

Appointment of Election Committee Members Resolution Worksheet

Date: December 18, 2024

Suggested Motion:

“I move to appoint _____ as members of the Elections Committee for the 2024 Board Elections.”

2nd:

Summary:

Lisa Harger and Catherine Kitchell have expressed their willingness to continue serving on the Elections Committee.

The following individuals have also expressed their willingness to serve on the committee: Paula Martori, Starr Newlon, Angel Rivera, and Alexandra Swan.

Candidate statements are attached.

AR 12, Section II. Elections Committee, B. 1. States: At least ninety (90) calendar days prior to the Annual Meeting, the Board of Directors shall appoint no fewer than three (3) Resident Members to serve as Committee Members.

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Caitlin Counihan				
Elaine Lawler				
Jeff Lisanick				
Amanda Mullan				
Scott Mulrooney				
Mike Rothenberg				
Jim Wicker				

Lisa Harger
3767 Gunston Road
Alexandria, VA 22302

December 2, 2024

Parkfairfax Board of Directors
3660 Gunston Road
Alexandria, VA 22302

Re: Elections Committee Appointment

Dear Directors:

I write to express my interest in being considered for appointment to the Elections Committee for the 2024 Board of Directors election.

It has been my privilege to serve on this Committee for the past three years. During this time, the Committee wrote the elections manual and set up online voting. Not only have these efforts saved the Association money, it has eased the process for owners to get to know the Candidates and cast their votes. I am proud of the work I've done while serving on this Committee. It has been especially rewarding to see smooth elections the past couple of years. And I would love to continue the work.

There are a few changes detailed in last year's report that I would like to see effected this year. I also have not finished the guide on the elections committee's outreach to the community (email blasts, etc.), which I hope will help future committees (so they're not starting from scratch). Of course, I would love to hear about anything you may wish the the Committee to consider as well.

Thank you for considering my reappointment.

Sincerely,

Lisa Harger

Catherine Kitchell
1648 Fitzgerald Lane
Alexandria, VA
catherinekitchell@gmail.com

October 28, 2024

Dear Parkfairfax Board of Directors,

I am interested in again being considered as a member of the Elections Committee. I have served on the Committee for the last four years and am acquainted with the process.

I have been an owner of my unit since 2010 - although I note that my mother was the original buyer of the unit when it first went condo, and I attended middle and high school while living here. When she moved to Goodwin House, I bought her unit to be closer to my work at Bloomberg Law in Crystal City. I was a law librarian and editor of ***BNA's Directory of State and Federal Courts, Judges and Clerks.*** (Bloomberg bought BNA in 2011.) I retired from Bloomberg in January 2020.

I have a variety of experience working on committees for both my professional and avocational interests. I was very involved in Special Libraries Association, my professional association, both at the local and national level for the 30 years I worked for BNA/Bloomberg. I was Chair of the News Division and the Legal Division. I received the Board of Directors Award from the DC Chapter for my work as Treasurer and as a program planner.

I am also an avid bicyclist and have been Chair Potomac Pedalers, the area's largest cycling club. I have been Chair of the club and was the first recipient of their Lifetime Achievement Award.

In retirement I have spent many hours volunteering at Arlington Food Assistance Center and am a reading tutor for a first grader at Charles Barrett Elementary School amongst other interests.

As always, I appreciate very much the hard work the Board does to keep Parkfairfax a great place to live.

Thank you for your consideration.

Sincerely,

Catherine Kitchell

From: [pmartori](#)
To: [Dana Cross](#)
Subject: Elections committee
Date: Monday, December 2, 2024 2:41:01 PM

Hi Dana,

I would like to put my name forward to the board of directors for appointment to the Elections committee. I am a long term resident of Parkfairfax and I have served on multiple committee's over the last ten years. I was a member of the Covenants committee for several years and I am currently a member of the Architecture & Planning Board (APB).

Thank you for your consideration!

Paula Martori

Sent from my T-Mobile 5G Device

From: [Starr Newlon](#)
To: [Dana Cross](#)
Subject: ParkFairfax 2025 Election Committee Interest
Date: Monday, December 2, 2024 12:26:22 AM

Hi Dana -

Hope you had a fabulous Thanksgiving!!

This email is to express my interest in joining the ParkFairfax (PFF) 2025 Election Committee. This is an exciting opportunity to serve our community in this capacity!! My qualifications include being a PFF owner for approximately 21 years and in good standing.

If additional information is needed, please advise. I am currently traveling and will return home tomorrow, 12/2/2024 night. I will follow-up with you later in the week.

Warmest regards,

Starr Newlon
Snewlon@yahoo.com



Sent from my iPhone

December 2, 2024

Dana Cross
Parkfairfax administration

Re: Parkfairfax elections committee

Good morning Mrs. Cross:

Thru this letter the subscriber wants to volunteer for the Parkfairfax elections committee, as per the Parkfairfax announcement dated 11/21/24.

