

MEETING MINUTES

June 18, 2025 Board Meeting Minutes

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS' MEETING**

**June 18, 2025
3360 Gunston Road
Alexandria, VA 22302**

ATTENDANCE:

Directors Present: Scott Mulrooney, President; Caitlin Counihan, Vice President; Mike Rothenberg, Treasurer; Scott Buchanan, Dave Bush, Lucille Eddy, Elaine Lawler, Jeff Lisanick, and Jim Wicker, Directors.

Others Present: Francisco Foschi, General Manager; Dana Cross, Assistant General Manager; Robin Davis, Secretary to the Board; Mr. Michael Gartner, Legal Counsel; Donna Young, Recording Secretary

CALL TO ORDER:

President Scott Mulrooney called the Board meeting to order at 7:01 p.m., with nine (9) members of the Board in attendance, and welcomed everyone to the meeting.

MOVE INTO EXECUTIVE SESSION:

- (R) **WITHOUT OBJECTION, Mr. Mulrooney MOVED, to recess Open Session at 7:01 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 that will last no longer than 9:59 p.m. The motion passed unanimously (9-0-0).**

MOTION TO LEAVE EXECUTIVE SESSION:

- (R) **MOVED by Ms. Counihan, SECONDED by Mr. Wicker to leave the Executive Session at 7:40 p.m. The motion passed unanimously (9-0-0).**

ACTIONS TAKEN AFTER EXECUTIVE SESSION:

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Eddy to approve the April 23, 2025, Board meeting minutes as amended. The motion passed unanimously (9-0-0).**

APPROVAL OF THE AGENDA:

- (R) **MOVED by Mr. Wicker, SECONDED by Ms. Counihan, to approve the agenda as amended. The motion passed unanimously (9-0-0).**

POLICE REPORT: Lieutenant Mark Jessup of the Alexandria Sheriff's Office provided information and updates regarding the following: Sheriff's Office staffing, two deputies receiving lifesaving awards, the importance of being mindful of phone scams, and the introduction of a new child safety program that will provide child Photo ID cards.

APPROVAL OF THE MAY 21, 2025, BOARD MEETING MINUTES:

(R) MOVED by Mr. Rothenberg, SECONDED by Ms. Counihan to approve the May 21, 2025, Board meeting minutes as amended. The motion passed (9-0-0).

RESIDENT'S FORUM:

Homeowner Colleene Woomer: Shared she noticed inconsistencies in AR#2 and also stated that her preference for the new roof(s) would be composite.

Homeowner Cindy Engelhart: Extended thanks to the Board for her award; stated she was impressed with the exterminating service that Mr. Foschi provided; she is in support of a dog facility in Parkfairfax.

GENERAL MANAGER'S REPORT:

Mr. Foschi made corrections to his report, which will be forwarded to Ms. Cross to be posted accordingly. He also responded and provided clarification to the Board's questions and concerns. Ms. Lawler requested that Mr. Foschi include all expenditures in his management report so that they align with the budget. Ms. Lawler also requested that an action items list be created at the end of each Board meeting. Mr. Bush recommended reinstating the Business and Projects Report, which was used in prior years.

COMMITTEE REPORTS:

Finance Committee: Mr. Greg Drone, Chairman of the Finance Committee, provided the Board with updated information regarding the DMA Reserve Study Funding Plan and its current status. Mr. Drone concluded that the current balance in the Reserve Account is \$7,708,578. If the same pattern continues, it is anticipated that the 2030 reserve fund will hold just over \$9 million.

Architectural & Planning Board (A&PB): The Board revisited the matter of the dryer vent cap replacement program, which had been placed on hold. There will be no direction from the Board at this time on this matter; Mr. Foschi and Mr. Alexander will develop a plan and decide on how they will implement the reinstitution of the dryer vent cap replacement program.

Buildings & Utilities Committee (BUC) Chair Appointment: The Board proceeded on the matter as follows to approve the new Chair of the Buildings & Utilities Committee:

(R) MOVED by Ms. Eddy, SECONDED by Mr. Rothenberg to approve the appointment of Dan Ebeling as Chair of the Buildings & Utilities Committee. The motion passed unanimously (9-0-0).

