

Approval of the Minutes

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS' MEETING**

**April 22, 2026
3360 Gunston Road
Alexandria, VA 22302**

ATTENDANCE:

Directors Present: Scott Mulrooney, President; Caitlin Counihan, Vice President; Robin Davis, Treasurer; Lucille Eddy, Dan Ebeling, Elaine Lawler, and Jillian Sharples, Directors.

Directors Absent: Jim Wicker, Director

Others Present: Katie Kight, General Manager; Dana Cross, Assistant General Manager; Paula Martori, Association Secretary; and Donna Young, Association Recording Secretary.

CALL TO ORDER:

President Mulrooney called the Board meeting to order at 7:01 p.m., with eight (8) members of the Board in attendance. President Mulrooney welcomed the Association's newest Board members, Mr. Dan Ebeling and Ms. Jillian Sharples, to the meeting.

APPROVAL OF THE AGENDA:

- (R) **MOVED** by Ms. Counihan, **SECONDED** by Ms. Eddy to accept the Agenda as presented. The motion passed unanimously (8-0-0).

POLICE REPORT: There was no report provided for this month.

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

- (R) **MOVED** by Ms. Davis, **SECONDED** by Ms. Eddy, to approve the March 18, 2026, Board meeting minutes as presented. The motion passed unanimously (8-0-0).

RESIDENTS FORUM:

Homeowner Ms. Cindy Engelhart suggested that the cleaning crews periodically inspect the non-laundry rooms. She noted that bicycles are occasionally found locked in front of the power panels, which must be removed and can delay maintenance work.

Homeowner Ms. Nicole Constance raised concerns regarding the need for better resident communication and emphasized the importance of providing advance notice for work being performed at their buildings.

ELECTION OF OFFICERS:

- (R) **MOVED** by Ms. Eddy, **SECONDED** by Ms. Lawler, to elect Mr. Scott Mulrooney as President of the Association. The motion passed unanimously (8-0-0).
- (R) **MOVED** by Ms. Sharples, **SECONDED** by Ms. Eddy, to elect Ms. Caitlin Counihan as Vice President of the Association. The motion passed (7-0-1). Scott Mulrooney abstained.

- (R) **MOVED by Ms. Lawler, SECONDED by Ms. Eddy, to elect Ms. Robin Davis as Treasurer of the Association. The motion passed unanimously (8-0-0).**
- (R) **MOVED by Ms. Counihan, SECONDED by Ms. Davis, to elect Ms. Paula Martori as Secretary of the Association. The motion passed unanimously (8-0-0).**

GENERAL MANAGER'S REPORT:

Ms. Kight invited questions regarding her April 2026 General Manager's Report. She reported that a key accomplishment for the month was the reduction of the Comcast contract by \$6,000 annually. Ms. Kight provided clarification and responded to Board questions and concerns regarding the pool season, the trash contract, trees, the reserve study, exterminating contract, landscaping, and other operational matters.

Maintenance Report:

Ms. Kight welcomed questions regarding the April 2026 Maintenance Report. Ms. Davis stated that the report should reflect the exact timeline of projects and noted that additional time and attention is needed to improve the accuracy and detail of the reports. Ms. Lawler suggested evaluating which modules within Buildium are not currently being utilized, as well as pursuing additional tutorials, training, and handheld tablets to enhance the effective use of the Buildium system. Ms. Kight noted that a meeting with Buildium is scheduled for May 2026 and that this matter will be revisited in the May 2026 Management Report.

COMMITTEE REPORTS:

Buildings & Utilities Committee (BUC): Mr. Ebeling and Ms. Kight addressed questions and provided clarification regarding the Water Meter Usage Database and two new circuits that have shown spikes in usage. Ms. Eddy also raised concerns regarding inconsistencies in the receipt of data, noting that this issue should be addressed. Mr. Ebeling inquired about adding the circuit data report to the maintenance/manager's report to improve tracking. Ms. Kight stated she will review the appropriate placement for this information, and the matter will be revisited. Ms. Eddy also referenced a potential meeting with Alonzo, the plumbing team, and others to discuss acquiring monitoring devices to measure water flow.

Finance Committee: The Board discussed the Finance Committee's recommendation to explore the potential sale of abandoned laundry rooms for conversion into spaces that could generate income. The Board also agreed with the Finance Committee's recommendation to update the Contracts webpage on the Association's website; Ms. Cross will follow up on the matter.

Recreation Committee: A question was raised regarding the selection of a Pickleball Instructor. After further discussion, this matter will be recirculated before the Board for approval. Ms. Harger will provide the Board with the Gym and Pool survey results to be discussed at the May 20, 2026, Board meeting.

