

## **Discussion Item**

# Association Staffing response to Coronavirus Situation

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# Parkfairfax Condominium

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A Historic District

Unit Owners Association

3360 Gunston Road • Alexandria, VA 22302-2133

Parkfairfax Residents,

The situation regarding COVID-19 continues to evolve in historic ways many could not have foreseen just six months ago. It is important for you to know that the health and safety of the residents and employees is our top priority. The Association Board of Directors and Management have discussed the current situation and with input from the Activities, Landscape, TLUC, BUC and Communications Committees, we want to inform you of some necessary changes that will be implemented for the next 2 weeks until March 27<sup>th</sup>.

- All Association/Committee sponsored events are cancelled until further notice.
- The Board meeting scheduled for next Wednesday March the 18<sup>th</sup> will be held as planned.
- The fitness center will remain open and staff will clean/disinfect daily. We ask that you be sure to wipe down the equipment after each use.
- Laundry Rooms will remain open.
- The main office will remain open with normal hours, but we ask that you try to handle all business via phone or email. All work order requests should go through the Buildium portal.
- USP requests: to keep interaction with staff and residents to a minimum we will be suspending the USP program as well. Staff will only respond to the following:
  - Clogs or back ups
  - Leaks or running water, sink, shower or commode
  - Gas issues
  - Door lock issues
  - Exterior Lighting issues
  - Sagging ceilings
- Normal daily routine building, landscaping and exterior maintenance will not be affected.

We will continue to monitor and discuss the situation and will reassess this temporary suspension in two weeks. While unfortunate, we collectively believe this is in the best interest of the residents and employees. We appreciate your understanding and cooperation.

For comments, questions or concerns please email:

General Manager, Mark Miller [mmiller@parkfairfax.info](mailto:mmiller@parkfairfax.info)

Assistant GM, Dana Cross [dcross@parkfairfax.info](mailto:dcross@parkfairfax.info)

Director of Operations: Alonzo Alexander [aalexander@parkfairfax.info](mailto:aalexander@parkfairfax.info)