

Approval of the Minutes

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS' MEETING**

**March 18, 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.

Presentation: Mr. Jim Pates, Vice President, Preferred Insurance

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 everyone to the meeting.

APPROVAL OF THE AGENDA:

(R) MOVED by Mr. Buchanan, SECONDED by Mr. Wicker to accept the Agenda as presented. The motion passed unanimously (9-0-0).

POLICE REPORT: Mr. Mulrooney presented the police report on behalf of Sergeant Santos, noting eight (8) incidents over the past month. These included destruction of property, multiple larcenies from vehicles (several involving unlocked vehicles), a stolen vehicle, vehicle tampering, and an identity fraud case, all occurring between February 28 and March 13, 2026. Sergeant Santos urged residents to ensure their vehicles are locked and valuables are kept out of sight.

APPROVAL OF THE FEBRUARY 18, 2026, BOARD MEETING MINUTES:

(R) MOVED by Mr. Buchanan, SECONDED by Ms. Davis, to approve the February 18, 2026, Board meeting minutes as presented. The motion passed unanimously (9-0-0).

RESIDENTS FORUM:

Homeowner Cindy Engelhart has requested installation of a second railing upstairs in the exercise room. Ms. Engelhart stated that if action is not taken early, the cost to extend pool hours/weekend coverage during the upcoming pool season will increase significantly. Last year's extended pool hours were very popular and well-received by residents.

Homeowner Sherry Truhlar shared that she is seeking assistance with a mold issue in her unit. Ms. Kight will look into the matter.

PRESENTATION AND Q&A: Mr. Jim Pates, Vice President of Preferred Insurance, provided detailed information regarding Property Coverage for Parkfairfax. He stated that Greater New York is the preferred carrier option at this time. Mr. Pates shared that the Association is looking at an overall 12% increase in premiums, which, considering current market conditions, is not unreasonable. He also provided information on the HO6 coverage for unit owners. Mr. Buchanan suggested educating the owners about HO6; Mr. Pates stated he would be happy to do that. Mr. Pates provided clarification to all questions presented by the Board.

GENERAL MANAGER’S REPORT: Ms. Kight welcomed any questions regarding her March 2026 General Manager’s Report. Ms. Eddy inquired about trees that may have fallen during the recent storm. Ms. Kight confirmed that no full trees fell, only some branches, and no damage was reported.

Maintenance Report: Ms. Kight welcomed any questions regarding the March 2026 Maintenance Report. Questions were received via email concerning potholes on Association-owned streets. Ms. Kight clarified that the “**cul-de-sac**” areas are the Association’s responsibility and will be addressed accordingly. However, the main streets fall under the city’s responsibility.

Landscape Report: Ms. Lawler raised the question regarding identifying who is doing what, i.e., Parkfairfax employees versus contractors, etc. Ms. Kight will reformat the report going forward to clearly identify who is performing each task.

COMMITTEE REPORTS:

Activities Committee: Ms. Counihan revisited the matter of opening the pool house bathroom. She shared that Ms. Kight informed her that if there is any possibility of someone being near the water, a lifeguard is required for safety reasons. Ms. Counihan asked whether this requirement will be included in the new pool season contract, and Ms. Kight clarified that it will not, as it is covered under a separate contract. Mr. Mulrooney stated that the matter of additional lighting for the outdoor patio has been addressed. Mr. Wicker inquired why the Wine and Cheese Event occurs only once a year. Ms. Counihan explained that it is a budgeted event, and she will discuss the matter with the Committee.

Buildings & Utilities Committee (BUC): Mr. Mulrooney asked whether there is a plan to address the abandoned bikes in the bike room (formerly a laundry room). Ms. Eddy noted that this issue has been a topic of discussion in previous committee meetings. Ms. Engelhart shared that she is preparing a flyer to address the matter, which she hopes will be included in the May or June 2026 Newsletter.

