

Reports

Committee and Manager Maintenance Reports

Parkfairfax Activities Committee

May 2022 Report

The Parkfairfax Activities Committee met on Tuesday evening, May 3rd in the party room. We discussed the following:

- The upcoming 2022 Parkfairfax Patio and Garden Tour to be held Saturday June 4th from 1-5PM (rain date Sunday June 5th). We are taking registration for the Tour Program via e-mail at PFFX2022Tour@gmail.com. We've advertised the Tour Program registration via the Forum newsletter, FB pages and weekly e-mail blast.
- On the day of the tour, Tour Program pick up will be from 12:45PM to 3PM at the Parkfairfax Condo office, 3360 Gunston Rd, Alexandria, VA.
- We are working with Robin Davis of the Landscape Committee to note on our map, in addition to the resident's gardens, the landscape improvements, amenities and other points of interest on the property.
- Discussed the dates of upcoming events. At this point all dates are for outdoor events:
 - 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?
 - Wine & Cheese (Date TBD)
 - Sunday, December 4th – Christmas Tree Lighting
- The next meeting of the Activities Committee will be held on Tuesday, June 7th, 2022.

Joyce Frank
Parkfairfax Activities Committee

A&PB Meeting Notes

May 11, 2022

The A&PB is continuing to work on updating and revising the specifications for:

- Rear Patios and Decks
- Replacement Windows
- Washer/Dryer Installations
- Front and Rear Door Lighting

We are also developing new specifications for:

- Landscape and Patio Lighting
- Front Seating Areas

Attached is our current draft of updated specifications for Limited Common Element Rear Patios and Decks as well as the redlined version of the original specifications. We would like to get your guidance on some of the proposed language in highlighted areas to ensure we are on the right track before we develop the checklist and application.

- The first bullet on page 1 is language we adapted from work product we received from the RRC. We are attempting to be as clear as possible as to what unit types are able to install limited common element patios.
- On page 3, the first point under patio construction specifications, we are working to find the proper language for the finished patio surface elevation. Current specifications mandate the surface of a finished patio be 1" to 2" below the top of the rear door's concrete threshold. Due to variations in topography and building construction, that approach does not always work. For example, there are units which have a two-step stoop at their rear door. If a patio was installed at one of those units according to current specifications, the finished surface would be approximately 10" above grade. We added the language in the second paragraph to give options but knowing that water intrusion is a concern, we are interested in getting a sense from the Board as to how precise you would like to see this language.
- On page 3, point 5 allows for a soldier course of stone, brick, or pavers set in a mortar bed of concrete or cement to be used as edging for a patio. We are recommending this option because it help the patio keep its grade far longer than other types of edging.

Next meeting is scheduled for Wednesday, June 8 at 7pm.

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

LIMITED COMMON ELEMENT REAR PATIO & DECK SPECIFICATIONS

GENERAL INSTRUCTIONS

These specifications apply **only** to ground level units with a Limited Common Element area appurtenant (i.e., belonging) to the rear of the unit and with a rear door that is in addition to the front main entrance door.

Patios and/or decks shall only be installed within the boundaries of the Limited Common Element belonging to the rear of the unit applying for installation approval. The boundary of the Limited Common Element is twenty feet (20') out from the unit's rear building wall and runs the length of the unit.

Unit Owners must submit a completed Application for Non-Routine Change to the Association and must receive written approval prior to the start of any construction. As part of the application approval process, the Covenants Committee may request Parkfairfax staff inspect the construction site and make recommendations as to the viability of the proposed construction plans. Upon receiving written approval from the Association, the Unit Owner is allowed up to one year from the date of the written approval to begin construction.

The Association has the right to stop any construction that occurs prior to approval.

The Covenants Committee meets monthly; the Unit Owner is encouraged to check with the Association office for application submittal date requirements in order to prevent delay in consideration. It is strongly recommended that the Unit Owner attend the Covenants Committee meeting to answer any questions regarding the application which may arise; unanswered questions may delay the approval or lead to the rejection of an application.

APPLICATION PROCESS

The Application for Non-Routine Change must include the following information in order to be considered complete:

1. Drawings containing accurate dimensions, including width, length, height above grade and placement of the patio or deck within the appurtenant rear Limited Common Element.
2. The Unit Owner is required to contact Virginia 811 (commonly referred to as Miss Utility) to locate any utilities in their proposed construction plans. Any identified utilities must be shown on the application drawings.
3. Drawings shall include all existing and proposed grading. Patios and decks are required to slope away from the building a minimum of 2% (1/4" per foot) to ensure rainfall run-off is properly directed away from the building foundation.
4. Drawings shall include all existing and proposed drainage structures and pipes including connections to existing drainage pipes or structures. The Unit Owner shall request Parkfairfax staff provide drawings delineating the existing Parkfairfax drainage pipes and structures, including sanitary pipes and structures. At the Unit Owner's expense, the Association may require the Unit Owner to connect proposed drainage structures to an existing Parkfairfax drainage system.
5. If installing a patio, drawings shall include the location and type of all proposed patio surface materials. A combination of patio surface materials is acceptable, but limited to the conditions outlined in the following section. A typical architectural section shall be included showing the depth/thickness of patio base material and joint filler material.
6. If installing a deck, drawings shall indicate the location and type of all proposed decking the height of the deck above to grade, structural support/framing and footing details, as applicable.
7. Drawings shall include the location, materials, height and foundation for retaining walls associated with the installation of the patio or deck.
8. Application shall include the estimated date of construction completion.

