
Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

3360 GUNSTON ROAD • ALEXANDRIA, VIRGINIA 22302-

2198 TELEPHONE (703) 998-6315. FAX (703) 998-8764

January 12, 2025

Dear Unit Owner:

Parkfairfax will hold a virtual Forty-Seventh Annual Meeting and Election of Members of the Board of Directors on Wednesday, April 16, 2025. The election will fill three seats on the nine-member board: one Ward Two position, one Ward Five position, and one At-Large position. The purpose of this letter is to solicit nominating petitions and to advise you of the basic rules for submission of nominations.

Ward Two Position (1)

Any nominee for this three (3)-year term must be a Member* in Ward Two and fulfill other qualifications as outlined in Article III of the Bylaws and Section 55-79.78 (a) and (b) of the Virginia Condominium Act; and submit a petition signed by at least twenty (20) Members representing twenty (20) different units within Ward Two.

Ward Five Position (1)

Any nominee for this three (3)-year term must be a Member* in Ward Five and fulfill other qualifications as outlined in Article III of the Bylaws and Section 55-79.78 (a) and (b) of the Virginia Condominium Act; and submit a petition signed by at least twenty (20) Members representing twenty (20) different units within Ward Five.

At-Large Position (1)

Any nominee for this three (3)-year term must be a Member* from any Ward and fulfill other qualifications as outlined in Article III of the Bylaws and Section 55-79.78 (a) and (b) of the Virginia Condominium Act; and submit a petition signed by at least twenty (20) Members representing twenty (20) different units from any Ward.

If at the Annual Meeting, no candidate is nominated for a vacancy on the Board of Directors, the Board shall fill that vacancy as required by the Bylaws and these rules and the person elected shall serve until the next Annual Meeting.

Note: If only one candidate per seat is nominated by petition, nominations will be accepted from the floor for that seat at the Annual Meeting. If more than one candidate per seat is nominated by petition, nominations from the floor will not be accepted.

* "Member" is any unit owner who is eligible to receive and cast a ballot, being in "Good Standing," as consistent with the "Condominium Instruments."

Nominees are strongly encouraged to submit a biographic sketch/statement (500 words or less), a 2"x3" photograph along with the petition, and a statement of willingness to serve if elected. The "biographical sketch" should outline reasons why you decided to run and may include your professional or educational experience and expertise.

All materials can be submitted via hard copy or electronically. Petitions will be verified to be sure they comply with the above rules: there must be at least twenty (20) Members representing twenty (20) units within the Ward position that you are running for or from any Ward if running for an At-Large Position. It is recommended that prospective candidates obtain more than the minimum twenty (20) signatures in case some signatures are invalid. Early submission of nominating petitions will provide time for prospective candidates to obtain additional signatures if necessary.

All nominating petitions and required accompanying materials must be received at the Management Office by 5:00 p.m. EST, Wednesday, March 12, 2025, in hard copy or electronically.

Please submit petitions and hard copies of accompanying materials to:

Parkfairfax Condominium Unit Owners Association 3360 Gunston Road
Alexandria, VA 22302.

Or submit via email to dcross@parkfairfax.org.

If you have any questions, please call or email Dana Cross at 703-998-6315 or dcross@parkfairfax.org.

Sincerely,

Robin S. Davis

Robin Davis
Association Secretary

Encl: Statement of Willingness to Serve
Election Rules
Candidate Guidelines
Calendar of Events
Petition Form
Ward Map

PARKFAIRFAX CONDOMINIUM ELECTION RULES – 2025

In order to be nominated to serve on the Board of Directors, a candidate must meet the following requirements:

