

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS
VIRTUAL MEETING**

**December 13, 2023
3360 Gunston Road:
Alexandria, VA 22302**

ATTENDANCE:

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

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

CALL TO ORDER:

President Buchanan called the Board meeting to order at 7:00 p.m., with eight (8) members of the Board in attendance. Mr. Buchanan welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

[Marieke Johnson arrived at 7:04 p.m., bringing the number of Board members present to nine (9).]

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

POLICE REPORT:

Lieutenant Mark Jessup, Alexandria Sheriff's Officer, shared that Sherriff Sean Casey and the rest of the Alexandria Sheriff's Department are here to provide any assistance needed in the Parkfairfax neighborhood. Lieutenant Jessup provided information regarding Operation Elf, which is a program that selects eligible inmates and provides gifts to their children so that they can have a good holiday season. Lieutenant Jessup further shared that they are still performing away-from-home checks, and also, the Sheriff's office provides gun locks and medication lock boxes to Alexandria citizens. Lieutenant Jessup stated he would provide additional information to Dana Cross on how to access the programs he provided.

APPROVAL OF THE DRAFT NOVEMBER 15, 2023, BOARD MEETING MINUTES:

- (R) MOVED by Ms. Eberwein, SECONDED by Mr. Bush to approve the November 15, 2023, Board meeting minutes as amended. The motion passed unanimously (9-0-0).**

RESIDENTS FORUM:

Homeowner (Scott Mulrooney) raised the question of how can committees interact with the Board when things come up to the Board's level for votes, action, and/or discussion. This matter will be revisited under matters for Board discussion at the January 17, 2024, Board meeting.

Homeowner (Mike Rothenberg) shared why he thinks that CLS Lawn & Landscaping would be a better choice for landscaping services versus Brightview Landscaping. Mr. Rothenberg stated that Brightview is more expensive than CLS. He concluded that his vote is for CLS.

Homeowner (Starr Newlon) stated that she was before the Board to ask for assistance regarding a resolution of a garden-style lighting that negatively impacts her unit. Ms. Newlon stated this issue has been ongoing since July 2023, and she is asking the Board for a resolution regarding the matter. Mr. Buchanan stated that he would be happy to sit down and discuss the matter further and added that appealing the matter to the covenants committee may also be an option.

Homeowner (Scott Knudsen) stated that he wanted to urge the Board to read and consider the entire report submitted by Ms. Robin Davis, Chair of the Landscape Committee.

COMMITTEE REPORTS:

Buildings & Utilities Committee (BUC): Mr. Bush raised the subject matter of a request for information regarding the Buildings and Utilities Committee looking into water usage and/or water metering throughout Parkfairfax. Mr. Ferrell stated that he is waiting for additional information on the matter.

Traffic Calming: Mr. Bush raised the subject matter and provided information regarding putting an All-way Stop sign at Valley and Preston to provide traffic calming. Mr. Larson shared his support for the matter and said that a letter of support from the Board needs to be executed. After further discussion, the Board consensus is that the Board will sign the letter expressing support to install an All-Way Stop Sign at Preston and Valley Drive.

Finance Committee: Ms. Mullan highlighted the new format of the Finance Committee's report and said that she hopes the Board finds it useful, especially as we move into the Budget season. Ms. Mullan asked Mr. Foschi to provide the latest annual tax return to Mr. Greg Drone, Chair of the Finance Committee. Ms. Mullan welcomed the Committee's new member Mr. Tim Buzby.

Covenants Violations & Enforcement: Ms. Johnson raised the subject matter of revamping some of the enforcements in place and looking into ways where we can get the community on the same page about enforcing covenant violations as well as getting the needed support from the Board so that the committee can address violations.

GENERAL MANAGER'S REPORT:

Mr. Foschi provided an update regarding the Building Foundation Assessment for Buildings #109-111. Mr. Foschi reported that the engineers have received pricing from Avon Corporation for the underpinning of both buildings and should have a formal bid to consider at the January 17, 2024, Board meeting. Mr. Foschi stated that partial underpinning is being recommended because half of the building(s) have already been done, and that part is fine; Mr. Foschi stated he would certainly ask why the recommendations were given. Mr. Foschi stated that when the bid is presented in January 2024, he will ask Walker Consultants to attend a Board meeting for a small presentation as well as to address questions and/or concerns.

Playground Survey: Mr. Foschi shared information regarding the playground survey results. He stated that the data suggests that the majority of households have one or two kids, and they all range in ages 1-4 years old at 76%; then ages 5-8 and 9-12. He further shared that 80% of the residents agree that the playgrounds are important. Mr. Foschi concluded that he would get together with the committee and develop a plan based on the data received and then proceed to what the next steps would be.

Ms. Eberwein re-raised the subject matter of Comcast stringing cables outside of the buildings as well as getting the transcript of the special meeting that the A&PB held with the tile manufacturer regarding the attic inspections. Ms. Eberwein further stated that a meeting will be set up in January or February 2024 with the manufacturer regarding synthetic roofing tiles to review the products and ask questions.

Mr. Ferrell shared that starting in January 2024, he will be electronically distributing the General Manager's evaluation for input. Mr. Ferrell stated that he and Mr. Foschi will be meeting to talk about developing reviews for other Board appointed positions.

Mr. Foschi provided an update regarding the new laundry room project. He stated that for a transition this large, there weren't a lot of bad experiences.

