

Reports

General Manager's Report
Committee Reports
President's Report
Treasurer's Report

Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

Board of Directors Meeting– Nov 20, 2024

General Manager's Report - Submitted on Wed, Nov 13, 2024

ADMINISTRATIVE

1) **Fiscal Year 2024 Final Ending Balance:**

Per the financial audit, the final balance for Fiscal Year 2024 was a surplus of \$225,377.00.

2) **Virginia State Corporation Commission & Division of Utility & Railroad Safety:**

The SCC performed its annual gas inspection throughout Parkfairfax during October.

Several items and observations were brought to maintenance's attention during the inspection. We are rectifying those issues with J.D. Rellek, Parkfairfax's gas repairs and compliance company.

3) **Attic Inspections – UPDATE:**

Attic inspections are underway. The painting and exterior crew started the process on October 1st. It will take approximately the last week of November.

Inspection checklists are being completed for every address, and the information and data collected will be compiled at the end of the process. We expect this data to kickstart violation corrections, repairs, and related work. It will also provide instrumental information to account for when roofs are replaced.

4) **Ward Two Building Painting Cycle:**

Williams Professional Painting has completed the painting project on Ward Two, precisely the following scope of work:

- 1) 50 Buildings (Excluding roofline and above- currently PVC)
- 2) 3 Fully Painted Brick (White Buildings)
- 3) 1 Sand Brick Buildings
- 4) 5 Laundry Rooms

5) 7 Storage Rooms

6) Additional carpentry work (As needed)

Alonzo Alexander and representatives from Williams Painting made the final inspection on September 24. During this time, a punch list of pending corrections was drafted, which was addressed later that week.

The total cost of this project came under budget. We are also pleased with the new contractor's performance and excellent communication throughout the project.

5) **Electric Panels Upgrade – Update:**

The remaining old original circuit panels are between 19% and 20%. Management has been working on an awareness mail campaign that has decreased our starting point by about 20% since it was first implemented.

Management recommends that the Board re-introduce this discussion to their agenda for the October meeting. Earlier this year, discussions were ongoing about eradicating all the old panels **to avoid insurability issues and/or significant premium increases. This conversation must continue as this topic will play a role in the conversations with our insurance carrier when the premium renews in March-April 2025.**

6) **Annual Tree Maintenance Program:**

The scope of the tree inventory program has doubled from 1,500 trees to around 3,000 trees, which has extended the completion time.

We expect to have the first draft by the end of November.

Management anticipates that this survey and health assessment results will lead to a targeted tree maintenance plan based on urgency and/or priorities.

7) **Wood Trim Replacement Project:**

Kolas Contracting has constantly communicated with our Operations Director, Alonzo Alexander, coordinating logistics, such as work schedules, notifications, and more. They are scheduled to start on November 19.

Thirty-three buildings will be worked under the following scope:

Scope of Work:

-Cover and protect all plantings, personal belongings, and grounds adjacent to the work area.

-Demo and dispose of existing 3-piece trim board (Frieze board, crown molding, and bottom molding).

-Demo and dispose of rake boards and gable ends.

-All construction debris of all wood components shall be properly disposed of on-site.

-Install a new composite 3-piece trim board (Parkfairfax provided the Frieze board, crown molding, and bottom molding).

-Install rake boards and standard gable ends (To be provided by Parkfairfax).

-The contractor will fabricate large and smaller custom gable ends on site (included in pricing).

-Caulk all nail points, seams, and joints with GE Silicone II (WHITE).

-Kolas Contracting Inc. shall contact management if any issues are discovered (i.e., damaged brick/mortar/wood rotted/gutters or downspouts).

-Wipe all dirt or hand prints off with a non-toxic cleaner.

- The work site shall be cleaned, and debris will be removed daily.

- Grounds will be inspected for any paint chips and cleaned as needed.

FINANCIALS

The variance report is based on Barkan's **September** financial statements.

