

MEETING MINUTES

August 20, 2025 Board Meeting Minutes

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS' MEETING**

**August 20, 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: Dana Cross, Acting General Manager; Robin Davis, Secretary to the Board; Donna Young, Recording Secretary.

CALL TO ORDER:

Vice President Caitlin Counihan called the Board meeting to order at 7:01 p.m., with eight (8) members of the Board in attendance (President Mulrooney will be arriving shortly), she welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

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

POLICE REPORT: Sergeant Santos, with the Alexandria Police Department, provided the following police report: Over the last 30 days, there have been two reported incidents: grand larceny from a vehicle and the other destruction of property. Sergeant Santos also added that there have been reports of kids throwing water balloons at cars.

APPROVAL OF THE JULY 16, 2025, BOARD MEETING MINUTES:

(R) MOVED by Mr. Bush, SECONDED by Mr. Rothenberg to approve the July 16, 2025, Board meeting minutes as amended. The motion passed unanimously (9-0-0).

RESIDENT'S FORUM:

Homeowner Linda Klinger: raised the subject matters of potentially hazardous trees, her request to edit the text in the weekly email blast, and to clear up confusion with Parkfairfax's Facebook pages.

Homeowner Cindy Engelhart: thanked the Board for adding the Bulletin Board request to the agenda; expressed concerns regarding CLS; inquired about recurring payments on the Barkan app; and asked about bike racks.

Homeowner Marcia Trick: raised the subject matter of tree plantings and streamlining the process for approval by working with the Landscape Committee to get rid of the non-routine change form and just have a tree form.

GENERAL MANAGER'S REPORT:

Mr. Mulrooney requested that questions regarding Building #317 be held until the Executive Session. Ms. Cross provided updates on inquiries regarding the Management report.

Attic Inspections: Ms. Cross provided an update; inspections will be completed by Friday, August 22, 2025.

COMMITTEE REPORTS:

Communications Committee: Ms. Diana Burtram, Chair of the Communications Committee, provided an update and shared that a decision was made regarding the new website support company; however, the exact timeline for implementation is still pending. Mr. Rothenberg added that the Committee is planning to start developing content updates.

Covenants Committee: Ms. Lawler stated that the Committee would like the Management Office to provide email notifications/reminders of violations – things to be aware of. The question was raised regarding notarization; the Board discussed the matter and concluded that the Covenants Director shall continue to notarize forms in the interim.

Landscape Committee: Mr. Rothenberg suggested that the landscaping crew handle the plantings for the Washington Island Plant Replacement project, rather than hiring an outside landscape designer. Ms. Davis responded by acknowledging that while this could be discussed further, the landscape staff are not trained experts in landscape design.

Recreation Committee: Good job on movie night – great turnout. The Board discussed several topics, including the potential hiring of an outside company to manage the gym, the expansion of pickleball lines onto additional tennis courts, and exploring an alternate location due to noise concerns.

Transportation and Land Use Committee: Mr. Gronenberg shared that his report covered and provided updates on the following subjects: parking enforcement, bike racks, EV Charging stations, and bus changes. Ms. Cross will forward the TLUC monthly report to all Board members.

Treasurer's Report: Mr. Rothenberg provided a Treasurer's Report dated August 20, 2025, that covered the following subject matters: Investment Updates, Reserve Study, and Audit(s). Mr. Rothenberg shared that the interest rate for the Sweep Account was 1.5% when it went live, it was 1.24% and is now just under 5%. Mr. Rothenberg further shared that there is more to come, that \$2 million will be moved from Bank of United to Wells Fargo, where we can earn 4% and still be fully government guaranteed.

MATTERS FOR BOARD DECISION:

June 2025 Reserve Expenditures:

- (R) MOVED by Mr. Bush, SECONDED by Ms. Eddy, to approve the June 2025 Reserve Expenditures in the amount of \$225,828.66, with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (9-0-0).**

Additional Pet Application – 1608 Preston Road:

- (R) MOVED by Mr. Bush, SECONDED by Mr. Wicker, to approve an additional pet at 1608 Preston Road. The motion passed unanimously (9-0-0).**

Bulletin Board at Abandoned Bus Stop on Valley Drive:

- (R) MOVED by Mr. Wicker, SECONDED by Mr. Rothenberg to approve the installation of a 3 x 5" Bulletin Board at the abandoned bus stop on Valley Drive. The motion passed unanimously (9-0-0).**

Bike Rack at the Gym: The Board discussed the matter and requested that the Recreation Committee provide additional information regarding what the racks will look like and the cost for the product and installation. This matter will be revisited at the September 17, 2025, Board meeting under matters for Board Decision.