TREASURER REPORT:

Mr. Rothenberg provided the following information included in the May 2025 Treasurer's report:

Wells Fargo Reserve Funds (as of 4/30/25): Certificate of Deposits: \$1,9555,003; Cash/Money Market: \$2,533,929. **TOTAL. \$4,488,932.**

BankUnited/Barkan Operations & Reserve Funds (as of 3/31/25) Operations Account: \$1,214,985; Reserve Account: \$3,219,646. **TOTAL: \$4,434,631**

Parkfairfax CDs at Wells Fargo: **TOTAL: \$1,955,003**

PRESIDENT'S REPORT:

President Mulrooney thanked everyone for their participation and input at the Board workshop and provided the following updates:

Attic Inspections: Mr. Mulrooney shared that all attic inspections have been completed, except for 1% (21 of them), due to a lack of entry. The attic inspections are complete, but additional input into the data spreadsheet is ongoing.

Building 849 Roof: A final walk-through of Building 849 was performed with the Roofer on June 18, 2025; a bargain rate of \$65,148 was reached.

Exit Interview Forms: Mr. Mulrooney shared that he and the A&PB Committee are developing Exit Interview forms that will be sent by Mr. Foschi to the six owners in Building 849 to receive their feedback.

Building 953: Mr. Mulrooney shared that all materials for Building 953 should be received by August 9, 2025. He further stated that we'll have to wait until that building is completed before we can collect all of our lessons learned and assess the two pilots to decide on how we will move forward with the rest of the buildings

MATTERS FOR BOARD DECISION:

April 2025 Reserve Expenditures:

- (R) MOVED by Mr. Lisanick, SECONDED by Mr. Buchanan, to approve the April 2025 Reserve Expenditures in the amount of \$336,620.13, with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (9-0-0).**

Appointment of Architecture & Planning Board Member:

- (R) MOVED by Mr. Mulrooney, SECONDED by Mr. Buchannan, to appoint Lida Lewis as a member of the Architecture and Planning Board. The motion failed (2-5-2). Mr. Bush, Ms. Counihan, Mr. Rothenberg, Mr. Lisanick, and Mr. Wicker Opposed. Ms. Eddy and Ms. Lawler abstained.**
- (R) MOVED by Mr. Rothenberg, SECONDED by Mr. Lisanick, to appoint Brian Mullins as a member of the Architecture and Planning Board. The motion passed (6-2-1). Mr. Mulrooney and Ms. Eddy opposed. Mr. Buchanan abstained.**

Appointment of Covenants Committee Member:

- (R) MOVED by Ms. Lawler, SECONDED by Ms. Counihan, to appoint Kristine Miller, Anita Van Breda, and Jay Figurski as members of the Covenants Committee. The motion passed unanimously (9-0-0).**

Covenants Appeal Request – 3709 Lyons Lane Arbor:

- (R) **MOVED by Mr. Rothenberg, SECONDED by Mr. Bush, to approve to schedule a hearing on July 16, 2025, at 6:30 p.m., in relation to the Covenants Committee’s decision to disapprove the arbor application submitted by the unit owner at 3709 Lyons Lane. The motion failed (4-5-0). Mr. Mulrooney, Ms. Counihan, Mr. Buchanan, Ms. Lawler, and Mr. Wicker opposed. There will be no hearing.**

Recreation Committee Movie Night Survey Approval:

- (R) **MOVED by Mr. Wicker, SECONDED by Ms. Lawler, to approve the 2025 Movie Night Survey provided by the Recreation Committee. The motion passed unanimously (9-0-0).**

MATTERS FOR BOARD DISCUSSION:

Enforcement of Covenants Violations Update: The Board discussed the matter and concluded that it would revisit the current list of the 10 most frequent violations, ensuring the list reflects what the Association should be enforcing. This matter will be revisited.

MOTION TO EXTEND THE MEETING:

- (R) **MOVED by Mr. Lisanick, SECONDED by Ms. Lawler, to extend the meeting at 9:29 p.m. for 15 minutes. The motion passed (7-2-0). Mr. Buchanan and Mr. Bush opposed.**

Competitive Bidding & Contractor Review: Mr. Rothenberg presented the idea of a Competitive Bidding & Contractor Review Committee or Working Group. The Board discussed the matter and concluded that Mr. Mulrooney, Ms. Counihan, Mr. Rothenberg, Ms. Lawler, and Ms. Davis will meet before the July 16, 2025, Board meeting to discuss the matter and present a concrete formal motion. This matter will be revisited.

Board Reserve Study Working Group: The working group will be finalized at a meeting that will be held on July 14, 2025.

Building #828: Mr. Foschi will collect data regarding Building 828 settlement issues to present to the Board. This matter will be revisited.

MOTION TO ADJOURN THE MEETING:

- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Rothenberg, to adjourn the June 18, 2025, Board meeting at 9:44 p.m. The motion passed unanimously (9-0-0).**

Meeting Adjourned at 9:44 p.m.