

## **Board Meeting Minutes**

- January 17, 2024 Board Meeting Minutes
- January 20, 2024 Budget Workshop Minutes
- February 21, 2024 Board Meeting Minutes

**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS  
VIRTUAL MEETING**

**January 17, 2024  
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, Donna Young, Recording Secretary.

**CALL TO ORDER:**

President Buchanan called the Board meeting to order at 7:00 p.m., with nine (9) members of the Board in attendance. Mr. Buchanan welcomed everyone to the meeting.

**APPROVAL OF THE AGENDA:**

- (R) **MOVED** by Mr. Ferrell, **SECONDED** by Mr. Larson whether to leave Tab 11 “Board Election process and Social Media” on the agenda or not. Due to additional discussion on the matter, it was brought to vote. The motion to leave Tab 11 on the agenda failed. 3-5-1. Ms. Cancy, Ms. Eberwein, Ms. Johnson, Ms. Mullan, Mr. Buchanan Opposed and Mr. Ferrell Abstained.
  
- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Bush, to adopt the agenda as amended. The motion passed unanimously (9-0-0).

**POLICE REPORT:**

Sergeant Carl Wortham reported the crime stats for December 2023 – January 16, 2024, were as follows: 3 hit and runs, two on Martha Custis Drive and one on Gunston Road; a domestic assault at 1225 Martha Custis Drive; a multi-incident occurred where Arlington County Police pursued a suspect vehicle into the city; the suspect was charged with aggravated assaults, DWI, a stolen auto, and a drug offense.

**APPROVAL OF THE DRAFT DECEMBER 13, 2023, BOARD MEETING MINUTES:**

- (R) **WITHOUT OBJECTION**, Mr. Buchanan moved to approve the December 13, 2023, Board meeting minutes as amended. The motion passed unanimously (9-0-0).

**RESIDENTS FORUM:**

Homeowner (Susan Cox) shared her gratitude for the resident’s forum as an opportunity for residents to express their views and concerns. Ms. Cox further shared her concerns regarding a potential 8.9% condo fee increase.

Ms. Cox referenced how the Board battled down last year's proposed 14% increase to 9.4%; perhaps this year's potential increase of 8.9% can also be battled down by looking at every single line item critically. Ms. Cox thanked the Board for the opportunity to speak.

Homeowner (Lisa Harger) shared her concerns regarding the Seasonal Outdoor Furniture Policy. She stated that it undermines the work that the Architectural & Planning Board (APB) has done and recommended that the Board not do it. Ms. Harger concluded that she would like to reiterate this at this time.

Homeowner (Allison Silverberg) thanked the Board for serving, she knows it's a lot of time and effort. Ms. Silverberg shared her concerns regarding budget matters. She concluded that condo fees are important and there are many people (different generations) that depend on affordability.

Homeowner (Heather Rogers) inquired if the Board is going to be tracking the arena that is going to be built in Alexandria. Ms. Rogers shared concerns regarding the impact the traffic may have on the Parkfairfax Community and value. ***[Mr. Buchanan responded that the Board, as residents themselves, are definitely aware of the potential impact, and as a Board, we have not yet discussed the matter. Mr. Buchanan suggested sharing information regarding the public discussions through our forums, such as the newsletter, etc., when these discussions take place].***

Homeowner (Christian Muckerman) stated he is a first-time homebuyer here in Parkfairfax. Mr. Muckerman further shared his concerns regarding the increases and the potential increases, i.e., over 5 years in Parkfairfax. Mr. Muckerman stated that decisions such as these need to be made abundantly clear. ***[Ms. Mullan provided clarification and stated that the Board can only vote on an annual budget and cannot vote on a 5-year increase. The 5-year budget is a projection compiled by the Finance Committee to show how we may potentially fund our reserves. Mr. Buchanan encouraged everyone to attend the Budget Workshop being held this Saturday, January 20, 2024, at 9:00 a.m., as well as the Town Hall Meeting to be held on February 15, 2024, at 7:00 p.m., for clarification on any questions and/or concerns they may have.]***

Homeowner (Caitlin Counihan) stated she wanted to echo the other concerns stated regarding the budget and is looking forward to the Budget meeting to hear some of the things that can be done to lower the potential increase in the HOA fees. Ms. Counihan also inquired about traffic mitigation, particularly at the intersection of Preston and Valley. She inquired if it is possible to put the 4-way stop sign at the southern intersection of those two streets where the crosswalk is. ***[Mr. Lisanick stated that the city does not consider the area between Vally and Preston to be a legitimate thorough fair and, therefore, will not place the 4-way-all-way stop sign in that area.]***

Homeowner (Corina Haywood) shared her concerns regarding the increase in condo fees. Ms. Haywood stated that she is interested in getting involved with ways that costs can be cut and would appreciate information on how to do so.

## **COMMITTEE REPORTS:**

**Covenants Committee:** Ms. Johnson shared that the Covenants Committee met, and Ms. Paula Martori will be the new Chair of the Committee and Mr. Eric Keber will be the Vice Chair of the Committee.

**Activities Committee:** Ms. Clancy reported that the Committee has drafted their calendar for the upcoming activities for the year. She continued that the committee is inviting Board members who are not running this

year to participate in the candidate education session to be held on February 20, 2024, @ 7 p.m., in preparation for the new elections committee.

