

Committee Reports

Dana Cross

From: Robin Woods <robinbwoods@comcast.net>
Sent: Wednesday, December 8, 2021 9:34 PM
To: Dave Bush; Dana Cross
Subject: Fwd: December PFFX Activities Committee Report

Sent from my iPhone

Begin forwarded message:

From: Joyce Frank <jafrankdesign@hotmail.com>
Date: December 8, 2021 at 10:41:41 AM EST
To: Robin Woods <robinbwoods@comcast.net>
Subject: December PFFX Activities Committee Report

Robin, Please find my report below:

The Parkfairfax Activities Committee met on Tuesday evening, December 7th. We discussed the following:

- Christmas Tree Lighting, held on Sunday, December 5th Very nice evening featuring the Alexandria Choral Society singing Christmas carols. The committee provided glow sticks and candy canes as well as organizing a Santa drive by. We thank Robin Davis, Perry, Kristin Mowry and Peter Ferrell for participating on Team Santa.
- Upcoming Event - Holiday Decorating Contest. Reviewed the entries and map as of the meeting date. Discussed how to judge and the prizes. Discussed posting of the map to all available outlets (e-mail blast, web site, Owners and Residents FB pages).
- Discussed the having a 2022 Patio and Garden Tour. Robin Davis of the Landscape Committee joined us to discuss date and description of tour. Talked about "home" tour vs "outdoor" tour. Felt an all outdoor tour would be safer at this time. Decided on date of Saturday, June 4th (rain date Sunday, June 5th). Will put an ad in the December Forum for "call for entries."
- January's meeting will discuss dates for 2022 events.

Thanks,
Joyce Frank

MEMORANDUM

TO: Board of Directors
FR: A&PB
DA: December 9, 2021
RE: Committee Report, December 2021

Community Room Renovation

- Dominion Surveyors will be on site Tuesday, December 14 at 9am. They will create the plat/plan map of the area surrounding the Association building. This document is required by the City and will be submitted as part of the construction documents for the renovation. This expenditure is included in the approved budget.
- We are currently researching potential architects for the projects. Our goal is to have solid option(s) identified by the Holidays.

Specification Review

- Attached are the revised specifications for replacement front doors and front door hardware as approved by the A&PB. Included with the specifications are a new application form and a new application checklist; also approved by the A&PB. Both of these documents are tailored specifically to the associated specification(s). This is the format we plan to use for all specification packages moving forward. We believe this approach is user-friendly while also providing enough detailed information to owners wishing to make changes to their units to, hopefully, mitigate as much as possible any confusion and misinterpretation of the rules.
- The specifications are in red line form so you can easily see the revisions. Please note, we have added guidelines for Keyless entry hardware, video peepholes, and video doorbells.
- We plan to submit a similar package covering washer/dryer installations and dryer vent installation for the January meeting. Our goal is to combine into packages as many similar specifications as possible. Currently under review are the window specifications and those for rear patios and decks.

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

ROUTINE CHANGE APPLICATION CHECKLIST FRONT DOOR/DOOR HARDWARE REPLACEMENT

In order to process your application in a timely manner, please be sure **all** of the following information is submitted to the Covenants Director:

- ✓ Completed and signed routine change application for front door/hardware replacement.
- ✓ If using a contractor for any of the work, please provide their name, copy of their license, and proof of insurance.
- ✓ If replacing your lockset, please provide a picture of the new lockset to confirm the type and style is permitted.
- ✓ If installing a video doorbell, please include a diagram/picture indicating where the device will be installed.
- ✓ Signed and notarized indemnification agreement.

Including these items with the application will help to avoid delays in the approval of your application. REMINDER: Applications are typically processed within 10 business days following the submission of a completed application. Please feel free to contact the Association Office if you have any questions at (703) 998-6315.

NOTES:

- ✓ If replacing your front door, you must contact the Association Office to arrange for pickup of the original door and hardware for the Association's use in the Unit Services Program (USP). The original door and hardware belong to the Association not to the Unit Owner.
- ✓ If repainting your front door, we recommend using Benjamin Moore's Advance High Gloss Enamel and a tinted primer.
- ✓ Approved door hardware in polished brass is available to be purchased and installed through the Unit Services Program (USP). If you choose to have USP install your new hardware rather than doing it yourself, an application is not required. Your work order request submitted through the Buildium system is sufficient. Pictures and prices are available on the Parkfairfax website under the Resources tab.

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

REPLACEMENT FRONT DOOR SPECIFICATIONS

Unit Owners may replace their front doors provided the following specifications are followed:

- A replacement door must be of the same dimensions as the current door; no alteration to the existing doorframe or its size shall be permitted. Because current standard exterior door dimensions do not necessarily match Parkfairfax's door openings, a custom-sized replacement door may be required.
- A replacement door shall be of the "Williamsburg" style -- a raised six-panel design identical to the existing front doors of Parkfairfax -- also known as the cross and bible style.
- A replacement door shall have six raised panels and be made of wood, fiberglass or metal. Using mouldings to simulate the panels of the cross and bible style, are specifically forbidden.
- Clear tempered glass may be inserted in the two small panels at the top of an existing or replacement door instead of wood, fiberglass, or metal...
- A replacement door shall have a mail slot in the same location and of the same dimensions as those currently in use. The design and finish of the remaining hardware, including doorknobs, peepholes, door locks, kick plates, and doorknockers shall conform to the approved specifications for door hardware.
- Replacement doors may only be painted or stained with one of the Association's list of approved colors. Maintenance of a stained door is the sole responsibility of the Unit Owner.
- With the exception of exterior painting, all maintenance and care of a replacement door shall be the responsibility of the Unit Owner.
- The Unit Owner must contact the Association Office to arrange for pickup of the original door and hardware for the Association's use in the Unit Services Program. The original door and hardware belong to the Association, not to the Unit Owner.
- The Association may inspect all replacement doors after installation to ensure compliance with .current specifications and will require any deficiencies be corrected.

Please do not install your door until you have received written approval from the Covenants Director. If you install your door without approval and for any reason your application is disapproved, you will be responsible for any necessary alterations to bring your front door into compliance.

.

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

SPECIFICATIONS FOR ~~REPLACEMENT~~ DOOR HARDWARE

A Unit Owner wishing to change and/or install door hardware is required to submit a completed Administrative Application for Routine Change.

1. PEEPHOLES

- Peepholes must be made of metal and the outside exposed rim must be of polished or antique brass finish or painted the same color as the door. The diameter of the outside glass may not exceed two inches. Peepholes shall be centered horizontally and set vertically between 60" and 62" from the bottom of the door.
- Video peepholes must conform to the above specifications. No components of the camera except the peephole itself may be attached to the outside of the door.

2. DOOR KNOCKERS

- Door knockers must be of polished or antique brass finish, in scale with existing hardware, and compatible with the architectural character of Parkfairfax. Door knockers may not exceed 5" in width and 8" in height.

3. LOCKSETS, DEADBOLTS AND KEYLESS ENTRY

- If Unit Owners or tenants add or change locks on the door, the hardware must be of polished or antique finish brass and traditional in style which is compatible with the architecture of Parkfairfax. Please see the attached Appendix for examples of appropriate types and styles.
- A working key for emergency access to the unit must be deposited at the Association Office.
- Keyless entry mechanisms may be installed using the existing 2 1/8" hole bored for the deadbolt; no additional holes may be drilled into the front door. If a deadbolt has not been installed, a single 2 1/8" hole may be drilled to accommodate the keyless entry. The system must have a key override and a working key for emergency access to the unit must be deposited at the Association office. The hardware must be of polished or antique brass finish.

4. MAIL SLOTS

- Mail slots must be standard letter size (10" x 3") or magazine size (13" x 3.625") and be of polished brass or antique brass finish. While magazine size is acceptable, letter size is preferred.

