

Parkfairfax Buildings & Utilities Committee (BUC) Meeting

November 10, 2021

Attending:

- ✓ Chairman: Chuck Lunati
Board Liaison: Jim Konkell
- ✓ Recorder: Elaine Lawler
- ✓ Member: Jill McClure
- ✓ Member: Lydia Riabtsev

Visiting for this meeting: None

1. Opening Meeting (Chuck Lunati):

- a. Chuck reported that Sonja Bensen resigned from the Building & Utilities Committee (BUC) since our last meeting. He also informed the group that Michael Rothenberg was not a member of the BUC and had attended the first BUC meeting as a visitor. Jill informs that group that Sonja is her neighbor and has offered to volunteer/participate in specific activities to help the BUC as a special volunteer for certain projects.
- b. Chuck spent some time discussing with the group his takeaways from the Committee Chairman's meeting held on 09 November. He told the group that other Committees are optimistic about the BUC re-convening and a couple of the Chairs had discussed some specific projects and topics where they may request assistance from BUC.

2. Board Liaison Items (Jim Konkell):

- a. Jim was not in attendance due to a special meeting held for the Parkfairfax (PFX) Board of Directors (BoD).

3. Previous Minutes Approval/Exceptions (As Required)

- a. Chuck led the voting/approval of three documents for the BUC.
NOTE: The Building & Utilities Committee (BUC) Standard Operating Procedures (SOP) and the Laundry Room Conversion Study Project Charter are both considered "living documents" and may have additional changes made to them over time, but as of 10 November both are approved documents will be used to initiate BUC interactions on mission/assignments.
 - Voted/Approved the BUC Meeting Minutes for 28 October 2021.
 - Voted/Approved the BUC Standard Operating Procedures v1, dated November 2021.
 - Voted/Approved the Laundry Room Conversion Study Project Charter v1, dated November 2021.

4. Current Business

- a. Chuck led a discussion of the spreadsheet prepared by the group reviewing the information on the Laundry Room Vendor's payments to PFX from October 2018 to August 2021. Chuck added some graphics to the bottom of the spreadsheet emailed within the group adding graphs showing trend lines and other pertinent details. The group discussed that upon review, the numbers indicate that there is reason to believe that the BUC should recommend that the PFX BoD share this spreadsheet with the finance committee and ask that they conduct an audit of the interactions. The BUC would ask that the PFX BoD direct the Finance Committee specifically

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review the line item charges for the entries to determine if the Vendor is following the contract. The reason for concern centers on the following potential issues:

- **9.75% Flat Fee instead of Itemization for Incidental Expenditures** - The contract lists incidentals as very minor types of expenditures (credit card fees, costs for vandalism, smart cards, etc.) that the Vendor would itemize and deduct from gross before issuing a check to PFX for 57% of the net gross profits. The spreadsheet indicates that a majority of the time the Vendor does not appear to be itemizing these charges and is instead charging a flat 9.75% of gross as the incidental charge.
- **Extraordinarily Large Itemizations** – The charges for incidentals on some lines seem to be too large to be part of the approved itemization list of agreed upon expenditures. Some of the larger incidental charges may be due to the Vendor charging PFX for repairs to machines when that is not a chargeable expenditure in the contract.
- **Irregular Monthly Payments** - There is an issue with the vendor not sending the proceeds to PFX on a monthly basis as defined by the contract.

5. Upcoming and New Business

- a. The group conducted an affinization exercise to collect, analyze, group, and title issues that fall under the purview of the BUC and are of concern to PFX residents. The three headings used for initial grouping are Buildings, Utilities, Other. Below is a list of the issues identified and initial groupings under each of these headings.

- **BUILDINGS (Headings to denote items into areas of concern)**

1. Flooding Control/Erosion Mitigation
 - Flooding control/mitigation
 - Erosion due to flooding and lack of vegetation/removal of large established trees
 - Replacing trees with larger trees to help with erosion issues
 - Use of building materials that breakdown/fail (wood/brick) versus Using Stacked Stone which can be dismantled and reused
2. Roof/Roof Improvements
 - Roof failures/proposed improvements
 - Lack of tree trimming causing un-necessary issues with roofing tiles
 - Installation of snowbirds
3. Building Assessment/Preventative Maintenance
 - Asbestos
 - Preventative Maintenance Building Assessments
 - Poorly timed projects
 - Maintenance schedule – Monthly-Quarterly-Annually
 - Rotting Doorframes
 - Paint on wood issues
 - Masonry repair – Lack of pointing where needed/Untrained masonry labor used has led to issues with filling architecturally designed brick drainage holes in masonry when general re-pointing is requested
 - Replacement of damaged shutters
4. Mold, Mildew, and Ventilation Issues
 - Storage Room Ventilation
 - Mold/Mildew reported across the community
 - Crawl Space dampness/lack of insulation/asbestos remediation requirements

