on-street parking restrictions at Charles Barrett School. After further discussion, the Board, without objection, agreed to move forward on the matter.

Playground Survey: Ms. Eberwein directed the Board’s attention to the Parkfairfax Playground Survey. Ms. Eberwein stated that the map will be redrawn to reflect 9 tot lots in total that will be renumbered appropriately. The Board discussed the matter, and the general Board consensus is to move forward with the survey.

**MOTION TO EXTEND THE MEETING:**

- (R) MOVED by Mr. Bush, SECONDED by Mr. Lisanick, to extend the meeting ten minutes to 9:40 p.m. The motion passed unanimously (8-0-0).**

Swimming Pool Working Group: This matter will be placed on the October 18, 2023, Board meeting agenda for further discussion and possible decision. Ms. Eberwein stated this matter may benefit from an Ad Hoc Committee.

**MATTERS FOR BOARD INFORMATION:**

October 18, 2023, Agenda Items: Mr. Buchanan requested that any additions to the agenda be submitted before the October 18, 2023, Board meeting.

**MOVE INTO EXECUTIVE SESSION:**

- (R) WITHOUT OBJECTION Mr. Buchanan, MOVED, to recess Open Session at 9:34 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 (8-0-0).**

**MOTION TO LEAVE EXECUTIVE SESSION:**

- R) WITHOUT OBJECTION Mr. Buchanan, MOVED to leave Executive Session at 9:40 p.m. The motion passed unanimously (8-0-0).**

**MOTION TO ADJOURN THE MEETING:**

- R) WITHOUT OBJECTION Mr. Buchanan, MOVED to adjourn the meeting at 9:40 p.m. The motion passed unanimously (8-0-0).**

**Meeting Adjourned at 9:40 p.m.**