

## **MEETING MINUTES**

- Amended April 24, 2024 Board Meeting Minutes
- August 21, 2024 Board Meeting Minutes

**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS  
MEETING**

**April 24, 2024  
3360 Gunston Road:  
Alexandria, VA 22302**

**ATTENDANCE:**

Directors Present: Scott Mulrooney, President; Mike Rothenberg, Vice President; Dave Bush, Treasurer; Jeff Lisanick, Secretary; Scott Buchanan, Amanda Mullan, Marieke Johnson, Matthew Larson, and Jim Wicker, 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. Bush, SECONDED by Mr. Lisanick, under Matters for Board Discussion, strike Tab 10, Seating Areas, and add in Budget Revisions. The motion passed (5-4-0). Mr. Buchanan, Ms. Mullan, Ms. Johnson, and Mr. Larson opposed.**
  
- (R) WITHOUT OBJECTION under Matters for Board Discussion, Mr. Larson removed Tab 11, Communications Survey Results and Recommendations; this matter will be added to a future agenda.**
  
- (R) WITHOUT OBJECTION, Mr. Buchanan MOVED to adopt the agenda as amended. The motion passed by unanimous consent (9-0-0).**

**ELECTION OF OFFICERS – 2024-2025 TERM:**

Mr. Buchanan stated unless there's an objection, I think a lot of people indicated they wanted to have a discussion at this meeting before the election of officers, so to accomplish that objective we'll have 10 minutes of open discussion, and then we'll entertain motions. Mr. Dave Bush stated that he objects to the open discussion.

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Larson, to have an open discussion before the election of officers. The motion passed (5-4-0). Mr. Bush, Mr. Lisanick, Mr. Rothenberg, and Mr. Wicker opposed.**

**DISCUSSION:** The Board moved forward with the discussions and then proceeded to vote on the Board positions as follows:

- (R) MOVED by Mr. Rothenberg, SECONDED by Mr. Bush, to nominate Mr. Scott Mulrooney as President of the Board. The motion passed (5-2-2). Ms. Johnson and Ms. Mullan opposed. Mr. Buchanan and Mr. Larson abstained.**

Mr. Buchanan announced Mr. Mulrooney as President of the Board and stated he would now turn the floor and the Chair over to Mr. Mulrooney. Mr. Mulrooney thanked Mr. Scott Buchanan for his service and stated that I for one thank you, you run a great meeting and I thank you for your leadership. Mr. Mulrooney further shared that even though people have very strong personal opinions on both sides, I'm hoping that we can all coalesce around the idea that we want the betterment of Parkfairfax and how we get there obviously is by different routes, but I think we all have the same goal in mind and hopefully, we can keep some of the hurts in the past and look forward to the future, and I speak for myself as well.

- (R) MOVED by Mr. Mulrooney, SECONDED by Mr. Wicker, to nominate Mr. Mike Rothenberg as Vice President of the Board. The motion passed (5-2-2). Ms. Johnson and Ms. Mullan opposed. Mr. Buchanan and Mr. Larson abstained.**
- (R) MOVED by Mr. Bush, SECONDED by Mr. Rothenberg, to nominate Mr. Jeff Lisanick as Secretary to the Board. The motion passed (5-4-0). Mr. Buchanan, Ms. Mullan, Ms. Johnson, and Mr. Larson opposed.**
- (R) MOVED by Mr. Lisanick, SECONDED by Mr. Rothenberg, to nominate Mr. Dave Bush as Treasurer to the Board. The motion passed (5-4-0). Mr. Buchanan, Ms. Mullan, Ms. Johnson, and Mr. Larson opposed.**

**APPROVAL OF THE DRAFT FEBRUARY 21, 2024, BOARD MEETING MINUTES AND THE MARCH 20, 2024, BOARD MEETING MINUTES:**

- (R) WITHOUT OBJECTION, Mr. Buchanan MOVED to approve the February 21, 2024, Board Meeting Minutes as amended. The motion passed unanimously (9-0-0).**
- (R) WITHOUT OBJECTION, Mr. Buchanan MOVED to approve the March 20, 2024, Board Meeting Minutes as amended. The motion passed unanimously (9-0-0).**

**RESIDENTS FORUM:**

Homeowners expressed concerns regarding Board members holding officers' positions given their background and how that could affect the D&O insurance policy.