Landscape Committee: In response to Mr. Mulrooney’s question regarding why only 30 trees were planted, Ms. Davis explained that this number represents a reasonable starting point and aligns with what the staff can manage in addition to their ongoing maintenance responsibilities.

Mr. Buchanan provided a reminder that the Association is no longer using yellow stakes/reflectors and have transitioned to red. Ms. Davis added that the reflector should be placed at the back of the bed, not at the front near the sidewalk, to prevent the mowers from running them over.

Recreation Committee: Mr. Mulrooney raised the subject of the Recreation Committee’s request to install a permanent source of electricity at the Gazebo to support hosting happy hours and to provide ongoing lighting for safety. After further discussion, the Board agreed to place this matter on the April 22, 2026, Board meeting agenda for further discussion/decision.

Transportation & Land Use Committee (TLUC): Mr. Lisanick made mention of a future discussion of a second EV Charging station that has to be operational by November 10, 2026. This matter will be revisited at a later time.

TREASURER's REPORT:

Mr. Bush shared concerns and sought clarification regarding the Reserve Expenditures Financial Approvals/Check Signatures system that the Association is transitioning to. Ms. Davis provided clarification and stated that this system will streamline the process, which will result in bills being paid faster and more efficiently.

PRESIDENT'S REPORT: President Mulrooney provided an update regarding the Fire Building. He reported that a contract was signed with Minkoff on Monday, March 9, 2026, and the contractor is moving forward, with demolition, which is scheduled to begin immediately. Mr. Mulrooney further stated that once the permit is obtained, reconstruction is expected to take approximately 2–3 months, after which the restoration phase will follow. Due to ongoing difficulties communicating with the owner, all future communication will be conducted through legal counsel. The total cost of the contract is \$148,000, which is significantly below the amount previously approved by the Board, and the projected timeline is shorter as well.

PARTING WORDS FROM RETIRING BOARD MEMBERS: Mr. Mulrooney shared that there are three Board members retiring after years of service, Dave Bush, 30+ years; Scott Buchanan, 9 years; and Jeff Lisanick, 6 years. Mr. Buchanan expressed thanks to Ward One for electing him to serve them and that it has been a pleasure. Mr. Buchanan stated his final words to the Board is to listen to experts; we... the board aren't tasked with being experts, because we're not. But we are tasked with finding, hiring, and listening to experts, and then making decisions about what the experts tell us, and that includes management. Mr. Buchanan stated that he wishes the Board all the best, because you're the stewards for my property and 1,600 others, so I want this board, and the next Board to be successful, because it inures to all of our benefit. So, **THANK YOU**. Mr. Mulrooney shared a special thank you to Mr. Buchannan and Mr. Bush as past Presidents and Treasurers of the Board; and thanked them all for their years of service and thankless hours.

ACTION ITEM LIST:

The Board reviewed the Action Item List. Ms. Kight addressed questions and requests from the Board. Mr. Mulrooney shared that the letter to the city regarding parking that was drafted by himself and Mr. Gronenberg has been sent.

MATTERS FOR BOARD DECISION:

Building 822 & 828 General Contractor Selection:

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Buchanan, to approve Avon as the selected General Contractor for Buildings #822 & 828 to the total of \$1.156 million for the two buildings in the time frame they propose which is 250 days – non-accelerated. The motion passed unanimously (9-0-0).**

Walker Construction Administration Contract for 822 & 828:

- (R) **MOVED by Mr. Buchanan, SECONDED by Mr. Wicker, to approve the Walker Construction Administration Contract for buildings 822 & 828 in the amount of a\$190,000, with funds to come from Building Settlement. The motion passed unanimously (9-0-0).**

Walker Global Visual Façade Assessment:

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Eddy, to approve the Walker Global Visual Façade Assessment Proposal in the amount of \$27,500, with funds to come from Building Settlement. The motion passed unanimously (9-0-0).

