

# **Approval of the Minutes**

**PARKFAIRFAX CONDOMINIUMS  
BOARD OF DIRECTORS' MEETING**

**February 18, 2026  
3360 Gunston Road  
Alexandria, VA 22302**

**ATTENDANCE:**

Directors Present: Scott Mulrooney, President; Caitlin Counihan, Vice President; Robin Davis, Treasurer; Scott Buchanan (*via zoom*), 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, Secretary to the Board, and Donna Young, Recording Secretary.

Legal Counsel: Michael Gartner, Attorney at Law, Chadwick, Washington, Moriarty, Elmore & Bunn, P.C. (*joined the meeting at 9:00 p.m.*)

**CALL TO ORDER:**

President Mulrooney called the Board meeting to order at 7:00 p.m. with nine (8) 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 accept the Agenda as amended. The motion passed unanimously (8-0-0).**

*(Elaine Lawler arrived at 7:03 p.m., bringing the number of Board members present to (9) nine.*

**POLICE REPORT:** Mr. Mulrooney provided the police report for Sergeant Santos, noting only two calls in the past 30 days: a hit-and-run incident and a DUI. Lieutenant Mark Jessup of the Alexandria Sheriff's Office shared updates regarding the upcoming Community Academy and stated that the application process is now open, and the Spring session will be held on March 7th, 14th, 21st, and 28th, 2026, from 9:00 a.m. to 1:00 p.m., with breakfast provided. Lieutenant Jessup also shared that phone scams have increased and advised everyone to be cautious. If someone calls claiming to be from the Sheriff's office, it is a scam. Please contact the Sheriff's office immediately to report the call. The Sheriff's office continues to perform away-from-home checks and free child photo IDs.

**APPROVAL OF THE JANUARY 21, 2026, BOARD MEETING MINUTES:**

- (R) MOVED by Ms. Davis, SECONDED by Mr. Wicker, to approve the January 21, 2026 Board meeting minutes as amended. The motion passed unanimously (9-0-0).**

## **RESIDENTS FORUM:**

Homeowner Lisa Harger wanted to point out that all the money the Recreation Committee requested for their budget for the pool, the pickleball courts, and the gym is for maintenance, not for refurbishment or overhauls of those areas.

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

Ms. Katie Kight, General Manager, provided the following updates: Addressing the snow and ice storm that hit the region on January 25, 2026, consumed the majority of management and staff's time. The Annual meeting will be held on April 15, 2026; applications are due March 11, 2026, and Meet the Candidates night will be held on March 12, 2026. The Budget Town Hall meeting will be held on Wednesday, February 25, 2026, at 7:00 p.m. Final adoption of the budget will take place at the March 18, 2026, Board meeting. Ms. Kight provided updates on 1140 Martha Custis Drive, met on site with Walker Engineering to determine if the geotechnical engineer needs to be involved. Fire Alarm testing will take place in March 2026. The Association's insurance agent will attend the March 18, 2026, Board meeting to go over policy renewals. The landscaping contract was put on hold during the snowstorm; they will be back on site this week. The Management Contract's transition took place on February 1, 2026, it has not been a smooth transition. Information was sent out last week regarding paying assessments online. Tree work did not take place due to the snow and ice. The locks on the Valley Drive Tennis Courts have been changed. Window inspections were put on hold but are ongoing and tentatively scheduled for completion by March 2026.

Mr. Lisanick inquired about a \$3.00 service fee charged by First Service for paying your assessments; Ms. Kight shared that the \$3.00 service fee is applied depending on which option you choose to pay. This fee is implemented by FirstService Residential, and the Board of Directors has no control over this fee being charged.

**MAINTENANCE REPORT:** Ms. Kight provided an overview of the Maintenance Report, which was largely snow-related. Ms. Kight also mentioned additional work that included gas pipe replacement repairs, Ward 5 trim, and stoop replacements. Notices will be sent out to residents regarding Fire Alarm testing. Asphalt repairs, i.e., potholes that have developed (Valley Drive), are being reported to the city for repair.

## **COMMITTEE REPORTS:**

**Finance Committee:** Mr. Greg Drone, Chair, reminded members that the new reserve study's success will depend on the quality of information provided to the Reserve Study company. Clear details on plans for repairs, replacement dates, start dates, and durations are essential. Mr. Drone added that sharing information on upcoming roof, pool, gym, lane, parking, vehicle, gas pipe, water line, sewer line, and other repairs will help the Reserve Study company create an accurate funding plan.

**Architectural & Planning Board Committee:** Mr. Gary Hucka, Chair, shared that they met with two contractors to start the kick-off review of the HVAC Specifications; they provided pertinent input, which will be taken under advisement with the Covenants committee, who was also in attendance at the meeting.

## **TREASURER'S REPORT:**

Ms. Robin Davis, Board Treasurer, reported that tonight the Board will be voting on the Draft Budget so that we can release the budget to the Community, so that we can hold the Town Hall meeting, which is Wednesday, February 25, 2026, at 7:00 p.m., to allow the community the opportunity to talk about their thoughts on the budget.