Other related concerns were how the Board could be seen as not meeting their fiduciary duty by allowing certain members to hold officer positions.

## **COMMITTEE REPORTS:**

Mr. Bush shared concerns regarding tree limbs hanging over the tiles of the roofs and the possibility of breakage. Mr. Bush inquired between management, the landscape committee, and an arborist, is there a chance to go around and check every building and come out with a report regarding what we are doing and/or can do to prune these trees back or take them away from the rooftops, so they won't break any tiles if they start to fall, especially those that are dead or dying.

*Ms. Robin Davis responded that the Landscape Committee and management are looking to put together a Request for Proposal (RFP) to retain a tree company to have as a commentator because we do not have an arborist. Ms. Davis stated this is a huge problem because one of our biggest assets is the trees, so we are working to get that together now. Mr. Mulrooney provided example pictures of trees being cut back to prevent further damage of roof tiles.*

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

USP Program Changes: Mr. Foschi reported that the Management staff are consolidating a maintenance repair schedule to present to the Board at the May 15, 2024, Board meeting for discussion and feedback.

Roof Pilot Project Completion: Mr. Foschi provided an update on the project and shared the proposed path for moving forward with the project. Mr. Foschi stated that the scope is to do two sample buildings, one terracotta and one synthetic so we can see and learn about both products, and based on that experience, design a path to move forward with other replacements. Mr. Larson and Mr. Buchanan both stated that the Board needs to move forward with this project. The Board further discussed material selections, cost and benefits, warranties, the selection of a nonresidential building, etc. Mr. Mulrooney shared his thoughts on the project and its direction and stated we have a lot to learn, not just on cost. Mr. Mulrooney stated that he is opposed to hiring Walker Consultants, he thinks they are the wrong company for this. After further discussion, the Board consensus is to revisit this matter at the May 15, 2024, Board meeting for further discussion and a more in-depth presentation.

## **MATTERS FOR BOARD DECISION:**

February 2024 Reserve Expenditures:

- (R) MOVED by Mr. Bush, SECONDED by Ms. Johnson, to approve the February 2024 Reserve Expenditures in the amount of \$175,040.48, with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (9-0-0).**

*Ms. Marieke Johnson stated the following: I'm going to be resigning effective immediately. I'm sorry I have issues and conflicts with several of the officers and how they're serving, and the positions they're going to be serving in working with the elections committee. I just don't think I'm going to be able to do this moving forward, the lack of voices in this community that are represented and that there is one voice that clearly picks out 3 officers, and 3 candidates. So, I do apologize, but unfortunately, I think my time here is done.*

*[The resignation of Director Marieke Johnson brings the number of Board members present to eight (8).]*

Mr. Bush stated that a notice should be placed in the weekly blast to recruit interested parties from Ward 2 for the position on the Board; this matter will be revisited at the May 15, 2024, Board meeting.

Appointment of Board Liaisons to Individual Committees:

- (R) **MOVED by Mr. Mulrooney, SECONDED by Mr. Buchanan, to approve the following Board Members as Liaisons to the following Committees for the Board Term of 2024-2025. The motion passed (6-2-0). Mr. Buchannan and Ms. Mullan opposed.**

Activities Committee	-	Amanda Mullan
Architecture & Planning Board	-	Scott Mulrooney
Building & Utilities Committee	-	Mike Rothenberg
Communications Committee	-	Matthew Larson
Covenants Committee	-	Scott Buchannan
Elections Committee	-	Jeff Lisanick
Finance Committee	-	Dave Bush
Landscape Committee	-	Mike Rothenberg
Recreation Committee	-	Jim Wicker
Transportation & Land Use Committee	-	Jeff Lisanick

Additional Pet Application – 3264 Valley Drive:

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Wicker, to approve an additional pet at 3264 Valley Drive. The motion passed unanimously (8-0-0).**

MATTERS FOR BOARD DISCUSSION:

Ratify Vote re: Late Fee Suspension – Barkan Accounting Software Transition: This matter is brought before the Board to ratify a previous electronic vote taken via email by the Board. Mr. Buchanan provided an overview/description of what the late fee suspension – Barkan accounting software transition entails.