Finance Committee: Mr. Greg Vogt and Mr. Tim Buzby shared a presentation of the progress made in preparation for the FY2023-2024 Budget with input for the Budget Workshop. They provided information regarding Terms of Reference, Assets of the Association, Supporting the Board, Communication to members and/or owners, where the money comes from and where it goes, major repairs estimated for FY25-FY29, the committee's viewpoint on past financials, Reserve analysis projections, and the 5-year budget plan for FY25-FY29. In conclusion, Mr. Vogt and Mr. Buzby addressed all questions and each stated if there are any additional questions and/or concerns that need to be addressed, the Committee would be happy to address them.

Transportation and Land Use Committee (TLUC): Mr. Gronenberg shared a presentation regarding Parkfairfax first Electric Vehicle Charging Station. Mr. Gronenberg provided additional information regarding Pricing, Area Rates per kWh, Access and Pricing Plan Options, Public Access, and other considerations. Mr. Gronenberg stated he would be asking for the Board's approval and recommended that the Board consider Plan B so that the Committee can proceed with the activation of the station. This matter will be revisited later in the meeting under Matters for Board Decision.

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

Building #716 Foundation Update: Mr. Foschi reported that Building #716 Foundation Update repairs are ongoing and will be completed in the next 2-3 months.

Building #109 & 111 Foundation Update: Mr. Foschi reported that included in the Board package is a bid for the repairs for Buildings 109 & 111 to be done simultaneously; upon approval, the work would begin within two months. Once approved there will be a meeting held to discuss logistics, timelines, and how this will affect residents; at that time notification will be sent out to the community.

Pick-Up Truck Purchase: Mr. Foschi reported that Management is in the process of purchasing a replacement truck for the maintenance yard and wanted to know if the Board would like to be involved and provide input on vehicle selections and specifications. After further discussion, the Board consensus is that Mr. Larson will work with Mr. Foschi to come up with a plan and recommendations, and then before making the purchase, provide a report to the Board on the matter.

Playground Survey: Mr. Foschi shared that based on the Playground Survey Results, Management expects to have a proposed plan to be discussed at the February 21, 2024, Board meeting.

Mr. Bush inquired if annual inspections are performed of the gas lines under the buildings leading into the units. [*Mr. Foschi responded yes, we do, as well as the city.*]

Ms. Mullan raised the subject matter of Radon levels and Radon testing. [*Mr. Buchanan provided clarification and stated it is not the Board's responsibility to perform Radon Testing.*]

Ms. Eberwein requested that the video from the original roofing meeting regarding terracotta and synthetics be made available to the community as well as noted on the email blast and in the newsletter. Ms. Eberwein also raised the subject matter of rebidding the painting contract (this matter will be revisited).

Mr. Lisanick stated that the lighting is out at the focal point at Tennessee & Valley as well as the focal point at Gunston & Valley and Martha Custis Drive. *[Mr. Foschi stated he will have Alonzo to address the matter.]*

**MATTERS FOR BOARD DECISION:**

November 2023 Reserve Expenditures:

- (R) **MOVED** by Ms. Mullan, **SECONDED** by Ms. Johnson, to approve the November 2023 Reserve Expenditures in the amount of \$391,829.52 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (9-0-0).

FY23 Audit Approval:

- (R) **MOVED** by Ms. Eberwein, **SECONDED** by Ms. Clancy, to approve the Draft Audit for the year ended May 31, 2023, as submitted by Goldklang Group CPA's P.C. The motion passed unanimously (9-0-0).

EV Parking Fee Option:

- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Ms. Johnson, to accept a friendly amendment made by Ms. Eberwein to approve EV Parking Fee Option Plan B (25¢ for Parkfairfax residents and raising the fee to 40¢ for Parc East residents per kWh for penalty regime for overextended stays), as the method of access and pricing for the use of the EV Charging Station. The motion passed unanimously (9-0-0).

Building #109 & 111 Foundation and Façade Proposal:

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Mullan, to approve Walker Consultants to complete the foundation and façade repairs at Buildings #109 & 111 with funds to come from Reserve Account 9114.21/1.006, Building Settlement for purposes of accomplishing the proposals presented in Tables/Options #1, #2 & #3 by Walker Consultants. The motion passed (7-0-2). Mr. Buchanan and Ms. Eberwein abstained.

**MATTERS FOR BOARD DISCUSSION:**

Community Room Usage: The Board discussed the matter and concluded that Committee's should be allowed to use the community room. Ms. Eberwein suggested that a policy be put in place for committee use and that the community room should be the 3<sup>rd</sup> choice of room for use (1<sup>st</sup> being the Board room, and 2<sup>nd</sup> being the Map room). Ms. Eberwein also asked the Activities Committee to provide feedback and recommendations to the Board regarding things that could be improved.

**MATTERS FOR BOARD INFORMATION:**

February 21, 2024, Agenda Items: Mr. Buchanan requested that any additions to the agenda be submitted before the February 21, 2024, Board meeting.

Mr. Buchanan shared that the most important thing the Board does is to put together the budget. Mr. Buchanan further stated that everyone comes to the table in good faith to work through the issues and find

the best outcome. So, with that, please join us via Zoom and/or in the Board room for the Budget Workshop on January 21, 2024, @ 9:00 a.m.