MATTERS FOR BOARD DISCUSSION:

Capital Improvements Survey Results: Mr. Rothenberg presented a slide presentation and provided an overview of the Capital Improvement Survey Results. The Results showed that 784 responses were submitted from owners and renters for the entire survey; 659 answered yes (84.06%), and 125 answered no (15.94%). The Board shared their questions and/or concerns, and Mr. Rothenberg provided clarification. Mr. Buchanan suggested putting together a plan, getting some rough estimates for some of the projects, and beginning the process of refilling the capital improvement fund. Mr. Mulrooney concluded that we must assess the data, develop a plan, and then address the survey results and community comments. The Board can then determine how the Capital Improvement Fund monies will be used. The Board also discussed getting other committees' input on the matter (BUC & Recreation Committee).

Action Item List: Ms. Lawler and Ms. Eddy provided input for this discussion item. Ms. Lawler stated that Action Items that are brought up during the Board meeting should be replied to the Board as a whole, not individually. Ms. Eddy raised the subject matter of requests being made and the Board not responding in a timely manner - **communication responsiveness**. The Board decided that an action item list will be created during each Board meeting to be followed up on.

Covenants Enforcement – Most Common Violations: The Board discussed “The Most Common Covenants Violations”. Mr. Buchanan recommended coming up with 3 or 4 things as a starting point to direct Management and staff to identify and send violation notices. Mr. Buchanan stated that he would draft something authorizing Management and staff to proceed with addressing violations. The Board will follow up on the matter.

Update on Three Ongoing Searches:

General Manager Search: Mr. Lisanick shared that a list of candidates was provided to the Search Committee, with 6 (six) recommendations; interviews will take place in the next two weeks. The Committee will interview said candidates and bring a selection of 3 or 4 finalists to the Board.

Landscape RFP's: Ms. Davis reported that they received six (6) bids, but the sixth bid was 11 days late and was not accepted. Ms. Davis shared that the committee has 3 or 4 prospects they are thinking about bringing before the Board; three are scheduled for next week – an email will be sent to the Board with the scheduled time(s) and attached Request for Proposals (RFP's).

Financial Management Firm Search: Mr. Bush stated that he sent out a written report to the Board.

MOTION TO EXTEND THE MEETING:

- (R) **MOVED by Mr. Lisanick, SECONDED by Mr. Mulrooney, to extend the meeting for 30 minutes from 9:30 p.m. until 10:00 p.m. The motion passed (7-2-0). Mr. Buchanan and Mr. Bush opposed.**

Suspend Search for Financial Management Firm: Mr. Rothenberg outlined his reasons for wanting to suspend the search for a financial management firm, suggesting that this would allow Barkan time to address the issues that have been raised. Mr. Buchanan responded that the bidding process is already underway and suggested that the Board should continue with it. Ultimately, the Board has the option to select the firm it deems most beneficial, whether that means retaining Barkan or choosing another option. After discussing the matter, the Board proceeded to vote on it as follows:

- (R) **MOVED by Mr. Rothenberg, SECONDED by Ms. Eddy, to suspend the search and discuss with Barkan improving their service, and revisit the matter after hiring a General Manager, to determine if we stay with Barkan or continue with the search. The motion failed (2-6-1). Mr. Mulrooney, Mr. Buchanan, Mr. Lisanick, Mr. Wicker, Ms. Lawler and Ms. Eddy opposed. Mr. Bush abstained.**

MATTERS FOR BOARD INFORMATION:

September 17, 2025, Agenda Items: Additions to the agenda should be submitted before the September 17, 2025, Board meeting.

MOVE INTO EXECUTIVE SESSION:

- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Mulrooney, to recess Open Session at 9:30 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 (9-0-0).**

MOTION TO EXTEND THE MEETING:

- (R) **MOVED by Mr. Lisanick, SECONDED by Mr. Rothenberg, to extend the meeting for 10 minutes. The motion passed (8-1-0). Mr. Bush opposed.**

MOTION TO LEAVE EXECUTIVE SESSION:

- (R) **MOVED by Mr. Lisanick, SECONDED by Mr. Rothenberg, to leave Executive Session at 10:15 p.m. The motion passed unanimously (9-0-0).**

ACTIONS TAKEN AFTER EXECUTIVE SESSION:

- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Lisanick, that the Board direct Management and Legal Counsel to effectuate the decisions made by the Board on waiver requests. The motion passed unanimously (9-0-0).**
- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Bush, that we amend our budget in order to make the changes discussed regarding personnel decisions. The motion passed (8-1-0). Mr. Rothenberg opposed.**

MOTION TO ADJOURN THE MEETING:

- (R) **WITHOUT OBJECTION, the August 20, 2025, Board meeting was adjourned at 10:15 p.m. The motion passed unanimously (9-0-0). Meeting adjourned at 10:15 p.m.**