Formatted: Centered

Deleted: PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION SPECIFICATIONS

Deleted: UNIT OWNER INSTALLED

Deleted: an

Deleted: , to the Association Office

Deleted: ¶

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.75"

Formatted: Font color: Blue

Formatted: Indent: Left: 0.75"

Deleted: HARDWARE (Doorbell)

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Deleted: Hardware

Formatted: Indent: Left: 0.75"

Deleted: a

Deleted: pproved

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.75"

Deleted: hardware must meet the above criteria

Deleted: a

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Indent: Left: 0.75"

Deleted: O

Formatted: Indent: Left: 0.75"

Formatted: Indent: Left: 1", No bullets or numbering

Formatted

Formatted: Indent: Left: 0.75"

- The bottom of the rough opening on the exterior side of the door is required by postal regulations to be 30" from the bottom of the door. The rough opening must also be centered horizontally on the door.

5. KICKPLATES

- Kick plates may be installed on the exterior of the front door. Kick plates must be rectangular in shape (rounded corners are permissible if radius of corners are not more than 1/4"), with dimensions not to exceed 6 inches by 30 inches. Kick plates must be polished brass or antique brass, fastened securely with screws of the same material to the bottom horizontal panel of the door, centered both vertically and horizontally on that panel.

6. DOORBELLS

- A single battery operated doorbell or video doorbell may be installed per unit. The device may only be installed on the wood jamb, trim, pilasters, or shutters which are part of the front door surround.
- If the door does not have a wood surround, pilasters, or shutters then the device may only be installed using the manufacturer's no-drill mount kit or heavy duty Velcro to mount the device to the brick. You may not drill into the brick or mortar to mount the device.
- Hardwired devices are not permitted.

Deleted: ¶

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Deleted:

Deleted:

Formatted: Indent: Left: 0.75"

Deleted: ¶
¶

Deleted: PEEPHOLES¶

¶
Peepholes must be made of metal and the outside exposed rim must be of brass or painted the same color as the door. The diameter of the outside glass must not exceed two inches. Peepholes shall be centered horizontally and be no more than 62" or less than 60" from the floor....

APPENDIX – REPLACEMENT DOOR HARDWARE

Please note regardless of the type of lockset hardware (single knob, S grip, or single lever) or the type of keyless entry hardware you choose the trim style must be traditional. Other trim styles such as Cotemporary, Transitional, or Modern **are not** permitted.

Lockset examples below:



Single knob with beveled back plate



“S” grip



Single Lever

Keyless Entry examples below:



Kwik Set 915



Schlage Camelot



Kwik Set 913



PowerBolt2

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

Front Door/Door Hardware Replacement – Routine Application

GENERAL INFORMATION

Date: _____ Unit Owner(s): _____ Phone: _____

Unit Owner(s): _____ Phone: _____

Building #: _____ Unit Address: _____

Address (if different from above): _____

I/WE WISH TO DO THE FOLLOWING (Please complete all sections that apply):

____ Replace my front door with one made of (please mark your choice):

- ____ Wood
____ Fiberglass
____ Metal

With my/our initials, I/we affirm the following:

Initial

- No alterations to the existing doorframe or its size will be made.
- The replacement door will have 6 raised panels; moldings may not be used to simulate panels.
- I/We will arrange for the Association to pick-up the original door and hardware as they are the property of the Association.

____ Insert clear, tempered glass into the two small panels at the top my/our front door

____ Paint my front door with one of the Association approved colors listed below (please mark your choice):

- | | |
|-----------------------------|-----------------------------|
| ____ CW-630 Washington Blue | ____ CW-535 Buffett Green |
| ____ CW-625 Prussian Blue | ____ CW-520 Palace Green |
| ____ CW-620 Finley Blue | ____ CW-680 Mopboard Black |
| ____ CW-355 Carter Plum | ____ CW-5 Hardwood Putty |
| ____ CW-250 Carriage Red | ____ CW-120 Bracken Biscuit |

_____ Stain my front door with one of the Association approved colors listed below (please mark your choice):

_____ 235 Cherry	_____ 2718 Ebony
_____ 2716 Dark Walnut	_____ 2108 Golden Oak
_____ 225 Mahogany	

With my/our initials I/we affirm the following:

Initial

- I understand that the maintenance of a stained door finish is my responsibility. The Association will not paint a stained door: _____

_____ Replace/Install front door hardware. Please mark all that apply:

_____ Peephole	_____ Deadbolt
_____ Video Peephole	_____ Mortise lockset
_____ Door Knocker	_____ Kick Plate
_____ Mail Slot	

With my/our initials, we affirm the following:

Initial

- The finish of all hardware except doorbells shall be polished or antique brass. _____
- The style is compatible with the architecture of Parkfairfax. _____

Video Peephole

- No components of the camera (except the peephole) will be attached to the outside of the door: _____

Locksets and Deadbolts

- A working key for emergency access to the unit has been deposited at the Association office: _____
- The style of the new hardware is traditional; a picture including the manufacturer's name and model number is attached. _____

Keyless Entry

- Mechanism will be installed in a single hole, either existing or drilled, to accommodate the keyless entry. _____
- Mechanism has a key override. _____
- The style of the new hardware is traditional; a picture including the manufacturer's name and model number is attached. _____
- A working key for emergency access to the unit has been deposited at _____

the Association office.

Doorbells/Video Doorbells

- The doorbell/video doorbell is battery operated: _____
- The device will be installed on the: _____
 - Wood jamb: _____ Trim: _____
 - Pilaster: _____ Shutter: _____
- If the door does not have a wood surround, pilasters, or shutters, the device will be installed using the manufacturer's no-drill mount kit or heavy-duty Velcro to mount the device to the brick (You may not drill into the brick or mortar to mount the device): _____

BY MY/OUR SIGNATURE(S) BELOW, I/WE AFFIRM THE FOLLOWING:

1. Both the equipment identified herein and the manner of installation of that equipment meets all applicable codes and ordinances of the City of Alexandria.
2. I understand that maintenance and repair of equipment installed by me is my responsibility and that I am obligated for all expenses relating to its maintenance and repair.
3. I understand that I am personally liable for all damages and expenses to my Unit, other Units and/or the Common Elements resulting from improper installation or operation, failure to properly maintain such equipment or malfunction of any equipment installed by me or at my direction. This includes any water damage.
4. I will contact the Association (998-6315) within ten (10) days after the equipment has been installed to schedule the required inspection when required by the specifications.
5. I affirm that I am installing/replacing the above items exactly as represented here. I understand that any variation from the above constitutes a violation of the architectural guidelines and automatically voids approval.
6. I understand and agree that no work on this proposed change shall commence without prior written approval of the General Manager.

7. The Parkfairfax Condominium Association or its agents shall not be held liable for repair/replacement of approved alterations (i.e. storm doors, washing machines, etc.) that must be removed or damaged in order to perform necessary work on the property other than in cases of gross negligence. Whenever possible, the Association Office will inform residents of any impending work that might affect any changes.

Date

Unit Owner

Deleted: Soundproofing of this appliance has been made.

Deleted: appliance

Formatted: Font color: Auto, Character scale: 100%

Deleted: ¶

Deleted: <#>I understand asbestos is present in Parkfairfax units and the common elements. If the change I am proposing requires work which may disturb asbestos, I agree that I must specifically advise the Association Office of the nature and extent of this work in writing prior to commencement of such work. I also agree I will endorse a separate indemnification agreement if such asbestos disturbing work is necessary. I also agree I and my contractor (if appropriate) will abide by all Federal, State and Local ordinances regarding the disturbance and removal of asbestos containing materials and will agree to have air testing conducted at my expense.¶

Date

Unit Owner

| Action Taken: _____ Approved

_____ ~~Denied~~

Deleted: Not approved

_____ Deferred

_____ Acknowledged

| _____ ~~-~~

Deleted: Preliminary Approval, subject to receipt of City Permit and Inspection

| _____ ~~-~~

Deleted: Final Approval (Copy of City permit and Inspection received)

Stipulations/Conditions:

- MUST CONFORM TO PUBLISHED PARKFAIRFAX GUIDELINES AND CITY OF ALEXANDRIA CODES

- _____
- _____
- _____
- _____

Date: _____

Signature: _____
Parkfairfax General Manager



Building & Utilities Committee (BUC) Monthly Report

November 2021

1 December 2021

Summary of BUC activities during the past month:

On 10 November, the Building & Utilities Committee (BUC) held its monthly meeting (our 3rd so far). During this meeting the five members (including our Board Liaison) voted and approved the BUC Standard Operations Procedures (SOP), the Laundry Room Study Charter, and the meeting minutes. The BUC has provided these BUC approved documents to the Board of Directors (BoD) via the General Manager (Dana) and our Board Liaison (Jim). We also brainstormed a list of issues by conducting an affinization exercise to collect, analyze, group, and issues that fall under the purview of the BUC and may be of concern to Parkfairfax (PFX) residents. We also discussed the pending plan to begin a SharePoint repository -

The BUC also began to put together the Threshold Valuation report (part of Objective #2 of the Laundry Room Conversion Study. This will be discussed and (hopefully) finalized for submission to the BoD during the 8 December meeting. As part of this sub-part of our study, the BUC has agreed that the laundry machine vendor's expenses should be audited and we would ask that the BoD consider tasking the Finance Committee to conduct a thorough audit.

