

APPROVAL OF THE MINUTES

October 15, 2025 Meeting Minutes

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS' MEETING**

**October 15, 2025
3360 Gunston Road
Alexandria, VA 22302**

ATTENDANCE:

Directors Present: Scott Mulrooney, President; Caitlin Counihan, Vice President; Mike Rothenberg, Treasurer; Scott Buchanan, *(will arrive later in the meeting)*, Dave Bush *(via zoom)*, Lucille Eddy, Elaine Lawler, Jeff Lisanick, and Jim Wicker *(via zoom)*, Directors.

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 Ms. Counihan, SECONDED by Mr. Rothenberg, to approve the agenda as amended. The motion passed unanimously (8-0-0).**

POLICE REPORT: Mr. Mulrooney provided the Police Report in Sergeant Santos's absence and stated that four incidents occurred in Parkfairfax: a driving while intoxicated incident; a drug offense that led to an arrest; a hit and run accident; and a domestic assault.

APPROVAL OF THE SEPTEMBER 17, 2025, BOARD MEETING MINUTES, AND THE SEPTEMBER 30, SPECIAL BOARD MEETING MINUTES:

- (R) **MOVED by Mr. Rothenberg, SECONDED by Ms. Counihan, to approve the September 17, 2025, Board meeting minutes as amended. The motion passed unanimously (8-0-0).**
- (R) **MOVED by Ms. Lawler, SECONDED by Mr. Rothenberg to approve the September 30, 2025, Special Board meeting minutes as presented. The motion passed unanimously (8-0-0).**

RESIDENT'S FORUM:

Homeowner(s) Connie Edmondson and Teek Shafik shared concerns regarding the repair work requested for her unit to address water damage that occurred in mid-June 2025, as well as the extreme delay in response time to address the repairs.

Homeowner Lisa Harger expressed satisfaction with the current pest control service and stated that advance notice of when they are coming to service her building would be perfect.

GENERAL MANAGER'S REPORT:

Ms. Cross provided updates and clarification to the Board's questions and concerns regarding pest control service, black bait boxes, removal of old water heaters in boiler rooms, repository for bulbs and batteries at the maintenance yard, dryer vent cages, and attic inspections.

Attic Inspections: Mr. Mulrooney stated that he would like to meet with Mr. Alexander (Alonzo), Director of Operations, to discuss the status of the follow-up process for maintenance tasks based on the inspection results. Mr. Mulrooney stated that the inspections generated a substantial amount of data, as well as a significant workload for staff.

[Mr. Scott Buchanan joined the meeting at 7:27 pm, bringing the number of Board members present to nine (9).]

COMMITTEE REPORTS:

Recreation Committee: Lisa Harger, Chair of the Recreation Committee, shared that the Pickle Ball Courts have been installed at Martha Custis. An article will be included in the newsletter informing residents that Pickleball is now available to play at Martha Custis.

Covenants Committee: Ms. Lawler, Board Liaison for the Covenants Committee, shared that each month, the Covenants Committee will highlight an Administrative Resolution (AR) in the newsletter that involves violations, to assist residents with understanding how to get into compliance, filling out applications, and other related matters, making the covenants process easier.

Treasurer Report: Mr. Rothenberg's Treasurer's report, dated October 15, 2025, is included in the Board packet for review. Mr. Rothenberg addressed the Board's questions and stated that he will provide written information addressing items of importance to Ms. Katie M. Kight, the new General Manager. Mr. Rothenberg also shared that this will be his last Board meeting as Treasurer of the Board.

PRESIDENTS REPORT:

Mr. Mulrooney stated as of October 1, 2025, all of Parkfairfax roofing maintenance will be handled by Prime Roofing and Exteriors; everything they have bid on has been bid at a third of the price and the gutter guards, at about a quarter of the price.

Building #317: Mr. Mulrooney addressed a change order dated February 19, 2025, which the previous General Manager had approved, but was not implemented due to the contract being approved as a fixed contract. There is a final bill in the amount of \$4,861, which exceeds the \$220,000 cap for the Fire building; this amount needs to be increased. The Board discussed the matter and proceeded with a motion as follows:

(R) MOVED by Mr. Mulrooney, SECONDED by Mr. Lisanick, to raise the total amount authorized for Building #317 for fire damage and repairs to a maximum \$231,000. The motion passed unanimously (9-0-0).

ACTION ITEM LIST: The Board reviewed the Action Item List and discussed the format, as well as who will be responsible for updating the list, and how things will be included on the Action List (Board consensus is that Action Items that are included on the list will be presented by the Board). The Board concluded that the General Manager will update the list every month. The Board recommended sending an email blast to the community to announce the new General Manager. Mr. Lisanick raised the action item of having the General Manager review the consent agenda as a means to shorten the Board meetings.