SEPTEMBER 2024 VARIANCE REPORT							
Expenses Negative Variances Over 10 % of the Annual Budget							
GL-ACCOUNT	Mthly Expenses	Mthly Budget	Mthly Variance	YTD Actual	YTD Budget	Annual Budget	Comments
Painting Contract	\$69,129.95	\$19,171.00	(\$49,958.00)	\$123,469.00	\$76,685.00	\$230,000.00	Ward 2 Building painting contract. YTD on track.
Tree Pruning & Removal	\$57,811.00	\$12,500.00	(\$45,311.00)	\$114,836.00	\$50,000.00	\$150,000.00	Roof Branches Trimming & Tree Inventory
Printing	\$3,818.00	\$1,083.00	(\$2,734.00)	\$4,095.00	\$4,333.00	\$12,999.00	Barkan charges for statement copies and postage
Computer Expenses	\$4,989.00	\$1,750.00	(\$3,239.00)	-\$1,305.00	\$7,000.00	\$21,000.00	Buildium expenses were reclassified to this account. YTD

MAINTENANCE

November 8, 2024

EMERGENCY WORK PERFORMED

On October 10, 2024, Building 317/3492 – Fire

On October 16, 2024, Tree Removal

On October 30, 2024, Fire Extinguisher Testing (Blue Ridge).

ROUTINE MAINTENANCE

Daily policing of grounds for falling limbs and bulk trash. Over the past few weeks, the Operations Department completed inspections of trees brushing up against roof and gutter line of entire property.

Staff continue to clear storm drains in assigned areas.

On October 10, 2024, Building 707/3507-3509 Valley – Stoop Rail

On October 14, 2024, Building 707 Grounds restoration.

On October 14, 2024, Association Owned vehicle oil change.

On October 15, 2024, JD Rellek Gas Distribution Training

On October 17, 2024, Building 816 Columns Installed

On October 16, 2024, Gym equipment serviced

On October 18, 2024, Building 109 Interior Repairs

On October 16, 2024, Safety Shoes issued (Redwing)

On October 23, 2024, Building 109/3124-3126 Exterior Door Replacement

Plumbers continue to check boiler rooms and heaters for leaks.

Hot water heater maintenance

Roofing inspections.

Association Owned vehicles cleaned weekly.

Attic Inspections

INSPECTIONS

Declining tree inspections (Arborist)

Terracotta roofing tile inspection.

Attic Inspections

Parking inlet striping

Vinyl fencing

Asphalt and concrete inspection

Crawlspace gas line inspection

Building trim inspection

Bldg. 849 and 953. Attic inspections

MAJOR PROJECTS

PEX Domestic Water Piping – Completed Property Wide

900's Path complete

Bldg. 111. 10 pier installation - complete

Railing installed in common area at Bldg. 524

Asbestos Abatement (Crawlspace)

Gas Pipe Replacement 100's, 200's

Sewer line replacement

Stoop Replacement

Wood Trim Replacement

Building 109 Settlement – Complete

Building 111 Settlement - Complete

Ward 2 Painting - Complete

900's Path Restoration - Complete

Project Description: PEX Domestic Water Piping

The Association is undergoing a multi-year project to replace the old domestic water pipes with upgraded PEX material. This project is being funded through Reserves Account and is on track to be completed by 11/2024. Complete

Project Description: Asbestos Abatement

The Association is undergoing a multi-year project to Abate all crawlspaces of ACM. This project is being funded through Reserves Account and is on track to be completed by 05/2025. 20 buildings for completion of this project.

Project Description: Building Gas Pipe Repair/Replacement

The Association is undergoing a multi-year project to replace the old declining gas pipes with the assistance of J.D Rellek inspections and staff findings. This project is being funded through Reserves Account. Completion is based on funds allocated to gas pipe replacement/removal project. 256 buildings left for the completion of this project. 29 buildings have been completed

Project Description: Building Wood Trim Replacement

The Association is undergoing a multi-year project to replace the building wood trim with PVC. This project is being funded through Reserves Account. Completion is based on funds allocated to this project. 126 buildings for completion of this project. This work is scheduled to begin in November 2024

Project Description: Building Stoop Replacement

The Association is undergoing a multi-year project to replace declining stoops due to poor pitch or water infiltration. This project is being funded through Reserves Account and replacement is on as needed basis. Stoops at 707/3507-3509, and 816/3260-3262 are complete.

