

Parkfairfax Condominium

A Historic District

Board of Directors February 2022 Meeting

General Manager's Report – February 8, 2022

This report was prepared and is respectfully submitted by Francisco Foschi, General Manager at Parkfairfax Unit Owners Association.

ADMINISTRATIVE

1) Admin Personnel:

We want to welcome Lolita Clark to the admin team. Lolita comes with a lot of experience from the hospitality industry and has excellent experience in customer service and related administrative logistics.

We will be supporting her in her position with Parkfairfax as the new service coordinator for the administrative office.

2) Airbnb:

Management reached out to Airbnb support to discuss options to address the violation from a homeowner listing their unit for less than six months. Airbnb shared our concerns with the host (unit owner) in question and advised them to ensure that they comply with local law and/or any third-party agreements. They said they would continue to note any further complaints or issues raised against this host, so we will keep reporting them to Airbnb.

While this may help curb some violations, others will keep posting until more severe measures are implemented. I suggest we follow our due process procedures (Policy Res #4) once a new violation has been identified and confirmed.

3) Ruff Roofers Accident:

On Thursday, Jan 27, at about 10:30 a.m., one of the workers from Ruff Roofers fell from the roof while performing routine repairs at building 402.

I rushed to the scene, and he was being taken to the hospital for a checkup. Subsequently, I gathered information from his coworkers, who confirmed that at the moment, the subject was not wearing a safety belt. I contacted the service manager, Spencer Jacobs, to let him know that our office was highly disappointed about this occurrence and that we will not allow this type of negligence on our community again. Later that day, he called to let us know that the subject had been discharged from the hospital with minor injuries.

4) **1633 Fitzgerald Ln:**

The exterior and interior condition of the above unit was recently brought to management's attention. Unfortunately, it seems like the homeowner that occupied this unit has been admitted to a care facility due to illness. I was able to speak with the homeowner's daughter and discuss solutions. She indicated that she has started the cleaning process inside the unit and has been working on it once a week. She also noted that she had hired a pest control company to treat the unit every two weeks. I asked her to please keep the office up to date with her progress which she agreed.

The exterior has already been cleaned up, including closing some areas that worked as access points for rodents.

5) **Mold Remediation Procedures:**

The same process for repairs and damages on other components is applied to mold issues:

1. When a homeowner (or tenant) reports mold in their unit, the first step for maintenance is to arrange a time to visit the site and investigate the source or cause.
1. Once the cause of the mold is identified, we proceed with responding to the unit owner depending on the findings:
1. Suppose the mold has emerged due to a common element failing. In that case, the association will first correct whatever fault has on the common elements and then proceed with a plan to remediate the mold in the unit at the association's expense.

Once the mitigation process is finalized, we hired a certified mold professional to conduct a test in the unit to corroborate that the mitigation process has been completed.

1. Suppose the mold has been caused by faulty elements within the unit or by the resident's negligence. In that case, we communicate that to the owner (or tenant) in writing, making them aware that it is their responsibility to make arrangements to eradicate it. We follow up periodically with the unit owner until we can ensure that the problem has been resolved.

Note: Parkfairfax **does not provide expert opinions on mold assessments reports.** We hire an independent and certified mold expert to provide such information.

Discrepancies: Discrepancies in these reports are common and depend on the current air quality and locations at the time of testing.

6) **Holiday bonuses:**

Based on our research, the following format is the most common in the industry:

For the upper management staff: The norm is two weeks net or gross salary amount; however, that amount could increase annually on various scales based on experience, seniority, and performance.

The lower-paying positions, such as maintenance staff, generally receive anywhere between \$250 to \$ 1,500-holiday bonus based on Job title and seniority.

Here are some of the main benefits of giving holidays bonuses:

- **Boosts morale:** A Christmas bonus, irrespective of its value in terms of a check or even days off, has a way of making employees feel valued. Giving your employees Christmas bonuses can help increase morale at work.
- **Eases burnout:** The holiday can be a much-needed respite for some. A holiday bonus lets employees know that their employers are thinking about them and that they are valued, which could help dampen some of the effects of burnout.
- **Increases productivity and engagement:** A Christmas bonus can help incentivize employees to be more engaged and thus boost productivity. A study by Oxford University found that a motivated and happy workforce is 13% more engaged and productive.