CONSTRUCTION

Patios

1. The finished patio surface elevation must be at least 2 inches to 4 inches below the top of the rear door threshold and have a minimum 2% (1/4" per foot) grade away from the building to direct rainfall runoff away from the building foundation (See attached photo).

If your unit has a stoop below the rear door threshold, the finished patio surface elevation shall be flush with the top of the stoop. The finished patio must have a minimum 2% (1/4" per foot) grade away from the building to direct rainfall runoff away from the building foundation (See attached photo).

2. The finished patio surface elevation must be below and around any existing semi-circular crawl space metal access hatches. The finished patio shall not prevent access by Association staff to the crawlspace hatch.
3. Brick, stone, or concrete pavers may be used as surface finish materials. Colors to be earth toned or naturalized rock-like. Any combination of these materials is acceptable.
4. If the patio material abuts the building exterior, a brick sealant or moisture barrier shall be applied for the full depth of the patio including the gravel base.
5. Brick, stone, concrete pavers, steel edging, vinyl paver edging may be used as a border to contain the patio brick, stone, or concrete pavers and gravel base.

If you are using brick, stone, or concrete pavers as the edging for your patio (a soldier course), you may set the material in concrete or cement so long as the edge does not exceed eight inches (8") in width and the mortar bed of concrete or cement is no more than three inches (3") in depth. See attached photos for example of a soldier course.

6. Patio bases must be a minimum of at least four inches (4") in depth comprised of a compacted gravel and a one-inch (1") layer of stone dust or leveling sand. **The use of concrete or cement as a base is strictly prohibited.**
7. Patio joints must be porous and shall be either sand, stone dust, crushed gravel, or polymeric sand. **The use of cement or concrete for joints except in a soldier course for purposes of edging as described in #5 above is strictly prohibited.**

Decks

1. Decks are to be constructed as low to the ground as possible, based on existing slopes and grades, and the finished deck surface elevation shall be at least 2 inches to 4 inches below the top of the patio door threshold.
2. The finished deck surface elevation must be below and around any existing semi-circular crawl space metal access hatch. The finished deck shall not prevent access by Association staff to the crawlspace access hatch.
3. Footings for decks shall not interfere with existing underground utilities, drainage pipes, or drains.
4. Decks and deck framing materials shall be constructed of rot resistant material, including but not limited to: pressure treated lumber, IPE, Bamboo, or composite. Railroad ties are not permitted. Wood may be treated with wood toned stains or sealants. Composite decking materials shall be wood toned colors only.
5. Decking materials shall be attached using screws only; nailing of decking materials is not allowed.
6. Deck railings are only permitted where required by Alexandria City Building Code which is anything over a twenty-four inch (24") drop. No other permanently built-in wood or composite structures or items are permitted on the deck.
7. At the time of construction, including after receiving written approval from the Association, the Unit Owner is responsible for obtaining all permits and approvals required by code and law related to the assembly of decks, including those not listed in these Sections.

Retaining Walls and Footings Necessitated By Sloped Sites

1. Retaining walls and footings shall be designed and sealed by either a registered and certified engineer, architect, or landscape architect who, along with the Unit Owner, is fully responsible for the performance of the system designed. Sealed drawings and specifications shall be included in the application. Approval of the application by Covenants Committee does not render Parkfairfax responsible, in any manner, for defects or failures in the completed work. Retaining walls and footings shall not exceed three feet (3') in height.

2. Retaining walls may be a mix of materials including pressure treated lumber, brick, stone, split faced concrete units, or precast concrete blocks. Colors shall be earth toned or naturalized rock-like blends. No concrete-colored materials are acceptable for exposed, above grade surfaces.

Retaining Walls for Patios or Decks Necessitated for Flood Proofing

1. Those units on the Permanent Flood Watch List may require specially designed construction for flood mitigation, including retaining walls, drainage swales, drains, or other features. Such Unit Owners shall work directly with the Association to coordinate approval of such construction features and shall not be required to go through the Covenants process for only the flood mitigation measures.

End Unit Patios with Connecting Walkways to Community Access Hose Bibs

1. As part of the patio application, only walking paths connecting an end unit rear limited common element patio and a community hose bib located on the side of the building to which the patio is connected will be allowed., The walkway must meet the requirements of *Walkway Specifications*.
2. As part of the patio application, installation of patio surface materials immediately adjacent to a community hose bib and extending to include an existing Parkfairfax crawl space access hatch, is allowed, with approval of the Covenants Committee. The surface materials shall not extend further than ten (10') feet from the building.

Post Construction Site Cleanup

1. The Unit Owner is responsible for ensuring that all construction debris generated by the Limited Common Element patio and/or deck installation, including any excavated soil, is safely removed and properly disposed of within 24 hours upon completion of the project.
2. The Unit Owner and any assigned contractors shall coordinate the proper disposal of all hard material. The Parkfairfax maintenance yard shall not be used, under any circumstance, for the disposal of hard construction material; only organic materials, such as soil and plant material, may be disposed of in the maintenance yard. No construction materials may be dumped on the Common Element or in the surrounding woodlands.
3. The Association may remove any construction debris left upon the Common Element any time after 24 hours has elapsed from the project's completion. The Association may also remove, upon giving written notice to the Unit Owner after 24 has elapsed from the project's completion, any construction debris left upon the Limited Common Element

which staff believes presents a reasonable hazard to staff, the community, or the unit building itself. Any removal of construction debris by Association staff shall be done at the monetary expense of the Unit Owner, with penalty.

4. The Association shall not be held liability for personal injury resulting from the removal and disposal of any construction debris.