Summary:

- 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.
- The BUC approved the 28 October Meeting Minutes for submission to the PFX BoD.
- The BUC approved the BUC SOP (provided to the BoD as courtesy information).
- The BUC approved the Laundry Room Conversion Study Project Charter and submitted to the PFX BoD.

For additional details on these meetings, refer to the BUC Meeting Minutes (as submitted to the PFX Administration)

Problems encountered / Assistance requested:

None

Number of members and visitors (by name) at the last BUC meeting:

10 November
Chuck Lunati (Chair)
Elaine Lawler (Recorder)
Lydia Riabtsev (Member)
Jill McClure (Member)

The Board Liaison was not available dur to a special BoD meeting.

Plans for the coming month:

- Finalization/approval of the Threshold Valuation Study (8 Dec)
- Respond to BoD questions on the Laundry Room Project Charter (8 Dec)

Itemized listing of expenditures (if any):

None

Itemized listing of income (if any):

None

Recommendations or proposals (if any) with supporting rationale:

We request the PFX BoD to consider to direct 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 PFX to determine possible discrepancies.

Other Information:

None

Appointment of Covenants Committee Member(s) Resolution Worksheet

Date: December 15, 2021

Suggested Motion:

"I move to appoint _____, _____ and _____ as members of the Covenants Committee".

2nd:

Summary:

There are three seats up for appointment on the Covenants Committee.

Current members Eric Keber and Kristen Mowery are seeking re-appointment. Prior covenants member Paula Martori and owners Anita Van Brenda and Lisa Harger have expressed interest in joining the committee.

Candidate statements and resumes are included.

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
James Konkel				
Dave Bush				
Jeff Lisanick				
Robin Woods				
Peggy Clancy				
Claire Eberwein				
Peter Ferrell				
Hector Mares				

December 8, 2021

To whom it may concern,

I'm writing to express my interest in continuing to serve on the Parkfairfax Covenants Committee. If my request is granted, I will continue to work collegially with my fellow Committee members and the Board to ensure that residents whose applications come before the Committee are treated equitably and with the knowledge that we're all working together to improve our neighborhood.

I If you require additional information, please do not hesitate to contact me.

Sincerely,

Eric Keber

3110 Martha Custis Drive
Alexandria, VA 22302

KRISTEN MOWERY

3615 Gunston Road, Alexandria, VA 22302 ·

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

MAY 2015 – PRESENT

ACCOUNT MANAGER, MCHALE LANDSCAPE DESIGN

- Managed contracts for 100 clients ranging in size from \$5,000 to \$60,000 into more than \$1.5 million in sales revenue annually.
- Oversaw management of multiple projects, including cost analysis, preparation of estimates, negotiation of contracts, scheduling and execution
- Improved the department operations through reorganization to facilitate long-term calculated growth while streamlining operations to reduce the labor rate by 10%.
- Collaborated with the Division Manager on identifying and executing new sales and marketing capabilities geared toward increasing division revenue from \$1 million to \$2 million.
- Audited accounts yearly to ensure the accuracy of inventory used and annual labor costs with the goal of reaching a 50% gross margin on all projects.
- Effectively planned and directed multiple, complex projects of tactical importance with over 90 projects, 100 stakeholders, and 18 employees logistically disbursed throughout the D.C. Metro area.
- Sustained the customers' existing revenue spending and strategically up-sold additional products by marketing economical, adaptable products and services creating additional 49% revenue.
- Improved routing for employees allowing for a 10-20% increase in productivity.

AUGUST 2012 – MAY 2015

ASSISTANT ACCOUNT MANAGER, MCHALE LANDSCAPE DESIGN

- Provided management expertise for day-to-day operations of \$6 million entire maintenance division
- Made significant contributions to reach business objectives and facilitate long-term growth
- Assisted in the management of multiple projects, including cost analysis, preparation of estimates, negotiation of contracts, scheduling and execution
- Assisted in the management of accounts receivable and accounts payable records
- Ensured quality control, troubleshoot client problems and guaranteed client satisfaction
- Responsible for the procurement of seasonal plant and other materials for the Northern Virginia division, totaling \$250,000
- Directed accurate and timely delivery of equipment and materials to the appropriate locations

JUNE 2011 – AUGUST 2012

PROPERTY MANAGER, CHAPEL VALLEY LANDSCAPE COMPANY

- Managed 45 maintenance clients with a revenue of over \$500,000
- Prepared estimates for additional services and planting installations
- Created maintenance schedule for 12 employees
- Ensured quality control, troubleshoot client problems and guaranteed client satisfaction
- Directed accurate and timely delivery of equipment and materials to the appropriate locations

AUGUST 2010 – JUNE 2011

LANDSCAPE DESIGNER, CHAPEL VALLEY LANDSCAPE COMPANY

- Developed landscape enhancement designs for commercial and residential maintenance customers
- Met with clients to gather information on final desired product
- Create base maps and masterplan with Auto CAD; present perspectives using SketchUp
- Design and oversaw implementation of seasonal color rotations

MARCH 2009 – AUGUST 2010

LANDSCAPE DESIGNER, MOON BROTHER LANDSCAPING

- Developed landscape enhancement designs for new and existing clients

EDUCATION

DECEMBER 2008

BACHELOR OF SCIENCE LANDSCAPE CONTRACTING, PENNSYLVANIA STATE UNIVERSITY

- Horticulture Club: President 2007-2008, Secretary 2006-2007
- Concert Choir: President 2006-2007
- Essence of Joy Treasurer 2007-2008

JUNE 2004

INDIAN VALLEY HIGH SCHOOL

ACTIVITIES

Essence of Joy Alumni Singers
DC Preservation League

11/10/2021

• • •

Paula Martori
3122 Martha Custis Drive
Alexandria, VA. 22302

To the Parkfairfax Board of Directors,

I am requesting appointment to the Covenants committee.

I previously served as a member of the Covenants committee from 2016 to 2020. I took a short break from Covenants to serve on the Architecture & Planning Board (A&PB), but I miss the work that is done by Covenants. I also served as a member of the Rule Review Committee (RRC) that was formed in 2014 and retired in 2016.

During the time I have spent on various committees over the last several years, I have gained valuable experience and a greater understanding of the inner workings of Parkfairfax. I have always tried to be a good student of the covenants and specifications that guide our community and ensure we are able to preserve and maintain our Williamsburg design. I have also learned that regardless of the committee I am serving on how important it is to work as a team with our community members. This is especially true of covenants, we need to ensure that applications are correct or deficiencies are understood, that applications are within covenant specifications and are processed in a fair and timely manner.

I will take this appointment seriously by making the time commitment to prepare for and attend meetings. I review applications against specifications to ensure they are in compliance and identify areas that need additional clarification. During meetings, I make an effort to put the community member at ease by communicating that we are working through this process as a team and that we have a shared interest in the outcome.

I am currently employed by the federal government as an information technology project manager (PM); and I served in the United States ARMY for over ten years.

I would like to thank the Board and the Parkfairfax community for the opportunity to serve and I hope the Board appoints me to the Covenants committee.

Sincerely,

/s/ Paula J Martori

Paula Martori

Enclosures

Resume - Paula Martori -- EPMS Resume 2020

Paula J. Martori
3122 Martha Custis Drive
Alexandria, VA 22302

Social Security #: _____
Citizenship: United States
Security Clearance: NA
Veterans' Preference: 5 point

POSITION: Computer Specialist
VACANCY ANNOUNCEMENT: NA

OBJECTIVE

To work for an organization where I can use my skills as a project manager and computer specialist to provide direction, support and leadership.

