<u>APPROVAL OF MINUTES</u>

May 17, 2026 Meeting Minutes

PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS' MEETING

May 20, 2026
3360 Gunston Road
Alexandria, VA 22302

ATTENDANCE:

Directors Present: Scott Mulrooney (***via zoom***), President; Caitlin Counihan, Vice President; Robin Davis, Treasurer; Paula Martori, Association Secretary, Lucille Eddy, Dan Ebeling, Elaine Lawler, Jillian Sharples, and Jim Wicker, Directors.

Others Present: Katie Kight, General Manager; and Donna Young, Association Recording Secretary.

Others Absent: Dana Cross, Assistant General Manager

CALL TO ORDER:

Vice President Caitlin Counihan called the Board meeting to order at 7:00 p.m. with nine (9) Board members in attendance. Ms. Counihan welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

(R) MOVED by Mr. Ebeling, SECONDED by Ms. Sharples to approve the Agenda as presented. The motion passed unanimously (9-0-0).

POLICE REPORT: No Police Report was provided for this month.

APPROVAL OF THE APRIL 22, 2026, BOARD MEETING MINUTES:

(R) MOVED by Ms. Davis, SECONDED by Ms. Eddy, to approve the April 22, 2026, Board meeting minutes as amended. The motion passed unanimously (9-0-0).

RESIDENTS FORUM:

Homeowner Ann Spinks expressed concerns regarding landscaping issues and inquired whether the matters are being addressed.

Homeowner Julie Williamson also expressed concerns regarding landscaping issues. Ms. Williamson inquired whether condominium fees are in accordance with the services being provided, the potential for future increases, and how the budget is being designated.

Homeowner Meredith Skeath shared information regarding her appeal to retain a shed installed for storage of gardening tools. She stated that she was not aware of the height restriction at the time of installation. Ms. Skeath requested that the Board approve her request and reconsider the height requirement.

Homeowner Elaine Lawler referenced the audit/attic inspection conducted in January 2025 and completed in October of 2025. She stated that, to her knowledge, no updates have been reported regarding any resulting actions. Ms. Lawler expressed concern for herself, the Board, and resident safety and noted that 352 attics were identified as not having smoke alarms. She further stated that she has not been able to access a report on the matter and reiterated her concern regarding the issue.

Homeowner Alice McAndrew appealed to the Board requesting consideration for a reduction in her monthly condominium fees, noting that any assistance would be helpful. She stated that she is nearly 80 years old and has been a resident of Parkfairfax for 47 years.

GENERAL MANAGER'S REPORT:

Ms. Kight invited questions regarding her May 2026 General Manager's Report. She reported that the Reserve Study inspections were completed and that the first draft of the study is expected by the end of June 2026. She also noted that bicycle stickers were due by June 1, 2026, and that the Fannie Mae matter has been resolved. In addition, Ms. Kight provided updates on vehicle repairs, roof replacement projects, permits, and the completed Global Exterior inspection. She addressed questions and concerns raised by the Board and provided clarification.

Maintenance Report**:**

Ms. Kight welcomed questions regarding the May 2026 Maintenance Report. The Board revisited Ms. Davis's request, made at the April 22, 2026, Board meeting, for additional detail in future maintenance reports. Ms. Sharples suggested that the reports include maintenance request turnaround times. Ms. Davis requested an update on Lancaster's plan for areas that have not been mulched and raised concerns regarding inconsistencies in the mowing schedule. Ms. Lawler requested ongoing status updates regarding attic repair items and recommended that maintenance staff maintain an inventory of smoke alarms for immediate installation when needed.

COMMITTEE REPORTS:

Buildings & Utilities Committee (BUC): Mr. Ebeling raised the idea of implementing a community composting program, potentially utilizing designated bins at the maintenance yard or at another suitable location. He inquired whether the Board would be interested in receiving a presentation from a contractor to obtain additional information. Following discussion, the Board expressed interest in hearing a presentation on the matter. This item will be added to a future meeting agenda for further discussion.

