

APPROVED

**MINUTES OF THE BOARD OF DIRECTORS MEETING
PARKFAIRFAX CONDOMINIUM
3360 Gunston Road
Alexandria, VA 22302**

**Regular Meeting
November 20, 2013**

ATTENDANCE

Directors Present: Barbara Turpyn, President; Lyle Drew, Vice President; Kathy Schramek, Treasurer; Rich Moha, Secretary; and Dave Bush, Anna Fernezian, Ralph Heinze, Randy Sparks and Robin Woods; Directors.

Others Present: George Gardner, General Manager; Sarah Clark, Assistant General Manager; Brian Barnard, Director of Maintenance; Richard Kuziomko, CMC Division Director and Recording Secretary, Maura Roll.

CALL TO ORDER

President Turpyn called the November 20, 2013 meeting of the Parkfairfax Board of Directors to order at 7:00 p.m.

APPROVAL OF AGENDA

- (R) MOVED by Mr. Bush, SECONDED by Ms. Fernezian to approve the agenda as amended. The motion passed unanimously (9-0-0).**

ALEXANDRIA POLICE REPORT

Officer Fromm reported \$5 in coins stolen from a parked car, a bike stolen from a laundry room, a hit and run on another car, underage teenagers drinking alcohol at the tennis courts and a robbery at the foot bridge coming from Shirlington.

APPROVAL OF THE MINUTES

- (R) MOVED by Mr. Moha, SECONDED by Mr. Drew to approve the minutes of the October 16, 2013 Board meeting as presented. The motion passed unanimously (9-0-0).**

- (R) MOVED by Ms. Schramek, SECONDED by Ms. Fernezian to approve the minutes of the September 26, 2013 Special meeting as presented. The motion passed (7-0-2) with Ms. Turpyn and Ms. Fernezian abstaining.**

RESIDENT FORUM

Chris Schewe an attorney representing Melissa Nix presented an appeal to allow her to keep a second pet. The Board reiterated that the second pet must be kept inside. Ms. Nix confirmed that she will continue to keep her pets indoors.

- (R) MOVED by Mr. Bush, SECONDED by Ms. Woods to approve the application for Ms. Nix to keep a second pet contingent that the pet stays indoors. The motion passed (6-3-0) with Vice President Drew, Secretary Moha, and President Turpyn opposed.**

Phil Saims requested that sandwich board signs be used to promote meetings. He reported that he has sent management an email about removal of three trees and heard nothing back from management. He reported that he was dismissed by the General Manager and finds it unacceptable. The Board agreed to utilize signage to promote meetings. The Board decided to defer and discuss the trees at December's Board meeting, after further information is obtained and resident's issues can be properly addressed.

Suzanne Kelly inquired about the status of her requests for reimbursement for damages sustained during repairs to the ceiling in her unit. Mr. Heinze will schedule time with Ms. Kelly to review damage and request will be re-addressed at December's Board meeting.

Ms. Turpyn responding to a question from the floor reported that new laundry machines will be arriving in February 2014.

COMMITTEE REPORTS

The Green Spaces and Covenants Committees provided reports for the Board's review.

MATTERS FOR BOARD DISCUSSION

Draft FY 2013 Audit:

Anne Sheehan, representing Goldklang Group, reviewed the audit explaining the different parts of the audit and answering questions. Delinquencies and receivables were reviewed and were reported to be good.

- (R) MOVED by Ms. Schramek, SECONDED by Mr. Bush to reclassify and move \$93,851 from operating expenses into the reserve expenses. The motion passed unanimously (9-0-0).**

Native Plant Sale Results and Green Spaces Committee:

The Board inquired as to the report from Mr. Knudsen regarding the plant sale results. The Board reviewed financial protocols that must be followed and requested a written report be submitted for the December Board meeting. The election of Mr. Knudsen as the Alternate Chair of the Green Spaces Committee was tabled until the December, 2013 Board meeting.

