

Action Items List

ACTION ITEMS

Parkfairfax Board of Directors

Last Updated: 12/12/2025

Next Meeting: October 15 @ 7 PM

ACTION ITEM	PRIORITY	OWNER	ASSIGNED	COMPLETED	STATUS	NOTES
Extend an offer to Patrick Falvey	HIGH	Dana & Scott M.	8/20/2025	8/22/2025	100%	Candidate for Landscape Manager. Higher package amount approved. Patrick started on 9/8/25
Capital Improvement Survey follow-up	HIGH	Scott M.	8/20/2025		100%	Ask existg committees – BUC, APB, Rec, TLUC – to come up w/ plans for top 6 prjs
Bulletin Board at the Bus Stop on Valley Dr.	MEDIUM	Alonzo	8/20/2025	9/5/2025	100%	Bulletin Board has been placed (approved by BOD at 8/20/25 Meeting)
Recommendation for New Landscape Contractor	HIGH	Robin/Scott K. Landscape Committee	8/2/2025	9/17/2025	100%	Landscape Committee has sent in their recommendations for the September Board Meeting
Pickleball expansion	MEDIUM	Recreation Committee	8/20/2025	9/17/2025	100%	Due to popularity, investigate converting another court behind Martha Custis pool
Confusion over official & unofficial Facebook communications	MEDIUM	Board	8/20/2025	9/17/2025	100%	Resident Forum issue. Edit text in wkly email blast & newsletter to explain the differences between FB pages
Repository for batteries	LOW	management	9/17/2025	10/15/2025	100%	Dave suggestion - to be at maintenance yard, Outcome: not cost effective (see GM report, October 25)
Repository for bulbs	LOW	management	9/17/2025	10/15/2025	100%	Dave suggestion - to be at maintenance yard, Outcome: not cost effective (see GM report, October 25)
check into old water heaters for scrap	MEDIUM	management	9/17/2025	10/15/2025	100%	Finance Committee/Dave, Outcome: not cost effective (see GM report, October 25)
insall 4 pickleball courts at the tennis courts at courts by matenance yard (MC courts)	MEDIUM	management	9/17/2025	10/15/2025	100%	per vote during board meeting, not to exceed \$1K from the CIP

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pass along Scott M's presentation on roofs to Board	LOW	Scott M./Dana	17-Sep	9/18/2025	100%	special meeting will take place on roofs before the October Board Meeting - content of presentation will be present via hard copy.
pass along Lancaster presentation to the board	LOW	Robin	17-Sep	9/18/2025	100%	
Meet with Walker on Bldg. 822 and 828 on their assessment	HIGH	Scott M.	17-Sep	9/24/2025	100%	Will be put for Board decision on October meeting
14 remove laundry signs from decomissioned laundry rooms	MEDIUM	management	9/17/2025		Completed	Proposed by the BUC and approved by the Board at the 9/17 Meeting
15 install bike u racks in front of the exercise room	MEDIUM	management	9/17/2025		Completed	Installed the last week of October
16 Consent Agenda	LOW	New GM	15-Oct		ad w/ Recomm	After reviewing with general counsel, GM does not recommend in an effort to maintain transparency during Meetings.
17 Source other vendors to potentially replace Walker Consultants	MEDIUM	New GM/Scott M	15-Oct		Completed	GM provided three potential options to Board President on 2025-11-05; it will be difficult to compare them to Walker until a specific project arises and proposals can be requested.

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