

Action Items List

ACTION ITEMS

Parkfairfax Board of Directors

Last Updated: 1/15/2026

Next Meeting: January 21 @ 7 PM

#	ACTION ITEM	PRIORITY	OWNER	ASSIGNED	COMPLETED	STATUS	NOTES
1	Capital Improvement Survey follow-up	MEDIUM	BUC, APB, Rec, TLUC	8/20/2025		Not Started	Asked by Scott M. on XXX - SUMMARIZE & MAKE DISCUSSION ITEM IN JAN
2	Mitigate damage/injury from hazardous trees	MEDIUM	Management	8/20/2025		In progress / On-going	Resident Forum issue. What steps are we taking to identify, trim or remove hazardous trees --> GM & Landscape Manager are working in conjunction with the Landscape Committee & Davey to formulate a plan to address the trees in the community.
3	Covenants violations	MEDIUM	Scott B./Covenants Committee	8/20/2025		25%	Management and staff to proceed with addressing violations. Committee to write article for the Forum with common violations.
4	Share information on training program with City of Alexandria for Emergency Preparedness	MEDIUM	management/resident	9/17/2025		Not Started	Resident's Forum issue - Reba Winstead -- REBA IS DOING THIS IN FEB
5	research on other pest control rather than black boxes/poison	LOW	management	9/17/2025		In progress	Suggestion from Heather Rodgers - resident's forum October: discussion of findings --> Mgmt is meeting with current exterminator to discuss more "eco-friendly" options & will report at Dec BOD MTG to be added to October agenda for discussion --> Not yet added to an Agenda; should it be added for December? Direction during Nov. Board meeting: Discussion previously - could the window replacement fix the humidity issues in the laundry rooms/storage rooms - suggestion or inspection needed. Review BUC suggestions on which laundry rooms should close - over 50 point inspection were done on each room. Dec Update - Mgmt is working on setting up inspections for 2026
6	windows in laundry rooms/storage rooms - need assessment on replacement - could it be done in this budget cycle	MEDIUM	management	9/17/2025		Will be done in 2026	
7	When new GM is in place - to meet with the city on building inspections	LOW	management/Scott M.	9/17/2025		Not started	in re: building 317 change orders --> Mgmt to discuss with Scott M
8	for reserve expenditures - expand to show what the special projects are and what is included	LOW	management/treasurer	9/17/2025		Ongoing matter	expand description on reserve expenditures for future "special projects" --> Management will continue to provide additional details on the report.
9	update TOR for committees on voting on committee chairs	LOW	management	17-Sep		Completed	all standing committees are required to have the chairs approved/voted on by the board // Completed by Dana in December
10	Verizon proposal	MEDIUM	BUC, APB, Landscape	17-Sep		In progress	Group to make a recommendation at November Board Meeting

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11	Construction Documents for Walker Consultant to redo Construction documents for Bld. 822 and 828	HIGH	New GM/Scott M	15-Oct		In progress	approved at the 10/15 Board Meeting; contract sent to Walker 2025-10-222; Additional geotechnical investigating is required at 828 by another firm; will push back Walker docs until January
12	Waterwise Revisted		BUC/GM	19-Nov		On Hold until Spring 2026 after speaking with BUC	Request from the BUC to revitilze the Waterwise Program and what that might look like. // Management will meet with BUC on April 8th to discuss
13	Dryer Vent Specs		BOD	19-Nov			update to change the vent caps with the city and state code to the next meeting - Dec. 17
14	Covenants violations and citations		Management/Covenants Director	19-Nov		Started in Dec; ongoing	Work on a covenants violation list that will be added to the Board Book under Executive Session.
15	Put together RFPs for the EV charging station associated with EV Charging Station on Ravensworth		Scott M	19-Nov		In progress	GM advised that the RFP won't be available until January Board Meeting / Scott M. offered to take on this task // Scott M. has stated this will be on Feb. Agenda
16	Develop smoke detector replacement plan for the 350+ attics identified in attic inspections	HIGH	Katie	17-Dec		In Progress	Per BOD discussion re: recent unit fire // Management is working with Maintance to order smoke alarms & batteries to install in units without smoke detectors
17	Set up meeting with Verizon Engineering re: fiber optics	HIGH	Management	17-Dec		In Progress	Per Verizon Task Force request. // Meeting scheduled for Friday, January 16th
18	Ask Paul Friedman to come up with a plan for a movie night and volunteer engagement on movie night (to be presented in January)	MEDIUM	Katie	17-Dec		Completed	Per December Board discussion // Emailed Paul 12/22 but stated it did not have to be done in January, as we have a lot of time before the event. // Paul submitted a Project Proposal for January 2026 Board Book
19	Request for information: exhaust fans - which crawl spaces get it, which don't?	MEDIUM	Katie	17-Dec			Per discussion on APB specs.
20	Get additional bids for trash contract (should they be able to meet their specs)	HIGH	Katie	17-Dec		Completed	per board discussion at December meeting. Want to double check that there are comparable vendors and competitive pricing. // Proposals in January 2026 Board Book
21	Get final pricing on trash contract from Capital	HIGH	Katie	17-Dec		Completed	Confirm pricing for 5 day vs. 6 day proposals // Revised Proposals in January 2026 Board Book
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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)
install 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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Action Item	Priority	Owner	Assigned	Completed	Status	Notes
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 decommissioned 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		Completed w/ Recom	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.
18 Go to contract with First Service as the new financial management firm and terminate Barkan's services	MEDIUM	New GM/Scott M	15-Oct		Completed	approved at the 10/15 Board Meeting; Termination letter sent to Barkan & new contract sent to FSR. FSR will begin February 1, 2026, but will participate in the Budget Planning process in December and January

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work on removing CLS adding 19 Lancaster for a January 1 start date	MEDIUM	Management/ Board and Landscape	17-Sep		Completed	per board vote on 9/17, October: COI submitted working on contract and termination letter to CLS. Lancaster will start 1/1/2026