- **UTILITIES (Headings to denote items into areas of concern)**

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- 5. Hot Water
 - Temperature controls inconsistent between buildings
- 6. Outdated Infrastructure
 - Water pressure issues
 - Vintage clay pipes
 - Sewage line backups
 - Transformers
- 7. Community Wi-Fi
- 8. Community Lighting
- **OTHER (Other areas of concern)**
 - 9. EV Parking/General Parking
 - 10. Building Transparency/ Timing of Projects
 - 11. Rodents
 - 12. Capital Improvements/Strategic Investments
 - 13. A need to value Quality over production
 - 14. Landscape — paths washed away and review of outdoor tidiness

6. Around the Horn

- a. The group extends Happy Holidays to one another and agree that the next meeting will not be held until December 8, 2021.

7. Vote on what agreements/action items were established

- a. The group agreed to review initial entries of “issues” for the affinization exercise and add additional suggestions to the draft no later than 17 November 2021.

8. Next Meeting

- a. The BUC will meet again on XX December 2021.

9. Action Items and Agreements from This Week’s Meeting are consolidated on the next page:

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ACTION ITEMS

1. BUC members will review initial entries of “issues” for the affinization exercise and add additional suggestions to the draft no later than 17 November 2021.

AGREEMENTS

1. The BUC agreed that the Chair should ask the PFX BoD to have the Finance Committee conduct an audit of the Laundry Room Vendor’s itemized expenditures and the Vendor’s general compliance with the contract signed with Parkfairfax to determine possible discrepancies.
2. The BUC approved the 28 October Meeting Minutes for submission to the PFX BoD.
3. The BUC approved the BUC SOP v1 November 2021.
4. The BUC approved the Laundry Room Conversion Study Project Charter v1 November 2021.

Report to the Board
From the Community Outreach Committee
The Parkfairfax Website

December 13, 2021

Prepared by Janet Schrader, Chairman, Community Outreach Committee

Regarding the ongoing website upgrade, I submitted recommendations to the Board which were discussed briefly at the November meeting.

At that Board meeting, I was asked to submit a proposal to the Board regarding getting the fixes. I checked with Committee Member Barbara Wilmer to determine what exactly a proposal would look like. Barbara suggested I contact Dana for possible samples. Dana sent me the proposal that a former resident sent to the Board last year. However, that's a proposal from a vendor. So, I looked at RFPs that Mark wrote when requesting bids for services. Mark would have been the person to receive the bids. Additionally, a Board member expressed a wish to see responses from several service providers with their fees. Having no experience getting and receiving bids and feeling that that mission is beyond my scope of responsibility, I reached out to two Board members for help. I received no reply.

What is the next step? Should the committee be the one to receive bids from service providers and then we present to the Board?

Parkfairfax Condominium Landscape Committee Report December, 2021

Holiday Tree Lighting

The Committee coordinated with the Activities Committee on the holiday tree lighting on December 5 on Holly Jolly Island (aka Spruce Island). In the past, we have been the representatives to “light” the tree. This year, our Chair was an elf and a member of her household served as Santa. We had a fantastic time celebrating!

Stormwater Proposal Review

As noted in the December *Forum*, we are continuing to work with Christopher Consultants on refining their proposal of two test plots in the 700s and 500s that are indicative of many of our stormwater issues in our community. A revised proposal came in after the Board Book was published and we will have a full report to discuss with the Board of Directors at the January Meeting.

Wooded Areas and Invasive Plants in Parkfairfax

Following the walk with the Board in June, the Committee is assembling a working group to assemble recommendations on how to proceed with care of our woodlands and trees. The working group hopes to have recommendations in time for the Parkfairfax budget process. We have asked Jim McGlone, Urban Forrest Conservationist with the Virginia Department of Forestry and Rod Simmons, Natural Resource Manager with the City of Alexandria to come and take a walk on the property in the wooded areas. Both Rod and Jim are well acquainted with the community and have personal knowledge of the wooded areas here in Parkfairfax.

