

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	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.
3	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	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 completed early March; working on obtaining proposals for needed replacements
4	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. // Verizon sent a document for review on March 10th that is not a full proposal; Joint Task Force is currently reviewing
5	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 update to change the vent caps with the city and state code to the next meeting - Dec. 17
6	Dryer Vent Specs		BOD	19-Nov			
7	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 a future Board Meeting Agenda
8	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.
9	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.
10	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.
11	Work to get an MEP contractor to review and get options on specs for HVAC	high	APB/Managment/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.

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12	Get better water metering from VA Water	high	Management	21-Jan		Not started	per discussion on BUC report from the January Board Meeting.
13	Letter regarding parking to ACPs and/or City	MEDIUM	Scott M./Robin	21-Jan		completed	Scott M. & Bob G. (TLUC) have drafted letter and are working on revisions; letter will be sent after final edits
14	Add second railing to gym stairs (interior) Sherry Truhar - mold	MEDIUM	Management	18-Mar		completed - end of March	
15	assistance (Buildium ticket and email to managment) - 1670 Fitzgerald	HIGH	Management	18-Mar		in progress	Maintenance team is working with unit owner on resolving this matter.
16	Continue notice to owners re: electrical panels for conversion to updated panels	HIGH	Management	18-Mar		In progress	Letters will be sent to unit owners that are listed as having an outdated panel and a meeting with those owners is scheduled for May to answer questions about replacements
17	work with our insurance broker to discuss additional options for insurance carriers (starting in the summer) and increasing deductible to \$250K	MEDIUM	Management	18-Mar		Not started	This will be summer agenda topic
18	Revisit snow report before Halloween	LOW	Management	18-Mar		Not Started	This will more than likely be a summer agenda topic
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