

Committee Reports

March 10, 2022

MEMORANDUM

TO: Parkfairfax Board of Directors
FR: Architecture and Planning Board
RE: Board Update

Following are notes from the March 9, 2022 meeting of the Architecture and Planning Board (A&PB):

Window Condensation: At the January meeting the Board assigned the A&PB the task of developing recommendations for residents who are experiencing condensation and rust issues with the windows and window frames. Attached is the draft of an article we wrote in response to the Board request. The draft has been forwarded to management for review. We are hoping once the content is approved the article will be shared with the community at large through the newsletter and other means of communication.

Specifications: We continue our work on updating existing specifications. Under active review at this time are specifications for washer/dryer installation; dryer vent installation; rear patios and decks; and window installation. We are also developing new specifications for landscape and exterior lighting.

Community Room Renovation: Installation of the rear patio has been completed including perimeter low wattage landscape lighting. The final installed cost of the patio came in 30% below our original budget. This is thanks to the A&PB members who are professionals in the fields of Architecture, Construction, and Landscape Architecture. In addition to the time they volunteered overseeing the installation, we were also able to utilize their contacts and professional discounts to achieve not only the monetary savings but create a beautifully designed patio that will last for years to come. Landscaping will be completed by the end of March.

The A&PB also agreed to the kitchen cabinet style and manufacturer recommended by the interior designer, who is also a volunteer member of the A&PB. We will be going with Shaker style cabinet and drawer fronts; this is the same style presented conceptually to the Board last year. It is a classic and timeless style that fits wells with the architectural style of the building. The line we are working with is manufactured by Merillat Cabinets. Merillat is a well-known manufacturer that members of the A&PB frequently use in their residential and commercial projects because of its quality and durability. Additionally, thanks to the professional resources and contacts of the members of the A&PB, we will be able to purchase the cabinets at a discount of over 40%.

The architect engaged by management to prepare the construction documents required by the City of Alexandria has finished the first set of drawings. These are currently under review by the A&PB. Again, thanks to the hard work in the initial design phase by the members of the A&PB who are architects and designers, we were able to provide the architect with a very specific design and detailed measurements of the space thus saving time and allowing management to negotiate a reduction in his fee.

Help! My Windows Are Fogging Up and the Interior Metal Casing Is Rusting

With this winter's cold weather, many residents have experienced a buildup of condensation on the interior of their windows and, in some cases, their walls as well as paint failure and rust on the original metal window casing,

The culprit is generally air leakage where the cold outside air seeps in through the windows and meets the warmer inside air creating condensation. The same thing can happen in the summer when the hot outside air meets the colder inside air.

Our advice to residents who are experiencing this issue is to:

- Check the caulking around the exterior of your windows. Make sure it is still in good shape and not dry and brittle. It is critical that the caulk remain pliable enough to expand and contract with changing temperatures without gaps or cracks. Please note, not all caulking is the same; for this application use a good quality 100% silicone exterior grade caulking
- Check the weather stripping around your window sashes and replace if needed.
- Consider having a contractor assess the general condition of your windows. Vinyl will degrade over the years and create gaps with the glass because it (vinyl) expands and contracts with temperature changes at a different rate than glass. Additionally, the point where the upper and lower sash meets can be a source of air infiltration as the windows age. If your windows do need replacing, consider an insulated fiberglass frame as fiberglass is more stable than vinyl. Also, casement windows will give you more energy efficiency than single or double hung windows because they seal tightly all the way around their perimeters.
- When installing new windows, make sure your contractor installs some type of thermal break between the original metal frames and the new windows. Closed cell spray foam is recommended by most window manufacturers today.
- Addressing the rust on the original 1940's metal casing (sills) requires some elbow grease. Take appropriate safety measures as these casings (sills) are likely to have a coat(s) of lead-based paint on them since this was only banned in 1978. First remove all the paint and rust, down to the bare metal. If it is not completely removed, the rust can come back and you will have to go through this process again. Whether you use a paint stripper before sanding the sills down to bare metal or just sand the sills, we strongly recommend you wear a lead and asbestos dust respirator that features an inexpensive 3M mask and P100 (HEPA) filters throughout the process. Also, keep your windows open for proper ventilation. Next apply at least one coat of good quality rust inhibiting metal primer such as Rust Oleum Rusty Metal Primer. Finally, apply two coats of a good quality metal paint in either a gloss or high gloss finish (we also like Rust Oleum).