Landscape Committee: Scott Knudsen, Chair of the Landscape Committee, addressed concerns raised during Residents Forum. He stated that discussions are underway regarding the need for appropriately sized mowing equipment to maintain grass at the proper height, as well as restoring signage. Ms. Martori inquired about the fence that allows individuals to access Parkfairfax property. Further discussion highlighted the need for a property line survey to be conducted in the area where the North Ridge property adjoins the Valley Drive wooded area (600 woods area). Following further discussion, the Board concluded to obtain bids for a property line survey to be conducted.

(R) MOVED by Mr. Ebeling, SECONDED by Ms. Lawler, asking Ms. Kight to obtain information to proceed with soliciting bids to have a property line survey conducted where the North Ridge property adjoins the Valley Drive wooded area (600 woods area). The motion passed unanimously (9-0-0).

Recreation Committee: Ms. Lawler, Liaison to the Recreation Committee, stated that the Committee would like to provide a presentation to the Board regarding the Fitness Center and requested that the matter be placed on the June 17, 2026, Board meeting agenda for discussion. Ms. Lawler re-raised the matter of electricity being installed at the gazebo; she made mention of the need for the vacuums for the pools. Ms. Kight provided clarification to Ms. Lawler's inquiries.

(R) MOVED by Mr. Wicker, SECONDED by Ms. Lawler, to purchase one replacement pool vacuum out of Reserves and two additional pool vacuums out of General Operating for an amount not to exceed $30,000. The motion passed unanimously (8-1-0). Ms. Martori opposed.

(R) MOVED by Ms. Sharples, SECONDED by Ms. Martori, to table the motion upon receipt of additional information regarding the routing path and cost to install electricity at the Gazebo. The motion passed (6-3-0). Mr. Mulrooney, Mr. Wicker, and Ms. Lawler opposed.

Ms. Martori raised the issue of proper signage at the pool. The Board discussed the matter and concluded that Administrative Resolution (AR) #15 should be updated to address signage requirements. The Board requested that the Recreation Committee review and update AR#15. This matter will be placed on a future Board meeting agenda for further discussion.

Transportation and Land Use Committee (TLUC): Ms. Sharples informed the Board that the EV charging stations generate a modest amount of revenue, averaging approximately $400 per month.

TREASURER's REPORT:

Ms. Davis had no additional items to add to her report but welcomed questions. She addressed the Board's questions and provided clarification.

PRESIDENT'S REPORT:

Mr. Mulrooney reported that he applied on behalf of the Association for an additional EV charging station opportunity offered by Dominion Energy, with an application deadline of April 30, 2026. He noted that submission of the application does not obligate the Association to proceed if selected, as the program would cover 100% of the cost. He further stated that a decision is expected in June 2026 or by July 1, 2026, at the latest. If Parkfairfax is selected, the Board will determine whether to move forward with the project. Mr. Mulrooney also provided an update on 3220 Wellington, the fire building, and Building 103, noting that work continues to move forward. He reported that a building permit has been issued, and the project is awaiting the electrical permit.

ACTION ITEM LIST:

The Board reviewed the Action Item List. Ms. Kight addressed questions and requests from the Board. The Board discussed the removal of the bathroom(s) at the Valley Drive Tennis Court and agreed to instruct Legal Counsel to discontinue investigating the removal of the bathroom(s).

(R) MOVED by Ms. Sharples, SECONDED by Mr. Ebeling, to instruct Legal Counsel to cease investigating the removal of the bathrooms at the Valley Drive Tennis Court.

Ms. Davis MOVED to amend the motion, Ms. Sharples SECONDED the amendment, to investigate the usage and the access for the bathrooms at the Valley Drive Tennis Court. The amendment was adopted unanimously (9-0-0).

The Board discussed additional amendments to the Action Item List; Ms. Kight will address the aforementioned amendments.

<u>MATTERS FOR BOARD DECISION</u>:

<u>March 2026 Reserve Expenditures</u>:

(R) MOVED by Ms. Davis, SECONDED by Ms. Martori, to approve the March 2026 Reserve Expenditures in the amount of $300,930.63, with funds to come from GL 75100, Reserve Expenditures. The motion passed (7-1-1). Ms. Lawler opposed. Ms. Sharples abstained.

