

Action Items List

ACTION ITEMS

Parkfairfax Board of Directors

Last Updated: 5/15/2026

Next Meeting: MAY 20 @ 7 PM

#	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 plans to provide recommendations to Board at either June or July 2026 Board Meeting
6	Dryer Vent Specs		BOD	19-Nov			update to change the vent caps with the city and state code to the next meeting - Dec. 17
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		Completed	Per Director of Operations: Every building has a crawl space, but only approximately 10 have an exhaust fan. This is based on just staff determination.
10	Investigate removing the bathrooms on Valley Drive Tennis Courts	Medium	Management/Legal	21-Jan		In progress	Get a ruling from Legal on removal of bathrooms at Valley Dr. Tennis court. Get pricing on removal/demo of bathrooms. - Attorney has been given information & is working on determining if removal is allowed

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11	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.
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	Sherry Truhar - mold assistance (Buildium ticket and email to management) - 1670 Fitzgerald	HIGH	Management	18-Mar		in progress	Maintenance team is working with unit owner on resolving this matter; we are awaiting unit owner to complete tasks in her unit before mold remediation can take place
14	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 the week of May 18th and a meeting with those owners is scheduled for Monday, June 8th to answer any questions they have about replacements
15	Revisit snow report before Halloween	LOW	Management	18-Mar		On-Hold	GM would like to have 2026/2027 Snow Removal put on July 2026 BOD Meeting Agenda
16	Revisit looking in on storage rooms having to do with bikes and bike stickers.	MEDIUM	Management	22-Apr		In-Progress	Notices have been sent to the Community, reminding them new stickers are required by June 1st. All bikes will be inspected starting June 2nd and bikes lacking current stickers will be tagged.
17	Close the loop on the owners who signed up for dryer cleaning that is not happening.	HIGH	Management	22-Apr		Was advertised in December 2024 Forum	
18	Survey results for the Gym and Pool Surveys	High	Recreation Committee	22-Apr		Requested from Recreation Committee	In Rec Committee Report for May 2026 Board Book
19	Start a list of items for next CBA negotiations	LOW	Management	22-Apr		On Going	List has been started & is saved on the server

- 20
- 21
- 22
- 23
- 24
- 25
- 26