**PRESIDENT’S REPORT:** Removed from agenda to allow additional time for an Executive Session discussion with Legal Counsel.

**ACTION ITEM LIST:**

The Board reviewed the Action Item List. Ms. Kight addressed questions and requests from the Board. Ms. Davis suggested adding completion dates to the action items list. Ms. Lawler shared that the Action Item List has been very helpful and that the running reminder is great; Ms. Eddy concurred.

**MATTERS FOR BOARD DECISION:**

Preliminary Vote on FY 27 Budget: Ms. Davis shared that there are two numbers that are to be confirmed, which is the Insurance number and the Pool Contract number, which should be received prior to the March 18, 2026, Board meeting. Ms. Davis addressed the Boards questions and concerns. The Board proceeded with the motion as follows.

- (R) MOVED by Ms. Eddy, SECONDED by Mr. Mulrooney, to approve the Preliminary FY 2027 Budget with a 3.88% increase in Assessments. The motion passed (8-1-0). Ms. Lawler opposed.**

New Reserve Study Proposal:

- (R) MOVED by Mr. Lisanick, SECONDED by Mr. Mulrooney, to approve the proposal from Reserve Advisors for a Level II Reserve Study at a cost of \$15,950 with the cost to come from Owner’s Equity. The motion passed unanimously (9-0-0).**

Movie Night Proposal: This matter was tabled and will be revisited at the March 18, 2026, Board meeting for discussion/decision.

Revised Vote on Term of Ward One Rep.:

- (R) MOVED by Mr. Buchanan, SECONDED by Mr. Mulrooney, to approve the revised vote on the term for Ward One, appointing Ms. Robin Davis as the Ward One Representative for the Board term of December 2025 to April 2026. The motion passed unanimously (9-0-0).**

December 2025 Reserve Expenditures:

- (R) MOVED by Ms. Davis, SECONDED by Ms. Eddy, to approve the December 2025 Reserve Expenditures as Amended in the amount of \$249,026.81, with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (9-0-0).**

**MATTERS FOR BOARD DISCUSSION:**

Emergency Preparedness & Disaster Response w/ the VRC: Ms. Reba Winstead, Emergency Preparedness Coordinator with the City of Alexandria Volunteer Reception Center (VRC), a disaster response program administered by Volunteer Alexandria and activated by the Office of Emergency Management, shared information about volunteer recruitment. She noted that the VRC trains, processes, and deploys volunteers to

support the City’s disaster response and recovery efforts. Training sessions will be held on March 17 and 24, and April 7, 14, and 28, 2026, from 7:00 p.m. to 9:30 p.m. Questions may be directed to [emergency@volunteeralexandria.org](mailto:emergency@volunteeralexandria.org).

Updated Window Specifications from A&PB: Mr. Mulrooney, as Liaison to the A&PB, provided an introduction regarding what led up to the revision of the window specifications. Mr. Gary Hucka, Chair of the A&PB, was present to answer questions. The matter will be placed on the March 18, 2026, Board meeting agenda for further discussion and possible decision.

Establishment of a Task Force to Review Bylaws: This matter was tabled and will be revisited at the March/April 2026 Board meeting for discussion.

Snow Removal after January 25, 2026, Storm / Lessons Learned: The Board discussed the matter, including whether existing machinery and equipment are sufficient. Ms. Kight will obtain pricing for additional equipment for Board consideration. Mr. Bush requested a comprehensive report, including storm-related costs. Ms. Kight will present a report at the March 18, 2026, Board meeting detailing snow removal, costs, and other relevant information. Ms. Eddy and Ms. Counihan commended Ms. Kight and Ms. Cross for their work and communication during the storm.

**MATTERS FOR BOARD INFORMATION:**

March 18, 2026, Agenda Items: Additions to the agenda should be submitted before the March 18, 2026, Board meeting.

December 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 Mr. Mulrooney, to suspend the remainder of the agenda and recess Open Session at 9:12 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 EXTEND THE MEETING:**

- (R) **MOVED by Mr. Wicker, SECONDED by Mr. Lisanick, to extend the meeting at 9:28 p.m. for 15 minutes. The motion passed (8-1-0). Mr. Bush opposed.**

**MOTION TO EXTEND THE MEETING:**

- (R) **MOVED by Mr. Lisanick, SECONDED by Mr. Wicker, to extend the meeting at 9:45 p.m. for 5 minutes. The motion passed (8-1-0). Mr. Bush opposed.**

**MOTION TO LEAVE EXECUTIVE SESSION:**

- (R) **MOVED** by Mr. Mulrooney, **SECONDED** by Mr. Lisanick, to leave Executive Session at 9:50 p.m. The motion passed unanimously (9-0-0).

**MOTION TO ADJOURN THE MEETING:**

- (R) **WITHOUT OBJECTION**, Mr. Mulrooney **MOVED** by, to adjourn the February 18, 2026, Board meeting at 9:50 p.m. The motion passed unanimously (9-0-0).

**Meeting adjourned at 9:50 p.m.**