As noted previously, the impact of invasive plants is wide reaching and has an impact on water quality, biodiversity, wildlife habitat, tree cover, and maintenance of the property. The bottom line is these plants, if not controlled, will significantly impact Parkfairfax budget and curb appeal. An excellent primer on the subject is available at: <https://www.invasive.org/eastern/midatlantic/>

Parkfairfax Garden Tour and Gardens in the Park Month

We are looking forward to continuing our partnership with the Activities Committee by working with them on the 2022 Garden and Amenities Tour, slated for the first weekend in June. We hope to showcase the beautiful gardens and all of the lovely outdoor amenities the Community offers our residents. This will also kick-off the 2022 Gardens in the Park Month which we are hoping to have some in-person events associated with it this year.

Parkfairfax Garden Guide

The Garden Guide subgroup is continuing its work with the Garden Guide. The Parkfairfax Garden Guide (last time revised was 2011). We look forward to adding and updating the guide with input from other Committees and the Board of Directors.

Adopt-a-Tree

Over the past five years of this program almost 200 trees have been planted and offered for adoption. Over 50% were adopted (some were in difficult areas to reach for residents) over 3 dozen trees “graduated” from this program, meaning they are not on a regular schedule to be watered but are still checked on by neighbors from time to time. Parkfairfax staff has been very helpful with delivering water bags for those that request it and coming around with the water truck for those trees that have not been adopted or are in difficult areas for residents to water.

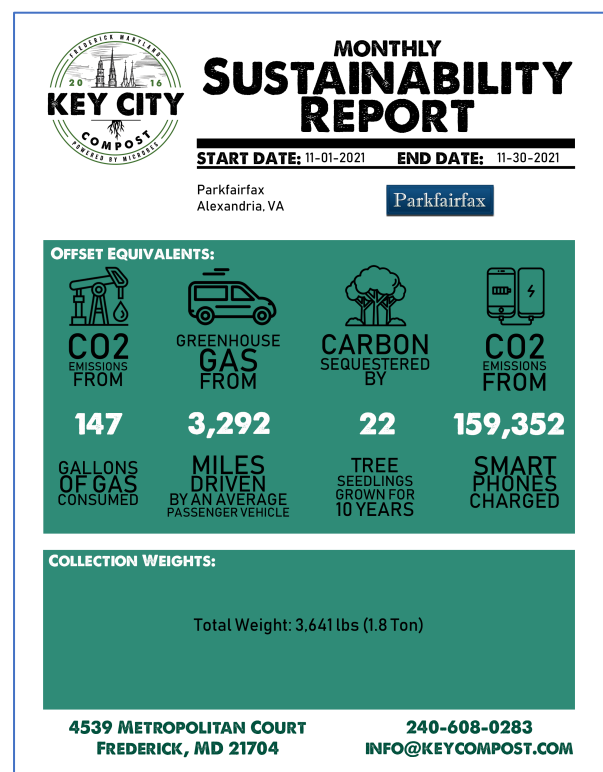
Each year, since 2017 we have matched newly planted trees and neighbors through the Landscape Committee's Adopt-a-Tree Program. This program gives residents a chance to keep an eye on new plantings while facilitating the watering of young or fragile trees. The Summer is a key time for this program, as this is when we are asking the adopters to water and care for their tree.

Rain Garden/Tot Lot Study

At the urging of our Board Liaison, the Committee will be undertaking a review and study of the Rain Garden and Tot Lot revitalization behind the 100 buildings. The area was the subject of a project two years ago and continues to have lingering issues with mulch flows and water pooling. Stay tuned!

Compost Program Update

Since September 2020, Parkfairfax has allowed residents to pilot an at-home compost program. To date, we have 100 households participating in this weekly service and our monthly stats are available in the chart (to the left). To date, the program has collected over 5 tons of food scraps that have been diverted from our waste stream and have helped keep the critters from our trash bags!



Minutes of 09 December 2021 Parkfairfax Transportation and Land Use Committee (TLUC) meeting AND New Year's Resolution

As a subset of only diehard TLUC members joined our final 2021 TLUC meeting, only a subset of agenda topics was addressed. Most notably, the feasibility of installing of Electric Vehicle (EV) charging stations in Parkfairfax was discussed and the committee is indebted to Mr. Christopher Kasmark for his concerted efforts over the past two months.

Mr. Kasmark has done extensive research and outreach with several vendors offering turnkey solutions, and we have met with the President of the Fairlington Commons Condominium Association where a dual charging station was recently installed, with another on the way. We also met with an electrician who stressed the importance of locating EV charging stations near boiler rooms where electrical hot water heaters were previously installed, as they would provide a ready source of power needed for the charging stations.

