

# **MEETING MINUTES**

September 17, 2025 Board Meeting Minutes

September 30, 2025 Special Board Meeting Minutes

**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS' MEETING**

**September 17, 2025  
3360 Gunston Road  
Alexandria, VA 22302**

**ATTENDANCE:**

Directors Present: Scott Mulrooney, President; Mike Rothenberg, Treasurer; Scott Buchanan (*via Zoom*), Dave Bush, Lucille Eddy, Elaine Lawler, Jeff Lisanick, and Jim Wicker, Directors.

Directors Absent: Caitlin Counihan, Vice President

Others Present: Dana Cross, Assistant General Manager; Robin Davis, Secretary to the Board; Donna Young, Recording Secretary.

**CALL TO ORDER:**

President Mulrooney called the Board meeting to order at 7:00 pm, with eight (8) members of the Board in attendance; he welcomed everyone to the meeting.

**APPROVAL OF THE AGENDA:**

**(R) MOVED by Mr. Bush, SECONDED by Ms. Eddy, to approve the agenda as amended. The motion passed unanimously (8-0-0).**

**POLICE REPORT:** Mr. Mulrooney shared Sergeant Santos' police report, which included the following: a destruction of property issue (graffiti), larceny from a vehicle (stolen license plate), an arrest made on an outstanding warrant that resulted in the discovery of drugs, and a stolen credit card.

Lieutenant Mark Jessup, Alexandria Sheriff's office, shared that a graduation ceremony took place today (September 17, 2025), and seven (7) deputies who graduated from the Criminal Justice Academy were added to the force. Lieutenant Jessup also wanted to remind citizens of potential phone scams and stated that additional information can be found at [www.alexandriava.gov](http://www.alexandriava.gov).

**APPROVAL OF THE AUGUST 20, 2025, BOARD MEETING MINUTES:**

**(R) MOVED by Mr. Bush, SECONDED by Mr. Wicker to approve the August 20, 2025, Board meeting minutes as amended. The motion passed unanimously (8-0-0).**

**RESIDENT'S FORUM:**

Homeowner Cindy Engelhart shared recommendations for the bike racks, i.e., using a bike hitch because it's easier to install, and concerns regarding the elevation of the pickleball sound, and board rules.

Homeowner Scott Knudsen expressed his excitement that Lancaster Landscaping was present to give a presentation, and he encouraged thoughtful consideration of their bid. Mr. Knudsen gave props to Ms. Robin Davis for managing the bid/interview process.

Reba Winstead, Emergency Preparedness Coordinator with Volunteer Alexandria, presented a formal overview of the programs they offer, including emergency preparedness. Ms. Winstead shared that a training will take place on October 1, 2025, @ 7 pm at Alexandria City High School, and you can sign up for classes at [www.volunteeralexandria.org](http://www.volunteeralexandria.org).

Homeowner Dave Bush requested that Management investigate placing a repository for bulbs and batteries at the maintenance yard; the Board will discuss the matter further upon receiving additional information.

Homeowner Heather Rogers shared concerns regarding the black bait boxes and the potential spread of the poison they contain, as well as the effects on other animals. She asked if other alternatives could be considered.

## **REPORTS:**

**Presentation & Q&A with Lancaster Landscapes, Inc.:** Ms. Adrienne Zaleski (President/CEO), Mr. Mike Engel (COO-Chief Operating Officer), and Mr. Carlos Rios (Vice President of Operations), with Lancaster Landscapes, Inc., provided detailed information regarding their company and their programs that could be offered to Parkfairfax, such as a proven natural organic program that has been utilized for years. The Board inquired about start dates, composting/possible additional costs/rejuvenational pruning/fertilization/ivy, among other things. The Board's questions were addressed. Lancaster Landscapes thanked the Board for allowing them the time to present. This matter will be revisited later in the meeting.

## **GENERAL MANAGER'S REPORT:**

Ms. Cross addressed questions from the Board; Mr. Mulrooney and the Board expressed it was a very good report.

## **COMMITTEE REPORTS:**

**Finance Committee:** Mr. Greg Drone, Chair of the Finance Committee, addressed questions previously asked regarding available funds for repairs/conditions at the fitness center and the Martha Custis Pool. Mr. Drone stated that the fitness center, as well as the swimming pools, are all components listed in the reserve study, which provides the estimated cost for repairs as well as the replacement dates. Mr. Drone stated that there are sufficient funds available for these repairs and that the current balance of the Reserve Fund is \$7.4 million. The reserve fund threshold is \$2.4 million; therefore, we have \$5 million available. Mr. Bush requested that Management investigate hiring a company to remove all discarded boilers stored in the Boiler Rooms and that they be sold as scrap. Management will look into the matter.