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Lisanick, to ratify the electronic vote taken regarding the Barkan accounting software transition fee suspension for April 2024. The motion passed unanimously (8-0-0).**

2024/2025 Budget/Elections Proposed Schedule: The Board discussed the matter and proceeded to vote on the matter as follows:

- (R) **MOVED by Mr. Larson, SECONDED by Mr. Rothenberg, to approve the 2024/2025 Budget/Elections Proposed Schedule as presented in the Board package with the addition of a 5-Year Budget Workshop to be held on July 13, 2024. The motion passed (7-1-0). Mr. Bush opposed.**

Administrative Resolution #14 Board of Directors Rules & Regulations: The Board discussed the matter and proceeded to vote on the matter as follows:

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Buchannan, to approve Administrative Resolution #14, Directors Rules & Regulations as amended to reflect the new Board meeting dates of June 26, 2024, and December 11, 2024. The motion passed unanimously (8-0-0).**

**Mr. Buchanan also pointed out that the contract expenditures that Management has in between meetings without Board approval changes.**

AR#2 – Holiday Decorations Update: Mr. Buchanan provided an overview, and stated this item was brought forward to make recommendations about modifying our holiday decorations Policies in AR#2 regarding excessive decorations that have continued and are still up. This matter will be revisited at the May 15, 2024, Board Meeting after review by the new Board members, for discussion and possible decision.

Budget Revisions: Mr. Bush placed a suggestion before the Board to adjust the budget that would direct the manager to sell 2 one-bedroom units rather than a 3-bedroom unit and a 1-bedroom unit because then the person in the 3-bedroom unit doesn't have to move. Mr. Bush stated that he did not understand why this would not be a viable action. Mr. Buchanan, Ms. Mullan, Mr. Larson, and Mr. Lisanick provided their comments regarding Mr. Bush's request. Mr. Bush asked for an appraisal so that it is known what the unit(s) are worth exactly. After further discussion and recommendations. This matter will be revisited at the My 15, 2024 Board meeting for further discussion.

**MATTERS FOR BOARD INFORMATION:**

May 15, 2024, Agenda Items: Any additions to the agenda should be submitted before the May 15, 2024, Board meeting.

**MOVE INTO EXECUTIVE SESSION:**

- (R) MOVED by Mr. Bush, SECONDED by Mr. Lisanick to recess Open Session at 9:08 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) MOVED by Mr. Bush, SECONDED by Mr. Lisanick to leave Executive Session at 9:19 p.m. The motion passed unanimously (8-0-0)**

**ACTIONS TAKEN AFTER EXECUTIVE SESSION:**

- (R) MOVED by Mr. Bush, SECONDED by Mr. Lisanick, accept Legal Counsels recommendations as discussed in Executive Session with the condition that the unit owner signs a promissory note. The motion passed unanimously (8-0-0).**

**MOTION TO ADJOURN THE MEETING:**

- R) WITHOUT OBJECTION Mr. Mulrooney adjourned the meeting at 9:19 p.m. The motion passed by unanimous consent (8-0-0).**

**Meeting Adjourned at 9:19 p.m.**

**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS  
MEETING**

**August 21, 2024  
3360 Gunston Road:  
Alexandria, VA 22302**

**ATTENDANCE:**

Directors Present: Scott Mulrooney, President; Mike Rothenberg, Vice President; Dave Bush, Treasurer; Robin Davis, Secretary; Scott Buchanan, Caitlin Counihan, 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 in attendance. Mr. Mulrooney welcomed everyone to the meeting.

**APPROVAL OF THE AGENDA:**

- (R) MOVED by Mr. Rothenberg, SECONDED by Mr. Bush, to approve the August 21, 2024, Board Meeting Agenda as amended by moving Access Control Upgrade from Decision to Discussion. The motion passed unanimously (8-0-0).**

**POLICE REPORT:** Sargeant Santos reported nine (9) cases in the last month, four (4) of which were juveniles entering the school (trespassing), four (4) reports of property damage, and one case of identity theft. Sergeant Santos shared a reminder to keep vehicle doors locked and stated that an uptick in larcenies is occurring, so please be mindful of packages being delivered.