Project Description: Gutter Guard

The Association is undergoing a multi-year project to replace foam guard with a stainless rhino guard.. This project is being funded through Reserves Account and replacement is on as needed basis. 27 buildings left to complete.

Work Performed:	Work Anticipated:
<ul style="list-style-type: none">- Arborist Tree Inspections- Bldg. 932 Security Light Install- Bldg. 106 Lintel Install- Association Owned electrical panel upgrades- Tree pruning and removal- Gym equipment repairs- Property wide seeding- Key Track relocation- Monthly Safety Meeting- Building 109 Exterior door replacement- Bldg. 109 Interior repairs- Ward 2 Painting	<ul style="list-style-type: none">- Ward 2 Trim replacement- Asphalt repairs- Gas riser decal installation- Sidewalk repairs

Parkfairfax Activities Committee Meeting – November 2024

Review/Discussion			
<ul style="list-style-type: none"> • Welcomed special guest appearances. • Discussed Finance Committee submitted budget 11/06/2024. 			
Activities Committee Event Dates 2024 - Updates			
▪	Saturday, November 9 th	5-7pm Set up at 4	Wine and Cheese. Community Room. Continue to discuss arrangements for event. (Assignments for F&B, for set up and tear down, trash, etc.) Continue advertising.
▪	Saturday, December 7 th	6-7pm Setup at 5pm	Tree Lighting at the Island – Alexandria Choral Society is booked for Saturday, December 7th for 6pm performance (set up at 5pm). Need to confirm if we have a Santa** Will confirm with Perry and Robin. Need to submit invoice for donation check to be delivered on night of performance. Need to assign candy and glow stick purchases. Confirming working electrical at the Island for Society's electric lights and any possible amplification equipment. Post advertisement after W&C event is completed.
Activities Committee Event Dates 2025			
			Discuss 2025 Home Tour possibility.
Other Responsibilities			
<ul style="list-style-type: none"> • Create and post event advertisements for both FB groups and weekly e-mail blast. • Updated event page for December Forum newsletter. 			

A& PB Committee Report

November 11, 2024

The A&PB held their monthly on Wednesday, November 11, 2024. In attendance were Ann Wheaton, Valerie Hassett, Alexandra Swan, Gary Hucka, Paula Martori, Ann McCord (Chair), and Scott Mulrone (Liaison).

Replacement Window Specifications

A&PB continues to work on updating the replacement window specifications. The revisions we are considering include but are not limited to:

Materials: Permitting fiberglass as an acceptable material for window frames.

Style: Permitting an awning style window for a limited number of openings.

Maintenance: Requiring unit owners to properly install and maintain the windows.

We are also including some new pictures and diagrams to help unit owners understand the differences among the allowed types of windows and to help them understand the various components of windows and our window openings.

We feel strongly that educating our unit owners as much as possible will help them make the best choices possible when it comes to contractors and materials.

Leadership Change

By acclamation the A&PB chose Gary Hucka as their new chairman.

Ann McCord has sold her unit and closing is scheduled prior to the next scheduled meeting on December 11, 2024. At that time, she will no longer be an owner and, therefore, ineligible to serve as chair.

We request that the Board ratify the A&PB's choice of Gary as their new chair.