MATTERS FOR BOARD DECISION

September and October, 2013 Reserve Expenditure Approvals:

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Moha to approve the September 2013 Reserve Expenditures in the amount of \$107,696.25 and October, 2013 Reserve Expenditures of \$165,681 to be charged to GL 3280, Reserve Expenditures. The motion passed (8-0-1) with Mr. Moha abstained.**

Bldg 602 Electric Circuit to Sump Pump:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Schramek to approve a contract in the amount of \$1,200 with Around The Clock to install a dedicated 20 amp circuit for two sump pumps in Bldg 602. The motion passed unanimously (8-0-0). Ms. Woods was not available for this vote.**

Replacement of Valley Drive Parking Lot Fence:

- (R) **MOVED by Ms. Schramek, SECONDED by Ms. Fernezian to table the replacement of the Valley Drive parking lot fence until the spring. The motion passed unanimously (9-0-0).**

Renewal of Employee Health Insurance Program:

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Heinze to approve a shift in Employee Health Insurance from United Health Care to Blue Choice Opt-Out Access Opt 2/Blue Preferred Option 14 at a new premium cost of \$36,087/month for one year beginning 12/1/2013 and to provide all Permanent Employees a \$500 incentive for making the change in Carriers. The motion passed unanimously (9-0-0).**

Renewal of Employee Dental Insurance Program:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Fernezian to approve a renewal of the Employee Dental Insurance Program with DentaQuest for a 3.5% increase in premium cost over the current program coverage commencing December 1, 2013. The motion passed unanimously (9-0-0).**

Desktop Replacement:

- (R) MOVED by Ms. Turpyn, SECONDED by Ms. Woods to approve Reserve Expenditure for the purchase of a new Desktop computer in the amount of \$957.24. The motion passed unanimously (9-0-0).**

MATTERS FOR BOARD INFORMATION

CMC Exhibit C & D Itemized Charges:

Mr. Kuziomko reviewed itemized charges for periodic routine services and answered questions regarding CMC staff roles.

- (R) MOVED by Ms. Schramek, SECONDED by Mr. Bush to extend the Board meeting by 20 minutes. The motion passed (7-1-1) with Mr. Moha opposed and Ms. Fernezian abstaining.**

Bldg 718 Settlement Monitoring:

Mr. Gardner provided and reviewed Structura's report for the Board's review. The Board had no discussion or questions at this time.

HVAC Installation:

- (R) MOVED by Mr. Drew, SECONDED by Ms. Woods that the Board of Directors agrees that Structura, an Engineering Collaborative, is qualified to make an independent assessment of placement of mounting brackets for HVAC installed at 3716 Gunston Road and that the hiring of the firm comports with the motion concerning the installation of HVAC at 3716 Gunston Road approved at the October 16, 2013 meeting of the Board. FURTHER, that Structura is to submit their assessment as to whether brackets are or are not properly mounted as required by the specifications in effect at the time of installation in a report to the Board and that if the mounting is improper, to clearly show how the mounting may be correctly made. The motion passed (7-2-0) with Mr. Bush and Mr. Moha opposed.**

EXECUTIVE SESSION:

- (R) At 9:19 p.m., the Board unanimously voted to approve a Motion made by Ms. Schramek and Seconded by Mr. Moha, to recess the Open Session and reconvene in Executive Session to discuss legal matters, as permitted by subsection (C) of Section 55-79.75 of the Code of Virginia. The Board adjourned the session into Open Session at 9:29 p.m. to approve motions made during the Executive Session on a motion made by Ms. Schramek and**

Seconded by Mr. Moha.

- (R) **MOVED by Ms. Schramek, SECONDED by Ms. Woods: to extend the Board meeting until 9:30 p.m. The motion passed (8-1-0) with Mr. Moha opposed.**
- (R) **MOVED by Ms. Schramek, SECONDED by Mr. Sparks: to approve a late fee waiver request as presented by a unit owner. The motion failed (1-7-1) with Mr. Bush in favor; Mr. Moha, Ms. Woods, Ms. Turpyn, Mr. Drew, Mr. Sparks, Ms. Schramek and Mr. Heinze opposed; and, Ms. Fernezian abstaining.**
- (R) **MOVED by Ms. Turpyn, SECONDED by Ms. Schramek: to approve a late fee waiver request as presented by a unit owner. The motion failed (0-9-0).**
- (R) **MOVED by Ms. Schramek, SECONDED by Mr. Moha: to proceed with a confessed judgment on a delinquent account. The motion passed unanimously (9-0-0).**

ADJOURNMENT: 9:30 p.m.

ADOPTED AT THE DECEMBER 11, 2013 BOARD MEETING

Respectfully Submitted,

Rich Moha, Association Secretary (Date)

Attested By: _____

(Name) (Date)