

**PARKFAIRFAX CONDOMINIUM  
MINUTES OF THE BOARD OF DIRECTORS  
VIRTUAL BUDGET WORKSHOP**

**January 22, 2022  
3360 Gunston Road  
Alexandria, VA 22302**

**ATTENDANCE:**

Directors Present: Dave Bush, President; Jeff Lisanick, Vice President; Scott Buchanan, Treasurer, Peter Ferrell, Secretary; Robin Woods, Peggy Clancy, Claire Eberwein, James Konkel and Hector Mares, Directors.

Others Present: Francisco Foschi, General Manager, Dana Cross, Assistant General Manager, John Lyons, Barkan Management; Donna Young, Recording Secretary

**CALL TO ORDER:**

Treasurer Buchanan called the meeting to order at 9:02 a.m.; and welcomed everyone to the meeting.

**APPROVAL OF THE AGENDA:**

- (R) MOVED by Mr. Buchanan, to Adopt the agenda as presented. The Agenda was Adopted by unanimous consent.**

**RESIDENTS FORUM:**

No comments presented by the community.

**OVERVIEW:** Mr. Buchanan reviewed the order of business of the workshop to help everyone navigate through the process. Mr. Buchanan stated that the FY22 Individual Budget Line items changes will be done by consensus votes. Mr. Bush stated that he wanted to thank Dana Cross and John Lyons (Barkan Management) for one of the best budgets he has seen and also thanked Scott Buchanan for all of his hard work his continued willingness to guide the board and community through this process and for his diligence throughout the process.

**Directors Goals, Priorities & Requests:**

Dave Bush: Landscaping; a new Landscape Director; the Woodlands. Landscaping is the bedrock of our community and is what sells our community to people.

Jeff Lisanick: Funding our Reserves is a priority.

Peter Ferrell: Ensure that the community continues to be a desirable place by investing into the community. Maintaining a healthy reserves gets us to where we want to be.

Claire Eberwein: Putting into effect a 5-year budget plan is a priority. Other priorities are gas pipe replacements; roof repairs and replacements; water proofing of our buildings; and landscaping. Forming a small task force to address Landscaping issues.

Peggy Clancy: Priorities are funding the Reserves (Parkfairfax deserves a raise); water invasion and landscaping. Be proactive in taking care of our buildings.

Jim Konkel: A balanced approach on how we achieve the money that we have to have, and a more practical view of how we approach things.

Hector Mares: Stormwater and Infrastructure Improvements.

Robin Woods: Lighting.

Scott Buchanan: A balanced approach. Mr. Buchanan stated he is going to present a series of proposals that in total will put the Association at a surplus balanced position as well as put the Association at a 5% condo increase.

### **Committee Chairs:**

Julie Reyes: Actions included moving the operational expenses from 3.2% - 3.6%. Remove the selling of the condo units. Keep the reserve investments for this year where it is. Ms. Reyes concluded that 5% increase is too low, 8% increase is beneficial, the association has been under invested over the years and this is the time to make up some ground.

Kathy Schramek: Funding the reserves and the 8% increase, disagrees with selling the unit(s). Need a study on the buildings. Need a plan and need the Board(s) to stick to the plan. Need to invest in our community.

Claire Eberwein: Ms. Eberwein inquired about the implementation of a 5-year budget plan. Mr. Lyon stated he would need time (couple of months) to put it together. Operating budget would require more time than Reserves.

Francisco Foschi, General Manager: Mr. Foschi shared that he agrees with the proposed plans and that a landscaping plan is a priority for the community.

### **Matters for Board Discussion and Consensus Check:**

Mr. Bush stated that items that are approved today will be implemented as of June 1, 2022; items that are not approved today cannot be implemented until a year later, June 1, 2023.

The Board discussed the following:

Landscaping Requests: Landscape Committee Chair, Robin Davis provided an overview of the landscape requests. The Board discussed options to accommodate the Landscape Committee's requests for additional staff and monies, etc. Ms. Davis stated that landscape budget is always over budget at the end of the year, proving that the landscape budget is not enough and why the Committee is requesting additional funding.

Storm Water and Erosion Study Implementation: Ms. Davis stated that this study would address the issue of water rushing, specifically around Building #725 on Gunston. Ms. Davis stated the cost to address that area is approximately \$60,000 give or take. The Other area is near the Lions Lane pool, Building #547, which has a very steep slope (which can be dangerous) which the water rushes off the hill and comes down into the resident's units at the bottom of the hill. The idea is to create a living and/or retaining wall to direct the water away from the units. The cost is approximately \$32,000.

Website Upgrades and Maintenance Requests: Janet Schraeder provided information on the Website Upgrades and Maintenance Requests. She stated to upgrade the website is \$2000-\$3000 with a monthly maintenance fee of approximately \$100-\$150. Ms. Schraeder further stated that the website needs a search function.