- Another option, especially for units with the original windows, is to encase or frame the interior casings (sills) in wood and add decorative casing or trim around the window. While this approach may not stop the air infiltration and resulting condensation, it may mitigate damage to your walls. If you choose to do this, it is imperative that you insulate the metal before covering with wood. One option is to use a roll of sill seal foam gasket such as Owens Corning Foam Seal/R or strips of thin Styrofoam. Construction adhesive can be used to secure both the foam gasket or Styrofoam and the wood to the metal. Painted or stained decorative casing is then added to finish the look.

Submitted by the Architecture and Planning Board

March 2022

Dana Cross

From: Joyce Frank <jafrankdesign@hotmail.com>
Sent: Monday, March 7, 2022 1:41 PM
To: Dana Cross
Subject: Update Date Change - March Monthly Report - Activities Committee

Dana, since the dates have not been etched in stone at this point, I change the date of the August concert to Saturday August 13th (correct date below).

March 2022

The Parkfairfax Activities Committee met on Tuesday evening, March 1st in the party room. We discussed the following:

- The "Call for Entries" for the 2022 Parkfairfax Patio and Garden Tour via the Forum, FB pages and weekly e-mail blast. The Tour will be held on Saturday June 4th from 1-5PM (rain date Sunday June 5th). Call for Entry deadline is Thursday, March 31st, notification of acceptance by April 15th. This event is being organized with the Landscape Committee.
- The dates of upcoming events. At this point all dates are for outdoor events:
 - Saturday, June 4th – Patio and Garden Tour (rain date Sunday, June 5th)
 - Saturday, June 25th – Summer Concert #1
 - Saturday, July 23rd – Summer Concert #2
 - Saturday, August 13th – Summer Concert #3
 - Saturday, September 10th – Doggie Dip
 - Fall Yard Sale? (or Spring Yard Sale)
 - Wine & Cheese (Date TBD)
 - Sunday, December 4th – Christmas Tree Lighting
- The next meeting of the Activities Committee will be held on Tuesday, April 5, 2022.

Joyce Frank
Parkfairfax Activities Committee

Report to the Board
From the Community Outreach Committee
Updates on the Communications Plan
March 10, 2020

Prepared by Janet Schrader, Chair, Community Outreach Committee

Website: A contract was awarded to ByRivers Tech LLC/WP Tutoring. Web designer Grant Price will begin work on the website when he is given admin privileges by our IT company.

Terms of Reference for the committee were edited by Jan Schrader and Barbara Wilmer. A copy of the current TOR and the edited version are attached to this report for Board discussion/approval.

The committee is developing a communications plan but needs input from management and Board to finalize duties and personnel. A copy of the draft communications outline is attached.

Community Outreach Committee

Recommendations for a Parkfairfax Communications Plan 2022

The Community Outreach Committee is recommending the development, approval, and implementation of a Communications Plan. Several modes of informal communication are used in the community currently, so the importance of Parkfairfax management's ability to steer the conversation in the same modes has increased. The goal would be to convey accurate information in a professional manner with clear and objective language.

The Parkfairfax Board and management have several communication methods available to share information: the Forum newsletter, the website, the official Facebook page, the weekly email updates, community meetings and presentations, and the YouTube channel.

- **The Forum newsletter**

Questions regarding the newsletter:

Who is the managing editor of the newsletter, i.e., who decides which articles are included in an issue? Who determines the page 1 article? Who writes the articles? Who performs copy editing?

- **WWW.Parkfairfax.info**

Who will be tasked with oversight?

Tasks would include installing Wordpress updates, fixing broken links, making certain the site is functioning as expected.