**MOTION TO EXTEND THE MEETING:**

- (R) **MOVED by Ms. Johnson, SECONDED by Ms. Eberwein, to extend the meeting at 9:28 p.m. by no more than 20 minutes. The motion passed (7-2-0). Mr. Bush and Mr. Ferrell opposed.**

Seasonal Outdoor Furniture: The Board discussed the matter. Ms. Eberwein stated that she will re-draft the Seasonal Outdoor Furniture policy (IV.B.4 of AR 2) to incorporate additional information, suggestions, and recommendations and place it back on the agenda under Matters for Board Discussion at the February 21, 2024, Board Meeting.

Holiday Decorations on Common Elements: Mr. Buchanan raised the subject matter of decorations that have continuously been up (for 3 months or more) and the complaints he has received from people who think it's an eyesore. Mr. Buchanan suggested that for a future discussion, some parameters should be put in place to address the issue.

Social Media: President Buchanan stated that any Director who wants to be on social media and wants to characterize Board actions (not matters of opinion, factual matters) or what is under consideration by the Board inaccurately is a real problem; if that persists, then it would be well in the Board's place to admonish that Director in the future, and I would make that motion to do so. *Ms. Eberwein, having placed this matter on the agenda, stated that the Association attorney has repeatedly advised against Board members participating in non-official Parkfairfax Facebook sites. Noting that Mr. Lisanick actively posts and is an administrator of such a site, Ms. Eberwein stated that three current Board members cannot respond to any posts if they follow the attorney's advice. Ms. Eberwein asked Mr. Lisanick if he would resign as both moderator and participant during this and any future election period. Mr. Lisanick responded he would not.* The Board members provided their input on the matter. *(Director Eberwein's edits are in red).*

**MOTION TO EXTEND THE MEETING:**

- (R) **WITHOUT OBJECTION, Mr. Buchanan MOVED to extend the meeting at 9:53 p.m. by 10 minutes. The motion passed unanimously (9-0-0).**

**MOVE INTO EXECUTIVE SESSION:**

- (R) **WITHOUT OBJECTION Mr. Buchanan, MOVED, to recess Open Session at 9:59 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 LEAVE EXECUTIVE SESSION:**

- R) **WITHOUT OBJECTION Mr. Buchanan, MOVED to leave Executive Session at 10:03 p.m. The motion passed unanimously (9-0-0).**

**MOTION TO ADJOURN THE MEETING:**

**R) WITHOUT OBJECTION Mr. Buchanan, MOVED to adjourn the meeting at 10:03 p.m.  
The motion passed unanimously (9-0-0).**

**Meeting Adjourned at 10:03 p.m.**





**PARKFAIRFAX CONDOMINIUM  
BOARD OF DIRECTORS MEETING  
&  
BUDGET WORKSHOP**

**January 20, 2024  
3360 Gunston Road  
Alexandria, VA 22302**

**ATTENDANCE:**

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

Others Present: Francisco Foschi, General Manager, Dana Cross, Assistant General Manager, Michael  
Feltenberger, Barkan Management, and Donna Young, Recording Secretary.

**CALL TO ORDER:**

President Buchanan called the meeting to order at 9:01 am. and welcomed everyone to the 2024  
Board of Directors Meeting and Budget Workshop.

Mr. Buchanan provided an overview of what is to be expected throughout the workshop and  
stated that this is when the Board reviews the budget with a fine-tooth comb and looks for ways  
to make sure that the budget reflects the priorities of the community as well as find our way  
forward on how to proceed with both reserve expenditures and contributions. Mr. Buchanan  
shared thanks to Amanda Mullan, Francisco Foschi, Dana Cross, and Barkan Management for  
working long and hard on putting together the necessary documents for the budget workshop  
and the extra time it takes to do so.

**APPROVAL OF THE AGENDA:**

- (R) WITHOUT OBJECTION, Mr. Buchanan MOVED, to adopt the agenda.  
The agenda was adopted as presented by unanimous consent (9-0-0).**

**RESIDENTS FORUM:**

Homeowner (Mike Rothenberg) thanked Ms. Mullan and the Finance committee for the 5-year budget  
planning process. He further stated that he hopes that the 9.23% alternative does not stay. Mr.  
Rothenberg recommended knocking out the mulcher in the landscape contract; and instead of having  
people opt out of the mulching process, have them opt-in. He further recommended creating  
committees to do the rebidding of contracts.

Homeowner (Scott Mulrooney) thanked everyone for their hard work. Mr. Mulrooney suggested doing  
a one-time special assessment which would be cheaper given the cost of money and inflation, etc.

Homeowner (Anita Van Breda) offered her thanks to the Board for their hard work. Ms. Van Breda  
asked that the Board be brutal with prioritization and only focus on key important things. Ms. Van  
Breda stated that she is happy to volunteer to help with cost savings, particularly with landscaping.  
Ms. Van Breda further shared that she would like to encourage better communication on the finances to  
provide a better understanding of the spending process.

Homeowner (Walner Homere) shared how happy he is to be living in Parkfairfax. Mr. Homere stated that every avenue should be looked at to reduce costs to ensure that the condo fees do not go up as projected. He continued that the one-time special assessment should be taken into consideration.

*[Ms. Eberwein stated that the Board is very cautious when it comes to special assessments, and the Board tries very hard to keep the condo fees down.]*

**Matters for Board Discussion:** Ms. Mullan opened the discussion by sharing that the FY 2025 Draft Budget will go into effect on June 1, 2024. Ms. Mullan shared that the goal of this meeting is to have a draft budget that is based on discussions and Board priorities. Ms. Mullan stated that the revised draft budget will be presented to the Community on February 5, 2024, and the Budget Town Hall meeting will be held on February 15, 2024, to allow the community the opportunity to ask questions; and the final budget will be voted on/presented in March 2024. Ms. Mullan stated that the starting point for this budget is 8.9%. Ms. Mullan stated if anyone has any ideas they want to share, please feel free to email her, the Board and/or the Finance Committee.

