Discussion Item

Unit Inspection Certificate – Director Konkel

Dana Cross

From: Jim Konkel <pfx@ourivycottage.com>
Sent: Tuesday, February 15, 2022 9:43 AM
To: Francisco Foschi; Bryan Hudzina

Cc: Dana Cross

Subject: RE: Francisco - Review of Resale Compliance Form

Dana,

If you have time for the Feb Board meeting, could you add this email thread, the Compliance Form, and Inspection Checklist to the agenda item Tab on Dropbox and attach them to an email to the board? Otherwise, let me know and it will have to be included in the March meeting.

Thank you.

Jim Konkel

From: "Francisco Foschi" <ffoschi@parkfairfax.info>

Sent: 2/14/22 11:39 AM

To: "PFX@ourivycottage.com" <PFX@ourivycottage.com>, "Bryan Hudzina" <bhudzina@parkfairfax.info>

Cc: Dana Cross dcross@parkfairfax.info

Subject: RE: Francisco - Review of Resale Compliance Form

Good morning Jim,

These are the responses from our covenants director, who was trained by Dana, who previously held that position and is very familiar with the process.

Given my very short time with Parkfairfax, and the fact that I am too learning the process, it is only appropriate that you receive a response from the person handling all related matters to covenants for the past six months.

I think that these answers can be presented to the Board, and if there are any related concerns, Dana will be able to point us in the right direction.

I hope that helps,

Francisco Foschi, CMCA®, AMS®, PCAM®

General Manager – Parkfairfax Condominium

3360 Gunston Rd, Alexandria, VA, 22302

Direct: 703-998-6315 Ext. 101

Email: ffoschi@parkfairfax.info

From: Jim Konkel <pfx@ourivycottage.com> **Sent:** Monday, February 14, 2022 11:24 AM

Subject: RE: Francisco - Review of Resale Compliance Form

Francisco,

Do you approve these responses as your responses as well that can be presented to the board?

Jim Konkel

From: "Bryan Hudzina" <bhudzina@parkfairfax.info>

Sent: 2/11/22 4:51 PM

To: "PFX@ourivycottage.com" < PFX@ourivycottage.com >, Francisco Foschi < ffoschi@parkfairfax.info >

Subject: RE: Francisco - Review of Resale Compliance Form

Jim, I am going to jump in and answer as best I can. -Bryan Hudzina (Covenants Director)

Francisco,

I have reviewed the 2 PFX Resale Compliance Form documents and have the following questions.
1. Am I correct in stating PFX checks to see if something on a checklist has been installed/altered and whether it has been approved by Staff/Covenants but does not appear to inspect it as to compliance with specifications, approved or not? We have the checklist and go through it. For example, A/C Units: Living Room and Bedroom. I check yes if the units are in both areas. Unfortunately there is no check on specifications. We match if there is an application on file with our filing system, M-Files. Changing something like-for-like is allowed.
2. Am I correct in stating PFX allows for recording an inpector's comments on a Compliance Form but does not allow for an inspector to apply a pass/fail status? There certainly is no place for an inspector to apply pass/fail on the checklist. There is a place to record an inspector's comments on the form should they do so. And no, unfortunately, there is no place to apply a pass/fail status (which would be a great idea actually).
3. Am I correct in stating PFX directs unit owners on the Compliance Form to submit Routine Change requests for any violations in order to receive approval without directing corrections or standard approval process prior? The way to do this is have the resident complete a Routine Change Form with violations noted and <i>any</i> information on change(s) done they can provide. Most do not have any information and the general manager does not approve the Resale Routine Form (same thing as a Routine Change Form), but <i>acknowledges</i> it. Some people bypass filling out applications and end up getting caught when they sell.
This is it in a nutshell. Please feel free to reach out on my cell (703-244-4545) or email me at bhudzina@parkfairfax.info (I check email frequently). I love talking about items like this and I may have not been clear in my explanations.
Thanks. I will be providing status of our progress as it appears on the Feb Board meeting agenda so if you get to these questions by then I will include them. Otherwise I will provide our initial contacts and forms receipt.
Jim Konkel
Bryan Hudzina
Covenants Director

bhudzina@parkfairfax.info

703-998-6315 xt.102

3360 Gunston Rd.

From: Jim Konkel Sent: Friday, February 11, 2022 3:03 PM To: Francisco Foschi Cc: Bryan Hudzina Subject: Francisco - Review of Resale Compliance Form
Francisco,
I have reviewed the 2 PFX Resale Compliance Form documents and have the following questions.
1. Am I correct in stating PFX checks to see if something on a checklist has been installed/altered and whether it has been approved by Staff/Covenants but does not appear to inspect it as to complicance with specifications, approved or not?
2. Am I correct in stating PFX allows for recording an inpector's comments on a Compliance Form but does not allow for an inspector to apply a pass/fail status? There certainly is no place for an inspector to apply pass/fail on the checklist.
3. Am I correct in stating PFX directs unit owners on the Compliance Form to submit Routine Change requests for any violations in order to receive approval without directing corrections or standard approval process prior?
Thanks. I will be providing status of our progress as it appears on the Feb Board meeting agenda so if you get to these questions by then I will include them. Otherwise I will provide our initial contacts and forms receipt.
Jim Konkel

