

# **Approval of the Minutes**

**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS' MEETING**

**January 21, 2026  
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; Paula Martori, Association Secretary, and Donna Young, Recording Secretary.

Legal Counsel: Stephen H. Moriarty, II, Attorney at Law, Chadwick, Washington, Moriarty, Elmore & Bunn, P.C.

**CALL TO ORDER:**

President Mulrooney called the Board meeting to order at 7:00 p.m. with nine (9) members of the Board in attendance; he welcomed Legal Counsel, Stephen Moriarty, to the meeting as well as Ms. Paula Martori, to her first Board meeting as Association Secretary; and Ms. Cindy Engelhart, observing resident.

**APPROVAL OF THE AGENDA:**

Mr. Lisanick shared a brief statement regarding his request to add a discussion centering on Mr. Scott Buchanan to the agenda. Mr. Stephen Moriarty, Legal Counsel, stated that a motion should be made to add this item to the agenda. The Board proceeded to a motion as follows:

- (R) **MOVED by Mr. Lisanick, to add to the agenda a discussion centering on Mr. Scott Buchanan. THERE WAS NO SECOND TO THE MOTION. The motion failed.**
- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Counihan, to accept the Agenda as presented. The motion passed unanimously (9-0-0).**

**POLICE REPORT:** Mr. Mulrooney provided the police report in Sergeant Santos's absence and reported that in the last 30 days, there have been three (3) incidents in Parkfairfax: destruction of property, a hit-and-run, and an assault and battery. All three incidents are still being investigated. There were no larcenies during the holidays, i.e., porch bandits, packages being stolen. Mr. Mulrooney stated that says a lot about our residents – Keep Up the Good Work.

**APPROVAL OF THE DECEMBER 17, 2025, BOARD MEETING MINUTES:**

- (R) **MOVED by Mr. Wicker, SECONDED by Ms. Counihan, to approve the December 17, 2025, Board meeting minutes as amended. The motion passed unanimously (9-0-0).**

## **RESIDENTS FORUM:**

Homeowner and Recreation Committee Chair Lisa Harger raised the subject of the Gym and Pool surveys that were submitted by the Recreation Committee, which are before the Board for consideration tonight. She stated, for clarification, that the survey(s) would take approximately 8 minutes to complete. Ms. Harger also sought guidance regarding a suggestion to change one of the questions. This matter will be revisited under Matters for Board Decision.

Homeowner Yvonne Zecca shared that there should be some form of compensation to Parkfairfax and/or a discount for residents who sign up for Verizon due to the disruption that may be caused by the Verizon Fiber installation project. *Mr. Mulrooney added that the Task Force held a meeting on January 16, 2026, with two Verizon engineers and that subsequent meetings will be held before the revised proposal is presented to the community.*

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

Ms. Katie Kight, General Manager, shared strategies that were discussed with staff regarding the snowstorm expected on January 25, 2026. She also shared that community-wide email(s) will be sent out regarding the storm. Ms. Kight stated that the Management office will most likely be closed (Monday and possibly Tuesday) on January 26 & 27th, but Management has access to work from home if necessary. Mr. Mulrooney mentioned that the Budget Workshop scheduled for January 24, 2026, will have a hard stop at 3:00 p.m. due to the upcoming snowstorm. Ms. Kight provided a review of action items in her report and answered any questions or concerns from the Board. She stated that a proposal will be presented at the February 18, 2026, Board meeting regarding 1340 Martha Custis. Mr. Bush added that management staff should be available in such emergencies and be able to obtain a hotel / pet-friendly hotel room, if necessary, at the association's expense. Mr. Mulrooney recommended removing the Valley Drive restrooms, as they have not been used for years, are a nuisance, cost the Association money in repairs, and are very isolated. Ms. Kight will look into the demolition costs. The Board agreed that this matter will be placed on the February 18, 2026, agenda for further discussion and/or decision. Mr. Moriarty stated that he would have Michael Gartner, Legal Counsel, review the condominium documents to ensure there are no issues with this action.

**MAINTENANCE REPORT:** Ms. Kight stated that the format has been cleaned up to appear more user-friendly and that the Landscaping Monthly Report has also been added. Mr. Mulrooney stated that the gutter guards can be removed from the report; they were completed in October 2025.

## **COMMITTEE REPORTS:**

**Architectural & Planning Board Committee:** Scott Mulrooney, Board Liaison for the A&PB, stated that the window specifications are done and will be presented at the February 18, 2026, Board meeting for discussion and for decision at the March 18, 2026, Board meeting. The Board further discussed that the A&PB and Covenants committee will work in conjunction on the HVAC specifications.

**Finance Committee:** Suggested that the Budget Workshop be reduced to 3 hours; they feel like it's too long.

**Buildings & Utilities Committee (BUC):** Lucille Eddy, Board Liaison for the Buildings & Utilities Committee (BUC), raised the subject of the water meter usage database. If we are not getting accurate information from the water company, what is the next step? This matter will be added to the February 18, 2026, Agenda for discussion.