SUMMARY OF QUALIFICATIONS

- Excellent leadership skills and ability to follow through on assignments
- Strong communicator who has worked with stakeholders from many different organizations
- Experienced project manager
- Skilled in IT software/hardware integration, Life Cycle Management, requirement analysis, configuration management, program development/management and implementation

TECHNICAL CERTIFICATIONS

Microsoft Certified Professional 2000 (MCP), Microsoft Certified System Engineer NT 4.0 (MCSE), Microsoft Certified Professional + Internet NT 4.0 (MCP+I), Net+

WORK EXPERIENCE

Department of Transportation (DOT), FAA

800 Independence Ave, SW, Washington, DC 20591
Supervisor: Melissa Passmore

Computer Specialist, 334

03/2008 – 7/2009

06/2013 - Present

40 hours per week

Salary: FV J

- IT Program Manager (PM) for the Enterprise Program Management Service (EPMS), Office of Information and Technology Services (AIT), responsible for overseeing the development, implementation and maintenance of Enterprise IT systems
- Proven ability to effectively analyze business requirements and lead development and testing efforts in an Enterprise environment
- Leads all phases of IT technology deployments, including: requirements gathering, design, cost analysis, vendor selection, development, testing and implementation
- Collaborates with divisions and offices within FAA, provides guidance in regards to automating their business processes
- Partners with service offices within AIT to bring resources together to resolve difficult IT challenges
- Handles contracting resources to include managing budgets and people

Department of Transportation (DOT), FAA

950 L'Enfant Plaza North, SW, Washington, DC 20591
Supervisor: Leslie Colberg (202) 385-6396

Management & Program Analyst, 343

08/2009 – 05/2013

40 hours per week

Salary: FV J

- Project coordinator for the Aircraft Maintenance Division (AFS-300)
- Works with Division management to define project scope, goals and objectives
- Develops detailed milestone driven project schedules, tracks and reports status of critical tasks associated with the project to management
- Conducts risk management and provides quality control from the start of the project through to final implementation
- Works with stakeholders internal and external to the Federal Aviation Administration (FAA)
- Self-motivated and works well as a team member

Paula J. Martori
Supervisory Computer Specialist
Vacancy Announcement: ACT-AIT-18-AEM210-55064

L3 Communications – Senior Systems Engineer

11955 Freedom Drive, Reston, VA 20190

Supervisor: Linda Koppier (703) 434-5183

01/10/05 – 02/2008

40 hours per week

Salary: \$87,389

- Senior system engineer supporting the Operations Safety System (OPSS) application suite, at the Federal Aviation Administration, National Headquarters. The OPSS application suite was designed specifically for the FAA, Flight Standards Service and is comprised of eight end user applications and over 120 SQL 2000 servers deployed Nation wide, in Europe and Asia
- Leads acceptance testing of new releases of the OPSS application suite, service packs/hot fixes, and database modifications before they are provided to the Configuration Management team.
- Serves as L3 site Configuration Management Manager for the OPSS application suite.
- Provides technical oversight to AVS Support Central, Tier 1 - 2 help desk
- Training Coordinator for the Industry Operations Safety System (IOPSS). Coordinates all aspects of the IOPSS nationwide training program to include scheduling training sessions, creating and providing training support material, and providing technical expertise to local computer specialist

ASRC Aerospace Corporation – Systems/Network Administrator

6303 Ivy Lane, Greenbelt, MD 20770

Supervisor: Peggy Powell (202) 720-0926

05/05/03 – 01/07/05

40 hours per week

- Network Administrator and Lotus Notes Administrator for the United States Department of Agriculture, Foreign Agricultural Service (FAS)
- As Network Administrator, trouble shoots basic connectivity issues on 68 Windows 2000 domains, 31 Peer 2 Peer networks and, 600 clients in the Foreign Overseas Service at the USDA
- A member of the Configuration Management team and Life Cycle development team conducting extensive research on emerging technologies for deployment across the Overseas domains and at Individual Overseas Posts
- Provides superior customer service to Overseas customers, bridging cultural and language barriers

Digicon Corporation - Technology Program Coordinator

1355 Piccard Drive, Rockville, MD 20850

Supervisor: David Rowland (202) 493-5549

08/01/01 – 04/30/03

40 hours per week

- Technology program coordinator for the AVS Help Desk at the Federal Aviation Administration, National Headquarters
- Responsible for the day to day operations of the AVR Help Desk consisting of 700 end users
- Provided technical support for users which included installation and implementation of software, hardware, software upgrades, and maintenance of network
- Created and implemented a project management methodology, with the main focus being on Software Development Life Cycle.
- Provided guidance and training to staff and user community
- As a member of the organizations technology configuration management team, organized and executed several projects to the entire AVS workforce (700 clients), such as: migrating the client workstations operating systems to Microsoft Windows 2000, server migrations from Novell to Microsoft 2000, a software migration from CCMail to Lotus Notes, and several hardware (platform/printer) refreshes

COMSYS - Information Technology Staffing

Birmingham, Alabama

01/02/01 – 06/30/01

40 hours per week

- Help desk lead at Pursell Industries, a growing company of 600 employees, and a MIS staff of 15
- Responsible for maintaining the Access Problem Report database. Determined the severity of a call, logged it in the database, and followed the progress of the call to ensure the problem was adequately resolved and the ticket closed
- Established a reporting format for statistical analysis of Help Desk requests using Excel spread sheets, PowerPoint presentations and the Access database. Gave management the tool it needed to conduct a trend analysis and focus on areas that need improvements

United States Army, Military Police, Rank: Staff Sergeant, 1988 to 2000

Paula J. Martori
Supervisory Computer Specialist
Vacancy Announcement: ACT-AIT-18-AEM210-55064

- Coordinated and synchronized the movement and closure of 14 directorates/activities, and seven subordinate commands from Ft McClellan (FMC) to Ft. Leonard Wood (FLW)
- Scheduled and coordinated all conferences, briefings and video teleconferencing between FMC, FLW, TRADOC and Department of the Army Activities
- Prepared PowerPoint presentations for General Officer briefings
- Monitored the execution of a \$70,000 budget
- Developed and executed training events
- Supervised an 11 member team, completed Army management training
- Provided expertise in physical and document/communication security
- Performed duties as a Military Policeman
- Forward deployed to Bosnia, Haiti, Honduras and Cuba

EDUCATION

New Horizons Computer Learning Center, Birmingham Alabama, - Year 2000
Napa Valley Basic Police Academy, Certificate of Completion, Law Enforcement - 1988
California State University, Sacramento, California - 1984 to 1987

Diablo Valley Junior College, Pleasant Hill California – 1983 to 1984

Dana Cross

From: Van Breda, Anita
Sent: Wednesday, October 13, 2021 8:39 PM
To: Dana Cross
Subject: Covenants Committee volunteer expression of interest

Dear Dana,

I saw the notice in the newsletter regarding volunteers needed for the Covenants Committee. I am writing to express my interest.

I am a biologist by training and have worked with World Wildlife Fund (WWF) in Washington DC since 2002 where I am the senior director for environment and disaster management. I supervise a staff of three.

I have lived in the Alexandria area for 20 years and am familiar with the historical and unique nature of the Parkfairfax community having several friends and family members who have been Parkfairfax residents. I was therefore delighted to purchase my own Parkfairfax unit in March 2021. Since that time I have enjoyed the opportunity to participate in the Board of Director virtual meetings and feel I am familiar with the role and responsibilities of the home owner association. I have experience with community volunteer service, having previously served for seven years as an appointed member of the Fairfax County Wetlands Board, serving as vice-chair for the last two years.

Now that I am a Parkfairfax resident I would like to apply my time and experience to supporting my new community.

Please do let me know if you have any questions or require any additional information.

Kind regards,

Anita van Breda
3705 Lyons Lane

Lisa Michele Harger

EXPERIENCE

Kellogg, Hansen, Todd, Figel & Frederick, P.L.L.C.

February 2019 to present

Litigation Paralegal

- ♦ Manage several cases in the Washington, D.C. office.
- ♦ Cite-check, Bluebook, and prepare briefs for filing.
- ♦ Assist attorneys in preparing for trial, court hearings, depositions, and client meetings.
- ♦ Participate in meetings with clients, as well as local and opposing counsel.
- ♦ Conduct legal and factual research.