From: "Francisco Foschi" <ffoschi@parkfairfax.info> Sent: 1/25/22 4:22 PM

To: "PFX@ourivycottage.com" < PFX@ourivycottage.com>

Subject: FW: Resale Compliance Form
Good afternoon Jim,
Attached is a copy of the compliance form and an inspection checklist.
They were provided by our covenenats director cc'd here.
I have been talking to Dana about your request because of my unfamiliarity with these documents (for now). She indicated that this should be what you are looking for.
Please let us know if this is what you are looking for or something else that we are missing.
The checklist form they have been using looks in terrible shape, so I will make sure we have a nice cleaner version after we finalize the process.
Regards,
Francisco Foschi, CMCA®, AMS®, PCAM®
General Manager – Parkfairfax Condominium

Direct: 703-998-6315 Ext. 101

3360 Gunston Rd, Alexandria, VA, 22302

Email: ffoschi@parkfairfax.com

From: Bryan Hudzina < bhudzina@parkfairfax.info >
Sent: Tuesday, January 25, 2022 11:44 AM
To: Francisco Foschi < foschi@parkfairfax.info >
Subject: Resale Compliance Form

Francisco,

This is the only thing I could find. It is an official resale compliance form found on HomeWise Docs.

Bryan Hudzina

Covenants Director

bhudzina@parkfairfax.info

703-998-6315 xt.102

3360 Gunston Rd.

Alexandria, VA 22302

ctic wlodel			10	CATION	APPROVAL DATE
Mati	YES	MO	L/ROOM	B/ROOM	
A/C REPLACED			L/ROOM	07.130	
ATTIC PULL DOWN STAIRS					
CARPET			-		
CLOTHES DRYER					
CLOTHES WASHER			-		
CONVECTORS REMOVED					
DRYER VENTED OUT					
DISHWASHER			Teer or		
DOOR PAINTED			COLOR:	-	
Dan Refered			Front		
Door Replaced			Rear	-	
ELECTRICAL PANEL UPGRADED/MOVED			-		
			KITCHEN		
EXHAUST FANS			BATH	-	
			FRONT		
EXTERIOR LIGHTS			REAR	- Long and the second	
			Flag	1	
Hangers			Plant		
Hanging Hose Reel				STONE	
			BRICK		
PATIO / DECK			SLATE	W000	
			FRONT		
PLANTINGS			REAR		
Front Stoop Railing			-		
SMOKE DECTOR					
		7.7	FRONT		
STORM DOOR			REAR		
REMOVAL/ BOUNDARY MOVED UNITS					
COMBINED/SEPERATED					
WINDOWS REPLACED				J	
			TOP		
WORKING KEYS			BOTTOM		

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ADDITIONAL OBSERVATIONS	
- CONCIUS - CONCIUS TO THE	



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Compliance Form

Parkfairfax Condominium UOA

Welcome back, Bryan Hudzina

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Compliance Form for Parkfairfax Condominium UOA

Compliance Form

Inspection Date

Inspection Time

Inspector's Name

Unit Owner's Name Eleanor Wagoner

Street Address

3652 Gunston Rd

City

Alexandria

State

VA

Zip

22302-2006

Association Name Parkfairfax Condominium UOA

Inspector's Observations/Comments:

See Covenants Violations Noted Below.

Covenant Violations Noted

No approval/applications on file for the following items:

Please complete and submit a Routine Change Application to the Association office to receive acknowledgement and approval for these changes.

Closing Comments:

Contact Barkan Management LLC for a current account summary.

Submit

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Done

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Account Number

A	ccount number
lı	mport Current Account Values
P	rimary Contact: Signature: V
# 1	Question Does the Association's legal documents include any restrictions on sale which would limit the free transferability of title? (Age Restrictions, First Right of Refusal or other deed/income restrictions).
	No
2	The regular assessment amount is:
	\$ paid on the first of each Month.
3	Other fees or charges imposed by the Association:
4	Any approved expenditures that require an additional assessment during the current year or the immediately succeeding fiscal year are:
5	The status of the account is as follows. Total assessments, other fees or charges in arrears, through the date above, are:
6	The post-closing fees associated with the purchase, disposition and maintenance of the condominium unit and the use of the common elements, payable to Parkfairfax Condominium UOA, are:
	\$50.00

O Chat

Question

- 7 Other fees and charges by other entities or facilities are as follows:
- 8 The current amount of any reserve or replacement fund is (summary & copy is enclosed):
- 9 No portion of the fund designated for any specified project by the executive organ except as follows:

N/A.