Meeting adjourned at 9:30pm

Parkfairfax Covenants Committee
Report to the Board of Directors
October 8, 2024 – 7:00p

Attendees:

Participant	Role	Present/Not Present
Eric Keber	Committee Chair	Absent
Anita Van Breda	Committee Vice Chair	Absent
Kristine Miller	Committee Member	Present
Angel Rivera	Committee Member	Present
Whitney Mitchell	Committee Member	Present
Scott Buchanan	Board Liaison	Absent
Lora Renaud	Covenants Director	Present

Applications Considered

Non-Routine Change	Address	Action Taken	Comments
Planting	3368 Gunston Rd	Approved	No comments
HVAC	1911 N. Quaker Lane	Approved	Approved with a note to remove pg. 10 of the application due to confusion with the number of outlets needed.
HVAC	3274 Valley Drive	Approved	No comments
HVAC	1740 Preston Dr.	Approved	No comments

Other Matters

Board Liaison was not present to provide a report.

The meeting was adjourned at 7:17pm.

Parkfairfax Covenants Committee
Report to the Board of Directors
November 12, 2024 – 7:00p

Attendees:

Participant	Role	Present/Not Present
Eric Keber	Committee Chair	Present
Anita Van Breda	Committee Vice Chair	Absent
Kristine Miller	Committee Member	Present
Angel Rivera	Committee Member	Present
Whitney Mitchell	Committee Member	Present
Scott Buchanan	Board Liaison	Present
Lora Renaud	Covenants Director	Present

Applications Considered

Non-Routine Change	Address	Action Taken	Comments
Patio	1007 Beverley Drive	Approved	Approved with the stipulation that the date on the Indemnification Agreement is corrected, clarification on the trough drain is provided, and that work does not begin until the contractor's insurance provided to Parkfairfax is valid.
HVAC	1531 Mt. Eagle Place	Approved	Approved with the stipulation that the homeowner resubmit with Indemnification Agreement and Non-Routine Change Form so that they are legible.
HVAC	1531 Mt. Eagle Place	Denied	Denied because the application seeks to run electrical wiring through the crawlspace, which is prohibited by the specifications.
HVAC	3513 Valley Drive	Approved	Approved with the stipulation that the date on the Indemnification Agreement is corrected.
HVAC	3748 Valley Drive	Approved	Approved with the stipulation that the date on the Indemnification Agreement is corrected.

HVAC	1635 Fitzgerald Lane	Approved	No comments
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Other Matters

Board Liaison Scott Buchanan mentioned the revised rules on holiday decorations and relayed to the Committee that the Board may have a discussion about possibly revising the current method of Covenants enforcement.

The meeting was adjourned at 7:45p.

PARKFAIRFAX FINANCE COMMITTEE MEETING
PFFX BOARD ROOM, 5:30 pm
November 13, 2024

Attending Members: Greg Drone, Chair, Tim Buzby
Dave Bush, Treasurer and Board Liaison

Guests: Jeff Lisanick, Board Member
Robin Davis, Board Secretary
Mike Rothenberg, Board Member

Agenda: Treasurer's report
Review draft 2025 Reserve Study

Association's Bylaws and the Roof Replacement Pilot Project

As the Board moves forward with the roof replacement pilot project it is important to consider how the program will comply with the Association's Bylaws.

Article V of the Association's Bylaws state:

"Manner at Repair and Replacement. All repairs and replacements shall be substantially similar to the original construction and installation and shall be of first-class quality."

The Association's Bylaws suggest that when roofs are replaced, the original material (terracotta) must be used or something substantially similar. Indeed, over the years several roofs have been replaced due to fire or storm damage and the Association complied with the Bylaws by using terracotta.

Changing materials will likely raise questions within the community. It is important that the Association prepare a report explaining the reasons for the change

The Finance Committee suggests the Board assign the responsibility of preparing this document to the General Manager.