**APPROVAL OF THE JULY 17, 2024, BOARD MEETING MINUTES:**

- (R) MOVED by UNANIMOUS CONSENT TO accept the July 17, 2024, Board meeting minutes as presented. The motion passed unanimously (8-0-0).**
- (R) MOVED by Mr. Bush, SECONDED by Mr. Buchanan to accept the May 9, 2024, Special Board meeting minutes as amended. The Motion passed (7-0-1). Ms. Mullan abstained.**

**RESIDENTS FORUM:**

The homeowner (Eric Beier) stated he was willing to answer any questions regarding the planter boxes on his patio. Patio “Fencing” and raised planter boxes are on the agenda to be discussed later in the meeting.

**COMMITTEE REPORTS:**

**FYI: Mr. Bush shared that the Management Report contains a considerable expense that may exceed \$40,000 and will require a Board vote.**

Communications Committee: Mr. Mark Lamont, Chair of the Communications Committee, shared that he/the committee is taking this opportunity to reconnect with the Board, focusing on establishing internal communications and three critical business functions: communications, technology, and website governance. Mr. Lamont also mentioned a proposal previously submitted to hire a communications director to encompass those functions and/or the idea of recruiting volunteers. Mr. Lamont concluded that it is time to think ahead and plan for the next budget cycle so the committee can successfully govern communications technology and website services.

Buildings & Utilities Committee (BUC): Ms. Lydia Riabtsev, Chair of the Buildings & Utilities Committee (BUC), presented a presentation on the plan to work on the decommissioned laundry rooms, which involves installing bike racks in five rooms (called “the Big 5”) in Buildings #107, #208, #511, #535, and #707. Ms. Riabtsev stated the recommendation to the Board is to add an additional bike rack to each room, totaling five bike racks, one large locker, and one small locker, costing approximately \$2700. Ms. Riabtsev addressed questions from the Board. This matter will be revisited.

**GENERAL MANAGER’S REPORT:** Mr. Foschi raised concerns regarding an urgent foundation issue at Building #919 and recommended that the Board approve/expedite the repair. This matter will be revisited under Matters for Board Decision.

Mr. Foschi answered questions from the Board regarding his Management report. Tab #6 will be removed from Matters for Board Decision and revisited at the September 18, 2024, Board meeting under Matters for Board Decision.

**PRESIDENT’S REPORT:** No Comments made.

**TREASURER’S REPORT:** Ms. Davis raised the matter of the change in the Financial Review Town Hall meeting date and inquired if a vote was needed. After further discussion the following motion was made:

- (R) MOVED by Mr. Bush, SECONDED by Mr. Rothenberg to hold the Financial Review Town Hall meeting on September 24, 2024. The Motion passed (6-1-1). Ms. Mullan objected. Mr. Buchanan abstained.**



**MATTERS FOR BOARD DECISION:**

Ward Five Board Vacancy Appointment: Ms. Caitlin Counihan and Mr. Gary Hucka each provided a brief statement about their interest in the Ward 5 Board Vacancy, including their experience and contributions to the position.

- (R) The Board voted on the matter by show of hands, with four (4) in favor and four (4) opposed, the motion failed. Mr. Mulrooney stated that in the interest of Ward 5 having Board representation, he would change his vote, bringing the count to 5-3-0, appointing Ms. Caitlin Counihan as the Ward 5 Board Representative.**

Mr. Mulrooney thanked Mr. Hucka for his interest in serving on the Board, his work on the Architectural and Planning Board (APB), and his long-term commitment.

*[The appointment of Ms. Counihan brings the number of Board members present to nine (9)].*

June 2024 Reserve Expenditures:

- (R) MOVED by Mr. Bush, SECONDED by Mr. Rothenberg, to approve the June 2024 Reserve Expenditures in the amount of \$119,800.78 with funds to come from GL 9901, Reserve Expenditures. The motion passed unanimously (9-0-0).**

*Mr. Bush added that a reserve expenditure of \$30,000 will be issued for a retaining wall on Mount Eagle Place.*

3308 Martha Custis Drive – Accessible Parking Space:

- (R) MOVED by Mr. Bush, SECONDED by Mr. Wicker, to approve the Non-Routine Change Application to install an accessible parking space at 3308 Martha Custis Drive. The motion passed unanimously (8-0-0).**

Water Savings/Unit Leak Repair Proposal: Mr. Rothenberg provided an overview and presentation of the water savings program. The Board provided input and recommendations. Mr. Buchanan recommended providing free labor and installation but charging for the cost of parts. The Board consensus thus far agrees with Mr. Buchanan's recommendation. This matter will be revisited at the September 18, 2024, Board meeting for decision upon additional information being provided.