Morrison & Foerster (Washington, D.C.)

May 2012 to February 2019

Senior Litigation Paralegal

- ♦ Managed several cases in the Washington, D.C. office.
- ♦ Cite-checked, Bluebooked, and prepared briefs for filing.
- ♦ Assisted attorneys in preparing for court hearings, depositions, and client meetings, which included preparing PowerPoint and courtroom demonstratives using Sanction.
- ♦ Participated in meetings with clients, as well as local and opposing counsel.
- ♦ Conducted legal and factual research.
- ♦ Assisted case teams and clients in all facets of discovery.
- ♦ Identified potential sources of relevant custodian ESI, then managed internal resources or outside vendors to harvest, collect, and preserve custodian data while ensuring these processes meet the defensible forensic needs of the case.
- ♦ Utilized internal resources or outside vendors to apply keyword search terms to narrow universe of materials for review.
- ♦ Provided training and/or spot assistance to end users in Relativity, Concordance, West Case Notebook, CaseMap and Relativity.
- ♦ Liaised among attorneys, the electronic resource management department and vendors, particularly with e-discovery matters.

Pillsbury Winthrop Shaw Pittman (Washington, D.C.)

November 2008 to March 2012

Senior Litigation Support Analyst (November 2008 to March 2012)

- ♦ Served as the single point of contact for case team attorneys and paralegals for all assigned cases employing litigation support technology and services for the Washington, D.C. and Virginia offices.
- ♦ Provided upfront consulting to litigation teams on electronic discovery issues, such as data collection and preservation; assessed and recommended EDD platforms, related hosting options, and analytical tools.
- ♦ Identified potential sources of relevant custodian ESI, then managed internal resources or outside vendors to harvest, collect, and preserve custodian data while ensuring these processes met the defensible forensic needs of the case.
- ♦ Managed large document reviews involving numerous contract attorneys.
- ♦ Coordinated large document collections using hard copy documents and online review tools, such as Clearwell and Concordance.
- ♦ Used ASP's for culling electronic data collections, queries, reports, and document review and production.
- ♦ Assisted case teams and clients in all facets of discovery.
- ♦ Utilized internal resources and vendors to apply keyword parameters to narrow universe of materials for review.
- ♦ Created, designed and administered Concordance databases, FYI, Clearwell, CaseMap and LiveNote.
- ♦ Provided training and/or spot assistance to end users in Relativity, Concordance, Clearwell, CaseMap and LiveNote.
- ♦ Processed limited amounts of data in-house using LAW.
- ♦ Liaised between attorneys and vendors, particularly with respect to e-discovery matters.
- ♦ Monitored vendor performance, maintained project specifications and ensured budgets and schedules were met.
- ♦ Prepared PowerPoint presentations, video clips and other demonstrative exhibits for mediations, arbitrations, and trial.

Thelen Reid (Washington, D.C.)

September 2004 to November 2008

Litigation Support Analyst (June 2006 to November 2008)

- ♦ Created, designed and administered databases for all litigation support applications and the firm's extranet.
- ♦ Provided training and/or spot assistance for all litigation support applications and the firm's extranet.
- ♦ Assisted with orientation for new attorneys and legal assistants.
- ♦ Assisted case teams in effecting litigation holds, developing discovery plans and other facets of discovery.
- ♦ Acted as a liaison between attorneys and vendors, particularly with respect to e-discovery matters.
- ♦ Negotiated vendor pricing and prepare technical specifications for projects.
- ♦ Prepared PowerPoint presentations for mediations, arbitrations and client meetings.
- ♦ Created trial exhibits and video clips using Sanction.
- ♦ Coordinated trial support and equipment for out-of-town trials.
- ♦ Prepared "Litigation Support 101" articles for Thelen's quarterly internal publication called "IT News".
- ♦ Performed paralegal work on an as-needed basis.

Litigation Paralegal (September 2004 to June 2006)

- ♦ Assisted attorneys with case management and trial preparation for several construction litigations.

- ♦ Cite-checked, Bluebooked and prepared briefs for filing.
- ♦ Conducted legal and factual research.
- ♦ Trained and supervised the work of case assistants and temporary employees on as-needed basis.
- ♦ Served on paralegal training committee; conducted and assisted in developing multiple training sessions.

Baach Robinson & Lewis (Washington, D.C.)

August 2000 to September 2004

Litigation Paralegal

- ♦ As the lead paralegal for a client involved in international insolvency and financial fraud, experience included multi-jurisdictional criminal and civil litigations, asset forfeiture and recovery, and several global settlement negotiations.
- ♦ Provided case management, including document management and coordination with local counsel, and maintained case calendar for national and international litigations.
- ♦ Trained and supervised the work of team paralegals and file clerks, as well as temporary employees on an as-needed basis.
- ♦ Cite-checked, Bluebooked, and prepared briefs for filing.
- ♦ Coordinated discovery, including written discovery requests and responses thereto, document production from six different countries, and preparation of privilege log from all locations.
- ♦ Assisted attorneys in preparation for court hearings, depositions, and client meetings.
- ♦ Participated in meetings with and the hosting of clients, as well as local and opposing counsel.
- ♦ Provided support as needed to counsel for trials in England and Pakistan.
- ♦ Conducted legal and factual research, including new business development.
- ♦ Instituted off-site storage management system for client's materials in the United States.

SKILLS

- ♦ MS Office, Concordance/Opticon, Relativity, Clearwell, Sanction, CaseMap, West Case Notebook, Lexis-Nexis, Westlaw
- ♦ Certified Administrator in LAW Prediscovery
- ♦ EDD Certified User in LAW Prediscovery
- ♦ Certified in CaseMap

EDUCATION

Bachelor of Arts, University of Virginia (Charlottesville, VA)

1996

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION NUMBER FIVE

COVENANTS COMMITTEE TERMS OF REFERENCE

RELATING TO FUNCTIONS, ORGANIZATION, AND OPERATION

WHEREAS, Article III, Section Two, of the Parkfairfax Condominium Unit Owners Association Bylaws assigns the Board of Directors with " . . . all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association," and further states that the Board of Directors " . . . may do all such acts and things as are not by the Condominium Act, The Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association"; **AND**

WHEREAS, Article III, Section Eighteen of the Parkfairfax Condominium Unit Owners Association Bylaws requires the Board of Directors to establish a Covenants Committee to assist the Board in monitoring and enforcing compliance to the Parkfairfax Condominium Instruments and the Book of Resolutions;

NOW THERE, BE IT RESOLVED THAT a standing Covenants Committee be established, having the following Terms of Reference:

A. RESPONSIBILITY

The primary responsibility of the Covenants Committee is to advise and assist the Board of Directors in monitoring and enforcing compliance by owners and residents with the provisions of the Condominium Instruments and the Book of Resolutions.

In fulfilling its responsibility, the Covenants Committee shall perform functions which include, but are not necessarily limited to, the following:

1. Receive, review, and decide on applications from owners for changes or additions to units or common elements, pursuant to Administrative Resolution Number 2.
2. Monitor compliance with and, subject to appeal to the Board of Directors, enforce the provisions of the Condominium Instruments and the Book of Resolutions, in accordance with Policy Resolution Number Four.
3. Perform duties as described in the Bylaws at Article III (Board of Directors), Section 18 (Covenants Committee).

B. MANNER OF ORGANIZATION

1. **MEMBERSHIP:** The Covenants Committee shall consist of up to five (5)

persons, all of whom shall be Unit Owners or spouses of Unit owners appointed by the Board of Directors.

2. **TERMS:** Members shall serve a one year term as provided for in the Bylaws. To retain as much continuity as possible within the Covenants Committee, and to assure that the Committee shall never have all new members with no historic knowledge of Covenants oriented events:

Three members shall be appointed no later than June of each year to serve a one year term and two members shall be appointed no later than December of each year to serve a one year term. Currently sitting members may be reappointed.

If a member resigns a seat on the Standing Covenants Committee or is removed by the Board of Directors, the person replacing that member shall serve for the remainder of that term only and then the seat shall stand for appointment at the regular time.