Any question feels free to contact me. Have a nice week.

Regards,

A handwritten signature in blue ink that reads "Angel L Rivera". The signature is written in a cursive style with a large initial "A".

Angel L Rivera
3633 Gunston Road
Alexandria, VA 22302-2007

December 2, 2024

Board of Directors
Parkfairfax Condominium Unit Owners Association
3360 Gunston Road
Alexandria, VA 22302

Good day,

I would like to submit my name for consideration for membership on the Elections Committee. I have been a Parkfairfax resident owner since 2017, and I believe I would be a good candidate to serve on this committee due to my experience working with teams and committees, organizational skills, and strong work ethic.

I currently serve on the Parkfairfax Architecture and Planning Board, as well as the Vestry (governing body) and Building and Grounds Committee at Christ the King Anglican Church. My work on these committees overseeing budgets, property, and business affairs has provided me with a solid foundation for successful committee work.

In my professional life, I work for the U.S. Coast Guard in research, development, and innovation where I lead a team of portfolio managers, work with program partners, and guide long-term strategic planning to ensure the Coast Guard research portfolio is delivered on time and provides necessary requirements and capabilities for the service.

I am very interested in serving on the committee to help ensure this is an impartial process and that Parkfairfax elections are efficient, fair, and conducted with professionalism.

Please do not hesitate to contact me should you require any additional information.

Very respectfully,

Alexandra Swan

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION TWELVE

**BOARD OF DIRECTORS ELECTIONS FRAMEWORK AND
ELECTIONS COMMITTEE TERMS OF REFERENCE**

WHEREAS, Article III, Section Two, of the Parkfairfax Condominium Unit Owners Association Bylaws (the “Bylaws”) assigns the Board of Directors with “. . . all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association” and further states that the Board of Directors “. . . may do all such acts and things as are not by the Condominium Act, The Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association”; **AND**

WHEREAS, Article III, Section Four states in part that the Board of Directors shall approve elections procedures; **AND**

WHEREAS, Article III, Section Four states that “At least ninety (90) days prior to the Annual Meeting of the Unit Owners Association, the Board of Directors shall appoint an Elections Committee consisting of at least three Unit Owners;” **AND**

WHEREAS, Article III, Section Four further states that “The Elections Committee shall develop election procedures and administer such procedures as are approved by the Board of Directors.”

NOW THEREFORE, BE IT RESOLVED THAT, the following framework for elections to the Board of Directors and procedures for the Elections Committee be adopted:

ELECTIONS FRAMEWORK

I. DEFINITIONS

A. These definitions are limited to the application of this administrative resolution:

1. “Absentee Ballot” means electronic or online voting, as discussed in Va. Code § 55.1-1953(E).
2. “Candidate” means any Resident Member who meets the qualifications to be considered for a position on the Board of Directors.
3. “Committee Member” means any Resident Member appointed by the Board of Directors to serve on the Elections Committee.

4. “Condominium Instruments” means, collectively, the declaration, Bylaws, and recorded plats and plans of the Parkfairfax Condominium Unit Owners Association.
5. “Good Standing” means any Resident Member who is current on all annual, special, and capital improvement assessments rendered by the Association.
6. “Inspector of Elections” means an independent third party approved by the Board of Directors or individuals belonging to the Elections Committee charged with the counting and certification of ballots.
7. “Managing Agent” means the full-time administrative staff directly employed to manage the affairs of the Parkfairfax Condominium Unit Owners Association.
8. “Member” means any unit owner who is eligible to receive and cast a ballot, as consistent with the Condominium Instruments.
9. “Proxy” means the right granted to a Member to complete and cast a ballot on behalf of another Member, as consistent with Condominium Instruments and Virginia condominium law.
10. “Resident Member” means a Member who owns, resides in, and occupies a unit within the Association.

II. ELECTIONS COMMITTEE

A. Establishment & Authority

1. As required by Article III, Section Four of the Bylaws, the Board of Directors shall establish an Elections Committee whose primary responsibility shall be to oversee the nomination and election of Candidates to the Board of Directors, in accordance with Virginia condominium law as well as adopted Bylaws and administrative resolutions.
2. The Elections Committee is granted independent authority to interpret and render decisions concerning the administration and operations of Board elections. Requests for interpretive rulings and the appeal of any rulings will be outlined in the Elections Manual.

B. Membership & Quorum

1. At least ninety (90) calendar days prior to the Annual Meeting, the Board of Directors shall appoint no fewer than three (3) Resident Members to serve as Committee Members.