Insurance Premium Renewal:

- (R) **MOVED** by Ms. Davis, **SECONDED** by Ms. Counihan, to approve a Master Insurance Policy renewal as provided by Preferred Insurance in the amount of \$655,543.69, with funds to come from Property & Liability Insurance. The motion passed unanimously (9-0-0).

Pool Proposal:

- (R) **MOVED** by Ms. Lawler, **SECONDED** by Mr. Wicker, to approve the proposals from High Sierra Pools for Option #2 in the amount of \$194,000. The motion passed (7-2-0). Mr. Buchanan and Mr. Mulrooney opposed.

Final Vote on the FY27 Budget:

- (R) **MOVED** by Ms. Davis, **SECONDED** by Mr. Mulrooney, to approve the FY27 Budget with a 3.85% increase in Assessments over the level of Assessments in FY2026, the new Budget Expenditure is \$12,891,229.39. The motion passed (7-2-0). Mr. Bush and Ms. Lawler opposed.

Updated Window Specifications from APB:

- (R) **MOVED** by Mr. Mulrooney, **SECONDED** by Mr. Lisanick, to approve the updates to the Window Specifications provided by the Architectural Planning Board as presented. The motion passed unanimously (9-0-0).

January 2026 Reserve Expenditures:

- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Ms. Eddy, to approve the January 2026 Reserve Expenditures in the amount of \$12,852.50, with funds to come from GL 9901.015, Reserve Expenditures. The motion passed unanimously (9-0-0).

Movie Night Proposal:

- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Ms. Eddy, to approve the proposal for movie night in the amount of \$2,000, as lead by Mr. Paul Friedman. None of the proposed optional elements shall be delivered by using the funds provided. The motion passed (8-1-0). Mr. Mulrooney opposed.

MOTION TO EXTEND THE MEETING:

- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Mr. Mulrooney, to extend the meeting at 9:21 p.m. for 15 minutes. The motion passed (7-2-0). Mr. Buchanan and Mr. Bush opposed.

Annual Meeting Awards:

- (R) **MOVED** by Mr. Bush, **SECONDED** by Ms. Lawler, to Award a Special Award to Scott Buchanan, Jeff Lisanick, and Lucille Eddy for their work on the General Manager's Search. The motion passed (5-0-4).
- (R) **MOVED** by Ms. Counihan, **SECONDED** by Mr. Bush, to Award the Edward Preston Founders award to Joyce Frank. The motion passed (8-0-1). Mr. Wicker abstained.
- (R) **MOVED** by Mr. Lisanick, **SECONDED** by Ms. Lawler, to Award the Outstanding Service Award to Mike Rothenberg. The motion passed (5-2-2). Mr. Buchanan and Mr. Mulrooney opposed. Ms. Eddy and Ms. Davis abstained.

MATTERS FOR BOARD INFORMATION:

April 22, 2026, Agenda Items: Additions to the agenda should be submitted before the April 22, 2026, Board meeting.

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 9:37 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. Lisanick, **SECONDED** by Mr. Mulrooney, to extend the meeting at 9:37 p.m. for 15 minutes, until 10:00 p.m. The motion passed (6-3-0). Mr. Bush, Mr. Buchanan, and Ms. Counihan opposed.

MOTION TO LEAVE EXECUTIVE SESSION:

- (R) **MOVED** by Mr. Mulrooney, **SECONDED** by Ms. Counihan, to leave Executive Session at 9:55 p.m. The motion passed unanimously (9-0-0).

ACTIONS TAKEN AFTER EXECUTIVE SESSION:

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Mr. Lisanick, to approve and accept the recommendations of Legal Counsel for two items as discussed in Executive Session. The motion passed unanimously (9-0-0).

MOTION TO ADJOURN THE MEETING:

- (R) **WITHOUT OBJECTION**, Mr. Mulrooney **MOVED** by, to adjourn the March 18, 2026, Board meeting at 9:57 p.m. The motion passed unanimously (9-0-0).

Meeting adjourned at 9:57 p.m.