<u>Adoption of Board of Directors Code of Conduct & Social Media Policy</u>:

(R) WITHOUT OBJECTION, MOVED by Ms. Counihan, SECONDED by Mr. Mulrooney, to adopt the Board of Directors Code of Conduct. The motion was adopted unanimously (9-0-0).

(R) MOVED by Ms. Sharples, THERE WAS NO SECOND TO THE MOTION, to approve the Resolution of Acknowledgement of and Agreement to Limited Use of Social Media by members of the Board of the Directors. The motion Failed.

<u>Approval of New Non-Routine Change Application</u>:

(R) MOVED by Ms. Lawler, SECONDED by Ms. Davis, to approve the New Non-Routine Change Application with the stipulation that is updated to incorporate Legals Counsel's recommendations. The motion passed unanimously (9-0-0).

<u>Approval of FY27 Roof Replacement Contract</u>:

(R) MOVED by Ms. Lawler, SECONDED by Ms. Eddy, to approve the proposal from Prime Roofing & Exteriors in the amount of $529,210 to reroof Buildings 314, 404, 535, 913, 920, 932 in Ludowici Terracotta Tile. The motion passed unanimously (9-0-0).

The Board discussed the matter and concluded that a letter should be obtained from Ludowici confirming that the work was performed in accordance with applicable standards and quality requirements. Mr. Mulrooney will obtain the letter. This matter will be placed on the June 17, 2026, Board meeting agenda for further discussion.

<u>Approval of the Natural Gas Pricing Proposal</u>:

(R) MOVED by Mr. Ebeling, SECONDED by Mr. Mulrooney, to approve the proposal from NRG for natural gas credits for 12 months at a rate of $4.26 per MMbtu. The motion passed unanimously (9-0-0).

<u>Approval of Remaining Ward 5 Fascia Replacement Contract</u>:

(R) MOVED by Ms. Lawler, SECONDED by Mr. Mulrooney, to approve the proposal from Kolas Contracting, Inc., in the amount of $208,644 for the Ward 3 Fascia Replacement Contract. The motion passed unanimously (9-0-0).

[***Mr. Mulrooney joined the meeting in person at 9:00 p.m.***]

Approval of Remaining Ward 3 Fascia Replacement Contract:

(R) MOVED by Ms. Lawler, SECONDED by Ms. Davis, to approve the proposal from Kolas Contracting, Inc. for the Ward 3 Fascia Replacement Contract in the amount of $208,644, and to request that a proposal for the remaining 25 Buildings in Ward 3 be presented at the June 17, 2026, Board meeting. The motion passed unanimously (9-0-0).

Approval of Ward 3 Painting Contract: The Board discussed the matter and decided to rebid this proposal. This matter will be revisited at the June 17, 2026, Board meeting for discussion/decision.

Approval of Pending E&G Services Invoices:

(R) MOVED by Ms. Counihan, SECONDED by Ms. Sharples, to approve the payment of 13 invoices from E&G Services at a total cost of $44,200, to come from Owners Equity, with the stipulation that all future invoices be submitted within 90 days. The motion passed (6-2-1). Ms. Davis and Ms. Martori opposed. Mr. Mulrooney abstained.

Covenants Application:

(R) MOVED by Ms. Sharples, SECONDED by Ms. Davis, to table the motion to approve the Non-Routine Change Application submitted by the owner of units 1645 Preston Road and 1647 Preston Road to subdivide the two units pending receipt of additional information from Legal Counsel and further details regarding the proposed reconfiguration of the units and how it compares to the original unit. The motion passed unanimously (9-0-0).

MOTION TO EXTEND THE MEETING:

(R) MOVED by Mr. Mulrooney, SECONDED by Ms. Counihan, to extend the meeting at 9:22 p.m. for 15 minutes to 9:45 p.m. The motion passed (8-1-0). Mr. Wicker opposed.