UNIT OWNER RESPONSIBILITIES AND LIABILITIES

The Unit Owner is solely responsible for the maintenance and repair of the patio and/or deck during and after installation. Over time patios and/or decks may settle, shift, and/or heave causing the required 2% (1/4" per foot) grade away from the building to deteriorate. The Unit Owner is encouraged to check the grade of their patio and/or deck annually to ensure the grade has not deteriorated and water is still properly draining away from the building's foundation.

The Unit Owner is responsible for all damage that may occur to the Common or Limited Common Element area due to the construction project. This includes, but is not limited to, any damage to the unit building or its interiors or interior contents, plantings, soils, landscaping, and/or other Limited Common Element and Common Element features, due to water or moisture. Careful attention must be paid to ground contours and proper grading. Patios and decks must slope away from the building.

If the Association requires removal, in whole or in part, of a patio and/or deck in order to perform routine or emergency maintenance, the Unit Owner is responsible for the replacement and/or repair of the patio and/or deck; the Association is not responsible. The Association will make every good faith effort to inform the unit owner prior to commencement of such routine maintenance work; however, the failure of the Association to notify the Unit Owner does not in any way cause the Association to be liable for any damage to or for replacement of the patio and/or deck.

The Association reserves the right to remove, at any time and at the Unit Owner's expense, any patio and/or deck installation, upgrade, or modification that has not received approval from the Covenants Committee, that was not installed properly, legally, or was significantly altered from Covenants Committee-approved plans, or that has become a documented routine maintenance problem or hazard.



LIMITED COMMON ELEMENT PATIO

SPECIFICATIONS (approved and revised)

I. GENERAL CONDITIONS

- A.** Patios and/or decks shall only be installed within the boundaries of the Limited Common Element appurtenant to the unit applying for installation approval. The boundary of the Limited Common Element is twenty feet (20') out from the unit's building wall and runs the length of the unit. Please refer to the Definitions Section in AR2 and the By-Laws of the Condominium Association.
 - B.** Unit Owners must submit an *Application for Non-Routine Change* and an *Indemnification Agreement* for any proposed construction to the Parkfairfax Covenants Committee via the Association office and must receive approval prior to the start of any construction. As part of the application approval process, the Covenants Committee may request Parkfairfax staff inspect the construction site and make recommendations as to the viability of the proposed construction plans. Upon receiving written approval from the Covenants Committee, the Unit Owner is granted up to one year from the date of the written approval to commence construction.
 - C.** The Association has the right to remove any construction that occurs prior to approval at the Unit Owner's expense.
 - D.** The Covenants Committee meets monthly; the Unit Owner is encouraged to check with the Association office for application submittal date requirements in order to prevent delay in consideration. It is strongly recommended that the Unit Owner attend the Covenants Committee meeting to answer any questions regarding the application which may arise; unanswered questions may delay the approval or lead to the rejection of an application.
 - E.** The *Application for Non-Routine Change* must include the following information:
 - 1. Patio and/or deck drawings containing accurate dimensions, including width, length, height above grade and placement within the appurtenant Limited Common Element.
 - 2. The Unit Owner is required to comply with Virginia Underground Utility Damage Prevention Act, which mandates a homeowner contact Virginia 811 (commonly referred to as Miss Utility) to locate any utilities in their proposed construction plans. Any identified utilities must be shown on the application drawings.
 - 3. Drawings shall include all existing and proposed grading. Patios and decks are required to slope away from the building to ensure rainfall run-off is directed away from the building foundation.
4. Drawings shall include all existing and proposed drainage structures and pipes. The Unit Owner shall request Parkfairfax staff provide drawings delineating the existing Parkfairfax drainage pipes and structures, including sanitary pipes and structures. All proposed drainage

structures and pipes, including connections to existing drainage pipes or structures, shall be included on the drawings. At the Unit Owner's expense, the Association may require the Unit Owner to connect proposed drainage structures to an existing Parkfairfax drainage system.

5. Drawings shall include the location and type of all proposed patio surface materials. A combination of patio surface materials is acceptable, but limited to the conditions outlined in Section III. A typical architectural section shall be included showing the depth/thickness of patio base material and joint filler material.
6. Drawings shall indicate the location and type of all proposed decking ~~materials and framing~~, and framing materials, the height of the deck above to grade, structural support/framing and footing details, as applicable.
7. Drawings shall include the location, materials, height and foundation for retaining walls associated with the installation of the patio or deck.
8. Application shall include the estimated date of construction completion.

II. UNIT OWNER'S LIABILITIES

- A. The Unit Owner is solely responsible for the maintenance and repair of the patio and/or deck during and after installation.
- B. Damage to the Common Element
 1. The Unit Owner is responsible for all damage that may occur to the Common or Limited Common Element area due to the construction project. This includes, but is not limited to, any damage to the unit building or its interiors or interior contents, plantings, soils, landscaping, and/or other Limited Common Element and Common Element features, due to water or moisture. Careful attention must be paid to ground contours and proper grading. Patios and decks must slope away from the building.
 2. If the Association requires removal, in whole or in part, of a patio and/or deck in order to perform routine or emergency maintenance, the Unit Owner is responsible for the replacement and/or repair of the patio and/or deck; the Association is not responsible. The Association will make every good faith effort to inform the unit owner prior to commencement of such routine maintenance work; however, the failure of the Association to notify the Unit Owner does not in any way cause the Association to be liable for any damage to or for replacement of the patio and/or deck.
 3. The Association reserves the right to remove, at any time and at the Unit Owner's expense, any patio and/or deck installation, upgrade, or modification that has not received approval from the Covenants Committee, that was not installed properly, legally, or was significantly altered from Covenants