3. **CHAIR:** The Covenants Committee will elect a Chair and an Alternate Chair from among its members at least once a year.
4. **VACANCIES:** The committee may vote to remove its Chair with or without cause. The Board of Directors may vote to remove any member or the committee chair with or without cause. Vacancies of the Chair shall be filled by the Alternate Chair, and the committee will elect a new alternate.
5. **RECORDER:** The Covenants Administrator for the Association shall serve as the Recorder. The Recorder shall be responsible for keeping the Committee Membership Roster, recording minutes of all committee meetings, and in general, maintaining written documentation on committee decisions and activities and shall maintain a chronological list of all files. Further, the Recorder shall keep a record of funds expended under the committee's allocation, if any, from the Board of Directors.

C. MANNER OF OPERATION

The Covenants Committee shall conduct its business in strict accordance with the procedures set forth in the Virginia Condominium Act, the Parkfairfax Bylaws, Policy Resolution Number Four, Administrative Resolution Number Two, and specifications adopted by the Board of Directors for additions, alterations and improvements to a unit or the common, reserve common or limited common elements, and in the interests of the Association. As such, the committee is charged with maintaining a constant awareness of the legal obligations, risks, and responsibilities of the Association. With regards to the rights of the owners and residents at Parkfairfax, the committee may take no actions other than those authorized in the Bylaws, Policy Resolution Number Four, Administrative Resolution Number Two, and approved specifications without prior authorization by the Board of Directors and such authorization shall be recorded in the minutes.

1. FUNCTIONS

A. Functions of the Covenants Committee include the following:

1. Electing the Chair and Alternate Chair.
2. Assessing conditions and needs in the area of committee responsibility.
3. Adopting goals and objectives.
4. Establishing priorities for committee and subcommittee activities.
5. Proposing, for Board of Directors adoption, guidelines relative to the committee's area of operation.
6. Reviewing Committee Terms of Reference.
7. Developing the Annual Committee Budget request.
8. Proposing changes to Policy Resolution Number Four, Administrative Resolution Number Two, and/or governing specifications.
9. Taking such action as may be directed by the Board of Directors.

B. Functions of the Chair include the following:

1. Coordinating and supervising the committee activities and meetings to assure that committee responsibilities are met.
2. Assisting in development of monthly committee reports as contained in the minutes of the meetings, for submission to the Board of Directors.
3. With Recorder, serving in a budget review capacity for the committee, to assure that funds are being spent as allocated, or to determine if adjustments are necessary in the funds allocated.

2. MEETINGS

Regular meetings of the Covenants Committee shall be held as often as necessary to carry out assignments and responsibilities.

3. REPORTING AND CHANNELS OF COMMUNICATIONS

- ### **A.**
- The committee shall, through the Covenants Administrator acting on behalf of the committee, submit to the Board of Directors written reports on a regular monthly basis. Such reports shall include at least the following:

1. A list of applications received.
 2. A list of decisions on applications.
 3. Violations identified.
 4. Actions taken relative to violations.
 5. Hearings held, subject matter, and decisions.
- B. The Committee Recorder shall prepare and submit to the Board of Directors,