1. The nominee must be a Member in good standing or the spouse of a Member mortgagee (or designee of a mortgagee).
2. If running for a Ward seat, the nominee must be a Member in that Ward, and the twenty signatures on the submitted petition must be from that Ward. If running for an At-Large seat, the nominee can be a Member in any Ward, and the twenty signatures on the submitted petition may be from Members in any Ward.
3. In reference to the nominating petitions:
 - One Unit Owner signature per unit.
 - Twenty (20) separate units represented by the signatures obtained.
 - A Unit Owner may sign any number of nominating petitions.
4. The nominee is strongly encouraged to submit a biographic sketch/statement (500 words or less) and a 2"x3" photo along with the petition. Hard copy and/or electronic versions of the required materials will be accepted.
5. The nominee must sign and submit a Statement of Willingness to Serve if elected.
6. **All nominating petitions and required accompanying materials must be received by 5:00 p.m., Wednesday, EST, March 12, 2025. Hard copy and/or electronic versions of the required materials will be accepted.**
7. The nominees will be notified as to whether their petitions have been verified by March 12, 2025.
8. All materials submitted will become the property of the Elections Committee.
9. All Candidates should familiarize themselves with the Elections Manual (see: <https://parkfairfax.org/wp-content/uploads/2023/02/Elections-Manual.pdf>) and follow the rules and guidelines detailed therein.

Please submit petitions and hard copies of accompanying materials to:

Parkfairfax Condominium Unit Owners
Association 3360 Gunston Road
Alexandria, VA 22302.

Or submit electronically to dcross@parkfairfax.org.

CANDIDATE GUIDELINES

CANDIDATES

Serving on the Board of Directors is one of the most impactful ways to give back to Parkfairfax and all Members of the Association. Unless appointed to fill a vacancy, all Directors of the Board are elected by their constituents. As a Candidate, it is up to an individual to demonstrate the value they would bring to the community and to rally Members to their ideas and capabilities. Any Member who meets the eligibility requirements below is entitled to run as a Candidate for a position on the Board of Directors.

CANDIDATE REQUIREMENTS

All candidates seeking a director position on the Parkfairfax Board of Directors must:

1. Submit a completed Nomination Form no fewer than 35 days prior to the Annual Meeting.
2. Be an owner in Good Standing at the time of Nomination Form submission and remain in Good Standing throughout the election process.
3. Certify on the Nomination Form that they will abide by the Candidate Guidelines listed below.

CANDIDATE GUIDELINES

When submitting the Nomination Form, all potential Candidates agree to the below stipulations and guidelines. Candidates who abuse these guidelines may be subject to reprimand by the Elections Committee, per Section VIII of the Elections Manual.

1. A Member may announce their intention to run for a Director position for the Board and collect signatures from other Members. However, they may not announce that they are a Candidate for the Board until they have submitted a completed Nomination Form which has been subsequently validated and approved by the Managing Agent**.
2. Candidates are encouraged to conduct a civil campaign.
3. Candidates are encouraged to communicate directly with their constituency and invest in their campaigns. A Candidate may promote their candidacy and credentials at their own expense.
4. Candidates may receive certain information about Members from the Managing Agent to be used for campaign purposes, including addresses of Ward Members. However, a Candidate may not provide such information to vendors or outside parties and are responsible for the proper and secure handling of such information. The sale of, misuse, mishandling, or sharing of such information may open a Candidate up to reprimand by the Elections Committee as well as to legal liabilities.

**“Managing Agent” is the full-time administrative staff directly employed to manage the affairs of the Parkfairfax Condominium Unit Owners Association.

5. Candidates may not interpret any rules, policy, or procedure of the Board election processes unilaterally. If a Candidate has questions or needs clarity regarding the rules or receives a question from a Unit Owner about any rule or procedure, they should direct their concern to the Elections Committee Chair for consideration by the whole Elections Committee.
6. Candidates are encouraged to abide by the posted rules of social media platforms regarding election-related posts. Candidates will not be permitted to post any campaign-related messages on or in Association-controlled media, including the Association's social media, webpage, or weekly newsletter.
7. Candidates are encouraged to be transparent regarding sponsorships and endorsements.

Once a Nomination Form has been verified by the Managing Agent, a Candidate may submit the following information and participate in the following election-related activities:

1. An official biography and picture to be included with the relevant ballot sent to Members.
2. Attend the Candidate Education Session.
3. Participate in "Meet the Candidates" and other Elections Committee-endorsed forums.