Committee-approved plans, or that has become a documented routine maintenance problem or hazard. -

1. III. CONSTRUCTION

A. Patios

1. The finished patio surface elevation shall be between one (1”) to two (2”) inches below the top of the patio door threshold and have a minimum two percent (2%) grade away from the building to direct rainfall runoff away from the building foundation.
2. The finished patio surface elevation must be below and around any existing semi- circular crawl space metal access hatches. The finished patio shall not prevent access by Association staff to the crawlspace hatch.
3. Patio Surface Finish Materials – Brick, stone, ~~slate~~ or concrete pavers may be used.
Colors to be earth toned or naturalized rock-like. Any combination of these materials is acceptable.
4. Sealants and Moisture Barriers – If the patio material abuts the building exterior, a brick sealant or moisture barrier shall be applied for the full depth of the patio.
5. Edging - Brick, stone, ~~concrete brick~~ or steel edging, or ~~pressure-treated timbers~~ vinyl paver edging may be used as a border to contain the brick, ~~slate stone~~, or concrete pavers and base for the patio.
6. Base – Patio bases must be a minimum of at least four inches (4”) in depth comprised of a compacted gravel and a one-inch (1”) layer of stone dust or sand.
7. Joints – Patio joints must be porous and shall be either sand, stone dust, crushed gravel, or ~~polysand~~ ~~polymeric sand~~. The use of cement or concrete is strictly prohibited.

B. Decks

1. Decks are to be constructed as low to the ground as possible, based on existing slopes and grades, and the finished desk surface elevation shall be between one (1”) to two (2”) inches below the top of the patio door threshold.
2. Footings for decks shall not interfere with existing underground utilities, drainage pipes, or drains.

3. The finished deck surface elevation must be below and around any existing semi- circular crawl space metal access hatch. The finished deck shall not prevent access by Association staff to the crawlspace access hatch.
4. Decks and deck framing materials shall be constructed of **rot resistant material, including but not limited to: pressure treated lumber, IPE, Bamboo, and composite**. Railroad ties are not permitted. Wood may be treated with wood toned stains or sealants. Composite decking materials shall be wood toned colors only.
5. Decking materials shall be attached using screws only; nailing of decking materials is not allowed.
6. Deck railings are only permitted where required by Alexandria City Building Code. No other permanently built-in wood or composite structures or items are permitted on the deck.
7. At the time of construction, including after receiving approval by the Covenants Committee, the Unit Owner is responsible for obtaining all permits and approvals required by code and law related to the assembly of decks, including those not listed in these Sections.

C. Retaining Walls and Footings Necessitated By Sloped Sites

1. Retaining walls and footings shall be designed and sealed by either a registered and certified engineer, architect, or landscape architect who, along with the Unit Owner, is fully responsible for the performance of the system designed. Sealed drawings and specifications shall be included in the application. Approval of the application by Covenants Committee does not render Parkfairfax responsible, in any manner, for defects or failures in the completed work. Retaining walls and footings shall not exceed three feet (3') in height.
2. Retaining walls may be a mix of materials including pressure treated **wood lumber**, brick, stone, **slate**, split faced concrete units, or precast concrete blocks. Colors shall be earth toned or naturalized rock-like blends. No concrete-colored materials are acceptable for exposed, above grade surfaces.

D. Retaining Walls for Patios or Decks Necessitated for Flood Proofing

1. Those units on the Permanent Flood Watch List may require specially designed construction for flood mitigation, including retaining walls, drainage swales, drains, or other features. Such Unit Owners shall work directly with the Association staff to

coordinate approval of such construction features and shall not be required to go through the Covenants process for the flood mitigation measures, only.

E. End Unit Patios with Connecting Walkways to Community Access Hose Bibs

1. As part of the patio application, only walking paths connecting an end unit limited common element patio and a community hose bib located on the side of the building the patio is connected to will be allowed, provided the walkway meets the requirements of *AR-2 Walkway Specifications* with approval of the Covenants Committee. Walking paths shall not be constructed more than ten (10') feet from the building and no walkways between buildings are allowed.
2. As part of the patio application, installation of patio surface materials immediately adjacent to a community hose bib and extending to include an existing Parkfairfax crawl space access hatch, is allowed, with approval of the Covenants Committee. The surface materials shall not extend further than ten (10') feet from the building.

F. Post Construction Site Cleanup.

1. The Unit Owner is responsible for ensuring that all construction debris generated by the Limited Common Element patio and/or deck installation, including any excavated soil, is safely removed and properly disposed of within 24 hours upon completion of the project.
2. The Unit Owner and any assigned contractors shall coordinate the proper disposal of all hard material. The Parkfairfax maintenance yard shall not be used, under any circumstance, for the disposal of hard construction material; only organic materials, such a soil and plant material, may be disposed of in the maintenance yard. No construction materials may be dumped on the Common Element or in the surrounding woodlands.
3. The Association may remove any construction debris left upon the Common Element any time after 24 hours has elapsed from the project's completion. The Association may also remove, upon giving written notice to the Unit Owner after 24 has elapsed from the project's completion, any construction debris left upon the Limited Common Element which staff believes presents a reasonable hazard to staff, the community, or the unit building itself. Any removal of construction debris by Association staff shall be done at the monetary expense of the Unit Owner, with penalty.
4. The Association shall not be held liability for personal injury resulting from the removal and disposal of any construction debris.