Covenants Appeal Request:

(R) MOVED by Ms. Lawler, SECONDED by Mr. Mulrooney, to approve to schedule a hearing on June 17, 2026, before the Board meeting, in relation to the Covenants Committee's decision disapproving the storage shed application submitted by the unit owner at 3329 Valley Drive. The motion failed (2-7-0). Mr. Mulrooney, Ms. Counihan, Ms. Davis, Ms. Lawler, Ms. Martori, Ms. Eddy, and Mr. Wicker opposed.

(R) MOVED by Mr. Ebeling, SECONDED by Ms. Sharples, to suspend enforcement of the decision to schedule a hearing regarding the disapproval of the storage shed application until after the amendment of AR #2. The motion failed (2-7-0). Mr. Mulrooney, Ms. Counihan, Ms. Davis, Ms. Lawler, Ms. Martori, Ms. Eddy, and Mr. Wicker opposed.

Amendment to Movie Night Approval:

(R) MOVED by Ms. Counihan, SECONDED by Mr. Mulrooney, to amend the Movie Night proposal to include the coordination of food trucks and lawn games, both of which are at no cost. The motion passed (8-0-1). Ms. Sharples abstained.

MATTERS FOR BOARD DISCUSSION:

First Service Transition: Mr. Mulrooney stated that the transition to First Service has not gone smoothly. He noted that meetings have been held with FirstService and Parkfairfax staff, and that Legal Counsel has also been in contact with First Service. Mr. Mulrooney also met with the President of First Service in hopes of achieving progress. He stated that some issues have been resolved, including improvements in invoicing, vendor payments, and processing times.

MATTERS FOR BOARD INFORMATION:

June 17, 2026, Agenda Items: Additions to the agenda should be submitted before the June 17, 2026, Board meeting.

Financials: Ms. Davis asked if there is a report or something specific that the Board would like to add for the community to see, please give her a call and she will do what she can to incorporate that information.

MOTION TO EXTEND THE MEETING:

(R) MOVED by Mr. Mulrooney, SECONDED by Ms. Eddy, to extend the meeting at 9:42 p.m. for 15 minutes, until 10:00 p.m. The motion passed (6-3-0). Ms. Counihan, Ms. Eddy, and Mr. Wicker, opposed.

MOVE INTO EXECUTIVE SESSION:

(R) MOVED by Ms. Sharples, SECONDED by Ms. Eddy, to recess Open Session at 9:45 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).

MOTIONS TO EXTEND THE MEETING:

(R) MOVED by Ms. Sharples, SECONDED by Mr. Ebeling, to extend the meeting at 10:00 p.m. for 5 minutes. The motion passed (8-1-0). Ms. Martori opposed.

(R) MOVED by Ms. Davis, SECONDED by Ms. Lawler, to extend the meeting at 10:05 p.m. for 10 minutes, to 10:15 p.m. The motion passed.

(R) MOVED by Mr. Mulrooney, SECONDED by Mr. Wicker, to extend the meeting at 10:15 p.m. for 10 minutes. The motion passed (8-1-0). Ms. Sharples opposed.

MOTION TO LEAVE EXECUTIVE SESSION:

(R) MOVED by Ms. Eddy, SECONDED by Ms. Davis, to leave Executive Session at 10:23 p.m. The motion passed unanimously (9-0-0).

ACTIONS TAKEN AFTER EXECUTIVE SESSION:

(R) MOVED by Ms. Davis, SECONDED by Ms. Counihan, to accept Legal Counsel's recommendations in regard to a payment plan as discussed in Executive Session. The motion passed unanimously (9-0-0).

(R) MOVED by Ms. Counihan, SECONDED by Ms. Martori, to get Legal Counsel's recommendations regarding a resident request as discussed in Executive Session. The motion passed unanimously (9-0-0).

<u>MOTION TO ADJOURN THE MEETING</u>:

(R) MOVED by Mr. Mulrooney, SECONDED by Ms. Davis, to adjourn the May 20, 2026, Board meeting at 10:24 p.m. The motion passed unanimously (9-0-0).

Meeting adjourned at 10:24 p.m.