### **Individual Directors Goals, Priorities & Requests:**

Scott Buchanan: Mr. Buchanan shared that part of his concern is the insurance. He stated that part of the Board's obligation under the bylaws and as good practice is to provide insurance. Mr. Buchanan continued that right now there are not a lot of options for the Association which means premiums will be higher. Mr. Buchanan stated that one of the areas of concern with our current provider is the electrical panels that have not been upgraded. This could cause insurance rates to go from \$500,000 to 2 million dollars a year, which is something to focus on whether we want to set aside funds via the capital improvement fund, etc. Mr. Buchanan also shared concerns/ideas regarding landscaping values, and roof replacement strategies, i.e., materials, etc. Mr. Buchanan stated that he would never vote for a special assessment, as it is destructive to property values.

Peggy Clancy: Ms. Clancy stated that as far as the roofs are concerned, we need to figure out how to pace them and find out what kind of materials we are going to use that will be beneficial for the buildings and the community. Ms. Clancy continued that we all want to keep Condo fees as low as possible, but we have to fund the things that need to be done. Ms. Clancy stated as far as landscaping, she too is looking forward to more environmentally friendly practices and plans for gradual implementation throughout the community. Ms. Clancy stated that she would like to see the Board work with more civility towards each other and Mr. Foschi; we should get along.

Matthew Larson: Mr. Larson shared that as far as the secondary insurance market, he is far more comfortable being on the conservative end of preparation for that. Mr. Larson stated that the second risk could be underfunded and/or under-executed reserves. Mr. Larson shared he would like to see the Association move toward a 3-year reserve study cycle based on the age and location of the property. Lastly, Mr. Larson shared concerns regarding raising condo fees too quickly and the risk of becoming a majority renters association. Mr. Larson concluded that Parkfairfax is an absolutely special place and a prime location and that he would like to lean more into what makes Parkfairfax unique.

Peter Ferrell: Mr. Ferrell expressed the joy it is to live at Parkfairfax. Mr. Ferrell further expressed that the reason these are hard decisions is because people care about Parkfairfax. Mr. Ferrell stated that it is necessary to look at and adjust the Reserve Study more frequently (does the current Reserve Study reflect the more current realities as well as address things more comprehensively and realistically). Mr. Ferrell further suggested that for revenue purposes the Association should consider continuing to get out of the rental business and selling no fewer than two units to raise revenue to balance out some of the increases. Mr. Ferrell added that the Association should implement some type of move and/or a

security-type deposit fee.

Jeff Lisanick: Mr. Lisanick shared that he would like to focus on maintaining our tree canopy which makes Parkfairfax a desirable place to live. Mr. Lisanick stated that he wants to ensure that Parkfairfax remains an accessible place for longtime residents and for those who cannot afford significant increases in condo fees. Mr. Lisanick stated he is against selling units. Mr. Lisanick stated that by no means should we allow our insurance to be sold to a secondary market, \$2 million is unfathomable. Mr. Lisanick shared his thoughts regarding subsidizing the cost of upgrading electrical panels.

Marieke Johnson: Ms. Johnson shared that we need to focus on maintaining insurability and she would prefer not to subsidize costs. She continued that we need to get started on the roofs, focusing on necessities. She continued that we need to look at things where we can cut \$100,000. Ms. Johnson stated no one likes condo fee increases and special assessments are the reason people don't buy into communities.

Claire Eberwein: Ms. Eberwein stated my main goal is to stabilize the condo fee and adequately fund the Association. Ms. Eberwein continued that we need to adequately maintain our infrastructure; we need to get accurate information to the residents; we need creative thinking and approaches. Ms. Eberwein encourages people to join the Finance Committee. She continued that the selling of units is to keep condo fees at a reasonable amount and that special assessments would change the value of the property. Ms. Eberwein also mentioned that the Board is not going to spend hundreds of thousands of dollars maintaining old roofs, if they are replaced, they will last at least 50 years. Ms. Eberwein concluded that we welcome volunteers on all of our committees, and we welcome your ideas.

Amanda Mullan: Ms. Mullan shared there are a lot of different priorities, but we are going to have to make difficult decisions. She continued we need to be more proactive and get ahead of the issues. Ms. Mullan stated the reserve study is based on 2.29% inflation; we do need to review the reserve study. She stated we need to replace the roofs as soon as possible. Ms. Mullan stated we can benefit from evidence-based decision-making; we need to use Buildium as a tool to track things; the data would be very useful to our consultants to make better decisions.

Finance Committee Presentation: Ms. Mullan stated that the Finance Committee provided their presentation on Wednesday, January 17, 2024, at the monthly Board meeting. She asked if there were any questions or concerns; Mr. Greg Drone and Mr. Tim Buzby provided clarification to questions presented by the Board regarding the selling of units, etc. Mr. Buzby stated that the Finance Committee is a tool to advise the Board and review information presented by the Board and Management regarding the best ways for things to get paid. Ms. Eberwein raised the concern regarding receiving information promptly from the Finance Committee and/or Barkan Management to be coordinated with the meeting dates to allow time to review the information before the Board meeting. Ms. Mullan stated that next year she would look at the schedule and align it so that it makes sense for the Treasurer, the Finance Committee, and the Board.