MATTERS FOR BOARD DECISION:

October 2023 Reserve Expenditures:

- (R) MOVED by Ms. Mullan, SECONDED by Ms. Johnson, to approve the October 2023 Reserve Expenditures in the amount of \$423,888.25 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (9-0-0).**

Covenants Committee Appointments:

- (R) MOVED by Ms. Johnson, SECONDED by Ms. Mullan, to appoint Eric Keber and Angel Rivera as members of the Covenants Committee. The motion passed unanimously (9-0-0).**

Mr. Buchanan stated that the Board would welcome the other candidate's involvement in other committees in the community. Ms. Johnson thanked the committee members and stated that she looked forward to working with them for another year.

Election Committee Appointments:

- (R) MOVED by Mr. Bush, SECONDED by Ms. Clancy, to appoint Karen Elsbury, Lisa Harger, and Catherine Kitchell as members of the Elections Committee for the 2023 Board Elections. The motion passed unanimously (9-0-0).**

Ms. Eberwein requested that a matter be placed on the January 17, 2024, Board meeting Agenda under Matters for Board Discussion regarding Board members and their use of social media, specifically Facebook. The matter will be revisited.

Landscape Contract: Mr. Buchanan provided an overview and shared that the process has been long. He further shared that several bids have been solicited from multiple contractors, which have now been whittled down to three (3) bids. Mr. Buchanan thanked everyone who spent time on this contract to get us to this point, it was a lot

of hard work. The Board provided input regarding the decision. After further discussion, the Board moved to vote on the matter.

- (R) MOVED by Ms. Eberwein, SECONDED by Mr. Bush, to approve a Landscape Contract with CLS Lawn and Landscaping in the amount of \$394,120 for the first year; \$295,212 for the second year; and \$404,862 for the third year, with options for renewal for year #4, at \$304,068; and at \$417,007 for year #5, depending on the satisfaction of the General Manager and the Board of Directors for the services provided for the first three (3) years, with funds to come from GL 6537.000 Grounds & Landscaping Contracts. The motion passed (7-1-1). Mr. Ferrell opposed. Ms. Mullan abstained.**

MATTERS FOR BOARD DISCUSSION:

FY25 Budget Review: Ms. Mullan provided an update on the FY25 Budget Review. Ms. Mullan shared that inflation is still a thing and that we are possibly facing a 14.7% increase, this is the first draft and things can change. Ms. Mullan further shared that this budget is based on Value Management Analysis (VMA) projections, and we are proposing that we can cut \$600,000 off of the Reserve contributions in a safe way by using a 5-year spending plan. Mr. Buchanan added that if you have ideas, please provide them the Ms. Mullan so she can run the numbers. Ms. Johnson encouraged the community to share productive ideas for input into the budget. The Budget workshop will be held January 20, 2024, from 9:00 a.m. – 3:00 p.m.

Draft Audit Review: Mr. Buchanan stated that the Draft Audit Review states that Parkfairfax financial statements are accurate.

Swimming Pool Working Group: Ms. Clancy recommended conducting a survey instead of having a working group so that all residents can comment and provide input. Mr. Buchanan agreed that conducting a survey would be productive in getting input from the community as a whole. Individual residents or groups of residents may also provide comments directly to the Board.

- (R) MOVED by Ms. Clancy, SECONDED by Ms. Johnson, that the General Manager create a survey for our residents to gather information regarding the management of the pools, including a section for comments and suggestions. The motion passed unanimously (9-0-0).**

Seasonal Outdoor Furniture: Ms. Eberwein directed the Board's attention to a draft of a new section of AR-2 addressing how to allow Seasonal Outdoor Furniture, which will assist with better enforcement of the matter as well as solving the issues that are generating a great deal of the complaints in the community. Ms. Eberwein stated it was concluded that AR2 is too general. Ms. Eberwein asked the Board's input and comments on the matter. Mr. Buchanan asked that the Board take a look at the draft, and the matter will be revisited.

Communications Survey: Mr. Larson presented his proposal and shared why approval should be granted to move forward with the survey to solicit information regarding the community's preferred method of communication. The Board discussed the matter and proceeded to move to a vote.

- (R) MOVED by Ms. Eberwin, SECONDED by Ms. Johnson, to approve moving forward with the Communications Survey as submitted with certain changes in relation to adding text. The motion passed unanimously (9-0-0).**

MATTERS FOR BOARD INFORMATION:

January 17, 2023, Agenda Items: Mr. Buchanan requested that any additions to the agenda be submitted before the January 17, 2023, Board meeting.

MOVE INTO EXECUTIVE SESSION:

- (R) **WITHOUT OBJECTION, Mr. Buchanan MOVED to recess Open Session at 9:24 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) **WITHOUT OBJECTION, Mr. Buchannan MOVED to extend the meeting by 20 minutes. The motion passed unanimously (9-0-0).**

MOTION TO LEAVE EXECUTIVE SESSION:

- (R) **WITHOUT OBJECTION, Mr. Buchanan MOVED to leave Executive Session at 9:50 p.m. The motion passed unanimously (9-0-0).**

ACTIONS TAKEN AFTER EXECUTIVE SESSION:

- (R) **WITHOUT OBJECTION, Mr. Buchanan MOVED to accept legal counsel's recommendations on a payment plan request as discussed in Executive Session. The motion passed unanimously (9-0-0).**

MOTION TO ADJOURN THE MEETING:

- (R) **WITHOUT OBJECTION Mr. Buchanan MOVED to adjourn the meeting at 9:50 p.m. The motion passed unanimously (9-0-0).**

Meeting Adjourned at 9:50 p.m.