Parkfairfax Landscape Committee
November, 2024

At our Wednesday 11/13/24 meeting, the Landscape Committee discussed the following business:

1. Landscape Committee Budget Proposal:
 - members discussed budget proposal items for next fiscal year and for five-year planning document
 - we reviewed items from the previous five-year planning request and discussed possible additions to it
 - many members of the committee expressed strong support for including a request to hire another Landscape Director

2. Tree Removal Request Form:
 - "final revision to date" from the committee's "workshop" at St. Elmo's coffee shop on Sat. 9/14 was misplaced and recently found again this week
 - typed version of this revision will be sent to committee members for review and any suggestions for final approval in December committee meeting

3. Tree of Heaven update:
 - Over two dozen sizeable tree of heaven have been identified in Parkfairfax by both residents and committee members, the committee is mapping the locations
 - The Committee will be working with Management to engage a contractor to start treating Tree of Heaven in Parkfairfax. This is a multi-year process but will be a good step to ensuring the health of our trees in the community.

4. Leaves program:
 - The Committee is also working with Management to find out what CLS has planned for leave removal and retention.
 - The committee will be working with Management to identify areas where leaves can be retained.

5. Washington Island update:
 - Recently, the three focal point beds were refreshed on Washington Island (and were communicated about on the weekly email blast).
 - The hibiscus and bee balm that were in the focal point beds were relocated to the terraced area near Pool B (Lyons Lane). This area had been terraced with grass and was a dangerous area to mow on a riding mower. This change is part of the "low mow/more planting" initiatives the Community had asked for. We hope this is the first of many opportunities where we can reutilize plants instead of tossing viable plants.

Recreation Committee Meeting Meeting Minutes

October 14, 2024

MATTERS FOR BOARD ATTENTION:

1. Confirming Lisa Harger as Chair of the Recreation Committee.
 2. Taking up the 12-question pool survey for discussion, if not also decision.
-

The Recreation Committee met at 7pm on October 14th, via Zoom.

Members:

Lisa Harger, Acting Chair
Paula Martori (not present)
Starr Newlon
Michelle Wagner

Guests:

Dave Bush
Paul Friedman
Jeff Lisanick
Rachel W.
(unidentified caller)

Liaison:

Jim Wicker (not present)

Discussion:

1. Report on Meeting with the GM:

Lisa Harger met with Francisco Foschi to discuss budget items and committee goals. The GM also provided the Committee with pool sign-in sheets for analysis.

2. Movie Night:

This is postponed until next summer.

3. Pool Survey:

The Committee has been working on a pool survey for the community. Starr Newlon created a test survey online, which we all took, and then she led the Committee through the results. The Committee then finalized the survey questions and hopes that the Board takes this up for discussion, if not decision too.

4. Committee Priorities for Fall/Winter 2024:

The Committee would like to focus on pools first – the pool survey, revising the pool rules and pool hours – followed by the gym. Then we would like to address the tot lots.

5. Meeting Time:

This week our meeting was two days before the Board meeting – which isn't ideal for either of us. A Committee member pointed out that this is going to happen again next month. Lisa Harger is going to set up a poll for purposes of selecting another meeting time for the Committee.

2024 Pool Survey

Please take a few minutes to provide feedback to 12 questions about your experience during the 2024 pool season. The Recreation Committee is preparing recommendations to Management and the Board of Directors about the 2025 pool season (policies, rules, hours, etc.), and we would love to incorporate your suggestions and address your concerns. The pool survey will be open for the next two weeks, until [insert date]. We are most grateful for your participation!

1. **Which pool(s) do you go to on a regular basis?** *Select as many as are applicable.*
 - a. Coryell.
 - b. Lyons.
 - c. Martha Custis.

2. **How often did you typically go to the pool during the 2024 pool season?**
 - a. More than 5 times per week.
 - b. 3-4 times per week.
 - c. 1-2 times per week.
 - d. 1-3 times per month.
 - e. 1-3 times last season.

3. **How do you rate the quality of the pools and pool houses?**
 - a. Great.
 - b. Adequate.
 - c. Poor.

4. **Was the pool shade adequate?**
 - a. Yes.
 - b. No, we need more trees.
 - c. No, we need more umbrellas.
 - d. No, we need both B and C.
 - e. No opinion.