Regarding what information should be posted, the following were recommendations from a past communications plan:

1. Update the information frequently to encourage residents to visit the website.
2. Post information regularly, including event announcements, reminders of upcoming board and committee meetings, and especially events or occurrences out of the norm. Those would include emergency maintenance activity, cancellation of trash pickup, water main breaks, and occurrences involving police response that residents should be aware of.
3. Create a regularly updated calendar of scheduled routine work activity —door painting, landscape work, trash pickup, large item pickup, etc.

- **The official Facebook page**

Who decides what is posted? Should the page be a source of immediate

information (i.e., workmen will be making roof repairs on Building 202 on date/time); Board information (i.e., the Board will meet Wednesday at 7 p.m. to discuss...); bits of information gleaned from the newsletter; updates on activities in the community (i.e., 25 trees were planted on Valley Drive)?

- **Email alert system**

The Buildium Friday email message serves as both an immediate news source (i.e., water main break) and a weekly update.

Suggestions:

Brief is better - a few sentences about a topic with a link to an expanded discussion or information on the website would be more appropriate. (The sign-up for the garden tour is a good example.)

- **YouTube Channel**

The creation of the Parkfairfax YouTube channel offered a great opportunity to present information in another format. The channel already has videos that explain parking, new resident procedures and pertinent tips prior to making changes to a condo unit. More could be done to utilize the platform.

- **Presentations**

From time to time, the board or management schedules special meetings to discuss current issues such as the asbestos sessions, town halls for resident feedback, or presentations such as the past kitchen and bathroom remodeling tips sessions of several years ago.

These presentations would offer opportunities for the board or experienced residents to provide specific, useful information on a topic too time-consuming to discuss at a monthly board meeting.

The events could be taped for uploading on the community YouTube channel.

Recommendations

4. Expand the use of the YouTube channel

Recommendations for further videos include interviews with the landscape assessor Jeff Lange, interviews with finance committee members to help residents and owners better understand what they do regarding the budget, a tour of a Parkfairfax unit attic with Alonzo Alexander, Director of Operations, or another knowledgeable person to provide information on our attics and finally, additional welcome videos.

5. Provide periodic community presentations

The Parkfairfax Board of Directors has conducted occasional town halls to get feedback from the community. Community presentations are a way to push information to the residents.

One recommendation for a presentation is building construction. Our buildings were built 70 years ago. What is the design and status of the plumbing in these buildings? What's the status of the wiring? What sort of upgrades do our buildings need now or in the near future? These presentations could be broken down into building wiring, building plumbing, and structural issues.

Presentations could be recorded on video and put on the YouTube channel for people who are not able to attend the live presentation.

Community Outreach Committee

Committee Chair: Janet Schrader – jschrade_us@yahoo.com

The primary responsibility of the Community Outreach Committee is to advise the Board of Directors, in a reasonable and productive manner, on issues affecting communications, technology, and website governance. In accomplishing this goal, the Board of Directors shall assign the committee with tasks from time to time that may include, but not be limited to:

- Providing specifications and proposals for services related to Association communication needs such as newsletters, web site, welcome packages, information signs, surveys Association marketing materials, etc.
- Policies relating to Association communication vehicles such as editorial policies, advertising policies, etc.
- Provide advice and assistance to the Newsletter Editor concerning Newsletter content, design, size, production, frequency, distribution, etc.
- Provide advice and assistance to the Webmaster regarding the web site, including design and content of the website.
- Distribution of information pertaining to city, state or regional issues impacting Parkfairfax development of positive communications/relationships with city, state and regional agencies and officials.
- In conjunction with the Association's managing agent, coordinating the periodic preparation and distribution of a community directory.
- In conjunction with the Association's managing agent, coordinating the preparation and dissemination of communications for community events, such as Annual Meetings, committee meeting schedules, etc.
- Provide recommendations to the Association's managing agent for expenses in the Committee's area of jurisdiction to be considered for inclusion in the Association's annual operating budget.

The committee will also monitor, review, and make recommendations on technology matters, in or in the vicinity of Parkfairfax, including (but not limited to) the following exemplars:

- Science technologies (e.g. environmental technologies, transportation technologies, health technologies, HVAC technologies, and many others).
- Information technologies (e.g. computing technologies, telecommunications technologies, GPS technologies, and many others).
- Any other technologies or related areas of interest that the Board of Directors may approve (upon request of the committee) or assign.