The TLUC is prepared to present a detailed presentation at the January 19th Board of Directors meeting on progress to date, including possible EV charging station locations and the “business model” for recovering installation costs

Prior to that event, we are requesting Board permission to immediately launch a short online survey, advertised via social media, Buildium, etc., to assess how much interest there is in acquiring Battery or Plug-in Hybrid Electric Vehicles in Parkfairfax and using charging facilities here. A survey conducted by Fairlington Commons led to a surprisingly high response rate, and the discovery of electric vehicles already on the property and many others under consideration in the near term. The proposed survey questions are attached and feedback would be welcome. An additional question will be added to the survey allowing respondents to submit narrative comments (optional).

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My New Year's Resolution is to rejuvenate the TLUC for 2022! That starts with recruiting members who have a passion for transportation and land use issues to complement the skills and talents of our current members. While TLUC meetings are held once each month and last about one hour, the real “heavy lifting” needs to occur on a continuing basis, and requires a degree of commitment to succeed. As soon as it is deemed safe, my intent is to revert to the time-honored tradition of in-person meetings. While tuning in from the comfort of home and multi-tasking via Zoom has its appeal, experience over the past two years indicates a more formalized face-to-face or even mask-to-mask meeting, will put the TLUC back on track to tackle our ever increasing portfolio, including transit, traffic safety, lighting, bikeshare, dockless mobility and other technology-driven challenges. We will, of course, liaise with other committees as appropriate.

Best regards,
Bob Gronenberg
TLUC Chair

Parkfairfax Resident Electric Vehicle Survey

Survey greeting

The following statement should be included in the email announcement, newsletter articles, and at the opening of the online survey as well. A shortened version may be used for social media posts with the understanding that the full statement will appear on the first page of the online survey.

The Parkfairfax Board of Directors is exploring the possibility of installing Electric Vehicle (EV) charging stations within the community. The term Electric Vehicle includes both types available today:

- **Battery electric vehicles (BEVs)**, which are powered exclusively by batteries. Examples of BEVs include: Tesla Model 3, Nissan Leaf, Ford Mustang Mach-E
- **Plug-in hybrid electric vehicles (PHEVs)**, which are hybrid vehicles that can also be “plugged-in” to charge. Examples include: Ford Escape PHEV, Hyundai Santa Fe, Jeep Wrangler 4Xe

As part of this exploration, the board is inviting residents to participate in an information gathering survey. Your feedback in this survey will help the board make informed decisions regarding the possible purchase, installation, and location of EV charging stations.

Even if you don’t have or plan to purchase an electric vehicle, please take a moment to fill out this survey.

We thank you in-advance for your time and consideration!

Privacy statement

The raw data collected in this survey will not be sold or distributed to any party outside the Parkfairfax board of directors and Parkfairfax association staff. However, Parkfairfax may distribute aggregated data to 3rd parties in order to obtain grant funding or cost estimates. Aggregated data will NOT contain personally identifiable information, such as name, email, or home address. Responding to this survey confirms you have read and agree to this privacy statement.

Survey questions

1. Do you currently own an electric vehicle (EV)?
 - a. Yes
 - b. No
2. [Display if "No" to question 1]
Are you contemplating purchasing an EV in:
 - a. 2022
 - b. 2023
 - c. 2024 or beyond?
 - d. No plans as of yet
3. [Display if "yes" to question 1 or positive response to question 2]
If you already own or have plans to purchase an EV, what type do you have or are planning to purchase?
 - a. Battery Electric Vehicle (BEV)
 - b. Plug-in Hybrid Electric Vehicle (PHEV)
 - c. I'm not sure
4. [Display if "yes" to question 1 or positive response to question 2]
If you purchased or plan to purchase an EV, would you use a Parkfairfax charging station as your primary source of power for your EV?
 - a. Yes, as my primary source of power
 - b. No, but as a back-up source of power
 - c. No, I have other sources of power
5. [Display if "no" to question 1]
If you have or are contemplating the purchase of an EV in the future, what factors influenced your planning? (rank 1 to 4)
 - a. Environmental concerns
 - b. Cheaper to operate
 - c. Cost of the vehicle
 - d. Access to charging stations in Parkfairfax
6. How far from your residence are you willing to drive to access a charging station and walk to retrieve your vehicle therefrom? (check all that apply)
 - a. 0.25 mile (flat)
 - b. 0.25 mile (hilly)
 - c. 0.5 mile (flat)
 - d. 0.5 mile (hilly)
 - e. 0.75 mile (flat)
 - f. 0.75 mile (hilly)
7. In order for us to plan for potential charging station locations, please provide us with your street address (building number or street address): [text box]

Deleted: house number and

Deleted: only

Thank you for your time and feedback!