

Action Items List

ACTION ITEMS

Parkfairfax Board of Directors

Last Updated:

Next Meeting:

#	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 -
2	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. // Scott M. writing article for March newsletter
3	Share information on training program with City of Alexandria for Emergency Preparedness	MEDIUM	management/resident	9/17/2025		On the Agenda for Feb 18th board meeting	Resident's Forum issue - Reba Winstead -- Presentation from Unit Owner is scheduled for February 2026 Board Meeting
4	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 met with Exterminator and is awaiting on pricing for more eco-friendly options for the community.
5	windows in laundry rooms/storage rooms - need assessment on replacement - could it be done in this budget cycle	MEDIUM	management	9/17/2025		In progress	Suggestion from Heather Rodgers - resident's forum October: discussion of findings --> Mgmt met with Exterminator and is awaiting on pricing for more eco-friendly options for the community. 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. // Window inspection being conducted by PFX staff should be completed by earl March 2026
6	Verizon proposal	MEDIUM	BUC, APB, Landscape	17-Sep		In progress	Group to make a recommendation at November Board Meeting // Meeting with Committee Members, PFX Staff, and Verizon took place on Friday, January 16th. Committee(s) working on next steps to get to next meeting with Verizon
7	Construction Documents for Walker Consultants to redo Construction documents for Bld. 822 and 828	HIGH	New GM/Scott M	15-Oct		Completed	approved at the 10/15 Board Meeting; contract sent to Walker 2025-10-222; Geotechnical report received late January '26 & Walker submitted construction documents shortly after. Project will move forward now
8	Waterwise Revisited		BUC/GM	19-Nov		On Hold until Spring 2026 after speaking with BUC	Request from the BUC to revitalize the Waterwise Program and what that might look like. // Management will meet with BUC on April 8th to discuss plans to move forward with program with recommendations
9	Dryer Vent Specs		BOD	19-Nov			update to change the vent caps with the city and state code to the next meeting - Dec. 17
10	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

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11	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 Maintenance to order smoke alarms & batteries to install in units without smoke detectors. Maintenance will start installing smoke detectors in any attic that does not have one, with no charge to the unit owner.
12	Request for information: exhaust fans - which crawl spaces get it, which don't?	MEDIUM	Katie	17-Dec		Not Started	Per discussion on APB specs. -- Management will work with Maintenance on this.
13	Set up provision for GM to be able to designate appropriate non-emergency (administrative staff) to be able to stay in a hotel if necessary.	low	Managment/Scott M	21-Jan		Moot	Per discussion from Dave and Scott B to be able make hotel rooms available if needed. // GM worked from home during snow event & was able to communicate with staff, Board, and residents throughout
14	Investigate removing the bathrooms on Valley Drive Tennis Courts	Medium	Managment/Legal	21-Jan		Not Started	Get a ruling from Legal on removal of bathrooms at Valley Dr. Tennis court. Get pricing on removal/demo of bathrooms.
15	Work to get an MEP contractor to review and get options on specs for HVAC	high	APB/Management/Legal (as needed)	21-Jan		Not Started	New specs to be presented to BOD at Feb. Board Meeting - trying to get ahead of questions from residents on what possibilities are.
16	Get better water metering from VA Water	high	Management	21-Jan		Not started	per discussion on BUC report from the January Board Meeting.
17	Get quotes for damage repairs of 3220 and 3222 Wellington for fire damage	HIGH	Management	21-Jan		Completed	Tentative proposals are already underway. Proposals will be sent along to the Board as soon as they are available and voted on electronically (hopefully before the next Board Meeting and vote ratified). // 3 proposals received and contractor will be selected Feb 13th
18	Sign and return the audit - have surplus moved over to owners equity	HIGH	Management/Treasurer	21-Jan		Complete	Per Board discussion and vote.
19	Secure Capitol Services as our Trash Collection Vendor	HIGH	Management	21-Jan		Complete	Per Board discusion vote, let other vendors who put in proposals know that they were not selected.
20	Put out pool and gym survey as timing required and allows	MEDIUM	Management/Recreation	21-Jan		Completed	with Board adjustments // Survey "open" as of Feb 13th and will close Feb 28th. Links in weekly email blasts
21	Let Luducci know that the tile color of "forrest green" has been approved	HIGH	management/Scott M.	21-Jan		Completed	Scott M. provided information to contractor
22	Letter regarding parking to ACPs and/or City	MEDIUM	Scott M./Robin	21-Jan		In progress	Scott M. & Bob G. (TLUC) have drafted letter; will be sent after it is reviewed
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