Mr. Bush stated that he would highly recommend that at the February Board meeting, we direct Management to go out for bids for a new reserve study. Mr. Bush also stated that he is never in favor of the sale of assets; you do not sell the crown jewels.

**Reserve Contributions (Line 9901):** Ms. Mullan explained the approach for the Reserve Study Contributions, etc., (Tab #2). She stated that the referenced document shows the Components, the FY23-24 Budget, the FY23-24 Totals, the FY23-24 Year-To-Date, and the FY23-24 Projections. Ms. Mullan continued that the Reserve Study suggests that the Association spend \$4.8 million this year, but we are projected to spend \$3.7 million, and the budget shows \$3.5 million, which we are underspending.

Mr. Foschi provided the following explanations:

The projection numbers are just projections. He continued that there's a big difference in building settlement allowances; he shared that the DMA Reserve Study recommended \$644,000 in foundational repairs in this fiscal year; there was a much more expensive repair for Building #716 in the amount of \$900,000. Mr. Foschi stated that one of the things that he would want to change in this next fiscal year is to perform building assessments of all the buildings and create a list of priorities to follow through with, which will help us to avoid rises in foundation issues, etc. The Board raised questions regarding the following budget items; tuckpointing, asbestos abatement (24 buildings completed by next year), PEX (completed next year); playground maintenance and park benches, laundry room doors (could be an area of savings); shutter replacements; fire hydrants; laundry room windows; roof allowance; falling ceiling repairs; mulch; pool maintenance and repairs; and waterproofing allowance.

Mr. Buchanan stated that he would propose that the Reserve Contributions be cut by \$200,000. He would further propose some reductions on the Reserve side and some increases on the operating side. Ms. Mullan added that the Finance Committee will take a critical look at proposed spending in FY25 and make some adjustments.

**Revenue Discussion (Lines 5110 – 5991):**

Ms. Mullan opened the Revenue Discussion by referencing concrete proposals and what could be amended. The Board discussed the matter and raised subjects such as a 5% increase in all discretionary fees, i.e. (storage fees, bike storage fees, key income, etc.); move-in fees to generate revenue and bring non-dues revenue into the Association [*Mr. Feltenberger recommended consulting with legal counsel regarding move-in fees; Mr. Foschi will follow up with legal counsel.*] After further discussion, the Board consensus on the matter is to increase the discretionary fees by 5%, the change will be implemented into the budget amendments for the February budget presentation.

Community Room Rental: The Board raised the subject matter of keeping the fees for the Community Room the same for six months. Mr. Foschi stated that since the room was completed, the rentals have vastly increased, which is generating revenue. After further discussion, the consensus is there will be no change in fee structure right now. The matter was tabled and will be revisited next year.

Other suggestions made regarding generating revenue were having a cell phone tower put in the community; selling the gym; leasing the lot of land between Glebe Road and Tennessee Avenue for commercial use; and the selling of unit(s). Ms. Eberwein stated that a usage survey of the gym to see what percentage of the community is using the gym would be helpful.

Capital Improvement Fund: Suggestions were made for the Capital Improvement Fund such as using some of the funds for converting the laundry rooms for better storage, etc.; a subsidy program for the upgrading of electrical panels; a payment plan for electrical panels; and a bulk purchase of panels from an entity that handles it all themselves.

**Utilities (Lines 6450 – 6453):** Mr. Foschi stated that this year Management caught up on their biggest discrepancies regarding utilities. He stated that he does not see changing anything regarding utilities in the proposed budget model.

**Contracts (Lines – 6350 – 6352):** Ms. Mullan raised the subject of the grounds contract and asked if we are locked into the amounts quoted or can we potentially rebid the contract at a lower cost. Mr. Foschi stated that Management has solicited bids for the painting contract, and he has already received a favorable bid from Williams.

**Garbage and Trash Removal Contract:** The Board discussed the matter and recommended reducing the number of pick-up days by one day; reducing the number of pick-up days from 5 days to 4 days.

**Pool Contracts:** Mr. Lisanick inquired whether there were any complaints from owners/residents regarding not having access to the pool based on the reduction in pool hours last year. Mr. Foschi stated he does not recall receiving any complaints.

**Landscaping (Lines 6537.040 – 6537.990):** Ms. Mullan stated it appears that there are already some decreases in the budget and asked Mr. Foschi what those reductions were; Mr. Foschi provided an explanation. After further discussion the Board requested a detailed explanation of what was spent in landscape projects in FY23-24 and what is proposed to be spent in FY24-25; Mr. Feltenberger and Mr. Foschi will provide that information to the Board. Mr. Foschi added that he has received great reviews on the Stormwater Remediation Projects and recommends moving forward with them. Ms. Eberwein stated that she contacted the city, and they came out and addressed the most severe trees that belong to the city. Ms. Eberwein further stated if a resident has a complaint about a tree that looks to be dangerous to contact the city directly.

Ms. Robin Davis, Chair of the Landscape Committee, shared that the Committee received a grant two years ago for the replacement of trees and is now putting together another grant to acquire additional trees. She stated that the Committee is also looking at a grant for Stormwater Remediation. Ms. Davis further stated that the Committee strongly recommended getting an Arborist; trees are our biggest resource outside of building support.