5. **Are the current pool hours adequate for your needs/desires?** *Select as many as you'd like.*
 - a. Yes, no change necessary.
 - b. No, would like hours extended in the mornings.
 - c. No, would like hours extended in the evenings.
 - d. No, would like hours extended on weekend mornings.
 - e. No, would like hours extended on weekend evenings.
 - f. No opinion.

6. **What are your thoughts on the current guest policy?**
- a. Change policy to allow 1-2 guests per facilities pass.
 - b. Allow 3 guests per facilities pass (which is the current policy).
 - c. Change policy to allow 4 or more guests per facilities pass.
 - d. Change policy to allow 1-2 guests **per unit**.
 - e. Change policy to allow 3 guests **per unit**.
 - f. Change policy to allow 4 or more guests **per unit**.
 - g. Change policy to allow for purchase of additional pool guest passes.
 - h. Change policy to restrict when guests are allowed (e.g., on weekdays only or not on holidays).
7. **In your opinion, is the guest policy being followed?**
- a. Yes.
 - b. No.
 - c. No opinion.
8. **Please indicate your biggest concerns regarding the 2024 pool season. *Select up to three answers.***
- a. No concerns; the water's great!
 - b. Pool house safety (e.g., standing water in bathrooms, etc.).
 - c. Concerns about lifeguard training (e.g., not being aware of rules or role).
 - d. Safety concerns with lifeguards taking care of the pools / watching swimmers.
 - e. Issues with inappropriate toys and/or oversized floaties for pool space.
 - f. Issues with rowdiness / lack of consideration by others when sharing pools.
 - g. Issues with residents or their guests not following pool rules /policies.
 - h. Other (*write in*).
9. **If any of these changes were to be considered for the 2025 pool season, please select your top three:**
- a. Having longer hours on weekends.
 - b. Having a "late-night" pool (rotating location) open on Saturday nights.
 - c. Having two pools open every day.
 - d. Extending the pool season further into September.
 - e. Having additional early morning hours for swimming laps a couple of days per week.
 - f. Having additional swim lanes roped off at Martha Custis pool in early morning and/or evening.
 - g. Offering Swim Lessons or Water Aerobics.
 - h. Institution of "Quiet Hours" at a pool.
 - i. Other (*write in*).

- 10.** What is your demographic of your condo? *Select up to two answers.*
- a. One adult.
 - b. Two adults.
 - c. Three adults.
 - d. Four adults.
 - e. One child.
 - f. Two children.
 - g. Three children.
 - h. Four children.
 - i. Five or more children.
- 11.** How old will your children be for the 2025 pool season? *Select as many answers are as applicable.*
- a. Under the age of two years old.
 - b. 3 – 4 years old.
 - c. 5 – 6 years old.
 - d. 7 – 8 years old.
 - e. 9 – 10 years old.
 - f. 11 – 12 years old.
 - g. 13 years old.
 - h. 14 – 15 years old.
 - i. 16 – 17 years old.
 - j. 18 years old or older.
- 12.** Please share any other comments you may have. **Thanks!** *(write in)*

Dana Cross

From: Bob <bob2@comcast.net>
Sent: Thursday, November 7, 2024 9:53 AM
To: Dana Cross
Subject: Minutes of 04 November 2024 Parkfairfax Transportation and Land Use Committee (TLUC)

The TLUC now meets on the first Monday of every month, and our November meeting was therefore conducted on 04 November 2024.

The meeting began with a moment of silence to remember our long-serving and irreplaceable member, Ms. Martha Brown, who passed away 10 October at age 87. Martha also served as alternate Parkfairfax delegate to the Alexandria Federation of Civic Associations for several years, and actively participated in many community events.

The primary focus of the November TLUC meeting was to organize the 12 November Traffic Calming Townhall and Reception. Through Facebook posts and the weekly Parkfairfax emails, about 30 nice people have signed up for the event. City representative will present approaches to reducing traffic speeds on our Parkfairfax streets to improve safety. As with the all-way stop at Preston and Valley, the Board will then be asked to endorse proposed changes by January to support implementation by the end of FY25 (30 June 2025).

