

Approval of the Minutes

December 17, 2025 Meeting Minutes

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS' MEETING**

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

ATTENDANCE:

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

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

CALL TO ORDER:

President Mulrooney called the Board meeting to order at 7:01 pm, with nine (9) members of the Board in attendance; he welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

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

POLICE REPORT: Mr. Mulrooney provided the police report in Sergeant Santos's absence and reported the following issues: a widespread telephone scam, a stolen vehicle, larceny from a vehicle, and another larceny at a computer school. He also emphasized the importance of being aware of gift cards and phishing scams and reminded everyone to remain vigilant with packages and to lock their vehicles.

APPROVAL OF THE NOVEMBER 19, 2025, BOARD MEETING MINUTES:

(R) MOVED by Mr. Buchanan, SECONDED by Ms. Eddy, to approve the November 19, 2025, Board meeting minutes as presented. The motion passed unanimously (8-0-0).

RESIDENTS FORUM:

Homeowner Paula Martori expressed her deep appreciation for Parkfairfax, highlighting her long-standing commitment to community volunteering and emphasizing the professional skills she would bring to the role of Association Secretary. Ms. Martori requested that the Board consider her dedication and service to the community when selecting the next Association Secretary.

GENERAL MANAGER'S REPORT:

Ms. Katie Kight, General Manager, referenced her report stating that she will have updates for items that are outdated in the weekly report. Ms. Kight provided responses to questions raised at the last Board meeting regarding pulmonary testing for the maintenance staff (this is due to OSHA requirements; maintenance staff will be tested the first week of February 2026), and the update for the gym was not for the equipment; it was for the scanner at the door. Mr. Buchanan provided information regarding the interregnum period of Financial

Management, stating that monthly bills will be sent out, not coupons. Ms. Kight provided further clarification and updates to the Board's questions and/or concerns. Mr. Wicker recommended sending out a notice to the entire community advising them of the use of space heaters.

Maintenance Report: Ms. Kight provided updates/clarification to the Board's questions regarding maintenance matters, such as the removal of abandoned water heaters. Mr. Mulrooney stated that his call to urgency is getting Alonzo Alexander, Director of Operations, and the maintenance team to work on the 352 smoke detectors, mass-purchasing them, protecting them, and bringing them up to code. Ms. Kight stated that a discussion was had with Alonzo, regarding attic inspections, and developing a plan for inspections for 2026.

COMMITTEE REPORTS:

Architectural & Planning Board Committee: Mr. Scott Mulrooney, Board Liaison for the A&PB, stated that the washer and dryer specifications are coming back again (apologies from the committee). The committee received feedback from the Covenants Committee, which included some edits, which is why the specifications are being resubmitted. The Board decided to move this matter forward for approval as follows:

(R) MOVED by Mr. Buchanan, SECONDED by Mr. Wicker, to approve the revised Washer and Dryer specifications as submitted. The motion passed unanimously (8-0-0).

Covenants Committee: Ms. Elaine Lawler, Board Liaison for the Covenants Committee, shared that the Committee has been working on updating the non-routine change request application and has completed a second draft. Mr. Buchanan will review the application for building permit information. Upon final review of the draft, it will be sent to legal counsel for review/recommendations; then presented to the Board for approval.

Recreation Committee: Mr. Jim Wicker, Board Liaison for the Recreation Committee, reported that the Committee's focus this year is upgrading the gym equipment, which is reflected in what they proposed in their budget.

Communications Committee: Mr. Scott Buchan, Liaison for the Communications Committee, shared that the committee did not meet last month due to Zoom complications, but there are several new members who have indicated they want to join the committee.

TLUC: Mr. Dave Bush, who acted as Liaison for the Transportation and Land Use Committee, shared that the committee is revisiting a previous safety survey and stated that many of the things in the prior survey still need to be funded, which they included in their budget request and should be discussed during the January 24, 2026, Budget workshop. Mr. Bush also made note of the Passing of long-time Committee member and Board member, Robin Woods.

TREASURER REPORT:

Ms. Robin Davis, Board Treasurer, prepared the Parkfairfax Budget Timeline. Ms. Davis stated that she and Ms. Kight will be able to meet the deadlines for the preliminary draft and the Budget workshop, which will be held on January 24, 2026, at 9 am. Ms. Davis encouraged everyone to ensure that these dates are on their calendars.

PRESIDENT'S REPORT:

Mr. Mulrooney provided updates on the financial matters that he has been addressing. Building 317 matters are now fully resolved, and they have accepted final payment and also signed a release drawn up by legal counsel, so there won't be any more claims from those who have accepted final payment (Enviro Tech Chemical and Walker Engineering). Mr. Mulrooney stated that we will be rebidding the tuckpointing project for this coming spring. He further reported that he will be adding to the January 21, 2025, Board meeting agenda for decision, where to put the roofing income, in order to inform the financial management firm where to categorize that income.

ACTION ITEM LIST:

The Board reviewed the Action Item List; completed items will be moved under the completed tab.