Report to Board
Community Outreach Committee
May 9, 2022

The Community Outreach Committee drafted an updated Communications Plan. We reviewed it with the General Manager who offered suggestions that were incorporated. The committee is requesting that the Board review the plan and either approve or offer suggestions.

Parkfairfax Communications Plan Updated for 2022

Submitted May 9, 2022

Overview

The Community Outreach Committee drafted an update to the communications plan for the Association. This plan uses all media at the disposal of the Association to inform residents of Board actions and discussions as well as maintenance and repair projects. The communications strategy provides clear and timely information on Association matters from an official source.

The weekly email and Association Facebook page provide immediate information to alert residents of real-time issues or events. The newsletter provides a recap of the Board decisions and discussions over the past three months and the Manager's progress report on ongoing or completed projects. The website provides a resource for general information, forms, and rules and regulations. The bi-annual New Residents Orientation provides important information to newcomers in an in-person format.

Weekly email

- The weekly email is another primary source of communication regarding immediate or near-future activities.
- The email should not be used as a vehicle for long announcements. Use links to the website to provide additional information. For example, the recent call for names for Spruce Island should be an announcement posted on the website with a link to it in the email. Only a short blurb in the email is necessary: "The Landscape Committee is seeking ideas for a new name for Spruce Island. To learn more, see Island."

Association Facebook Page

- The Facebook page should be used for general information, the kind of tips that are currently put in the newsletter. What to do about sagging attic ceilings or hot water filling the toilet bowl are examples of good-to-know information.
- The Facebook page can also be used to alert residents of maintenance or repair work in their vicinity as it is occurring. A photo can be attached to show the activity. This communication effort can provide news in real time.

Newsletter

- Publish the newsletter quarterly. Suggested times are the end of March, end of June, end of September and end of December.
- Publish digitally and in print. Deliver by mail or person to every address in the community.

- Include a quarterly report from the Manager and from the Board. (The report from the Board should be written by a Board member with approval from others.)
- Make certain all articles for publication are proofread by a member of the outreach committee before being sent to the layout editor. Committee members or a member will be part of the discussion of what is being included.
- Include photos of events during the quarter, accomplishments such as the status of projects (storm water abatement, building repair, etc.), and achievements of any community member such as the volunteer of the year or someone receiving recognition for an achievement or contribution or group such as committees.
- Include announcements by committees.
- Welcome articles from members of the community. These articles should go through the committee for approval for publication, editing and proofreading.

Website

- Use the website as a primary means of communication. This feature requires a webmaster in charge of eliminating errors on the site, fixing problems that occur in the software, and providing a “help desk” function to office content managers. The website will be a consistently reliable source of information for Parkfairfax residents.
- Increased use of the website means increased time by staff devoted to posting announcements such as non-routine maintenance, pesticide applications, and so on.
- Documents on the site will be up to date. Each committee should review its documents to make certain all are current. Corrections should be submitted to the office.

Bi-Annual New Residents Orientation

The Community Outreach Committee will host a 90-minute orientation for new residents twice yearly, in the spring and autumn. Because the format used at previous orientations has been successful, the committee will continue to educate new residents by showing the welcome video created by Barbara Wilmer and Debra Derickson, inviting Board members and committee chairs to speak, and to take questions from the audience. Board members and committee chairs (or a member) are encouraged to attend.

Parkfairfax Condominium Landscape Committee Report May, 2022

Action Item: Please find our “Dirty Dozen and Native Alternatives” for review.

Dirty Dozen and Native Alternatives

Using the Audubon Society Pollinator Plant List as a guide, and reviewing the City of Alexandria’s Invasive plant list, the Committee is pleased to present the “Parkfairfax Dirty Dozen and Native Alternatives” List. This list is not at all comprehensive, but contain the most commonly found plants that are threatening our trees and landscape as well native alternatives.

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 May 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.

Gardens in the Park Month

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

- WEEK OF JUNE 5 - Theme: Container Gardens
 - June 4: Garden & Amenity Tour, In partnership with Activities Committee
 - June 11: Seedling/Garden Care Demo and Plant Exchange
- WEEK OF JUNE 12 - Theme: Finding the Unknown
 - June 16 Turtle Walk

Landscape Committee Report

May-22

Page 2

- WEEK OF JUNE 19 - Theme: The Trees of Parkfairfax
 - June 25 - Tree walk
- WEEK OF JUNE 26 - Theme: Let's Get Trashy!

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.

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.

Wooded Areas and Invasive Plants in Parkfairfax

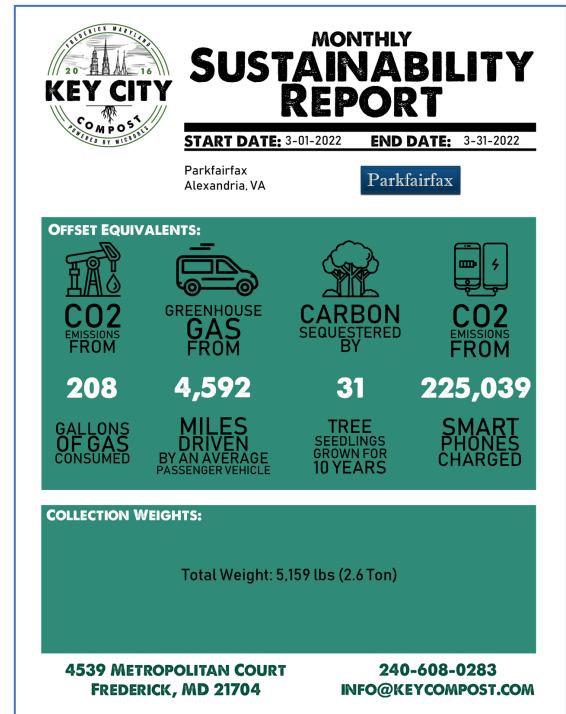
Following the walk with the Board in June, the Committee is assembling a working group to assemble recommendations on how to proceed with care of our woodlands and trees. The working group hopes to have recommendations in time for the Parkfairfax budget process. We have asked Jim McGlone, Urban Forrest 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! You can read more about our vendor here:

www.keycompost.com



DIRTY DOZEN and NATIVE ALTERNATIVES

These plants have been identified both by the City of Alexandria¹ and Parkfairfax as highly invasive to our trees and landscape. We strongly suggest that when thinking of planting new plants to stay away from the “Dirty Dozen” and go with some of these suggested native alternatives. Please double check all plants with their Latin names.

Instead of: **English Ivy** (*Hedera helix*)

Try one of these:

- Green and gold (*Chrysogonum virginianum*)
- Golden ragwort (*Packera aurea*)
- Allegheny spurge (*Pachysandra procumbens*)

Instead of: **Rose of Sharon** (*Hibiscus syriaca*)

Try one of these:

- Carolina Rose (*Rosa Carolina*)
- Scarlet Hibiscus (*Hibiscus coccineus*)
- Rose Mallow (*Hibiscus lasiocarpus*)

Instead of: **Asian Honeysuckle varieties** (*Lonicera japonica*, *Lonicera tatarica*, *Lonicera maackii*, *Lonicera morrowii*, *Lonicera x bella*)

Try these vine alternatives:

- Trumpet Honeysuckle (*Lonicera sempervirens*)
- Yellow Jessamine (*Gelsemium sempervirens*)

Or these bush alternatives:

- Northern Bush Honeysuckle (*Diervilla lonicera*)
- Fly Honeysuckle (*Lonicera canadensis*)

Instead of **Asian Wisterias** (*Wisteria sinensis*, *Wisteria floribunda*)

Try one of these:

- American Wisteria (*Wisteria frutescens*)
- Yellow Jessamine (*Gelsemium sempervirens*)
- Trumpet Honeysuckle (*Lonicera sempervirens*)

¹ Can be found at: <https://media.alexandriava.gov/docs-archives/recreation/parkplanning/nonnative-invasiveplantscoa.pdf>

Instead of **Nandina** (aka Heavenly Bamboo) (*Nandina domestica*)

Try one of these:

- Winterberry (*Ilex verticillata*)
- Yaupon holly (female) (*Ilex vomitoria*),
- Inkberry (*Ilex glabra*) - female has berries

Instead of **Winged Burning Bush** (*Euonymus alatus*) or **Creeping Euonymous Vine** or wintercreeper (*Euonymus fortunei*)

Try one of these:

- Red Chokeberry (*Aronia arbutifolia*)
- Virginia sweetspire (*Itea virginica*)
- Strawberry Bush (*Euonymus americanus*)
- See English Ivy Alternatives

Instead of **Porcelain Berry** (*Ampelopsis glandulosa* var. *brevipedunculata*)

Try one of these:

- Crossvine (*Bignonia capreolata*)
- Virgins Bower or Devils Darning Needles (*Clematis virginiana*)
- American beautyberry (*Callicarpa americana*)

Instead of **Multiflora Rose** (*Rosa multiflora*)

Try one of these:

- Carolina Rose (*Rosa carolina*)
- Virginia Rose or Swamp Rose (*Rosa virginiana*)

Instead of **Bamboo** (*Phyllostachys* spp. and *Bambusa* spp.)

Try one of these:

- Switch Grass (*Panicum virgatum*)
- Pink Muhly Grass (*Muhlenbergia capillaris*)
- Switch cane (*Arundinaria tecta*)

Instead of **Japanese Barberry** (*Berberis thunbergii*)

Try one of these:

- Black Chokeberry (*Aronia melanocarpa*)
- Red Chokeberry (*Aronia arbutifolia*)
- Virginia Sweetspire (*Itea Virginica*)
- Sweet Pepperbush (*Clethra alnifolia*),
- Spicebush (*Lindera benzoin*)

Instead of **Oriental Bittersweet** (*Celastrus orbiculatus*)

Try this instead:

- Virgins Bower or Devils Darning Needles (*Clematis virginiana*)

Instead of **Kudzu** (*Pueraria montana*)

Try one of these:

- Virgins Bower or Devils Darning Needles (*Clematis virginiana*)
- Crossvine (*Bignonia capreolata*)

For additional information:

- Try out the Plant NOVA Natives App!
<https://georgefisher.com/flowers/>
- Plant NOVA Natives website:
<https://www.plantnovanatives.org/>
- Plant Invaders of Mid-Atlantic Natural Areas Book published by the U.S. National Park Service & U.S. Fish and Wildlife Service:
<https://www.invasive.org/alien/pubs/midatlantic/midatlantic.pdf>
- Native Plants for Wildlife Habitat and Conservation Landscaping Chesapeake Bay Watershed published by the U.S. Fish and Wildlife Service:
<https://dnr.maryland.gov/criticalarea/Documents/chesapeakenatives.pdf>

Parkfairfax Condominium

A Historic District

Board of Directors May 2022 Meeting

General Manager's Report – May 11, 2022

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

ADMINISTRATIVE

1) **Personnel Training:**

On Thursday, May 5, 2022, the great majority of our maintenance staff took the Online Commercial Gas Certification class offered by gas heaters manufacturer AO Smith.

