

**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS  
MEETING**

**June 26, 2024  
3360 Gunston Road:  
Alexandria, VA 22302**

**ATTENDANCE:**

Directors Present: Scott Mulrooney, President; Mike Rothenberg, Vice President; Dave Bush, Treasurer; Scott Buchanan, Robin Davis, Jeff Lisanick, Amanda Mullan, and Jim Wicker, Directors.

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

**CALL TO ORDER:**

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

**APPROVAL OF THE AGENDA:**

- (R) **MOVED by Mr. Rothenberg, SECONDED by Ms. Mullan, to move Tab #8 – Synthetic Roofing Tile Recommendation from Matters for Board Decision to Matters for Board Discussion. The motion was split (4-4-0). The motion failed. Tab #8 will remain under Matters for Board Decision.**
- (R) **MOVED by Mr. Bush, SECONDED by Mr. Lisanick to move Tab #9 – Reserve Study Proposal from Matters for Board Decision to Matters for Board Discussion. The motion was split (4-4-0). The motion failed. Tab #9 will remain under Matters for Board Decision.**
- (R) **MOVED by Mr. Bush, SECONDED by Mr. Lisanick, to move Tab #17 – 2024 Elections Report from Executive Session to Committee Reports. The motion failed (2-6-0). Mr. Mulrooney, Mr. Rothenberg, Mr. Buchanan, Ms. Mullan, Mr. Bush, and Ms. Davis opposed.**
- (R) **Mr. Bush revisited AR#2 – Holiday Decorations. This matter will be added to the July 17, 2024, Agenda Items.**
- (R) **MOVED by Mr. Bush, SECONDED by Mr. Lisanick, to move Tab #13 – Common Area Risks and Liabilities from Matters for Board Discussion to Executive Session. The motion passed unanimously (8-0-0).**
- (R) **MOVED by Mr. Mulrooney, WITHOUT OBJECTION, to table Tab #11 – Ting and Verizon Fiber Infrastructure Deployment Requests and revisit it at the July 17, 2024, Board meeting. The Board agreed by unanimous consent.**
- (R) **MOVED by Mr. Bush, SECONDED by Mr. Rothenberg, to approve the agenda as amended. The motion passed unanimously (8-0-0).**

**POLICE REPORT:**

In his absence, Sargeant Santos submitted a written report to the Board for May/June 2024 police activities. He reported as follows: On May 19, 2024, a DUI-related hit and run occurred in the 3300 Block of Valley Drive, the suspect was arrested on the scene; on June 8, 2024, two vehicles in the 1600 Block of Preston Road had their windows smashed out and airbags stolen – suspects unknown. Mr. Buchanan asked about the violations/vandalism at the pool(s). Mr. Foschi stated he is in the process of installing cameras to capture any activity and provide evidence to the police.

**APPROVAL OF THE FEBRUARY 15, 2024, BUDGET TOWN HALL MEETING TRANSCRIPT:**

- (R) MOVED by Mr. Rothenberg, SECONDED by Mr. Buchanan, to accept the transcript as amended. The motion passed unanimously (8-0-0)**

**APPROVAL OF THE APRIL 24, 2024, AMENDED BOARD MEETING MINUTES:**

- (R) MOVED by Mr. Buchanan, SECONDED by Ms. Mullan, to approve the April 24, 2024, Amended Board Meeting Minutes as presented. The motion failed (4-4-0). Mr. Rothenberg, Mr. Bush, Mr. Lisanick, and Mr. Wicker opposed.**

**APPROVAL OF THE MAY 15, 2024, BOARD MEETING MINUTES:**

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Lisanick, to approve the May 15, 2024, Board Meeting Minutes as amended. The motion passed unanimously (8-0-0).**

**RESIDENTS FORUM:**

Homeowner (Caren Roushkolb) mentioned the Board’s decision to move Common Areas Risks and Liabilities from Matters for Board Discussion to Executive Session and stated that she hopes part of the discussion/highlights be made available to the public. She further raised concerns regarding an injury related to an infrastructure installed by a previous owner and medical costs.

**COMMITTEE REPORTS:**

Procedure for Submission of Reports: President Mulrooney raised the subject matter of the consistency of the submission of Committee reports, i.e., via email to the Board or submitting them to the Board Packet; Mr. Mulrooney shared the importance of consistency. After further discussion, it was decided that Committee Reports should be submitted to the Board Packet before the meeting; President Mulrooney will notify all Committee Chairs of the decision.