MATTERS FOR BOARD DECISION:

Selection of new Financial Management Firm:

- (R) **MOVED** by Ms. Counihan, **SECONDED** by Ms. Lawler, to approve a Financial Management Contract with First Service at an annual cost of \$95,004, with funds to come from GL 59-5320000. The motion passed (6-2-1). Mr. Bush and Mr. Lisanick Opposed. Mr. Rothenberg abstained.

Affirmation Of the Roofing Material:

- (R) **MOVED** by Mr. Mulrooney, **SECONDED** by Ms. Lawler, to approve the Ludowici Terracotta Tile as the roofing material for the Parkfairfax Re-Roofing Program. The motion passed unanimously (9-0-0).

Buildings 822 & 828 Foundation Repair Strategy:

- (R) **MOVED** by Mr. Mulrooney, **SECONDED** by Mr. Buchanan, to approve authorizing Walker Consultants to re-do the construction documents for a complete repair of Buildings 822 & 828, at an additional cost of \$8,500. The motion passed (8-1-0). Ms. Lawler opposed.

The Board will revisit the matter of acquiring bids from other companies for construction issues, in addition to those from Walker Consultants, for comparison purposes.

August 2025 Reserve Expenditures:

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Eddy, to approve the August 2025 Reserve Expenditures in the amount of \$132,654.69, with funds to come from GL 9901.015, Reserve Expenditures. The motion passed (8-0-1). Mr. Bush abstained.

Pest Control Service Proposals:

- (R) **MOVED** by Ms. Lawler, **SECONDED** by Mr. Rothenberg, to follow the Acting General Manager's recommendation to return to N&N Consulting and Pest Control, in the amount of \$41,080. The motion failed (3-4-2). Mr. Bush, Ms. Eddy, Ms. Lawler, and Mr. Mulrooney opposed. Mr. Buchanan and Mr. Wicker abstained.

MATTERS FOR BOARD DISCUSSION:

Flooring Repair Request – 1415 Martha Custis Drive: Mr. Rothenberg opened the discussion, presenting the issue to the Board as the Board Representative for Ward 1, where the unit owners live. Mr. Rothenberg referenced a timeline provided by Ms. Connie Edmondson regarding calls made to maintenance staff beginning June 16, 2025, and the lack of response regarding the matter(s). The Board discussed the matter, provided input, and concluded to discuss this matter further in Executive Session.

Reserve Study Audit: Ms. Lawler directed the Board's attention to the amended/updated reserve study spreadsheet. Ms. Lawler stated that she and Mr. Alexander (Alonzo) went through the reserve study line by line. Ms. Lawler asked that the Board review the study/spreadsheet and provide her with any input and/or questions. This matter will be revisited at the November 19, 2025, Board meeting for further discussion and

review. Upon final review by the Board, a meeting will be scheduled with Miller Dodson to update and finalize the reserve study.

MATTERS FOR BOARD INFORMATION:

November 19, 2025, Agenda Items: Additions to the agenda should be submitted before the November 19, 2025, Board meeting.

MOVE INTO EXECUTIVE SESSION:

- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Ms. Eddy, to recess Open Session at 9:24 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 (9-0-0).

MOTION TO EXTEND THE MEETING:

- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Mr. Mulrooney, to extend the meeting until 9:45 p.m. The motion passed (7-2-0). Mr. Buchanan, Mr. Bush opposed.
- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Mr. Mulrooney, to extend the meeting until 10:00 p.m. The motion passed (7-2-0). Mr. Buchanan, Mr. Bush opposed.

MOTION TO LEAVE EXECUTIVE SESSION:

- (R) **MOVED** by Mr. Lisanick, **WITHOUT OBJECTION**, to leave Executive Session at 9:57 p.m. The motion passed unanimously (9-0-0).

ACTIONS TAKEN AFTER EXECUTIVE SESSION:

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Mulrooney, to accept Legal Counsels recommendation regarding a collections repayment plan as discussed and agreed upon in Executive Session. The motion passed unanimously (9-0-0).
- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Mr. Mulrooney, to approve the compensation change as discussed and agreed upon in Executive Session. The motion passed unanimously (9-0-0).

MOTION TO ADJOURN THE MEETING:

- (R) **WITHOUT OBJECTION**, the October 15, 2025, Board meeting was adjourned at 9:57 p.m. The motion passed unanimously (9-0-0).

Meeting adjourned at 9:57 p.m.