**Building Repair & Maintenance (Lines 6515-6570):** Mr. Foschi provided clarification regarding Vehicle and Maintenance Equipment; he stated there are very expensive repairs, not only on the fleet of trucks but on the landscape machinery as well. The Board recommended reducing the projected amount to \$60k.

**Professional Services (Lines 6320 – 6350) Administrative Expenses (Lines 6301 – 6393):**

Ms. Mullan stated that these line items include the committee's budget requests. Mr. Buchanan stated that he supports maintaining the status quo for what was done in the budget last year; what's in the budget is what I would support. Mr. Larson added in reference to the Communications Committee, he would recommend striking the \$5k for the texting capability. Mr. Lisanick raised the inquiry regarding projected postage costs; Mr. Feltenberger recommended passing a policy where the Association provides notifications electronically and the membership has to opt into accepting electronic notifications. Ms. Eberwein suggested a reduction in the line item based on moving towards electronic notifications. Mr. Larson stated that the Communications Committee looked into moving their current drop box over to one drive to keep it underneath the Microsoft Suite which will save about \$2,000. Mr. Larson and Ms. Cross will follow up on moving the drop box to one drive.

**Taxes & Insurance and Other Expenses (Lines 6710 – 6730):** Ms. Mullan stated that we are budgeted for \$592,000 for insurance, which is up substantially (25% higher than last year). Ms. Eberwein suggested putting together a subcommittee with good backgrounds in construction, etc., to meet with the insurance agent to come up with proactive ways to keep costs at a certain level. The Board further discussed and shared their thoughts and recommendations regarding mitigating risks and risk assessments. Mr. Feltenberger stated that the Association should avoid secondary markets. The Board consensus is that they are comfortable with what is budgeted.

**MOTION TO EXTEND THE MEETING:**

**(R) MOVED by Ms. Johnson, SECONDED by Ms. Clancy, to extend the meeting at 2:01 p.m., for 35 minutes. The motion passed unanimously (9-0-0).**

**Final Reconciliation and Remaining Items:** Ms. Mullan stated that based on our discussions:

Mr. Foschi will look at the Reserve Expenditure plan for the year; a discussion will take place with legal counsel regarding registration/move-in fees (Mr. Ferrell is to develop a proposal with an estimated amount); the Board will not be adopting a higher fee for the Community Room; a 5% increase in discretionary fees; a mandatory electrical panel policy and development of a payment plan approach for those that have not yet updated their electrical panels; Buildings & Utilities Committee (BUC) to provide explanation how they will spend \$15,000 from the Capital Improvement Fund; Mr. Foschi will get an estimate for a reduction in the amount of trash pickup days per week; work on a landscape narrative and get more information about what is being funded with the current proposed amounts; Mr. Foschi will look into the equipment and maintenance repair line items; Ms. Mullan will forward Mr. Feltenberger the Committee's budget report proposals; will look into electronic notifications for condo fee coupon books; Mr. Feltenberger will have a discussion with the Association's insurance broker; Mr. Buchanan proposed cutting \$200,000 from Reserve contributions; and potential sale units (one 3 bedroom unit).

The Board discussed at this point the Final Reconciliation for the draft budget is an 8.9% Increase in Assessments. Mr. Buchanan proposed reducing the Reserve contribution amount from \$4 million to \$3.8 million. The Board discussed contemplating ending the budget year with a full staff (this matter will be discussed further).

**(R) MOVED by Mr. Buchannan, SECONDED by Mr. Bush, to strike \$200,000 from Reserve contributions for budget input. The motion passed (6-0-3) Mr. Bush, Ms. Eberwein and Ms. Clancy abstained.**

*Mr. Buchanan later rescinded his motion based on the potential sale of the units, which would be included as revenue and/or a reserve contribution.*

New Reserve Study: The Board discussed the matter and Mr. Foschi will get a proposal for a new Reserve Study to be presented to the Board. By consensus, the Board is updating the Draft Budget with a placeholder of \$22,000 for a new reserve study.

**MOTION TO EXTEND THE MEETING:**

**(R) MOVED by Ms. Johnson, SECONDED by Mr. Bush, to extend the meeting at 2:33 p.m., for 20 minutes. The motion passed unanimously (9-0-0).**

Sale of Unit(s):

- (R) **MOVED** by Mr. Ferrell, **SECONDED** by Mr. Larson, to be included in the revenue the potential sale of two units (one 1-bedroom and 1-3 bedroom) owned by the Association in the draft budget. The motion passed (6-3-0). Mr. Bush, Ms. Clancy, and Mr. Lisanick opposed the motion.

*Ms. Eberwein suggested looking at the impact of selling two 1-bedroom units. Mr. Buchanan added that the sale of the units would be direct contributions into the Reserve account.*

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Clancy, that the \$142,000 surplus be transferred to Reserves. After further discussion, Mr. Bush withdrew his motion.

Mr. Buchanan thanked everyone for attending the workshop today and he hopes that there is an appreciation of the complexities of the issues that we wrestled with today. Mr. Buchanan continued and stated that if you have any feedback and/or suggestions please feel free to provide them. Mr. Buchanan thanked Ms. Mullan for her leadership, as well as the Finance Committee, Mr. Foschi, Ms. Cross, Mr. Feltenberger, and all the Board members for their contributions.