**Buildings & Utilities Committee:** Ms. Eddy, on behalf of the BUC, placed a request before the Board to have the signs removed from the decommissioned laundry rooms. The Board, by Unanimous Consent, asked Management to have the signs removed. Mr. Bush revisited the subject of window replacements in the laundry rooms, which was previously quoted at an approximate cost of \$35,000. Mr. Buchanan stated that the Board, at the time, decided not to move forward on the project, and that this is something that Management should be able to proceed with from the reserve authorization. This matter will be added to the Agenda under Matters for Board Discussion at the October 15, 2025, Board meeting.

**A&PB Committee:** Mr. Rothenberg raised questions regarding the high-priority roof replacement buildings that have now been narrowed down to, out of the 20 buildings, only four (4) of them are high priority. Mr. Mulrooney provided clarification/explanation of the process.

**Recreation Committee:** Mr. Lisanick inquired about the participation at the pool(s) during the extended pool hours/weekend. Ms. Harger stated that the pool(s) were full but not overcrowded (it was nice) and that

residents expressed how grateful they were for the extended time. The Board revisited the discussion of expanding pickleball and proceeded to a motion on the matter as follows:

- (R) MOVED by Mr. Bush, SECONDED by Ms. Lawler, to install four pickleball courts at the Martha Custis Tennis courts, with funds to come from the Capital Improvement Fund, not to exceed \$1,000, and that management will perform the duties necessary. The motion passed unanimously (8-0-0).**

Treasurer's Report: Mr. Rothenberg provided a Treasurer's Report dated September 17, 2025 (included in the Board packet) that outlined the following: A \$2 million transfer was invested in our money market account, which is now earning 4.1% interest. The total reserves at BankUnited are now slightly above \$1.75 million, and our BankUnited Operating Fund account stands at \$1.789 million.

#### **MATTERS FOR BOARD DECISION:**

##### **Approval of the New Landscape Contractor:**

- (R) MOVED by Mr. Bush, SECONDED by Ms. Lawler, to approve a Landscape Contract with Lancaster Landscapes, Inc., in the amount of \$381,000, with funds to come from GL 6537.000 Grounds & Landscaping Contracts, to begin work as of January 1, 2026, and the current contract be paid out of Owner's Equity for the remainder of the year. The motion passed unanimously (8-0-0).**

##### **Building #317 Change Order Request:**

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Bush, to approve an additional \$5,720.44 to be expended for Building #317 Change Order Requests on the condition that Service Master agrees to do the medicine cabinets and the closet at no extra cost. The motion passed unanimously (8-0-0).**

##### **July 2025 Reserve Expenditures:**

- (R) MOVED by Mr. Bush, SECONDED by Ms. Eddy, to approve the July 2025 Reserve Expenditures in the amount of \$649,135.17, with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (8-0-0).**

##### **Bike Rack at Gym:**

- (R) MOVED by Mr. Bush, SECONDED by Mr. Mulrooney, to approve two U-Racks for \$750, to be installed by staff in front of the exercise room. The motion passed (6-2-0). Ms. Eddy and Mr. Rothenberg opposed.**

Appointment of Covenants Committee Chair:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Lawler, to appoint Anita Van Breda as Chair of the Covenants Committee. The motion passed unanimously (8-0-0).**

Standing Committee Chair Appointments: Mr. Mulrooney stated for clarification that, going forward, all Standing Committee Chairs are appointed by the Board. The Board discussed the matter and proceeded to the following motion:

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Mulrooney, that under AR#6, in the related Section, change the word “APPOINTED” to “STANDING”. The motion passed unanimously (8-0-0).**

**MATTERS FOR BOARD DISCUSSION:**

Selection of Roofing Material to Be Used Going Forward: Mr. Mulrooney provided an overview of the Parkfairfax Reroofing Program, “Predictive Maintenance”. Mr. Mulrooney stated that the pilot project is now complete, and some of the key takeaways included the impact on resident inconvenience, safety issues (such as scaffolding over entrances), and parking inconvenience, among others. Mr. Mulrooney further shared the positives of the pilot program with Buildings 849 & 953. He provided information on materials, i.e., Terracotta and Synthetic tiles, and shared possible implementation plans. Mr. Bush extended **KUDOS** to Mr. Mulrooney for the dedication, time, and work he has put into this project -- the Board agreed. The Board consensus is to schedule a special meeting to review all materials and make a final decision prior to the October 15, 2025, Board meeting. Mr. Bush suggested carefully considering both the financial implications and aesthetic preferences. The Board provided its input, and this matter will be revisited.