The next monthly TLUC meeting will be 02 December at 7PM in the Community Room.

Best regards,

Bob

Bob Gronenberg
Chair
Parkfairfax Transportation and
Land Use Committee

Proposal for
Board Training & Work Session Services
Parkfairfax Condominium Unit Owners Association
November 15, 2024



**POINTS NORTH
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Cate L. Fulkerson - Principal

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Your organization's GPS



Scott Mulrooney, President
Parkfairfax Condominium Unit Owners Association
3360 Gunston Road, Alexandria VA, 22303

November 15, 2024

Dear Mr. Mulrooney:

It is my pleasure to present this proposal to Parkfairfax Condominium Unit Owners Association (PCUOA) to assist in providing training and work session services to your Board of Directors.

As a tenured leader of nonprofits, I have a deep understanding of the need for and benefit of, holding collaborative work sessions with newly seated boards to ensure all lead the governance effort with the same information, understanding, and goals.

I am expert at quickly identifying relevant patterns and issues and I enjoy leading people and organizations like PCUOA to fully consider all possible paths toward making the organization's vision a reality. I know that while having a roadmap is good, putting the plan into action is better. It can be even more impactful with a board that understands its responsibilities in moving the organization forward.

I am an ideal partner to assist Parkfairfax with board training and facilitating a priority-setting work session.

I started Points North Strategies in 2018 to provide comprehensive strategic planning and leadership development services to navigate communities like Parkfairfax in directions that improve performance.

If you have any questions, please contact me at 703-999-1204. I look forward to the prospect of working with you and your team in developing your Board and setting priority goals that will advance the Parkfairfax Condominium Unit Owners Association over the next twelve months and beyond.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Fulkerson", with a long horizontal flourish extending to the right.

Cate L. Fulkerson, MPA, CMCA, EBP
Principal

Project Scope

Parkfairfax Condominium Unit Owner's Association (PCUOA) desires a half-day board training/work session retreat in 2025. Specifically, the PCUOA would like to learn about best practices in board governance and collaborate in setting common objectives to guide Board decision-making over the next twelve (12) months.

Retreat Work Plan & Timeline

The following is a proposed Retreat Work Plan to perform board training services for Parfairfax Condominium Unit Owner's Association and includes a description of methodology and deliverables.

A. Planning & Pre-Retreat Assessments

1. Retreat Planning

Meet with the Board Leadership and General Manager to:

- a. Set the retreat date, time, and location.
- b. Determine dates to conduct Assessment activities outlined below.
- c. Discuss the desired tone and flow for the training and work session.

Deliverable: *Timeline for Retreat Activities.*

2. Governance & Operational Assessments

- a. Examine all current governing documents of PCUOA to include but not limited to the organizational structure, bylaws, committee charters, financial statements, and minutes from Board meetings and committees over the past year.
- b. Conduct SCIP Assessment (Strengths, Challenges, Ideas, Priorities) by collecting input from the new Board through an anonymous Google Forms Survey.
- c. Conduct a Board Self-Assessment through a Google form to determine the overall status of governance operations. [*Self- Assessment is derived from BoardSource and ASAE. The data obtained would be used to facilitate a governance best practices discussion around the key roles and responsibilities of the Board and General Manager in the areas of – Mission, Strategy, Public Image/Advocacy, Board Composition, Program Oversight, Financial Oversight, CEO Oversight, Board Structure, and Meetings.*]

Deliverables: *Governance & Operational Review; Results of SCIP Assessment; and Results & Recommendations from Board Self-Assessment.*

B. Board Training & Work Session Retreat

1. Agenda Development

Based on results of Governance & Operational Assessment, develop a detailed agenda that outlines all topics and activities to be covered during the training and work session which will include:

- a. Results & Recommendations from Board Self-Assessment.
- b. Findings from Governance & Operational Review.
- c. Discussion on 10 Key Board Responsibilities.
- d. Methods for Successful Community Engagement & Involvement.
- e. Results of SCIP Assessment.
- f. Setting Priority Goals for Next 12 Months.