2. At least two (2) Committee Members are required for a quorum and for any formal committee action or decision.
3. No current Directors of the Board of Directors are permitted to serve as a Committee Member. The current Board Secretary shall serve as a liaison but have no formal authority within the Committee.
4. A Committee Member shall be deemed to have resigned from service on the Committee if they become a Candidate for or are appointed to the Board of Directors.
5. Each Committee Member shall maintain an objective position on a choice of candidate and at all times remain unbiased in performing their duties as a Committee Member outlined in the Bylaws, this resolution, or the Elections Manual.
6. A Committee Member's term shall begin upon appointment by the Board of Directors. Their term shall conclude once the committee has delivered its final report to the Board of Directors and/or when formally discharged by the Board.
7. The final report to the Board of Directors shall include the certified election results by the Inspector of Elections as well as an analysis and review by the Committee as to the election as a whole – as specified in the Elections Manual.

C. Officer

1. Within five (5) days of the Elections Committee's establishment, Committee Members shall elect a Chair.
2. The Chair shall have the sole authority to speak on behalf of the Elections Committee. Any communications to and from the Elections Committee shall occur through the Chair.
3. The Managing Agent shall coordinate any election-related communication with the Chair, to be consistent with section II(c)(ii) herein.
4. The Elections Committee, via the Chair, shall have unlimited verbal access to the Association's legal counsel for advice on and interpretation of any laws, rules, or governing procedures regarding the election process. The Chair may not request a written opinion from legal counsel without approval from the Board of Directors.

D. Meetings

1. The Elections Committee shall meet as often as required to address issues arising to the elections process at the call of the Chair or by at least two (2) Committee Members.
2. The Elections Committee may convene in person, through conference call or audiovisual device, or a combination of both, so long as Committee Members and any participants can clearly hear and speak to one another.
3. Unless otherwise prohibited or at the discretion of the Chair, the Elections Committee may convene in Executive Session. All formal actions by the Committee Members shall be voted in Open Session.

III. ELECTION PROCEDURES

A. Voting

1. Any Member of the Association is entitled to vote in any election in which they are eligible. Members are entitled to one (1) weighted interest ballot for each unit they own.
2. Within each election, a Member's vote shall be consistent with that which is set forward in the Condominium Instruments.

B. Board Positions

1. The Board of Directors shall be comprised of the following positions:
 - a. Four (4) At-Large Directors;
 - b. Ward I Director;
 - c. Ward II Director;
 - d. Ward III Director;
 - e. Ward IV Director;
 - f. Ward V Director.
2. Each at-large director shall be elected by all Members of the Association for a term of three (3) years.
3. Each Ward director shall be elected by Members within the boundary of the Ward for a term of (3) years.

C. Candidate Eligibility

1. A Member must meet the following eligibility requirements to be considered a Candidate for any position on the Board of Directors:
 - a. Submit a completed nomination form no less than 35 days prior to the Annual Meeting, pursuant to Article III, Section 4(b) of the Bylaws;
 - b. Be a Member in Good Standing at the time of submission of a nomination form and throughout the duration of the election calendar;
 - c. Certify on the nomination form that they will adhere to election rules and procedures established in the Elections Manual.
2. For a Ward Director position on the Board, a Candidate must be a Resident Member within the established boundary of the Ward.

D. If no more than one (1) Candidate per open position is nominated by petition, then additional nominations may be accepted. This process will be further described in the Elections Manual, and a Candidate will be exempt from requirements described in Section III(C)(1)(a) *supra*.

E. Administration

1. The Managing Agent, consistent with Board approval, shall be charged with the administration of all elections relating to the election of the Board of Directors, including the selection of third-party election management companies and any Association volunteers.
2. Through consultation with the Elections Committee, and approval by the Board of Directors, the Managing Agent shall engage an Inspector of Elections. The Managing Agent is prohibited from serving as the Inspector of Elections.
3. Annually, the Managing Agent, in consultation with the Elections Committee, shall submit a budget request detailing the anticipated expenditures for conducting Board elections, including any expenses related to the Inspector of Elections.
4. Elections may be conducted through Absentee Ballot or Proxy, pursuant to Va. Code § 55.1-1953(E) and Article II, Section 9 of the Bylaws, so long as all Members have the ability to vote.
5. Annually, the Board of Directors may authorize the Managing Agent to work in coordination with the Elections Committee to administer the

elections in concert with the rules and procedures established in the Elections Manual.

6. The Managing Agent shall perform such duties as are outlined in the Elections Manual and shall assist the Elections Committee in every way possible.

F. Elections Manual

1. Rules and procedures governing the nomination of and conduct of Candidates shall be compiled in an Elections Manual. The Elections Manual shall be approved by the Board of Directors and maintained by the Managing Agent.
2. The Board Secretary or Elections Chair shall, from time to time and not less than annually, review the manual to ensure its accuracy and shall make recommended revisions to the Board of Directors. No revisions to the Elections Manual shall take effect within one hundred and twenty (120) days prior to the Annual Meeting.