Reserve Strategy: Mr. Buchanan stated that what we would be looking to address the proposal to get us to a Reserve Balance that exceeds what the Reserve Study calls for by about \$700,000. Mr. Bush stated a survey is needed of each and every building. Mr. Mares added that more comprehensive thought needs to put into this, and big projects need to be considered holistically.

Revenue Strategy: Mr. Buchanan shared his revenue strategy which includes items such as: increasing rent by 5%; increasing bike storage fees, proposing the sale of a condo and contributing that money to the reserves. Mr. Bush added that you should not sell off assets to keep the condo fees low. The Board shared their input regarding the sale of a unit. Mr. Buchanan concluded that this would just be moving that asset to a liquid position.

Incentives: Ms. Eberwein recommended introducing a Bonus Program and/or Incentive Awards for staff that save the Association money. Ms. Eberwein stated that staff is not awarded enough for their efforts. Mr. Bush agreed.

### **Building Repair and Maintenance – Lines 6515-6570:**

Line Item #6562.000 (Decorating Contract) -- \$28,000 increase to 2023 Draft Budget.  
**Unanimous Consensus**

Line Item #6537.040 (Landscape Repairs) -- \$90,000 increase to 2023 Draft Budget.  
**Unanimous Consensus**

Line Item #6537.040 (Landscape Director) -- \$100,000 increase to 2023 Draft Budget.  
**No Consensus**

Line Item #6537.040 (Invasives) -- \$20,000 to 2023 Draft Budget.  
**No Consensus**

Line Item #6537.101 (Tree Maintenance) -- \$50,000 increase to 2023 Draft Budget.  
**Unanimous Consensus**

**BREAK: 12:00 p.m. (Return at 12:30 p.m.)**

*[12:30 p.m.-- All Directors have returned to session except for Peter Ferrell and James Konkel, bringing the number of Board members present to seven (7).]*

**General Payroll – Lines 6309-6723:**

**Professional Services and Other Expenses – Lines 6320 – 6730:**

Salary & Wages: Incorporate Line item for Bonuses. Mr. Foschi will prepare an analysis and the matter will be revisited at the February 16, 2022, Board meeting.

*[Jim Konkel has rejoined the meeting at 12:42 p.m., bringing the number of Board members present to eight (8).]*

Line Item #6301.000 (Recreation/Resident Activities) -- \$6,700 increase to 2023 Draft Budget. **Unanimous Consensus**

Line Item #6390.040 (Credit Card & Bank Fees) -- \$3,000 removed from 2023 Draft Budget. **Unanimous Consensus**

Line Item #6390.900 (Miscellaneous Expenses-Newsletter) \$3,500 removed from 2023 Draft Budget. **Unanimous Consensus**

***Taxes – The Board discussed the matter and will revisit upon additional information at the February 16, 2022, Board meeting.***

Line Item #6730.000 (Capital Expense) remove \$98,000 from Capital Improvement making the line item \$2,000. **Unanimous Consensus**

**Reserve Study and 2022-23 Contribution – Line 9901.015 and Reserve Study:**

Line Item #9901.015 (Reserve Contributions) – No change to line item.

**Revenue Discussion – Lines 5100-5999:**

Line Item #5110.000 (Rental Income) increase \$6,600 to 2023 Draft Budget. **Unanimous Consensus**

Line Item #5990.600 (Key Income) increase \$8,500 to 2023 Draft Budget. **Unanimous Consensus**

Line Item #5110.180 (Club House Rental) – Increase \$1,750 to 2023 Budget. **Unanimous Consensus**

*[Director Peter Ferrell did not return to the meeting, the number of Board members remained at eight (8).]*

**MOTION TO EXTEND THE MEETING 10 MINUTES:**

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan, to extend the meeting 10 minutes. The motion passed by unanimous consent.

Line Item #5990.190 (Storage Unit Fees) 10% increase of \$3,000 to 2023 Draft Budget. **Consensus (Mr. Bush abstained the consensus).**

Sale of Unit: – Revenue of \$220,000 from the sale of a unit. **No Consensus.**

**MOTION TO EXTEND THE MEETING 10 MINUTES:**

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan, to extend the meeting 10 minutes. The motion passed by unanimous consent.

**MOTION TO MOVE INTO EXECUTIVE SESSION:**

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan, to recess Open Session at 2:21 p.m., and convene in 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 by unanimous consent.

**MOTION TO LEAVE EXECUTIVE SESSION:**

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan to leave Executive Session at 2:38 p.m. The motion passed by unanimous consent.

**MOTION TO ADJOURN:**

- R) **WITHOUT OBJECTION** it was **MOVED** by Mr. Buchanan, to **ADJOURN THE MEETING** at 2:38 p.m. The motion passed by unanimous consent.

**Meeting Adjourned at 2:38 p.m.**