Holiday bonuses **should be treated like employees' salaries and not be disclosed to anyone outside the payroll processing**. Holiday bonuses are tokens that employees can celebrate, enjoy and not compare with others.

7) Tree Planting:

The city submitted a tree planting plan to Mark last summer, which was reviewed and approved by the association's consultant (at the time) with Mark and the arborist's oversight. Twenty-four trees were slated to be planted in November last year. Unfortunately, the project was delayed for unknown reasons. Today Tuesday, Feb 8, Alexandria City planted all twenty-four trees (those within 12 feet of the curb) as previously planned. Locations are attached in Exhibit A at the end of this report.

8) 1641 Fitzgerald Ln (907):

The office records show a plan in place to treat the unit for rodents and squirrels, which the homeowner reported about a year ago. It seems like Tony Allen stopped coordinating treatments to the unit somewhere along the process, and Mark M. may have lowered the priority of these requests.

I have arranged a meeting with the homeowner to understand the problem at hand fully. Once we assess the condition, we will implement an action plan and work with our pest control company to eradicate the problem.

MAINTENANCE

1) Laundry Room Windows and Heaters:

After inspecting all laundry rooms, staff noticed that there was at least one window locking mechanism/handle that broke at each laundry room. These old casement windows need to be replaced with vinyl windows. It seems like we've installed vinyl windows at 3 locations property-wide. Heaters have an internal thermostat. Years ago (before Alonzo), secondary thermostats were added. We are going back to using the manufacturer's internal thermostat and removing the secondary. This will allow heaters to cut off/on automatically when it reaches their set point.

2) Commonwealth of Virginia State Corporation Commission, Division of Utility and Railroad Safety:

Alonzo with Jimmy Maass to discuss underground gas line repairs and replacement. Jimmy took a look at all past documents and will forward updates and findings soon. Once we receive his findings, we will put an action plan to tackle all deficiencies in order of priority.

3) Attic and Smoke Alarm Inspections. Start Date Feb 7 – March

- Attic Inspection. Inspections are done every three years. Inspections consist of: Checking for squirrel access points and nest, shelving, extra lighting, floor fastened, ceiling joist, roof, rafters, bracing supports, carpentry, missing insulation, condensation, improperly installed dryer vents, ceiling fans, stove vents, ventilation at eaves, exposed electrical wiring, open junction boxes, and chewed or stripped wiring/insulation.
- Smoke Alarms. Inspections are done annually and consist of: Checking all batteries and replacing electrical devices as needed.

4) PEX Pipe Replacement completed in February:

Building	Type	#Of Units	Dates	Status
509	B-15	4	February	Completed
510	B-14	4	February	Completed
512	B-14	8	February	Completed
513	C-1	8	February	Completed

5) Crawlspaces Gas Line Replacement:

Building	Type	#Of Units	Dates	Status
516	AC-17	6	02-21-22	Scheduled
528	BB-7	6	02- 28-22	Scheduled
846	B-15	4	03-07-22	Scheduled

6) Differential Settlement Assessment:

Walker visually assessed the brick façade at the 289 structures located throughout Parkfairfax Condominium on November 22, November 23, December 8, and December 9, 2021. From their field survey work, they have categorized the façades of each structure per the following:

- 21 Structures categorized as High Priority
- 80 Structures categorized as Medium Priority
- 90 Structures categorized as Low Priority
- 98 Structures categorized as Minimal or No Distress

Management has invited Joseph Wilcher, a member of Walker Consultants, to our March meeting to conduct a small presentation summarizing their findings on such assessment. At the top of the priority list is building 716, which the report calls for immediate action. A proposal for a comprehensive inspection will be presented to the Board at the March meeting. After the inspection, the next step will be to draft a set of specifications to correct the foundation issues based on their findings.

If you have any questions regarding this report, please get in touch with us at least 48 hours before the meeting to research answers.

Respectfully submitted,

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