

Parkfairfax Covenants Committee
Report to the Board of Directors
September 9, 2025 – 7:00p

Attendees:

Participant	Role	Present/Not Present
Eric Keber	Committee Chair	Present
Anita Van Breda	Committee Vice Chair	Present
Kristine Miller	Committee Member	Present
Angel Rivera	Committee Member	Not Present
Jay Figurski	Committee Member	Present
Elaine Lawler	Board Liaison	Present
Lolita Clark	Covenants Director	Present

Applications Considered

Non-Routine Change	Address	Action Taken	Comments
HVAC	3404 Martha Custis Drive	Approved	Approved with the stipulation that the electrician's renewed license and the final permits are added to the application and that the wet signature of the resident is included on the covenants application page.
HVAC	1809 Preston Road	Approved	Approved with the stipulation that the electrician's renewed license and the final permits are added to the application.
HVAC	3484 Martha Custis Drive	Not Approved	The application was not approved because the masonry contractor listed is not pre-approved for work in Parkfairfax.

Other Matters

Elaine Lawler reported that there was a discussion at the most recent Board meeting about whether the Covenants Director can also serve as the notary for Non-Routine Change applications, and Board members stated that this is permitted.

During discussion of the application submitted by the resident of 3484 Martha Custis, a member of the Committee noted that the HVAC system had already been installed prior to the September meeting. Parkfairfax staff had not been informed of this by the resident. This poses a problem in that the work has already been completed (Parkfairfax staff will inspect to see if it was done properly), but the Covenants Committee cannot approve an application that is in clear violation of the Covenants. The Committee discussed possible solutions to this problem, including Board review of the application once a post-install inspection takes place.

There was a discussion of pros and cons of the Covenants Director taking a more active role in reporting covenants violations. The Committee also requested that the Covenants Director begin including the Covenants Violations Log in the Committee monthly meeting packet.

Per Committee terms of reference, which require an annual vote on Chair and Vice Chair of the Committee, the Committee elected Anita Van Breda as Chair and Kristine Miller as Vice Chair.

The meeting was adjourned at 7:53p.