The purpose of the class was to educate and certify part of our maintenance team in the operation, care, maintenance, and repairs of the latest models of water heaters recently acquired by Parkfairfax.

Two weeks ago, there was only one member of our staff, Wisdom, with the knowledge and capability to maintain and repair the costly heaters. Now, we can rely on other members as they start gaining experience by working together with him after getting their certification.

2) **Finance Committee Meeting with Management:**

This past Wednesday, May 5, I met with our Board Treasurer and two members of the Finance Committee. The purpose of our meeting was to discuss the strategy that will allow us to put together a five-year replacement plan that can be used as a tool not only for budgeting but as a guide to the community by setting expectations on major reserve projects that will take place within the next five years.

We have split duties between management and the committee, which will allow us to collect the relevant data that we will then use to design the five-year plan economics. We will be reconvening the first week of September at the latest. The goal is to present a solid plan during the budget workshop session for the next fiscal year.

3) Pool Opening:

Besides the usual clean-up preparations that take place every pool opening season, we are in the process of changing most of the signage for all three pools. The current signs are worn out, broken, and/or outdated.

In addition, we have also performed several electrical repairs in the pump rooms of all three pools, and we'll be doing some cosmetic work before the opening date on Memorial weekend.

Management has scheduled a walkthrough with Alonzo the week before opening day to ensure all facilities are clean and up to standards and to address any last-minute issues.

4) Gas Safety Regulations & Compliance:

As mentioned in last month's Report, we are working on several deficiencies found in our low-pressure master-metered natural gas distribution systems. The Division of Utility and Railroad Safety brought these deficiencies to our attention a few months ago, but some items date to 2019. These systems, together, serve Parkfairfax's condominium complex and are supplied by Washington Gas Light Company ("WGL").

Last week we received the updated first draft version of the OPERATIONS AND MAINTENANCE MANUAL for Parkfairfax's Natural Gas Distribution System from JD Relleck. This was one of the main items on that list. We have submitted it for their review and approval and have already addressed a long list of issues by the Parkfairfax maintenance team.

We keep working together with JD Relleck, Washington Gas, and our licensed gas pipeline installer (E&G LLC) to correct these deficiencies. Once completed, upcoming inspections should take place. We will include updates in this Report about this matter until fully resolved.

5) Community Room Upgrade:

The committee is currently in the process of submitting the final set of plans to the City of Alexandria for their approval. We will apply for permits once we get the green light while ordering supplies, materials, and furniture.

We will start the logistics process for the work to get started within the next 30-45 days (DEPENDING ON PERMITS), including removing old furniture and preparing parking lots. We will be notifying the community through all of our communication platforms about construction logistics and dates, so everyone knows what to expect during the process.

6) **Stoops Repairs:**

We are in the process of gathering bids for the stoop repair on the following buildings:

-307/3566 Martha Custis Dr.

-307/3568 Martha Custis Dr.

-927/3339 Martha Custis Dr.

-303/3594 Martha Custis Dr.

-303/3596 Martha Custis Dr.

90701635 Fitzgerald Lane. 907/1637 Fitzgerald Lane.

728/3306 Gunston Road. 728/3308 Gunston Road.

The following funds (allowance) have been collected in the past two years for individual stoop repair:

- 2020: \$ 140,548.00
- 2021: \$ 143,767.00
- 2022: \$ 147,059.00

There was no stoop work done during these years, mainly due to the pandemic.

The repairs will be made according to the specifications on file provided by Ramos Architects.

We will provide the Board with Bids and our recommendation by the next meeting in June.

MAINTENANCE

1. 936/3528 Valley Drive (Terry Woods/Paul Herbert) Spoke with Terry Woods. She's currently working with Young Environmental to have mold remediated.
2. 114/1123 Beverly Dr (Geoffrey Mullikan). All repairs have been completed at the unit. A final air sample of the unit is scheduled for April 20. (Mold/Air report states that air is acceptable in unit per Hygienist). The unit owner received a copy of the Report.
3. Building 739/Rear Sewer line replacement – Concrete sewer line collapsed in several places, causing the drain to back up. E&G LLC, along with the staff, is working on this issue. Work is scheduled to be completed by April 22, 2022. The sewer line installation is complete. The contractor will start grading on Monday, May 16.
4. 717/3522 Gunston (Daniel Shen). Erosion issues at the rear. We are coordinating with our landscape team and CLS to build a retainer wall to stabilize the hillside. Staff is scheduled to begin on Wednesday, June 8
5. Laundry Room Heater Thermostats. The electrician has removed 41 secondary thermostats from laundry rooms. This will allow heaters to cut off/on automatically when it reaches their set point. Still have more to do. (In progress)
6. Building 842 Boiler Room/Electric Service: Discontinue electric service in the boiler room as it is no longer safe. There is only partial power due to a fault on the underground feed located under the sidewalk. The electrician will remove old equipment and install a new 200-amp circuit breaker panel in the laundry room. Work is scheduled for March 8 and will be done by Brian Mullens. The contractor will work side by side with Dominion Energy. (Completed)
7. Staff installed (2) heaters in the boiler room at Bldg. 405
8. Staff: Commercial Gas Hot water heater training May 4. (Completed)
9. Staff: May Monthly Safety Meeting. (Completed)
10. Staff: Attic and Smoke Alarm Inspections are scheduled to be completed by May 13. (In progress). Scheduled for completion by June 10.