Architectural & Planning Board (APB) Committee: Ms. Ann McCord, Chair of the A&PB Committee raised the subject matter of Mini-split HVAC systems that were installed 10 or more years ago that now need to be replaced, which was not contemplated in the original specs. Ms. McCord asked that the Board consider an interim policy which will be included in the HVAC Specifications, that directs Management to allow people to replace their current HVAC systems with no changes to the systems and without having to reapply. Mr. Buchanan placed the following motion before the Board:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Bush, that owners with prior written approval from Management may replace light condenser lines, air, and air handlers, as long as wall penetrations, locations of equipment, and duck work are not changed or altered, the installation shall be in full compliance with the specifications including the**

**painting requirements for the outdoor unit. This practice shall continue until the Board approves the HVAC specifications that contemplate replacement of existing units. The motion passed unanimously (8-0-0).**

Ms. McCord also provided information regarding the revised Washer and Dryer Specifications. Mr. Rothenberg shared that there needs to be some additional educational information accompanying the specs for maintenance regarding the installation process.

Communications Committee: Mr. Mark Lamont raised two subject matters, one being a Job Description for a Communications Director for the Board's review and the other being that the Communications Committee is without a Board Liaison. Mr. Mulrooney stated the matter of Board Liaison will be voted on later in the meeting. Mr. Buchanan asked about the estimated compensation, benefits, etc., for the role of Communications Director since it would be a budgeted consideration. Mr. Lamont will provide information regarding salary recommendations, etc.

Finance Committee: The Board discussed the re-roofing project.

Landscape Committee: Ms. Robin Davis, Liaison of the Landscape Committee, thanked the Activities Committee for the Home Garden Tour. Ms. Davis shared residents enjoyed the landscape café again this year. Ms. Davis added that the tour this year was a success and thanked the volunteers who opened their homes for the tour. Ms. Davis continued that there are a couple of things planned for Gardens in the Park month; the Tree Walk and the Annual Turtle Walk. Ms. Davis also shared that Scott Knudson was elected as Chair of the Landscape Committee. Mr. Knudson Stated he would be happy to answer any questions.

**(R) MOVED by Mr. Buchanan, SECONDED by Mr. Rothenberg, to affirm Mr. Scott Knudson as Chair of the Landscape Committee and waive the duration of the term of service and obligation that he be a unit owner. The motion passed unanimously (8-0-0).**

Recreation Committee: Ms. Kristen Mowery, Chair of the Recreation Committee reported that the new reinvigorated committee had 12 participants at the Committee meeting. Ms. Mowery shared the list of what the Committee saw as their top priorities: focusing on the pools, repurposing the tot lots, the volleyball court, the gym reconfiguration, and movie night. Ms. Mowery also mentioned a possible pickleball tournament. Director Mullan expressed concerns over the previous recreation chair's stewardship over the finances, citing his spending of over a thousand dollars on cupcakes several years ago. The Board discussed the Committee's request regarding a movie night, and Mr. Buchanan stated the Committee should consult with Management for budget purposes and/or approval of funds. Ms. Mowery extended a welcome to anyone who would like to join the committee.

**(R) MOVED by Ms. Davis, SECONDED by Mr. Mulrooney, to affirm Ms. Kristen Mowery as Chair of the Recreation Committee. The motion passed (6-2-0). Mr. Bush and Mr. Lisanick opposed.**

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

Landscaping Budget Surplus Request: Mr. Foschi requested that the Board consider putting all surpluses related to landscaping into the Capital Improvement Fund or a similar account to be used for pending projects that could not be completed due to insufficient time to gather the appropriate information needed to move forward.

Reserve Study: Mr. Foschi reported that four (4) companies submitted bids for the Reserve Study. Mr. Foschi recommended that the Board accept the proposal submitted by Miller Dodson, Inc. for \$10,300, or ETC Engineering for \$15,000. This matter will be revisited in Matters for Board Decision.

Tree Branches Brushing Roofs: Mr. Foschi stated the approach would be to address the 20 priority roofs identified in the roofing project for tree branches that are brushing roofs. This matter will be revisited at the July 17, 2024, Board meeting upon receipt of additional information/bid(s).

Wood Trim Project: Mr. Foschi reported that the project is on hold for additional information regarding the cost of replacing roof tiles. He stated that he would like to bid this out for cost comparison and to also see if there is a better way of moving forward.

### **TREASURER'S REPORT:**

Mr. Bush reported that arrangements have been made to have the Audit prepared and presented no later than the September 2024 Board meeting. Mr. Bush stated that due to the good budgeting processes that the Association has been using, we now have \$400,000 in the current budget. Mr. Bush also cautioned about taking final figures from Barkan because the Auditor may reverse out items from operations into Reserves. Mr. Bush stated we are in a good financial position and that we have a little over \$50,000 in surplus. Mr. Bush raised the subject matter of holding a Town Hall meeting in mid-August 2024 and a Budget Workshop in November 2024.

- (R) MOVED by Mr. Bush, SECONDED by Mr. Rothenberg, to hold a Town Hall meeting in mid-August 2024 for general finances, and a Budget Workshop in early November 2024. The motion passed (5-3-0). Mr. Buchanan, Ms. Mullan, and Ms. Davis opposed.**

Mr. Bush will provide dates for consideration for the August 2024 Townhall meeting and the November 2024 Budget Workshop at the July 17, 2024, Board meeting.

