

Action Items List

ACTION ITEMS

Parkfairfax Board of Directors

Last Updated: 8/13/2026

August 19, 2026

#	ACTION ITEM	PRIORITY	OWNER	ASSIGNED	STATUS	NOTES
1	Capital Improvement Survey follow-up	MEDIUM	BUC, APB, Rec, TLUC	8/20/2025	Completed	Asked by Scott M. on XXX // Scott M. confirmed this could be closed due to individual tasks being created from initial report
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 August BOD MTG
7	Put together RFPs for the EV charging station associated with EV Charging Station on Ravensworth		Scott M	19-Nov	100%	This will be on the August 2026 Board Agenda under Decision Items
8	Develop smoke detector replacement plan for the 350+ attics identified in attic inspections	HIGH	Katie	17-Dec	In Progress	There were 102 units that lacked a smoke detector from the 2025 attic inspections. Thus far, 54 smoke detectors have been installed (covering the units in buildings where only 1 or 0 smoke detectors were) and the remaining 48 will be completed by the end of August.
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. // Aug Update: APB still working on specs before an MEP engineer can review.
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	Completed	Director of Operations confirmed mold remediation was completed; final closeout report was received 8/11/2026
16	Continue notice to owners re: electrical panels for conversion to updated panels	HIGH	Management	18-Mar	On-Going	Letters were sent in May; Voluntary Zoom Meeting was offered in June. Residents have sent in photos of completed panel replacement. Will send next round of reminders in early 2027.
18	Revisit snow report before Halloween	LOW	Management	18-Mar	Completed	Discussed in July Board Meeting.
12	Revisit looking in on storage rooms having to do with bikes and bike stickers.	MEDIUM	Management	22-Apr	Completed	Inspections were conducted in June; bikes were tagged in July; bikes that still lacked a sticker & had a tag were impounded by PFX staff in late July. Residents have until September 30th to retrieve their bike. Notices have gone out in newsletter & e-blasts.
13	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
14	Update the PFFX website with current contracts	MEDIUM	Management	17-May	Completed	All contracts available in Management office have been uploaded to website
15	Usage and Access to Valley Drive Tennis Courts restrooms	LOW			Completed	There is a cipher lock on the Valley Drive bathrooms with the code available to residents. Around Thanksgiving, the bathrooms will be locked with a key and will be reopened in the Spring
16	5 year maintenance plan	MEDIUM	Management	20-May	75%	Proposals in August Board Book for decision.
17	Obtain Bids for the property line survey in the North Ridge area	MEDIUM	Management	20-May	Completed	Two proposals received and shared with Landscaping Committee Chair & Liaison
18	Update AR-15	MEDIUM	Rec Committee	20-May		
	Ensure Pool Vacuums warranties are registered	MEDIUM	Management	9-Jul	Completed	All 3 vacuums have been registered with Maytronics.