**MOTION TO EXTEND THE MEETING:**

- (R) **MOVED by Mr. Lisanick, SECONDED by Ms. Eddy, to extend the meeting at 9:22 pm, until 10:00 p.m., noting that all that time does not have to be used. The motion passed (7-2-0). Mr. Buchanan and Mr. Bush opposed.**

Financial Management Search: Mr. Mulrooney shared that the review of all nine (9) proposals has been completed and has been ranked. The next Committee meeting will be on September 18, 2025, and the hope is to select the top three findings.

Bldg. 822 & 828 Foundation & Façade Repairs Construction: The Board raised concerns regarding why partial fixes are being proposed; they also discussed looking at other contractors and solutions. Upon receipt of additional information, this matter will be revisited at the October 15, 2025, Board meeting.

Verizon Fios Proposal: The Board discussed the matter and concluded that the Buildings & Utilities Committee (BUC) and the Architectural & Planning Board Committee (A&PB) should review the proposals and provide recommendations to the Board. This matter will be revisited upon receipt of additional information from the Committees.

General Manager Search: This matter will be discussed in Executive Session.

Action Item List: Mr. Mulrooney directed the Board’s attention to the draft Action Item List. The Board discussed the point during the meeting on which to review the Action Item list; it was suggested to review the list after the Residents Forum. The Board agreed.

**MATTERS FOR BOARD INFORMATION:**

October 15, 2025, Agenda Items: Additions to the agenda should be submitted before the October 15, 2025, Board meeting.

July 2025 Financials: There were no action items discussed.

**MOVE INTO EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Bush, **SECONDED** by Mr. Wicker, to recess Open Session at 9:47 p.m. and convene into 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 (8-0-0).

**MOTION TO EXTEND THE MEETING:**

- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Mr. Mulrooney, to extend the meeting for 10 minutes at 9:59 p.m. The motion passed (5-3-0). Mr. Buchanan, Mr. Bush, and Ms. Eddy, opposed.

**MOTION TO LEAVE EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Mulrooney, **WITHOUT OBJECTION**, to leave Executive Session at 10:00 p.m. The motion passed unanimously (8-0-0).

**ACTIONS TAKEN AFTER EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Mulrooney, to accept the recommendation of Legal Counsel on the two matters discussed and agreed upon in Executive Session. The motion passed unanimously (8-0-0).

**MOTION TO ADJOURN THE MEETING:**

- (R) **WITHOUT OBJECTION**, the September 17, 2025, Board meeting was adjourned at 10:05 p.m. The motion passed unanimously (8-0-0).

Meeting adjourned at 10:05 p.m.

**PARKFAIRFAX CONDOMINIUMS  
SPECIAL BOARD OF DIRECTORS  
MEETING**

**September 30, 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: Robin Davis, Secretary of the Board.

**CALL TO ORDER:**

President Mulrooney called the Special Board meeting to order at 5:00 p.m., with nine (9) members in attendance.

**APPROVAL OF THE AGENDA:**

- (R) **MOVED By. Ms. Lawler, SECONDED by Ms. Eddy, to proceed with the agenda as submitted. The motion passed unanimously (9-0-0).**

**RESIDENT FORUM:** There were no resident comments made.

**MOVE INTO EXECUTIVE SESSION:**

- (R) **MOVED By. Mr. Bush, SECONDED by Ms. Counihan, to recess Open Session at 5:02 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).**

**ACTIONS TAKEN AFTER EXECUTIVE SESSION:**

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Lawler, that the Board moves forward in the matter of the General Manager as discussed and agreed to in the final discussion points in the Executive Session. The motion passed unanimously (9-0-0).**

**MOTION TO ADJOURN:**

- (R) **MOVED by Mr. Lisanick without OBJECTION, to Adjourn the Special Meeting at 9:30 p.m. The motion passed unanimously (9-0-0).**