Deliverables: *Detailed Retreat Agenda.*

2. Board Retreat

Facilitate an interactive half-day training and work session retreat to:

- a. Receive Governance Best Practices training based on results/recommendations from Board Self-Assessment.
- b. Learn techniques to engage and involve Owners in special projects or activities under Board consideration.
- c. Work in collaboration to set priority goals and a related action plan for the next twelve (12) months.

Deliverables: Retreat Presentation; Plan to Address Self-Assessment Recommendations, and Action Plan to Achieve Priority Goals.

Project Budget

Parkfairfax Condominium Unit Owners Association		
Proposed Costs for Board Training & Work Session Services		
November 15, 2024		
ADMINISTRATIVE EXPENSES		FEE
Deposit to Secure Services	\$	200.00
Supplies & Technology Fees	\$	500.00
SERVICE ACTIVITY		FEE
A. Pre-Training Planning	\$	1,650.00
1. Planning	\$	150.00
2. Review Committee Resolutions & Other Documents (minutes, resolutions, etc.)	\$	1,500.00
B. Committee Training Session	\$	1,650.00
1. Agenda Development	\$	150.00
2. Training Session	\$	1,500.00
TOTAL		\$ 4,000.00

Payment for services will be billed monthly at the completion of each activity outlined above. Payment is due within 30 days of the invoice date. A 10% late fee will be applied to unpaid invoices. If this proposal meets with your expectations, please sign below, and return this page.

Proposal Acceptance:

Ms. Cate L. Fulkerson, CMCA, EBP
Principal - Points North Strategies, LLC

Date

Mr. Scott Mulrooney, President
Parkfairfax Condominium Unit Owners
Association

Date

CATE L. FULKERSON, CMCA, EBP, MPA
Principal – Points North Strategies LLC



With over 30 years' experience as a leader and CEO in the nonprofit sector, Cate leverages her education in Public Administration, CMCA, and professional experience to expertly guide clients in matters related to board governance and policy development. In addition, she provides comprehensive project management, strategic planning, board training, and leadership structure services with an emphasis on positive and strengths-based leadership.

Cate is a ***keynote speaker, strategic planning, organizational development, and management trainer*** for the ***Washington Metropolitan Chapter of Community Associations Institute*** and serves on their Education and Conference & Expo Committees.

For the largest community association in Virginia, Reston Association, Cate advised the board on matters related to strategic planning; board leadership, conduct, role and effectiveness; committee structure; corporate operations; and, CEO performance. Cate also established and implemented a leadership training program for new board members and committee chairs. Cate holds the designations of Certified Manager of Community Associations (CMCA) and Essential Business Partner (EBP) from the Community Associations Institute, a B.A. from Washington College and a Master of Public Administration from George Mason University. She is a member of BoardSource and holds a Nonprofit Governance Certificate from BoardSource, the Community Associations Institute – serving on the WMCCAI Education and C&E Committees CRCCAI Strategic Planning Committee, and the Business Women's Giving Circle at the Community Foundation of Northern Virginia. She also serves on the Board of her 52-unit HOA in Reston, VA.

- Effective facilitator of strategy sessions to obtain desired and actionable outcomes, enabling all voices to be heard and perspectives captured.
- Highly skilled in establishing concise and effective governance policies and processes for boards and committees.
- Experienced with navigating board and staff planning meetings and retreats that deliver achievable action plans.
- Expert at evaluating organizational performance and ability to achieve planned goals and objectives.
- Passionate about providing comprehensive project management and strategic planning services that meet a client's mission and vision.
- Skilled at surveying, assessing organizations, and identifying restructuring opportunities to improve governance and operations.
- Understands the importance of establishing written processes that are explicit, concise, and implementable.



Client References

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