

## **Approval of the Minutes**

November 19, 2025 Meeting Minutes

**PARKFAIRFAX CONDOMINIUM  
BOARD OF DIRECTORS' MEETING**

**November 19, 2025  
3360 Gunston Road  
Alexandria, VA 22302**

**ATTENDANCE:**

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

Others Present: Katie Kight, General Manager; Dana Cross, Assistant General Manager; Robin Davis, Association Secretary; Donna Young, Recording Secretary.

**HEARING:**

Floor Repairs – 1415 Martha Custis Drive: Ms. Counihan called the Covenants Hearing to order at 6:30 p.m. Alonzo Alexander, Director of Operations, was present. Mr. Teek Shafik (Connie Edmondson) presented the case before the Board regarding damages and expected repairs. Mr. Shafik also had an expert present to address specific aspects of the repairs. Mr. Alexander provided input, details, and clarification about the repairs that had been made. The Board asked questions for clarification. At the conclusion of the hearing, the Board stated that this matter would be revisited in Executive Session for a decision.

**CALL TO ORDER:**

Vice President Caitlin Counihan called the Board meeting to order at 7:00 pm, with nine (9) members of the Board in attendance; She welcomed everyone to the meeting.

**APPROVAL OF THE AGENDA:**

- (R) MOVED by Ms. Counihan, SECONDED by Mr. Buchanan, to approve the agenda as amended. Ms. Counihan and Mr. Buchanan accepted an amendment to the agenda proposed by Ms. Lawler, to discuss financials. The motion passed unanimously (9-0-0).**

**POLICE REPORT:** Ms. Counihan provided the Police Report in Sergeant Santos's absence and reported two incidents: larceny from a vehicle in which an airbag was stolen, and a hit-and-run. Sergeant Santos sent a reminder to stay vigilant as we enter the holiday season to prevent package thefts and vehicle larcenies.

**APPROVAL OF THE OCTOBER 15, 2025, BOARD MEETING MINUTES:**

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Wicker, to approve the October 15, 2025, Board meeting minutes as presented. The motion passed unanimously (9-0-0).**

**RESIDENT'S FORUM:**

Homeowner Cindy Engelhart shared her appreciation for Matar Termite & Pest Control. She also reported a leak from the outdoor spigot at the building next to hers that needs to be addressed.

Director Lucille Eddy provided a statement on behalf of a resident who expressed concerns about the office and maintenance staff's ability to handle customer service effectively and efficiently after Guy retires in January 2026. The resident also suggested hiring Guy as a part-time consultant for the first few months of 2026.

Homeowner Elaine Lawler shared that she is not in favor of a kinder or gentler approach to exterminating rodents, as long as the methods used do not harm dogs or cats. She stated she does not want rodents in her home. Ms. Cindy Engelhart concurred.

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

Ms. Counihan welcomed Ms. Katie Kight, General Manager of Parkfairfax, to her first Board meeting. Ms. Kight invited the Board to ask questions about her management report; she addressed all questions and requests. Mr. Lisanick thanked Ms. Kight for the weekly reports she has been providing to the Board.

### **COMMITTEE REPORTS:**

Buildings & Utilities Committee (BUC): Ms. Lucille Eddy, Board Liaison for the BUC Committee, reported that the committee discussed efforts to reinvigorate the Water Wise Plan. Ms. Kight stated she would follow up with Ms. Eddy on this matter.

Communications Committee: Mr. Buchanan, Board Liaison for the Communications Committee, reported that several members have left. Mr. Mark Lamont has been recruiting new members from the community. Three or four people have expressed interest, may attend the next meeting, and could join the committee. The committee will also discuss updating the website at that meeting.

Architectural & Planning Board Committee: Mr. Bush inquired if the dryer vent specifications had been approved. Mr. Mulrooney confirmed that they were approved in July of last year. This matter will be added to the December 17, 2025, Board meeting agenda for a decision.

### **ACTION ITEM LIST:**

The Board reviewed the Action Item List and discussed laundry room windows and inspections; Mr. Mulrooney provided clarification. Ms. Kight will work with Ms. Davis to revise and improve the Action Item List format.