Special Events Committee Terms of Reference:

- (R) MOVED by Mr. Bush, SECONDED by Mr. Lisanick, to approve the Special Events Committee Terms of Reference. The motion failed (3-6-0). Mr. Mulrooney, Mr. Buchanan, Ms. Davis, Ms. Mullan, Mr. Rothenberg, and Ms. Counihan opposed.**

Emergency Foundation Repair – Building #919:

- (R) MOVED by Mr. Bush, SECONDED by Ms. Davis, to approve the Reserve Expenditure not to exceed \$50,000 to Envirotech for foundation repairs to Building #919 (1668 Fitzgerald Lane). The motion passed (8-0-1). Ms. Counihan abstained.**

**MATTERS FOR BOARD DISCUSSION:**

Stormwater Remediation Project - Wellington Road: The Board discussed the matter, which was tabled until after the site visit/walk-through and will be revisited at the September 18, 2024, Board meeting for further discussion. Ms. Davis requested the Board’s available dates to schedule the walk-through.

Ting and Verizon Infrastructure Deployment Requests: Mr. Foschi shared that Verizon is coming on Thursday, September 5, 2024, to present their proposal for the project. Mr. Buchanan stated that these are massive infrastructure projects and that we must be very clear about the project(s) timelines. This matter will be revisited for further discussion.

Patio “Fencing” and Raised Planter Boxes: Mr. Mulrooney shared his recommendation of the subject matter, stating that the specs for planter boxes don’t consider then running the entire length of the patio closure and also don’t talk about color, height, length, or width. So, we now run into some gaps and must set a precedence. Mr. Mulrooney shared the need to look at the communication structure of what is needed on the application proposal, etc. The Board discussed the matter and decided to hold a hearing to appeal the covenant's decision regarding 3400 Gunston Road on September 18, 2024, at 6:30 p.m. (prior to the Board meeting).

*[Ms. Mullan left the meeting, bringing the number of Board members present to eight (8)].*

- (R) MOVED by Mr. Mulrooney, SECONDED by Mr. Rothenberg, to hold a hearing regarding the fencing at 3400 Gunston Road on September 18, 2024, at 6:30 p.m. (prior to the Board meeting). The motion passed unanimously (8-0-0).**

**MOTION TO EXTEND THE MEETING:**

- (R) MOVED by Ms. Davis, SECONDED by Mr. Lisanick, to extend the meeting by ten minutes at 9:27 p.m. The motion passed (6-2-0). Mr. Buchanan and Mr. Bush opposed.**

3620 Greenway Place Resale Document Refund Request: The Board discussed the matter briefly; no action was taken.

3546 Martha Custis Drive -- Locksmith Reimbursement Request: The Board discussed the matter and concluded that it would deny the request.

Access Control Upgrade Proposal: The Board revisited the matter. Mr. Bush suggested taking Option #2 using \$10,000 and proceeding with data collection. This matter will be revisited for further discussion/decision at the September 18, 2024, Board meeting.

**MATTERS FOR BOARD INFORMATION:**

Agenda Items: Any additions to the agenda should be submitted before the September 18, 2024, Board meeting.

**MOTION TO EXTEND THE MEETING:**

- (R) **MOVED** by Mr. Mulrooney, **SECONDED** by Ms. Davis, to extend the meeting by ten minutes at 9:37 p.m. The motion failed (4-4-0). Mr. Bush, Mr. Rothenberg, Mr. Buchanan, and Mr. Wicker opposed.
- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Bush, to accept the recommendation provided by legal counsel in the Executive Session Documents. The motion passed by unanimously (8-0-0).

**MOTION TO ADJOURN THE MEETING:**

- (R) **WITHOUT OBJECTION** Mr. Mulrooney adjourned the meeting at 9:37 p.m. The motion passed unanimously (8-0-0).

The meeting adjourned at 9:37 p.m.