MATTERS FOR BOARD DECISION:

Appointment of New Ward One Representative:

(R) **MOVED by Ms. Counihan, SECONDED by Ms. Lawler, to appoint Ms. Robin Davis as the Ward One Board Representative for the Board term of December 2025 to April 2027. The motion passed unanimously (8-0-0).**

The appointment of Robin Davis brings the number of Board members present to 9 (nine).

Appointment of a New Secretary of the Association:

(R) **MOVED by Mr. Bush, SECONDED by Ms. Lawler, to appoint Jeff Lisanick as Secretary to the Board. The motion proceeded to a discussion. Mr. Buchanan stated why he will object to the motion; Mr. Lisanick stated his objections to Mr. Buchanan's statement. The Board proceeded to vote on the motion as follows. The motion failed (3-4-2). Mr. Mulrooney, Ms. Counihan, Mr. Buchanan, and Ms. Davis opposed. Ms. Lawler and Ms. Eddy abstained.**

(R) **MOVED by Mr. Mulrooney, SECONDED by Ms. Davis, to appoint Paula Martori as Secretary to the Board. The motion passed (8-0-1). Ms. Lawler abstained.**

Mr. Mulrooney welcomed Ms. Paula Martori as the New Secretary to the Association. She will officially assume her position at the January 21, 2026, Board meeting.

Appointment of a New Activities Committee Chair:

(R) **MOVED by Ms. Counihan, SECONDED by Ms. Lawler, to appoint Karen Elsbury as Chair of the Activities Committee. The motion passed unanimously (9-0-0).**

Appointment of a New Covenants Committee Members:

(R) **MOVED by Mr. Buchanan, SECONDED by Mr. Mulrooney, to appoint Eric Keber and Angel Rivera as members of the Covenants Committee. The motion passed unanimously (9-0-0).**

Approval of Roofing Contract:

(R) **MOVED by Ms. Lawler, SECONDED by Mr. Wicker, to approve Prime Roofing & Exteriors in the amount of \$601,482 to reroof Buildings 313, 403, 510, 827, 969 & 928, in Ludowici Terracotta tile. The motion passed unanimously (9-0-0).**

Approval of Trash Contract:

Ms. Counihan suggested acquiring additional bids. Mr. Bush highly recommended not trying to bid this out because there are very few companies that will provide the services that Capital Services provides. The Board concluded that additional information is needed to move forward on this matter. This Matter will be revisited at the January 21, 2026, Board meeting for further discussion and/or decision.

Handicapped Parking Request:

(R) **MOVED by Ms. Eddy, SECONDED by Ms. Davis, to approve Non-Routine Change Application to install a Handicapped Parking sign at 1630 Fitzgerald Lane. The motion passed unanimously (9-0-0).**

October 2025 Reserve Expenditures:

(R) **MOVED by Mr. Buchanan, SECONDED by Mr. Mulrooney, to approve the October 2025 Reserve Expenditures in the amount of \$331,130.01, with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (9-0-0).**

MATTERS FOR BOARD DISCUSSION:

Joint Task Force review of Verizon Fiber Proposal: Mr. Mulrooney shared the reasoning for creating the Joint Task Force review of the Verizon Fiber Proposal, stating that more expertise was needed. Mr. Mulrooney further stated that the Joint Task Force is requesting a meeting with Verizon's technical engineers to discuss some of the questions/comments raised. Mr. Dan Ebeling, Chair of the BUC Committee, was present to address any questions. It is recommended that the Board review the proposed comments and proposal and provide any feedback. Ms. Kight will schedule and coordinate a meeting between the Joint Task Force and Verizon engineers to discuss technical questions and concerns about the proposed fiber installation. Mr. Mulrooney recommended that Alonzo attend the meeting(s) for the purpose of consistency. This matter will be revisited.

Movie Night: Ms. Counihan brought to the Board the task of determining who might host movie night. Ms. Counihan shared that the Activities Committee is at capacity with events; Mr. Wicker shared that the Recreation Committee's focus is on other important projects. Mr. Bush stated that, given the fact that Mr. Paul Friedman is willing to be in charge of/work with Movie Night, place Mr. Friedman in charge of Movie Night and request that he submit a proposal at the January 21, 2026, Board meeting. The Board agreed that vendors

should not be allowed to solicit business during Movie Night. This matter will be revisited at the January 21, 2026, Board meeting for further discussion/decision.

MATTERS FOR BOARD INFORMATION:

January 21, 2026, Agenda Items: Additions to the agenda should be submitted before the January 21, 2026, Board meeting.

October 2025 Financials: No comments provided.

MOVE INTO EXECUTIVE SESSION:

(R) **MOVED by Mr. Buchanan, SECONDED by Mr. Wicker, to recess Open Session at 8:59 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 LEAVE EXECUTIVE SESSION:

(R) **MOVED by Mr. Wicker, SECONDED by Mr. Buchanan, to leave Executive Session at 9:21 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 Counsel's recommendations as discussed and agreed upon in Executive Session. The motion passed unanimously (9-0-0).**

MOTION TO ADJOURN THE MEETING:

(R) **MOVED by Mr. Mulrooney, WITHOUT OBJECTION, to adjourn the December 17, 2025, Board meeting at 9:22 p.m. The motion passed unanimously (9-0-0).**

Meeting adjourned at 9:22 p.m.