**MOTION TO MOVE INTO EXECUTIVE SESSION:**

- R) **WITHOUT OBJECTION** it was **MOVED** by President Buchanan, to recess Open Session at 2:09 p.m., and convene in Executive Session to discuss personnel, legal, or contractual matters, as permitted by subsection (C) of Section 55-79.75 of the Code of Virginia. The motion passed by unanimous consent.

**MOTION TO LEAVE EXECUTIVE SESSION:**

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan to leave Executive Session at 2:47 p.m. The motion passed by unanimous consent.

**MOTION TO ADJOURN:**

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan, to **ADJOURN THE MEETING** at 2:47 p.m. The motion passed by unanimous consent.

**Meeting Adjourned at 2:47 p.m.**





**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS  
VIRTUAL MEETING**

**February 21, 2024  
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, and Jeff Lisanick, Directors.

Directors Absent: Matthew Larson

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 7:00 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. The motion passed by unanimous consent (8-0-0).**

**APPROVAL OF THE DRAFT JANUARY 21, 2024, BOARD MEETING MINUTES:**

**Approval of the January 21, 2024, Board meeting minutes has been moved to the March 20, 2024, Board of Directors meeting.**

**RESIDENTS FORUM:**

Homeowner (Yvonne Zecca) requested that the Board have Management investigate the chemicals that the Lawn Care company is using on Parkfairfax's lawns as to whether they are unhealthy to residents and/or dogs, etc. Ms. Zecca stated that healthy dogs have contracted a form of cancer and passed away in the last year. [*Mr. Buchanan stated that the Board is moving further and further away from the use of chemicals on an ongoing basis. Management will look into what chemicals are being used.*]

Homeowner (Starr Newlon) provided a statement before the Board requesting the Covenants Committee to revisit the approval of Unit #3258's exterior light application. Ms. Newland continued that her concerns are that the new lights directly impact Unit #3260. Ms. Newland asked the Board to assist her in having the lights stop shining into Unit #3260.

Homeowner (Mike Rothenberg) raised the subject matter of possible quiet times for adults at the pool, which should be included in the survey. [*Mr. Buchanan stated that legally there are some meaningful restrictions to implementing age-based access to the pool.*]

Homeowner (Marsha Trent) shared that she is very appreciative of having an EV Charging Station(s) in the community.

Homeowner (Anne Marie Castrovinci) thanked the Board for their service and asked if the information regarding delinquent homeowner fees and the selling of units is public information, as to who, how many, and the amount of money that is delinquent to the Association, and how the Board collects those fees. [*Mr. Buchanan stated that information is included in the budget and is noted as a line item of monies that is uncollected/outstanding to the Association. Mr. Buchanan also shared steps that are taken regarding collection processes. Mr. Buchanan added that all unit sales are required by law to inform the Association of the sale.*]

Homeowner (Karen Terry) stated that she agrees with initiating quiet hours for adults at the Parkfairfax Pool(s).

Homeowner (Lisa Harger) commented on two items in the Board Packet: #1 -- the pool survey, she stated she didn't understand question #19. #2 – the holiday decorations update, “**holidays**” seems kind of vague, it is said that the holiday ends January 9th, but I have seen Valentine’s Day and Saint Patrick’s Day decorations up; so, you might want to be more specific. Ms. Harger further commented on the seating areas – the policy in place is not being enforced, so how is setting up this policy going to help matters?

### **COMMITTEE REPORTS:**

Recreation Committee: Mr. Lisanick shared he received an email from Recreation Committee Chair, Mr. Paul Freedman, requesting \$300 for some music to be played on Movie night.

Activities Committee: Ms. Clancy shared with the Board some suggestions from the Activities Committee for the use of the community room for possible discussion at the March 20, 2024, Board meeting.

Finance Committee: Ms. Mullan stated that the Finance Committee inquired if there is a way to offset the capital gain tax by taking a look at the improvements that were made to the unit. She further stated that this is something the Association should look into further.

Elections Committee: Mr. Buchanan stated that the committee wanted to express thanks to everyone who attended the Townhall meeting that took place. “**Thank You**”

Committee Reports: Ms. Johnson shared that more committees should consider providing reports to the Board in advance of the Board meetings. Ms. Johnson suggested a template and/or guiding link for Committee/Committee Chairs to follow as to what sort of things the Board is looking for.

Landscape Committee: Mr. Bush thanked the committee for the Spruce for Spruce Island, which is now Washington Island. Ms. Robin Davis, Chair of the Landscape Committee, stated that the cost of the tree, including installation, is under \$5,000 and that the holly is being relocated near the entrance to I-395.

## **GENERAL MANAGER’S REPORT:**

**Parkfairfax Sign Removal:** Mr. Foschi requested Board approval to remove and relocate the Parkfairfax sign located on the island in front of Charles Barrett School and relocate it to the 600 buildings, creating a new focal point. After further discussion: **Without Objection Board consensus and approval were provided to Management to move forward with the removal and relocation of the sign.**

**Ting & Verizon Proposed Installation Plan:** Mr. Foschi directed the Board’s attention to the plan submitted by Ting & Verizon to install equipment throughout Parkfairfax to provide internet services to the community. Mr. Foschi continued that he would bring in representatives for a presentation before the Board to address any questions and/or concerns the Board may have.

