

Action Items List

ACTION ITEMS

Parkfairfax Board of Directors

Last Updated: 6/12/2026

Next Meeting: June 17, 2026

#	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 -
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		In Progress	Request from the BUC to revitalize the Waterwise Program and what that might look like. // Management met with BUC Chair to discuss and will provide recommendations to the Board at either the July or August BOD MTG
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.
7	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.
15	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
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 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

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18	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
12	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. // Bike inspections have begun and first round of inspections should be completed by Thursday, June 18th
13	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	Due to the maintenance staff not being able to perform this, Management recommends an email blast + newsletter article explaining this and then closing all the deferred tasks in Buildium for these.
14	Start a list of items for next CBA negotiations	LOW	Management	22-Apr		On Going	List has been started & is saved on the server // Because this is an on going item that will be worked until 2030, I recommend we move this to the Complete Tab
15	Update the PFFX website with current contracts	MEDIUM	Management	17-May		Not Started	
16	Usage and Access to Valley Drive Tennis Courts restrooms	LOW				Not Started	Investigate the usage and access to the restrooms at the Valley Drive Tennis Courts
17	5 year maintenance plan	MEDIUM	Management	20-May		In Progress	Investigate firms/contractors who can develop a 5 year maintenance plan for the community // Two companies have been identified but they have asked to see the new reserve study before providing proposals; expect to have proposals at July 2026 BOD MTG
18	HOA fee reduction	MEDIUM	President	20-May		Completed	Coordinate with the lawyer to determine if HOA fees can be reduced for residents who can prove financial need // Attorney confirmed this is not allowable
19	Obtain Bids for the property line survey in the North Ridge area	MEDIUM	Management	20-May		Not started	
20	Pool vacuum purchase	MEDIUM	Management	20-May		In Progress	Was able to find a company that will accept payment via invoice & check; awaiting on final invoice to come thru and then will expediate payment with FSR
21	Update AR-15	MEDIUM	Rec Committee	20-May			
26	Ludowici confirming that the work was performed in accordance with applicable standards and quality requirements.	MEDIUM	President	20-May			
27	Rebid Painting contract	MEDIUM	Management	20-May		Completed	Revised bids are in the June Board Packet