The committee also seeks to perform effective website governance. Governance processes will be defined, and adjusted, to be as efficient and light-weight as possible. Key examples of responsibilities regarding website governance are as follows:

Current Committee Terms of Reference on the Website

- Ensure that Parkfairfax website administrators (management staff) regularly communicate with other Website Governance Group members about site issues which administrators have.
- Periodically inspect website content for accuracy, currency, and appropriateness.
- Manage design changes (where “design” is any non-trivial change to the website) or other unanticipated change requests that appear useful, as enhancements.
- Consider change requests for the website.
- Consider previously planned or anticipated website enhancements.
- Identify new website enhancements.
- Consider non-trivial website bugs (instances of the website not meeting its requirements) or bug fixes that expose larger issues within the site.
- Identify whether or not a change must involve a vendor (normally, a company that Parkfairfax has previously contracted with for site maintenance, hosting, or other services).
- If the Website Governance Group believes a desirable change can be accomplished by Parkfairfax website administrators, it will work with them to ensure that requirements, design, implementation, testing, and deployment of the changes are handled effectively.
- If the Website Governance Group believes a desirable change must involve a vendor, it will:
 - Clearly communicate requirements for the change to the vendor.
 - Get a related estimate for the change from the vendor.
 - Present this estimate to the Board for approval if the group recommends doing the work.
 - Follow through with the vendor as necessary to ensure the change meets its requirements and is smoothly deployed to our website

Community Outreach Committee

Committee Chair: Janet Schrader – jschrade_us@yahoo.com

The primary responsibility of the Community Outreach Committee is to advise the Board of Directors on issues affecting communications to include:

- Providing guidance for services related to Association communication needs such as newsletters, website, welcome packages, information signs, surveys, Association marketing materials, etc.
- Providing guidance on policies relating to Association communication vehicles such as editorial policies, advertising policies, social media use, etc.
- Providing advice and assistance to the newsletter editor concerning newsletter content, design, size, production, frequency, distribution, etc.
- Providing advice and assistance to the webmaster regarding website design and content.
- Providing recommendations to the Board for expenses in the Committee's area of jurisdiction to be considered for inclusion in the Association's annual operating budget.

The committee will also monitor, review, and make recommendations on social media practices.

The committee also seeks to perform effective website governance by

- Periodically inspecting website content for accuracy and appropriateness.
- Consulting with the website contractor on website upgrades or design changes.

Election Committee Chair Appointment Resolution Worksheet

Date: March 16, 2022

Suggested Motion:

“I move to appoint Lisa Harger, as the Election Committee Chair for the 2022 Board Elections.”

2nd:

Vote:

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

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

ADMINISTRATIVE RESOLUTION NUMBER TWELVE

ELECTION PROCEDURES AND

ELECTION COMMITTEE TERMS OF REFERENCE

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 Four states in part that the Board of Directors shall approve elections procedures; **AND**

WHEREAS, Article III, Section Four states that “At least ninety days prior to each annual meeting of the Unit Owners Association, the Board of Directors shall appoint an Elections Committee consisting of at least three Unit Owners.” **AND**

WHEREAS, Article III, Section Four further states that “The Elections Committee shall develop election procedures and administer such procedures as are approved by the Board of Directors.”

NOW THEREFORE, BE IT RESOLVED THAT, the following procedures for elections and Terms of Reference for the Elections Committee be adopted.

PROCEDURES AND RULES

There shall be a Manual of Elections Procedures and Rules (Elections Governance Manual) approved by the Board of Directors and maintained by the Managing Agent. The manual shall contain a comprehensive compendium of rules and procedures governing the election process as outlined in the Bylaws and as dictated by experience. The method of determining the winner of an election will conform with the Parkfairfax Bylaws and Administrative Resolution #14. The Board Secretary shall, from time to time, review the manual to assure its currency and accuracy and shall recommend revisions to the Board of Directors.