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

#### Miller Dodson Reserve Study:

- (R) MOVED by Ms. Counihan, SECONDED by Mr. Mulrooney, to approve the Miller Dodson reserve study as is, with the understanding that amendments will be made to it in the new year. The motion passed unanimously (9-0-0).**

#### Appointment of New Treasurer of the Association:

- (R) MOVED by Ms. Lawler, SECONDED by Mr. Lisanick, to approve to appoint Ms. Robin Davis as the Treasurer of the Association for the term of November 2025 to April 2026. The motion passed unanimously (9-0-0).**
- (R) MOVED by Mr. Bush, SECONDED by Ms. Lawler, to approve to appoint Jeff Lisanick as Association Secretary. This motion will be revisited in Executive Session.**

September 2025 Reserve Expenditures:

- (R) **MOVED by Ms. Eddy, SECONDED by Mr. Buchanan, to approve the September 2025 Reserve Expenditures in the amount of \$251,665.75, with funds to come from GL 9901.015, Reserve Expenditures. The motion passed (8-1-0). Ms. Lawler opposed.**

Arbor Application Appeal:

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Rothenberg, to approve to schedule a hearing in relation to the Covenants Committee's decision disapproving the arbor application submitted by the unit owner at 3256 Gunston Road. The motion failed 3-6-0. Mr. Mulrooney, Mr. Buchanan, Ms. Counihan, Ms. Eddy, Ms. Lawler and Mr. Wicker opposed.**

Monthly Covenants Report:

Ms. Counihan raised the idea of implementing a monthly Covenants Violation report that would be discussed in Executive Session. Mr. Buchanan noted that such a report could be generated using Buildium. After further discussion, Ms. Counihan proceeded to the following motion:

- (R) **MOVED by Ms. Counihan, SECONDED by Ms. Lawler, to institute a monthly report for the Board on covenant violations to be discussed in Executive Session. The motion passed unanimously (9-0-0).**

**MATTERS FOR BOARD DISCUSSION:**

Presentation of a new EV Charging Station on Ravensworth Place: Mr. Bob Gronenberg, Chair of the Transportation and Land Use Committee (TLUC), presented a proposal for a new EV Charging Station on Ravensworth Place. He shared information about Plug In Alexandria, a program that offers grants to multifamily communities for EV charging station installations. Parkfairfax applied for and was selected for this program. During the presentation, Ms. Amy Posner, City of Alexandria Electric Vehicle Coordinator (*via zoom*), and Mr. Nick McNulty, Manager at Blue Whale EV (*via zoom*), provided information regarding the installation of two charging ports (equivalent to two parking spaces). They outlined installation costs and logistics. Mr. Gronenberg stated he would like to request that at the December 17, 2025, Board meeting, the Board consider advancing the project to the next step by directing Management to issue RFPs for a turnkey installation. In January 2026, the Board would evaluate proposals and conduct community outreach with Ravensworth Place residents, with a final decision on whether or not to proceed in February 2026. Mr. Gronenberg also clarified that the equipment must be operational by November 19, 2026, to receive the \$10,000 grant. After further discussion, questions, and responses, Mr. Dave Bush suggested the following motion.

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Mulrooney, to approve the committee's request to move forward with getting RFPs to present to the Board for the installation of an EV Charging Station on Ravensworth Place. The motion passed (6-3-0). Mr. Rothenberg, Mr. Wicker, and Ms. Lawler opposed.**

Grace Period for Furloughed Federal Government Employees: Ms. Counihan reported that an inquiry had been made regarding whether Parkfairfax would extend grace periods for furloughed federal government employees. After discussion, the Board agreed to handle such requests on a case-by-case basis.

First Service Invoices for January – May Assessments: Ms. Kight shared a request for permission from First Service Residential to issue invoices January 2026 – May 2026, then start new coupon books in June 2026, at the beginning of the new fiscal year. The Board agreed with the request.

**MATTERS FOR BOARD INFORMATION:**

Financials: Ms. Lawler raised the subject matter of discrepancies of how financials are recorded that need to be corrected, such as club house rentals, laundry and vending monies and fees, storage unit fees, house sale income, tree pruning, IT support, legal expenses, etc.

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

**MOVE INTO EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Mr. Buchanan, to recess Open Session at 8:56 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. Rothenberg, to extend the meeting at 9:28 p.m. for 15 minutes. The motion passed (7-2-0). Mr. Buchanan, Mr. Bush opposed.

**MOTION TO LEAVE EXECUTIVE SESSION:**

- (R) **MOVED** by Ms. Eddy, **SECONDED** by Mr. Lisanick, to leave Executive Session at 9:46 p.m. The motion passed unanimously (9-0-0).

**ACTIONS TAKEN AFTER EXECUTIVE SESSION:**

- (R) **MOVED** by Ms. Counihan, **SECONDED** by Ms. Eddy, 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 Ms. Eddy, **SECONDED** by Mr. Buchanan, to approve the waiver request as discussed and agreed upon in Executive Session. The motion passed unanimously (9-0-0).
- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Eddy, to decline the request from the owners at 1415 Martha Custis Drive. The motion passed (7-0-2). Mr. Rothenberg and Mr. Bush abstained.

**MOTION TO ADJOURN THE MEETING:**

- (R) **MOVED** by Ms. Eddy, **SECONDED** by Mr. Lisanick, to adjourn the November 19, 2025, Board meeting at 9:51 p.m. The motion passed unanimously (9-0-0).

Meeting adjourned at 9:51 p.m.