**Registration & Access Cards Plan:** Mr. Foschi shared his plans to tidy up the registration process to ensure that the right data is gathered. Mr. Foschi proposed to the board implementing a new system called the “Wait Room Log System” and stated that this registration and access system will provide access to the maintenance yard, the three (3) pools, the gym, and the community room, which at a later time could also be extended to the laundry rooms; this system will be accessed through filling out a form for data purposes, as well as an app on your phone. The Board provided input on the matter. Mr. Foschi stated that he has requested cost proposals to be provided to the Board upon receipt.

**Reserve Study Cost:** Mr. Foschi revisited the matter and stated that the cost of a new Reserve Study would be \$20,000.

**109-111 Building Foundation:** Mr. Foschi shared that plans to begin mobilization to Buildings #111 & #109 will begin approximately the first week of March 2024; the dates will be confirmed the last week of February 2024.

## **MATTERS FOR BOARD DECISION:**

### **December 2023 Reserve Expenditures:**

- (R) MOVED by Ms. Mullan, SECONDED by Ms. Johnson, to approve the December 2023 Reserve Expenditures in the amount of \$328,661.83 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (8-0-0)**

**Preliminary Adoption of the FY 2025 Draft Budget:** Ms. Mullan provided an overview of what is included in the FY-2025 Draft Budget, which is the selling of two (2) units (1-bedroom & 3 bedroom) owned by the Association (income going directly into Reserves). It also includes increases in fees based on inflation that were discussed in the budget workshop, increased income projections on the community room, and the reduction of \$200,000 from Reserve Contributions. The Board members provided their input/feedback on the FY-2025 Budget. After further discussion, The Board proceeded to vote on the matter as follows:

- (R) MOVED by Ms. Mullan, SECONDED by Ms. Clancy, to approve the preliminary FY2025 Draft Budget with an increase in assessments of 7.1% with all changes, expenditures, and transactions contemplated therein. The motion passed (6-2-0). Mr. Lisanick and Mr. Bush opposed.**

Deferred Assessment Resolution:

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Johnson, that The Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. The motion passed unanimously (8-0-0).**

Building #716 Change Order:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Eberwein, to approve Walker Consultants Building 716 Change Order in the amount of \$59,396 with funds to come from GL 9114.210 Building Settlement. The motion passed unanimously (8-0-0)**

*[Mr. Ferrell left the meeting at 8:46 p.m., bringing the number of Board members present to seven (7).]*

**MATTERS FOR BOARD DISCUSSION:**

AR #2 – Holiday Decorations Update: Mr. Buchanan requested the Board's review of the amendments made to the policy and to provide feedback. The matter will be revisited at the March 20, 2024, Board of Directors meeting.

Ting/Verizon High-Speed Internet Plan: Mr. Foschi provided information regarding the project. The Board discussed the matter and decided to acquire legal counsel's recommendation(s) on the submitted plan, as well as schedule meeting(s) with Verizon and Ting once the Board has a timeline to allow them the opportunity to provide information and address any questions and/or concerns from the Board. The matter will be revisited at the March 20, 2024, Board of Directors meeting.

AR#17 – Selection and Presentation of Association Awards: Mr. Buchanan directed the Board's attention to the updated language in the policy regarding the presentation of awards. Mr. Bush stated that the option to give awards to non-residents should be included. Mr. Buchanan requested that the Board review the amendments and provide any input. The matter will be revisited at the March 20, 2024, Board meeting.

Seating Areas: Ms. Eberwein spoke to the subject matter of seating areas/front patios that have sprung up all over the community. The proposed policy she drafted addresses this by allowing seating areas withing strict limitations. Ms. Eberwein stated that another way for the Board to address this is to amend the current policy and strike AR2 language under Furniture, allowing outdoor lawn furniture and replace it with "**no furniture allowed.**" Ms. Eberwein stated that this has been going on for more than 30 years and the Board is receiving tons of complaints. Mr. Bush stated the matter boils down to enforcement. The Board will revisit the matter.

Pools and Recreational Courts Survey: Mr. Buchanan requested the Board review the survey and provide any edits, suggestions, and/or changes and submit them to him for input. The matter will be revisited to finalize the survey and possibly submit it to the community.

**MOTION TO EXTEND THE MEETING:**

- (R) **MOVED by Mr. Lisanick, SECONDED by Ms. Johnson, to extend the meeting at 9:30 p.m. by 30 minutes. The motion passed (6-1-0). Mr. Bush opposed.**

**MATTERS FOR BOARD INFORMATION:**

March 20, 2024, Agenda Items: Mr. Buchanan requested that any additions to the agenda be submitted before the March 20, 2024, Board meeting.

**MOVE INTO EXECUTIVE SESSION:**

- (R) **WITHOUT OBJECTION Mr. Buchanan, MOVED, to recess Open Session at 9:30 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 (7-0-0)**

**MOTION TO LEAVE EXECUTIVE SESSION:**

- R) **WITHOUT OBJECTION Mr. Buchanan, MOVED to leave Executive Session at 10:00 p.m. The motion passed unanimously (7-0-0)**

**ACTIONS TAKEN AFTER EXECUTIVE SESSION:**

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Johnson, to deny a request to revisit a Covenants Committee's decision as discussed under Tab #7. The motion passed unanimously (7-0-0).**

**MOTION TO ADJOURN THE MEETING:**

- R) **WITHOUT OBJECTION Mr. Buchanan, MOVED to adjourn the meeting at 10:00 p.m. The motion passed unanimously (7-0-0)**

**Meeting Adjourned at 10:00 p.m.**