Trim Work:

Dynasty Wood Trim Replacement/Building Fascia/ TBD

BLDG	TYPE	# OF UNITS	DATE	NOTICE OUT
501	AC-17	6	6/6 to 6/10	May 23
503	C-1	8	6/13 to 6/17	May 30
504	BB-7	6	6/20 to 6/24	June 6
506	BB-7	5	6/27 to 6/30	June 13
507	B-14	4	7/4 to 7/8	June 20
508	AC-17	6	7/11 to 7/15	June 27
509	B-15	4	7/18 to 7/22	July 4
510	B-14	4	7/25 to 7/29	July 11
512	B-14	4	8/1 to 8/5	July 18
513	C-1	8	8/8 to 8/12	July 25
514	C-1	8	8/15 to 8/19	Aug 1
515	BB-8	6	8/22 to 8/26	Aug 8
516	AC-17	6	9/5 to 9/9	Aug 15
517	AC-17	6	9/12 to 9/16	Aug 22
518	AC-17	5	9/19 to 9/23	Aug 29
519	BB-7	6	9/26 to 9/30	Sept 5
520	C-1	8	10/3 to 10/7	Sept 12
521	C-1	8	10/10 to 10/14	Sept 19
523	BB-7	5	10/17 to 10/21	Sept 26
524	BB-7	6	6/6 to 6/10	May 23
525	AC-17	6	6/13 to 6/17	May 30
527	B-15	4	6/20 to 6/24	June 6
528	BB-7	6	6/27 to 6/30	June 13
529	B-14	4	7/4 to 7/8	June 20
530	B-14	4	7/11 to 7/15	June 27

PEX Piping replacement:

BLD #	TYPE	# OF UNITS	DATE	NOTICE OUT
550	BB-7	6	6/6 to 6/10	May 23
702	BB-8	6	6/13 to 6/17	May 30
704	BB-9	6	6/20 to 6/24	June 6
706	BB-8	6	6/27 to 6/30	June 13
707	BB-11	5	7/4 to 7/8	June 20
708	BB-11`	5	7/11 to 7/15	June 27
710	BB-8	6	7/18 to 7/22	July 4
717	BB-7	6	7/25 to 7/29	July 11
721	BB-7	6	8/1 to 8/5	July 18
723	BB-8	6	8/8 to 8/12	July 25
725	AC-17	5	8/15 to 8/19	Aug 1
727	BB-7	6	8/22 to 8/26	Aug 8
729	BB-7	6	9/5 to 9/9	Aug 15
730	AC-17	6	9/12 to 9/16	Aug 22
731	B-15	4	9/19 to 9/23	Aug 29
732	BB-12	5	9/26 to 9/30	Sept 5
734	BB-7	6	10/3 to 10/7	Sept 12
735	BB-7	6	10/10 to 10/14	Sept 19
736	BB-7	6	10/17 to 10/21	Sept 26
737	BB-8	6	6/6 to 6/10	May 23
901	AC-17	6	6/13 to 6/17	May 30
902	B-15	4	6/20 to 6/24	June 6
903	BB-7	6	6/27 to 6/30	June 13
904	BB-8	5	7/4 to 7/8	June 20
905	BB-8	6	7/11 to 7/15	June 27
908	B-14	4	7/18 to 7/22	June 30

FY23 – Budget/\$327,507.28 - Total Cost \$279,344.44

Note: All PEX piping can be completed in crawlspace FY24. Could also remove a few bldgs. from FY23

Crawlspace Gas Line Replacement

Building	Type	#Of Units	Status
541	BB-7	6	Complete
516	AC-17	6	Complete
528	BB-7	6	Complete
846	B-15	4	Complete

Asbestos Remediation (Crawlspace)

BLD	ADDRESS	TYPE	#OF UNITS		WORK DATES	STATUS	NOTICE OUT
523	1316	BB-7	5		6/6 to 6/10		May 23
929	3425	B-16	6		6/13 to 6/17		May 30
946	1625	BB-10	6		6/20 to 6/24		June 6
947	1533	ACC-20	8		6/27 to 6/30		June 13
949	1521	BB-7	6		7/4 to 7/8		June 20
951	1509	BB-7	5		7/11 to 7/15		June 27
953	1500	ACC-20	8		7/18 to 7/22		July 4
954	1669	ABC-19	5		7/25 to 7/29		July 11
956	1701	ABC-18	5		8/1 to 8/5		July 18
957	1520	BB-7	6		8/8 to 8/12		July 25
958	1711	B-14	4		8/15 to 8/19		Aug 1
959	1532	ACC-20	8		8/22 to 8/26		Aug 8
961	1548	BB-7	6		9/5 to 9/9		Aug 15
962	1739	C-1	8		9/12 to 9/16		Aug 22
963	1560	BB-7	6		9/19 to 9/23		Aug 29
964	1755	BB-7	5		9/26 to 9/30		Sept 5
965	1572	ABCC-21	5		10/3 to 10/7		Sept 12
966	3401	BB-8	6		10/10 to 10/14		Sept 19
967	1600	CCD-4	8		10/17 to 10/21		Sept 26

FY23 – Budget/\$90,353.00**Total Cost \$78,216.92****1.015 Building Stoop Replacement Schedule**

June

July

August

September

907/1635 Fitz	728/3306 Gunston	307/3566 MC	303/3594 MC
907/1637 Fitz	728/3308 Gunston	307/3568 MC	303/3596 MC
			927/3339 MC

FY23 – Budget/\$150,427.31**Total Cost \$ Total \$90,785.25**