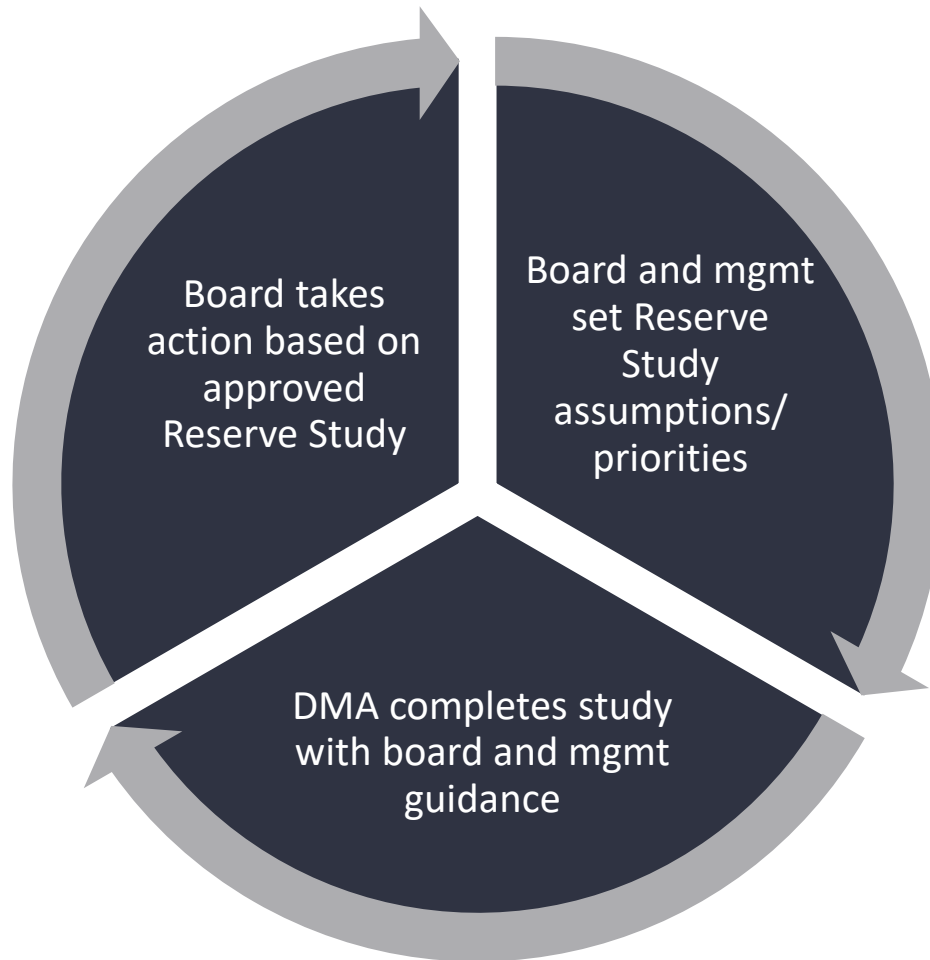


FINANCE COMMITTEE REPORT

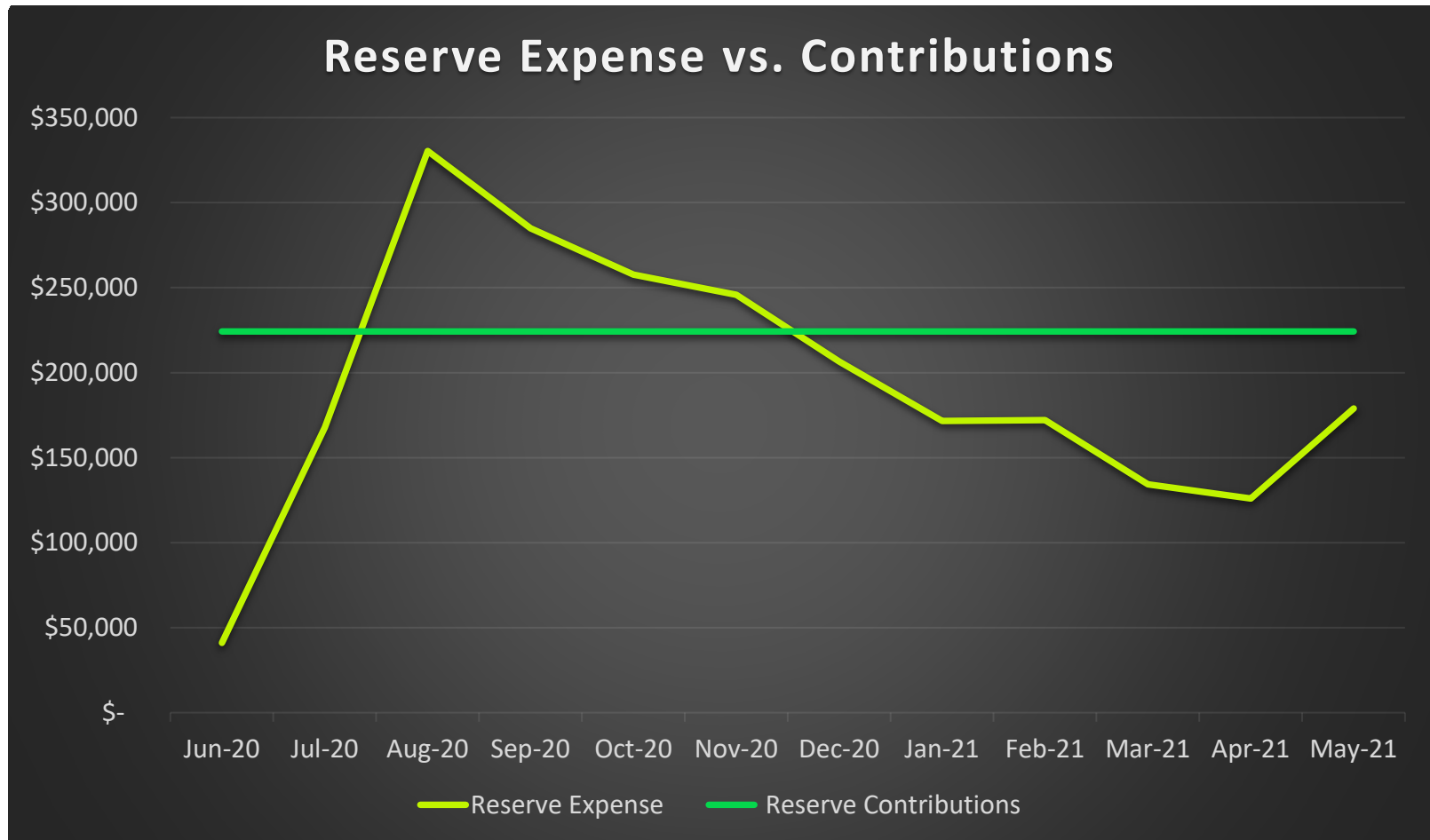
MEETING THE RESERVE STUDY

December 2021

RESERVE STUDY PROCESS

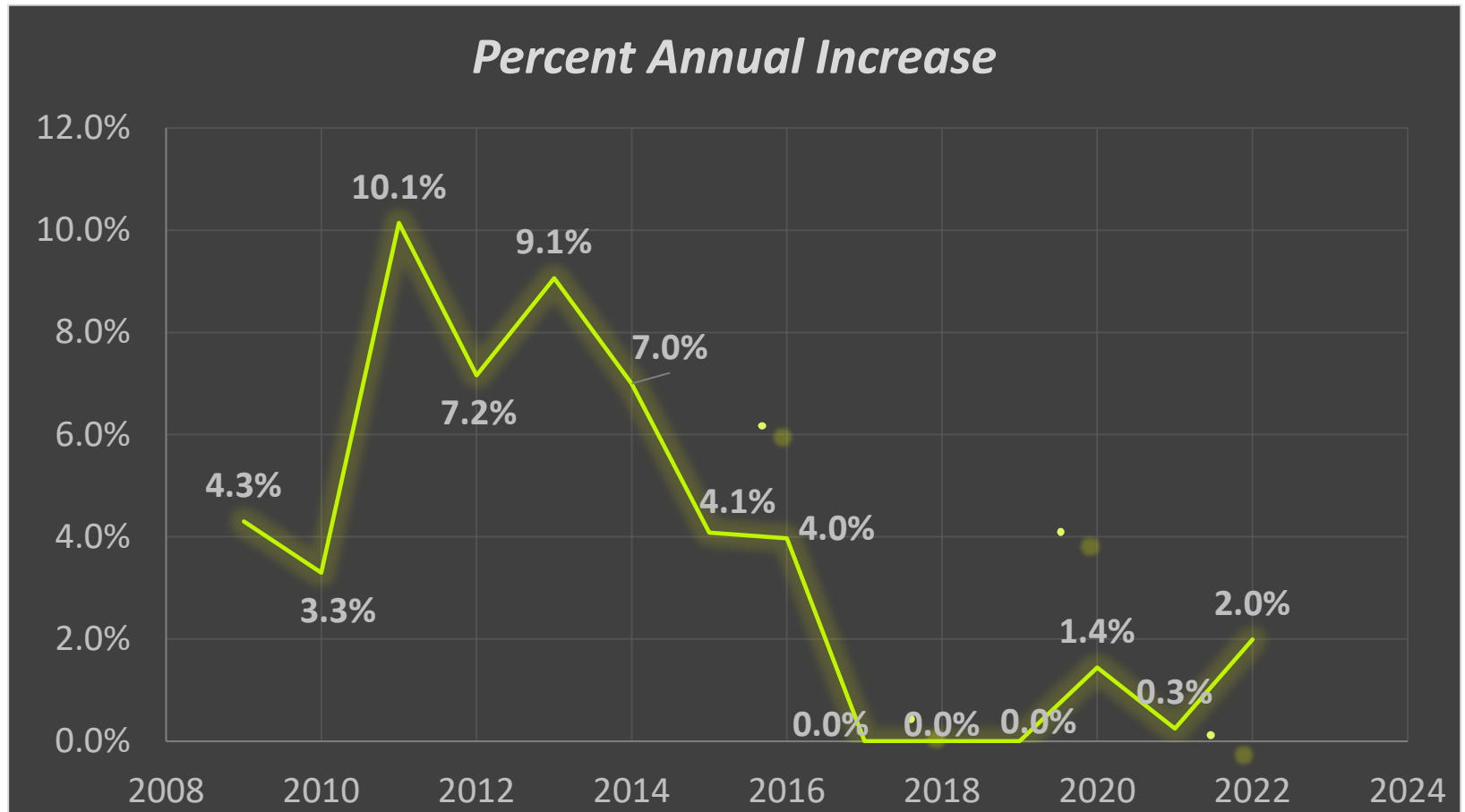


RESERVE EXPENSES ARE UNEVEN



Current reserve balance is \$3.3M.

CONDO ASSESSMENTS



BASE CASE

YEAR	% assessment increase	% operating budget increase	\$ impact on reserves
2021	.25%	.15%	-280,156
2022	1.99	.77%	-593,860
2023	2.0%	0.8%	-974,519
2024	2.0%	0.8%	-1,232,282
2025	2.0%	0.8%	-1,439,523
2026	2.0%	0.8%	-1,670,993
2027	2.0%	0.8%	-1,671,685
2028	2.0%	0.8%	-1,673,026
<i>Total reserve fund deficit after 6 years.</i>			-9,536,044

Notes:

- 2% assessment increase was used to reflect the 1.99% increase in FY 2021.
- .8% increase in operating budget was used to reflect the .77% increase in FY 2021

FILLING THE GAP: THE OPTION MIX

(rough feasibility and value)



- ~~Cut annual operating expense (+)~~
- ~~Accept some level of additional financial risk (+)~~
- ~~Increase or implement user fees for some services (+)~~
- ~~Charge a special assessment (++)~~
- Convert hard assets to liquid assets (sell property, vehicles, equipment, etc.) (++)
- Take on debt (mortgage property, line of credit, etc.) (++)
- Reduce or leverage “owner’s equity” (+)
- Increase the condo monthly assessment (+++)