ELECTION COMMITTEE

As required by Article III, Section Four of the Bylaws, the Board of Directors shall

appoint an Elections Committee consisting of at least three unit owners not later than ninety days prior any meeting of the Association at which an election is to be held except as otherwise required by the Bylaws in Article III, Section Five (Removal or Resignation of Members of the Board of Directors) or Article III, Section Six (Vacancies). The Elections Committee shall also have as a member one representative of any organization approved by the Board of Directors to administer an election. No member of the Board of Directors may serve as a member of the Elections Committee. Each member of the committee shall maintain neutrality on the choice of a candidate and at all times be unbiased in performing duties outlined in the Bylaws, this resolution or the Elections Governance Manual.

Terms of Appointment: The Elections Committee term of service shall begin upon appointment by the Board of Directors and end upon certification of election appointment by the Board of Directors at the election for which the committee was appointed, but in no case later than sixty days after the meeting at which such election is held. The Committee Chair shall be appointed by the Board of Directors and the Association Secretary shall be liaison to the committee.

General Duties: The primary responsibility of the Elections Committee shall be to oversee the nomination and election of members to the Board of Directors in accordance with the Bylaws and procedures adopted by the Board. To accomplish this requirement the committee shall, among other duties as may be approved by the Board of Directors, perform the following:

- A) Work closely with any organization approved by the Board of Directors to administer an election, to assure compliance by that organization with the rules, regulations and procedures governing elections as provided in the Bylaws and/or approved by the Board of Directors.
- B) Have authority to interpret and render decisions concerning the rules, regulations and procedures if questions arise from owners or candidates concerning their application. Requests for interpretive rulings must be made in writing to the Chair of the Committee and must be rendered within five days after receipt of such request. Rulings may be appealed to the Board of Directors using the appeals process outlined in Policy Resolution Number Four.
- C) The committee is given unlimited verbal access to legal counsel of the Association for advice on interpretation of the laws and rules governing the election process. The committee may not request a written opinion from legal counsel without the permission of the President or the Board of Directors.

ELECTION ADMINISTRATION

The Elections Committee shall administer the Election, utilizing such staff and community volunteers as may be necessary working under Election Committee supervision.

An independent consultant shall be automatically appointed to perform a computer tally of votes at elections as outlined in the foregoing paragraph, at the direction of the Elections Committee. Funding to compensate the consultant shall be placed in the annual budget and are, by this resolution, approved for payment.

The Managing Agent and Parkfairfax staff shall perform such duties as are outlined in the Election Governance Manual and shall assist the Elections Committee in every way possible.

ADOPTED AT THE OCTOBER 18, 2017 BOARD MEETING

Respectfully Submitted,

Rich Moha, Association Secretary

(Date)

Attested By: _____
(Name)

(Date)

Parkfairfax Condominium Landscape Committee Report March, 2022

Of special interest for our meeting on April 5 – we will be joined by Rod Simmons, with the City of Alexandria to discuss the history of our landscape.

Tree Replacement

After some research and discussion with management it has come to our attention that only 16 trees were planted last year (most were understory trees), and 49 were removed. This is a replacement percentage of 32%. Unfortunately, this is well below the standards that were agreed to by the Board of Directors of a minimum of 60% replacement and 2/3 of the trees be overstory species. We will be working with management to make up the difference this year if possible.

Spruce Island Naming Contest

The Committee will be working with our Board Liaison, Claire Eberwein to come up with a slate of names for discussion. The contest was launched the week of January 17 in the e-mail blast to residents. Submissions will be accepted through March 31 and will be presented to the Board at the April Board Meeting.

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. In addition the group is working to come up with a work product of alternatives to some of the least desirable plants for adding to the garden this planting season. The group is using the Audubon Society's suggestions for alternatives, and the State of Virginia's "least wanted" and invasive plant guide for the working document.

Entry Focal Points

At the direction of our General Manager, the Committee will be taking a look at the entry focal point gardens for our community. We will be working with GM to come up with a plan to continue to revitalize the entrances while diminishing the maintenance costs.

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

Landscape Committee Report

Mar-22

Page 2

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.

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/>

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 right). To date, the program has collected over 8 tons of food scraps, 2.1 tons of scraps this year alone, that have been diverted from our waste stream and have helped keep the critters from our trash bags!