While there are many ways in which a Candidate can make themselves known throughout a campaign, formal forums allow all Members to engage with Candidates. It serves as an opportunity for the community to ask questions and receive answers by Candidates.

WITHDRAWING CANDIDACY

A Candidate who no longer wishes to run for a position on the Board of Directors may withdraw their candidacy by notifying the Managing Agent and the Elections Committee in writing (either hard copy or via email). The Managing Agent shall provide written confirmation verifying to the Candidate their withdrawal request.

**PARKFAIRFAX CONDOMINIUM
CALENDAR OF EVENTS
ELECTION 2025**

- January 12** Petition packets will be made available to all Unit Owners, and Candidate Nomination Forms will be accepted. Once a potential Candidate has submitted their completed Nomination Form and received written notice from the Elections Committee or Parkfairfax staff that their documents have been verified, they become an official Candidate.
- February 11** Candidates Education Session at 7:00 p.m. at the Association Office, 3360 Gunston Road. This will also be on Zoom.
- March 12** All petitions, along with a biographic sketch/statement of up to 500 words, photos, and Statement of Willingness to Serve, to be submitted to the Association, by 5:00 p.m. EST. Hard copy versions of the materials can be submitted to: 3360 Gunston Road, Alexandria, VA. 22302. Electronic versions of the materials can be submitted to: dcross@parkfairfax.org.
- March 13** Campaigning may begin after this date if your petitions have been verified.
- March 21** Voting Begins. An Annual Meeting postcard announcement will be mailed to all Unit Owners.
- April 15** Electronic Voting Closes at 11:59 p.m. EST.; Paper Proxy Voting Closes at 5:00 p.m. EST.
- April 16** Annual Meeting and Election Day.

**PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION
NOMINATION FORM for BOARD OF DIRECTORS**

NOMINEE	DATE	WARD OR AT-LARGE
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We, the undersigned, do hereby nominate the above current Unit Owner for election to the
Parkfairfax Condominium Unit Owners Association Board of Directors.

	OWNER NAME (print)	BUILDING NO. & ADDRESS (print)	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

Signatures of at least twenty (20) Unit Owners representing at least twenty (20) different units are required.
Please use additional pages if necessary.

**STATEMENT OF WILLINGNESS TO SERVE
NOMINATION FORM
PARKFAIRFAX BOARD OF DIRECTORS ELECTION**

I, _____, hereby submit my name for nomination to the Board of Directors of the Parkfairfax Condominium Unit Owners Association, for the position specified below, for the election to be held at the Annual Meeting on April 16, 2025. I agree to serve and abide by the rules and guidelines governing the election as a Candidate. If elected to this position, I agree to serve and abide by the rules and guidelines governing the Board of Directors. I certify that I am a Member in Good Standing.

Signature

Date

Building Number and Address

Seat Sought (Ward Number or At-Large)

All nominating petitions and required accompanying materials must be received at the Management Office by 5:00 p.m. EST, Wednesday, March 12, 2025, in hard copy or electronically.

Please submit petitions and hard copies of accompanying materials to:

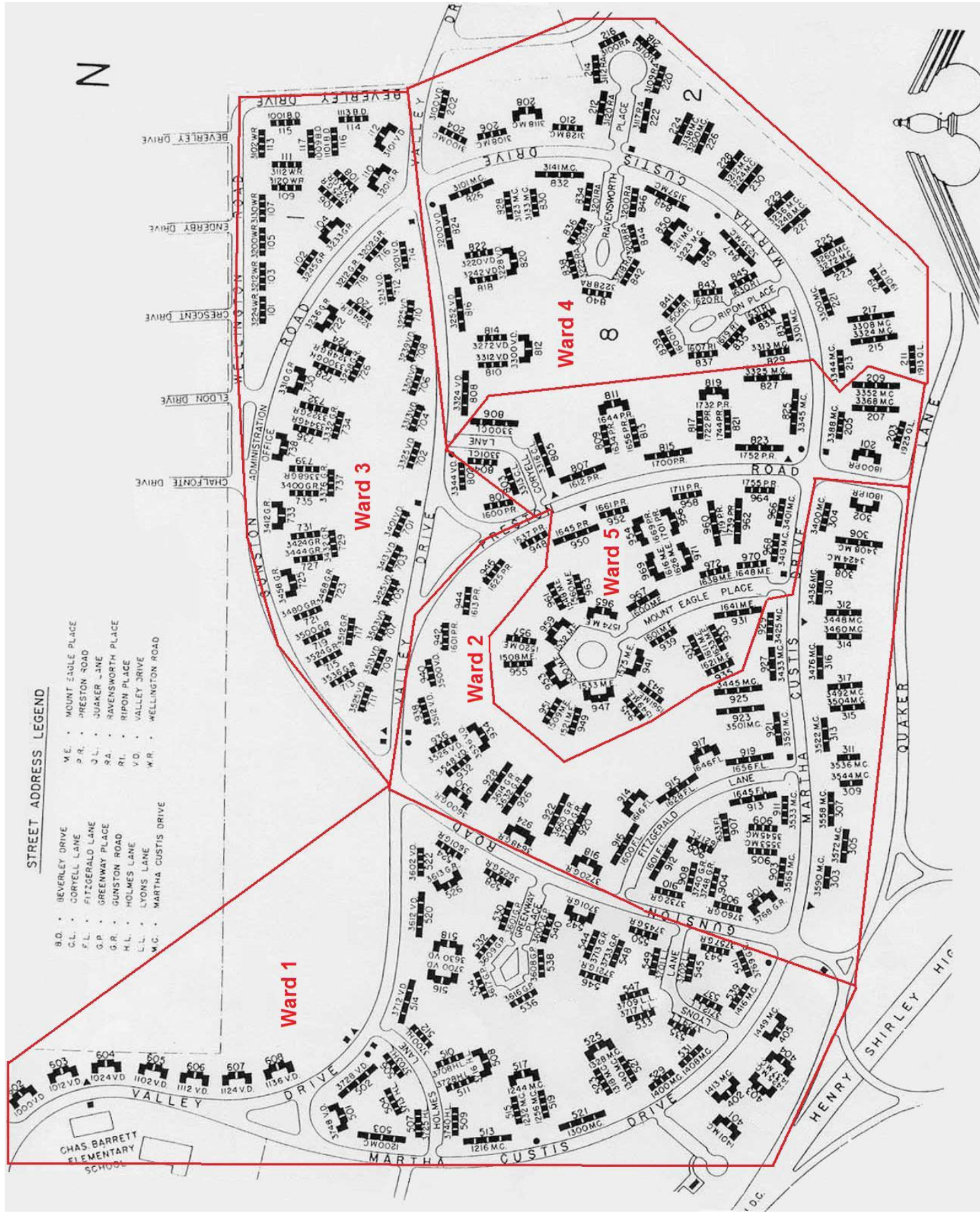
Parkfairfax Condominium Unit Owners Association 3360 Gunston Road
Alexandria, VA 22302.

Or submit via email to dcross@parkfairfax.org.

N

STREET ADDRESS LEGEND

- B.D. • BEVERLY DRIVE
- C.L. • CORTELL LANE
- F.L. • FITZGERALD LANE
- G.P. • GREENWAY PLACE
- G.R. • GUNSTON ROAD
- H.L. • HOLMES LANE
- L.L. • LYONS LANE
- M.C. • MARTHA CUSTIS DRIVE
- M.E. • MOUNT EAGLE PLACE
- P.R. • PRESTON ROAD
- Q.L. • QUAKER LANE
- R.A. • RAVENSWORTH PLACE
- R.I. • RIPON PLACE
- V.D. • VALLEY DRIVE
- W.R. • WELLINGTON ROAD



Ward 1

Ward 3

Ward 2

Ward 5

Ward 4

CHAS BARRETT
ELEMENTARY
SCHOOL