### **PRESIDENT'S REPORT:**

Mr. Mulrooney stated regarding the relationship between the eight (8) of us, we don't have to be friends, but we do have to work together and hopefully we all have the same goal in mind which is the betterment of Parkfairfax. Mr. Mulrooney further stated that he was approached by a Board member in a bullying manner and that no one should be bullied or confronted regarding their opinion and/or a vote. Mr. Mulrooney further stated that we were all voted in or appointed into these positions, and for at least the next 3 years, we have to serve together and hopefully, we can all have the attitude of service and common purpose.

Mr. Mulrooney provided information regarding the timeline of the roofing project and stated that to get the quantity of materials needed it would take 20 – 24 weeks from the moment they are ordered, which is 5-6 months, which means a January or February 2025 at the earliest start frame on the roofing project. Mr. Mulrooney shared there is a way to speed the process up and that would be if Parkfairfax ordered the tiles ourselves through Ludowici Roof Tiles.

### **MATTERS FOR BOARD DECISION:**

April 2024 Reserve Expenditures:

- (R) MOVED by Mr. Rothenburg, SECONDED by Mr. Bush, to approve the April 2024 Reserve Expenditures in the amount of \$25,909.94 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (8-0-0)**

Appointment of Architecture and Planning Board Member :

- (R) **MOVED** by Ms. Davis, **SECONDED** by Mr. Buchanan, to reappoint Valerie Hassett, Gary Hucka, and Ann Wheaton, as members of the Architecture and Planning Board Committee; and appoint Alexandra Swan as a new member of the Architecture and Planning Board Committee for a term of two (2) years. The motion passed unanimously (8-0-0).

Appointment of Covenants Committee Members:

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Bush, to reappoint Kristine Miller, and Anita Van Breda as members of the Covenants Committee; and appoint Whitney Mitchell as a new member of the Covenants Committee. The motion passed unanimously (8-0-0).

Appointment of Liaison Officers to the Landscape Committee and Communications Committee:

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Mulrooney, to appoint Mike Rothenberg as Liaison to the Communications Committee, Robin Davis as Liaison to the Landscape Committee, and Bob Gronenberg as the Representative for the AFCA. The motion passed unanimously (8-0-0).

Synthetic Roofing Tile Recommendation:

- (R) **MOVED** by Mr. Rothenberg to accept the APB's recommendation to go with the Brava flat tile and Mr. Mulrooney and/or Mr. Foschi take a site visit to Florida to see what the concrete tiles look like. The motion was not **SECONDED**.
- (R) **MOVED** by Mr. Bush, **SECONDED** by Mr. Mulrooney, to approve Brava as the preferred synthetic roof tile for the pilot project. The motion passed (7-0-1). Ms. Mullan abstained.

Reserve Study Proposal:

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Davis to approve a New Reserve Study at a cost of \$10,300 but not to exceed \$20,000, to be completed by Miller Dodson, Inc., within 90 days of the signing of the contract with funds to come from GL 60-5390170 Reserve Study. The motion passed unanimously (8-0-0).

**MATTERS FOR BOARD DISCUSSION:**

*Mr. Bush shared a deep and sincere thank you to Director Matthew Larson for the work that he put in as a Member of the Parkfairfax Board of Directors who is no longer with the Board and has moved on to great things in Europe. Thank you, Director Matthew Larson.*

Due to time constraints, the remaining Matters for Board Discussion will be revisited at the July 17, 2024, Board Meeting:

Water Savings/Unit Leak Repair Proposal  
Ting and Verizon Fiber Infrastructure Deployment Requests  
Proposed Changes to Services, Fees, and name of Unit Services Programs

**MATTERS FOR BOARD INFORMATION:**

July 17, 2024, Agenda Items: Any additions to the agenda should be submitted before the July 17, 2024, Board meeting.

**MOVE INTO EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Bush, **SECONDED** by Mr. Lisanick, to recess Open Session at 9:17 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 EXTEND THE MEETING:**

- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Ms. Davis, to extend the meeting by 15 minutes until 9:45 p.m. The motion passed (6-2-0). Mr. Buchanan and Mr. Bush opposed.
- (R) **MOVED** by Mr. Rothenberg, **SECONDED** by Mr. Lisanick, to extend the meeting by 10 minutes. The motion passed (5-3-0). Mr. Buchanan, Mr. Bush, and Ms. Mullan opposed.

**MOTION TO LEAVE EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Mulrooney, **WITHOUT OBJECTION**, to leave the Executive Session at 10:00 p.m. The motion passed unanimously (8-0-0).

**MOTION TO ADJOURN THE MEETING:**

- (R) **WITHOUT OBJECTION** Mr. Mulrooney adjourned the meeting at 10:00 p.m. The motion passed unanimously (8-0-0).

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