IMPACT OF DEFERRED MAINTENANCE

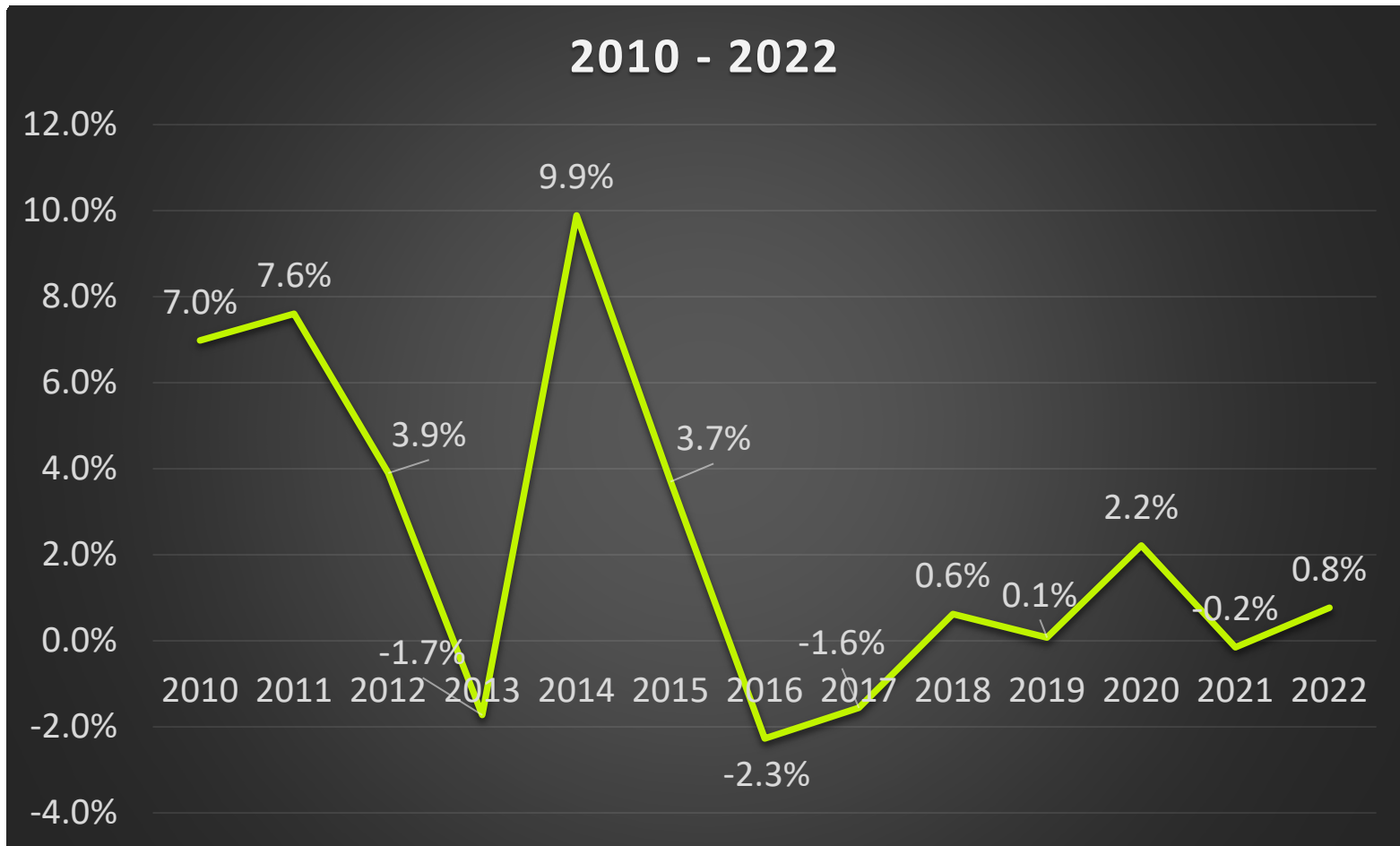


Auburn Village Condominiums, VA



Champlain Condominium S, Surfside, FL

HISTORICAL OPERATIONAL BUDGET INCREASES



SCENARIO A – FULLY FUND RESERVES, SELL 5 UNITS, REDUCE RESERVE BALANCE, NO LINE OF CREDIT

Status Quo balance	-\$ 9.5M
Operating expense increase of 2% annually	-\$ 1.8
Sell 5 units (1 per year)	+\$1.1
Owners equity (move from 19% to 14%)	+\$.44
<u>Reduce \$3.3M reserve balance to \$2.3M</u>	<u>+\$1.0</u>
	-\$8.8M

IMPACT ON CONDO ASSESSMENT SCENARIO A

Assessment increases necessary to close the \$8.8M

gap:

<i>Year</i>	<i>% Increase</i>	<i>Average Monthly \$ Increase</i>
2023	7.0%	\$32.07
2024	6.0%	\$29.41
2025	6.0%	\$31.17
2026	5.0%	\$27.54
2027	5.0%	\$28.91
2028	4.5%	\$27.32

Assumptions:

- An increase in operations expense of 2%
- Sell 5 units (1 per year)
- Owners equity (move from 19% to 14%)
- Reduce \$3.3M reserve balance to \$2.3M

SCENARIO B – REDUCE RESERVE FUND BALANCE, DON'T SELL UNITS, TAKE OUT A LINE OF CREDIT

Status Quo balance	-\$ 9.5M
Operating expense increase of 2% annually	-\$ 1.8
Owners equity (move from 19% to 14%)	+\$.44
Reduce \$3.3M reserve balance to \$1.3M	+\$2.0
Take out \$2M line of credit in 2026	+\$2.0
Pay back 3 of 5 years of line of credit in 2026 – 2028	<u>-\$1.4</u>
	-\$8.3M

High risk, this option is not recommended

IMPACT ON CONDO ASSESSMENT

SCENARIO B – LINE OF CREDIT

Assessment increases to close the \$8.3M gap:

<i>Year</i>	<i>% Annual Increase</i>	<i>Average Monthly \$ Increase</i>
2023	7.0%	\$32.07
2024	6.0%	\$29.41
2025	5.0%	\$25.98
2026	5.0%	\$27.28
2027	5.0%	\$28.64
2028	4.5%	\$27.07

Assumptions:

- An increase in operations expense of 2%
- Owners equity (move from 19% to 14%)
- Reduce \$3.3M reserve balance to \$1.3M
- Take out a line of credit in 2026 of \$2M, start payback in 2026

MULTI-YEAR BUDGET

To provide stability, growth and transparency **we recommend adopting a multiyear budget**. The budget should provide adequate resources to fund operations, multi-year capital projects and reserves as recommended by DMA.

This long-term budget will inform unit owners of their financial obligations beyond the current one-year horizon.

The budget should grow at a steady pace and the condo assessment should be predictable well in advance.

BOARD MEMBER RESPONSIBILITIES

- Ensure the finances of the association are solid
- Develop and accomplish a strategy for the future
- Establish, publicize, and enforce policies, rules and penalties
- Hire and supervise the general manager

DISCUSSION

Questions?

DISCUSSION

Appendix

CONVERT HARD ASSETS TO LIQUID ASSETS (SELL PROPERTY, VEHICLES, EQUIPMENT, ETC.) (++)

Sell 5 association-owned condo units:

Net profit from sales +\$1.1M

Assumes:

- Sell 1 unit annually, the largest ones first
- No improvements made prior to sale
- Realtor commissions of 5.5% total
- 20% capital gains tax paid on profit
- Does not include the operational expense increase of 2%

TAKE ON DEBT (MORTGAGE PROPERTY, LINE OF CREDIT, ETC.) (++)

Take out \$2M line of credit in 2026 +\$2.0

Pay back 3 of 5 years of line of credit
in 2026 – 2028

-\$1.4

+\$.6

Assumes:

- 7.5% interest rate
- Drawdown of reserves occurs in previous years
- Line of credit is not needed before 2026
- 5-year payback period starts in 2026 (may need to extend this horizon)

REDUCE OR LEVERAGE “OWNERS EQUITY” (+)

Move funds from owners equity to reserves: +\$.44M

Assumes:

- Owners equity would reduce from 19% to 14% of operational expenses. This is still within the range of acceptability according to best practices
- No additional spending from owners equity would occur over 5 years
- No capital improvement projects would occur in those 5 years unless there is a positive, short-term cost-benefit
- To maintain maximum flexibility, an actual move of funding from owners equity to reserves would not occur

INCREASE THE CONDO MONTHLY ASSESSMENT (++++)

<i>Year</i>	<i>Percent Increase</i>	<i>Average Monthly \$ Increase</i>
2023	8.0%	\$36.65
2024	7.0%	\$34.63
2025	6.0%	\$31.76
2026	5.0%	\$28.06
2027	3.8%	\$22.39
2028	3.0%	\$18.35

Assumes:

- No other actions beside an assessment increase would occur
- Does not include a 2% increase in operations expense

POSSIBLE OBJECTIONS

Some unit owners cannot afford a large increase in assessments. They may be forced to move.

It is our responsibility to maintain the common element and services in order to provide a safe and sound place to live. By implementing a five-year budget current and prospective owners will understand the financial obligations of owning a unit in Parkfairfax.

High assessments will depress sales and property values.

Failing to maintain our property and services **WILL** depress property values and can lead to terrible outcomes. See Auburn Village and Surfside, Florida examples.