- 10 Attached are a copy of the Association's current budget (or a summary thereof) and a copy of its statement of income and expenses or financial condition for the last fiscal year available.
 - **∄** Add
- 11 The balance due of any outstanding loans of the Association is:
- 12 There are no pending suits or unpaid judgments to which the Association is a party which either could or would have a material impact on the association or its members or which relates to the unit being purchased except as follows:

None at this time.

- 13 As required by the Association's Declaration and Bylaws, certain insurance policies including liability, hazard, property damage, comprehensive liability, and directors and officers, as well as a fidelity bond are maintained. Members of the Association are strongly urged to obtain property damage, flood, comprehensive liability and any other typical homeowner coverage recommended by their personal insurance agent.
 - **⊞** Add
- 14 Fidelity Bond Amount:

\$6,000,000.00

15 Insurance contact information:

Preferred Insurance Services, Inc Contact name: Certificate Department

certs@preferins.com Phone: (703) 667-5940

Question

16 A description of any conditions on the owner's unit, or limited common elements assigned thereto, that the Association has actual knowledge are in violation of the condominium instruments:

Please review the compliance inspection form.

17 There is no restriction, limitation, or prohibition on the right of a unit owner to display the flag of the United States on the owner's unit, including, but not limited to reasonable restrictions as to size, place and manner of placement or display of such flag and the installation of any flagpole or similar structure necessary to display such flag except as follows:

No

18 There is no restriction, limitation, or prohibition on the right of a unit owner to install or use solar energy collection devices on the owner's unit except as follows:

N/A.

19 Known project approvals currently in effect by secondary mortgage market agencies:

None at this time.

20 Is the condominium or any portion thereof located within a development subject to the Property Owner's Association Act?

None at this time.

21 Attached to this packet are the current Bylaws, Rules and Regulations and Architectural Guidelines adopted by the unit owner's association. Also attached are any approved minutes of the board of directors and association meetings for the six calendar months preceding the request for the resale certificate.

⊞ Add

22 If notice has been given to the unit owner by the unit owners' association of any current or pending rule or architectural violation, then it is attached.

None at this time.

23 Are there any limitations on the number of persons who may occupy a unit as a dwelling?

None at this time.

24 The association has filed with the Common Interest Community Board the annual report required by 55.1-1980 of the Code of Virginia. The certificate number is (#) and expires on:

Certificate Number: 0550001187

Expires On:07-31-2021

O Chat

Question

25 The association complaint procedure required by 18 VAC 48-70-60 and pursuant to 18 VAC 48-70-40 and 18 VAC 48-70-50 is:

26 The name and address of the Management Agent is:

Parkfairfax Condominium UOA 3360 Gunston Road Alexandria, VA 22302 703-998-6315



General Comments

Are there any rental restrictions? A copy of the rental agreement must be provided to the Association.

Continue

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Be sure to Preview the order before releasing to ensure all information is correct on the final form.

Make Changes Put on Hold Preview

Release Now

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Dana Cross

From: Dave Bush <akhetequus@earthlink.net>
Sent: Thursday, January 13, 2022 12:45 AM

To: Dana Cross

Subject: Fwd: FWD: Dave - Unit Resale Inspections For Certificate

This is the one to use for the resale inspection backup.

----- Forwarded Message ------

Subject:FWD: Dave - Unit Resale Inspections For Certificate

Date:Wed, 12 Jan 2022 19:20:39 -0800 From:Jim Konkel <pfx@ourivycottage.com>

Reply-To: PFX@ourivycottage.com

To:Dave Bush <akheteguus@earthlink.net>

Forward an item I wrote to you recently.

Jim

From: "Jim Konkel" <pfx@ourivycottage.com>

Sent: 12/8/21 7:42 PM

To: "Dave Bush" <a href="mailt

Subject: Dave - Unit Resale Inspections For Certificate

Dave,

Due to the now very serious nature of Resale Certificate Inspections, I think this might be a good project for the BUC to take on. Would hopefully catch many Covenant violations that could become the responsibility of the Association after resale.

Unit Inspections For Resale Certificate

Develop a detailed set of unit inspection procedures required for the issuance of resale certificates. The detailed steps could follow something like this outline:

- 1. Unit resale application is assigned to an "inspector" that is documented with the certificate.
- 2. Staff provides a unit report to inspector that includes all Covenants applications and indicates which are approved.
- 3. Inspector takes Covenants report and physically checks it against unit visuals.
- 3a. Photos could be taken of problem areas.
- 4. Inspector indicates unit adjustments that exist but are not Covenants approved.
- Inspector compares unit adjustments that exist and are approved against related specification checklist.

- 5a. Address could be run in the City of Alexandria Website to generate permit status report.
- 6. Inspector indicates pass or fail on certificate inspection report to staff.

Jim Konkel