Landscape Committee: Scott Knudsen, Chair of the Landscape Committee, shared that the meeting this month primarily served as an update for all members regarding Lancaster Landscaping and other recent developments related to landscaping. The Committee also discussed and exchanged ideas on priorities and areas of focus for the upcoming fiscal year.

Covenants Committee: Ms. Lawler announced that the Covenants Committee has completed updates to the non-routine application form and is very pleased with the results. The form has been submitted to legal counsel for review and will subsequently be presented to the Board for approval.

TREASURER’s REPORT:

Ms. Davis provided detailed information regarding the Association’s financials and the transition from FirstService to Barkan Management. She reported that the Association is in a strong financial position with \$13.4 million, and that operations are currently running ahead of budget. Ms. Davis provided clarification in response to Board questions. She concluded that the reports will appear in a different format next month as the transition process continues. Ms. Lawler requested that any reports presented by Ms. Davis at the Board meeting, which are not included in the Board packet at the time of the meeting, be uploaded to the system for future reference and accessibility.

PRESIDENT’S REPORT: The President's report will be presented next month at the May 20, 2026, Board meeting.

ACTION ITEM LIST:

Mr. Mulrooney provided an overview of the purpose of the Action Item List for the new Board members. The Board reviewed the Action Item List. Ms. Kight addressed questions and requests from the Board.

MATTERS FOR BOARD DECISION:

Appointment of Board Liaisons to Individual Committees:

(R) MOVED by Ms. Lawler, SECONDED by Ms. Counihan, to approve the following Board Members as Liaisons to the following Committees for the Board Term of May 2026 through April 2027. The motion passed unanimously (8-0-0).

Activities Committee	-	Lucille Eddy
Architecture & Planning Board	-	Scott Mulrooney
Building & Utilities Committee	-	Dan Ebling
Communications Committee	-	Jim Wicker
Covenants Committee	-	Paula Martori
Elections Committee	-	Paula Martori
Finance Committee	-	Robin Davis
Landscape Committee	-	Robin Davis
Recreation Committee	-	Elaine Lawler
Transportation & Land Use Committee	-	Jill Sharples

2026/2027 Budget/Election Proposed Schedule:

(R) MOVED by Ms. Davis, SECONDED by Ms. Lawler, to approve the Budget/Election proposed schedule as amended. The motion passed unanimously (8-0-0).

AR #14 Board of Directors Rules & Regulations:

(R) MOVED by Mr. Ebling, SECONDED by Ms. Sharples, to approve AR #14 Board of Directors Rules and Regulations as amended. The motion passed unanimously (8-0-0).

MATTERS FOR BOARD DISCUSSION:

Reserve Study: Ms. Lawler stated that she would like the Board to develop a five-year Master Plan that includes a written project schedule. Following further discussion, the Board concluded to obtain proposals from a master planning firm to develop a five-year capital improvement plan that will run parallel with the reserve study. If approved by the Board, the proposal will be funded through Reserves. This matter will be revisited.

MATTERS FOR BOARD INFORMATION:

May 20, 2026, Agenda Items: Additions to the agenda should be submitted before the May 20, 2026, Board meeting.

MOVE INTO EXECUTIVE SESSION:

- (R) **MOVED** by Ms. Lawler, **SECONDED** by Ms. Eddy, to recess Open Session at 9:09 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 (8-0-0).

MOTION TO EXTEND THE MEETING:

- (R) **MOVED** by Ms. Counihan, **SECONDED** by Ms. Sharples, to extend the meeting at 9:26 p.m. for 15 minutes. The motion passed (7-1-0). Ms. Eddy opposed.

MOTION TO EXTEND THE MEETING:

- (R) **MOVED** by Ms. Davis, **SECONDED** by Ms. Lawler, to extend the meeting at 9:38 p.m. for 15 minutes. The motion passed (6-2-0). Ms. Counihan and Ms. Sharples opposed.

MOTION TO LEAVE EXECUTIVE SESSION:

- (R) **MOVED** by Ms. Eddy, **SECONDED** by Ms. Counihan, to leave Executive Session at 9:50 p.m. The motion passed unanimously (8-0-0).

ACTIONS TAKEN AFTER EXECUTIVE SESSION:

- (R) **MOVED** by Ms. Davis, **SECONDED** by Ms. Counihan, to accept the recommendations of the Board in regard to an HR Matter as discussed in Executive Session. The motion passed unanimously (8-0-0).

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 (8-0-0).

Meeting adjourned at 9:57 p.m.