## **TREASURER’S REPORT:**

Robin Davis, Board Treasurer, reported that the Budget Workshop is this Saturday, January 24, 2026, from 9 a.m. to 3 p.m. (estimating 9-2 p.m.). Coffee and donuts, as well as lunch, will be served. Board packets will be distributed tomorrow, January 22, 2026. Committee Chairs should be present for their portion of the budget to provide input and/or for questions or concerns.

## **PRESIDENT’S REPORT:**

Mr. Mulrooney updated the Board regarding the following matters: A new issue has arisen with Building 317; the owner is requesting that the Association address additional repairs. Mr. Mulrooney informed the owner that they signed a release and that the Association is done with that matter. Mr. Mulrooney provided an update regarding the two settlement buildings, 822 and 828. He stated he drafted a letter that was sent to all unit owners, informing them of what to expect over the next year, including when the project will begin, approximately how long it will take, and other details. There will be a meeting with Ms. Kight, Mr. Alexander, Mr. Wicker, Mr. Mulrooney, and Steven Miller from Walker Consultants, which the owners can attend to share any concerns and ask any questions. Mr. Mulrooney shared that we are still waiting for Triad's lab report on the soil test conducted under the broiler room to be submitted to Walker Consultants for completion of the construction documents and to determine whether stabilization will be required under the room. Mr. Mulrooney stated that he is still working on the Request for Quotations (RFQ) on the EV Charging station on Ravensworth.

## **ACTION ITEM LIST:**

The Board reviewed the Action Item List. Ms. Kight addressed any questions and placed a recommendation before the Board to close/remove the following three ongoing items on the report: #2 Trees, #7 City Building Inspections, and #17 the Verizon Task Force. These action items will be closed/removed.

## **MATTERS FOR BOARD DECISION:**

Building 103 Fire, 3220 Wellington Road:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Lisanick, to self-insure the repairs in Units 3220 Wellington and 3222 Wellington as a result of the fire that occurred on December 11, 2025, and authorize the expenditure of up to \$300,000 for such repairs at the Manager’s discretion. The motion passed unanimously (9-0-0).**

Approval of FY25 Audit:

- (R) MOVED by Ms. Davis, SECONDED by Mr. Mulrooney, to approve the Draft Audit for the year ended May 31, 2025, as submitted by Goldklang Group, CPAs, P.C., and move the surplus of \$278,788 into Owner’s Equity. The motion passed unanimously (9-0-0).**

Ratification of Vote on Elections Committee:

- (R) MOVED by Mr. Wicker, SECONDED by Ms. Eddy, to ratify the unanimous electronic vote, appointing Amy Cohen, Starr Newlon, and Angel Rivera as members of the Elections Committee. The motion passed unanimously (9-0-0).**

Approval of Trash Contract:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Davis, to approve a 3-year contract with Capitol Services of Virginia for trash and recycling services, with funds to come from GL 53-5525000 Garbage and Trash Removal. The motion passed unanimously (9-0-0).**

Approval of Gym Survey & Pool Survey:

- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Mulrooney, to approve the Gym Survey and the Pool Survey provided by the Recreation Committee as amended by mutual agreement at this meeting. The motion passed unanimously (9-0-0).**

Approval of Color Selection for Next Six Roofs:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Eddy, to approve the selection of Forest Green tile that was used in the Prototype at Building #953. The motion passed unanimously (9-0-0).**

November 2025 Reserve Expenditures:

- (R) **MOVED by Ms. Davis, SECONDED by Ms. Eddy, to approve the November 2025 Reserve Expenditures in the amount of \$213,846.87 with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (9-0-0).**

**MATTERS FOR BOARD DISCUSSION:**

Send Letter to the City re: Parking on Valley Drive in front of Buildings 601-608: Mr. Mulrooney suggested writing a letter to the city as an Association regarding parking on Valley Drive. The Board discussed the matter, and Mr. Mulrooney will send a letter on behalf of the Association regarding a solution to the parking situation for Parkfairfax residents on Valley Drive.

Proposal for Movie Night: Ms. Kight directed the Board's attention to the proposal submitted by Paul Friedman for Movie Night. The Board discussed the proposal and concluded to revisit this matter at the February 18, 2026, Board meeting for decision.

**MATTERS FOR BOARD INFORMATION:**

February 18, 2026, Agenda Items: Additions to the agenda should be submitted before the February 18, 2026, Board meeting. Ms. Eddy recommended adding the matter of revising the bylaws for the owner insurance issue that was discussed; this matter can be added to the Action List. Mr. Bush recommended getting a committee together to go through the entire bylaws.

November 2025 Financials: No comments provided. Any questions should be forwarded to Ms. Davis for clarification.

**MOVE INTO EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Lawler, to recess Open Session at 9:14 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. Mulrooney, **SECONDED** by Mr. Buchanan, to leave Executive Session at 9:26 p.m. The motion passed unanimously (9-0-0).

**ACTIONS TAKEN AFTER EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Mulrooney, to notify owners that enhanced enforcement of compliance will be taking place. The motion passed unanimously (9-0-0).

**MOTION TO ADJOURN THE MEETING:**

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Counihan, to adjourn the January 21, 2026, Board meeting at 9:27 p.m. The motion passed unanimously (9-0-0).

Meeting adjourned at 9:27 p.m.