

PARKFAIRFAX CONDOMINIUM
Board of Directors Meeting
3360 Gunston Road
Alexandria, Virginia 22302
7:00 pm Wednesday, September 21, 2022
AGENDA

7:00 PM	<u>Call to Order</u>	
7:01 PM	<u>Approval of the Agenda</u>	
7:02 PM	<u>Police Reports</u>	
7:10 PM	<u>Approval of the Minutes</u>	
	Draft August 17, 2022 Board Meeting Minutes	Tab 1
7:15 PM	<u>Resident Forum</u>	
7:30 PM	<u>Reports</u>	Tab 2
	Committee Reports	
	General Manager Report	
7:50 PM	<u>Matters for Board Decision</u>	
	July 2022 and August 2022 Reserve Expenditures	Tab 3
	Façade & Foundation Bldg. #716 Proposal	Tab 4
	High Priority Buildings - Facade Proposal	Tab 5
8:00 PM	<u>Matters for Board Discussion</u>	
	BUC Laundry Room Closure Recommendation Presentation	Tab 6
	Year End 2022 Financials - Update	Tab 7
	Common Element Front Seating Areas	Tab 8
	Window Specification Memo	Tab 9
	Policy on Sponsorships	Tab 10
	Smoking in Units	Tab 11
	Buildium Online Resident Features	Tab 12
9:00 PM	<u>Matters for Board Information</u>	
	October 19, 2022, Agenda Items	Tab 13
	July 2022 and August 2022 Financials	Tab 14
9:15 PM	<u>Executive Session</u>	
	Collections Report & Delinquency Report	Tab 15
	Smoking in Units	Tab 16
9:30 PM	<u>Adjourn</u>	
	<u>Prepared by:</u> Francisco Foschi, General Manager	
	<u>Distribution:</u> Peggy Clancy, Ward I	Dave Bush, At-Large
	Marieke Johnson, Ward II	Claire Eberwein, At-Large
	Jeff Lisanick, Ward III	Peter Ferrell, At-Large
	Scott Buchanan, Ward IV	Amanda Mullan, At-Large
	Matthew Larson, Ward V	

**PARKFAIRFAX CONDOMINIUMS
BOARD OF DIRECTORS
VIRTUAL MEETING**

**August 17, 2022
3360 Gunston Road:
Alexandria, VA 22302**

ATTENDANCE:

Directors Present: Scott Buchanan, President; Peter Ferrell, Vice President; Peggy Clancy, Secretary
Amanda Mullan, Treasurer; Dave Bush, Jeff Lisanick, Claire Eberwein and Marieke Johnson, Directors.

Directors Absent: Matthew Larson

Others Present: Dana Cross, Assistant General Manager, Donna Young, Recording Secretary

Other Absent: Francisco Foschi, General Manager

CALL TO ORDER:

President Buchanan called the virtual Board meeting to order at 7:00 p.m., with eight (8) members of the Board in attendance. Mr. Buchanan welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

Request was made by Director Peggy Clancy to move Tab #10 (Draft Administrative Resolution #12 Revisions) to Matters for Board Decision. The Board proceeded vote on the matter.

- (R) MOVED by Ms. Clancy, SECONDED by Ms. Eberwein, to move Tab #10 (Draft Administrative Resolution #12 Revisions) to matters for Board Decision. The motion passed (6-2-0) Mr. Bush and Mr. Lisanick opposed.**

Request was made by Director Dave Bush to move Tab #5 (Barkan Five-Year Budget Preparation Proposal) and Tab #6 (Roof Assessment and Recommendations) to Matters for Board Discussion. The Board proceeded to vote on the matter.

- (R) MOVED by Mr. Bush, SECONDED by Mr. Lisanick, to move Tab #5 (Barkan Five-Year Budget Preparation Proposal) and Tab #6 (Roof Assessment and Recommendations) to Matters for Board Discussion. The motion failed (2-6-0) Mr. Buchanan, Mr. Ferrell, Ms. Clancy, Ms. Mullan, Ms. Eberwein and Ms. Johnson opposed.**

Request was made by Director Peter Ferrell to strike Tab #9 from the Agenda (Social Media Policy & Covenants Committee). The Board proceeded to vote on the matter.

- (R) MOVED by Mr. Ferrell, SECONDED by Ms. Eberwein, to strike Tab #9 (Social Media Policy & Covenants Committee) from the agenda. The motion passed (6-2-0) Mr. Bush and Mr. Lisanick opposed.**

Request made by President Buchanan to add the discussion of Electric Charging Stations after Tab #10 to matters for Board Discussion.

- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Johnson, to add the discussion of Electric Charging Stations after Tab #10 to matters for Board Discussion. The motion passed unanimously (8-0-0).**
- (R) **MOVED by Mr. Buchanan, SECONDED by Ms. Clancy, to accept the Agenda as amended. The motion passed unanimously (8-0-0).**

POLICE REPORT:

Officer Fromm reported that there were no reported crimes on the property for August 2022. Officer Fromm extended apologies on behalf of the Chief of the Alexandria Police Department for his absence at the August 17, 2022, Board meeting, and that he hopes to attend the September 21, 2022, Board meeting. Mr. Bush suggested signage posting speed limits be placed in the community to alert drivers of the speed limits, Officer Fromm will look into the matter.

APPROVAL OF THE JULY 20, 2022, BOARD MEETING MINUTES:

- (R) **MOVED by Mr. Buchanan WITHOUT OBJECTION to accept the July 20, 2022, Board Meeting Minutes as presented. The motion passed unanimously (8-0-0).**

RESIDENTS FORUM:

Homeowner (Mike Rothenberg) revisited the issue of electric vehicles and charging stations. Mr. Rothenberg provided additional information regarding available Community Grants and Funds that may be offered by the City of Alexandria to assist with electric cars and charging station programs. Mr. Rothenberg further stated that it would be beneficial for Parkfairfax to take advantage of the programs once they are available.

Homeowner (Nicole Constance) shared her concerns and frustration regarding the Associations reliance on turf grass in relation to the greenspace in the community. Homeowner further stated that turf grass is not environmentally friendly, and the Association should move away from it. Homeowner continued that she would like to propose the creation of the Parkfairfax Sustainability Committee which would take leadership in proposing such ideas and other sustainability focused initiatives in the community.

Former Homeowner (Christopher Kasmak) shared additional information regarding electric vehicles and charging stations in Parkfairfax in reference to national trends and projections.

COMMITTEE REPORTS:

Activities Committee: Ms. Mullan shared a request for participants on behalf of the Activities Committee. Ms. Mullan shared that the Activities Committee is planning a Fall Yard Sale, on October 1, 2022, from 8:00 a.m. - 12:00 p.m. Ms. Mullan continued that they are currently looking for entrepreneurs, artists and/or persons looking to declutter their place. Ms. Mullan further shared that tables are \$12 each, and to please contact Andrea Drone for additional information.

Buildings & Utilities Committee (BUC): Mr. Ferrell shared that the BUC Committee met last week and that they will have a thorough presentation to the Board at the September 21, 2022, Board meeting regarding data and solutions addressing the laundry rooms project. Mr. Ferrell requested that this matter be placed on the September 21, 2022, agenda for discussion.

Recreation Committee: Mr. Lisanick on behalf of Paul Friedman, Chair of the Recreation Committee placed before the Board a request from Mr. Friedman to vote on the matter of having Speedwell Law spend \$500 at Alexandria Cupcakes to provide cupcakes at movie night on August 27, 2022.

- (R) **MOVED by Mr. Lisanick, SECONDED by Mr. Bush, to approve having Speedwell Law spend \$500 at Alexandria Cupcakes to provide cupcakes at movie night on August 27, 2022. Motion withdrawn.**

After further discussion the motion was withdrawn, and no direction was provided by the Board on the matter. The Board will place this matter on a future agenda for discussion and development of a policy addressing sponsorship.

Manager Maintenance Report: Mr. Buchanan provided an overview of the Management report in Mr. Foschi's absence. Mr. Buchanan stated that certain items in the report will be revisited upon Mr. Foschi's return.

Architecture & Planning Board (A&PB): Ms. Eberwein provided a brief overview on behalf of the A&PB Committee regarding an HVAC Matter. Ms. Eberwein restated that in regard to the common area seating matter, that it would be presented for discussion at the September 21, 2022, Board meeting and potential approval at the October 19, 2022, Board meeting. Ms. McCord provided additional information and stated that she would provide a more detailed presentation on the matter(s) at the September 21, 2022, Board meeting.

Transportation & Land Use Committee: Mr. Gronenberg and Mr. Kasmark each provided an update and additional information on the electrical charging stations project. After further discussion, Mr. Gronenberg proposed that a decision be made by the Board to allow the committee to move forward on the matter; the Board will take Mr. Gronenberg's request into consideration.

MATTERS FOR BOARD DECISION:

June 2022 Reserve Expenditures:

- (R) **MOVED by Mr. Bush, SECONDED by Ms. Mullan, to approve the June 2022 Reserve Expenditures in the amount of \$130,005.28 with funds to come from GL 9901.015 Reserve Expenditures. The motion passed unanimously (8-0-0).**

Additional Pet Application – 3214 Gunston Road:

- (R) **MOVED by Mr. Bush, SECONDED by Mr. Ferrell, to approve an additional pet at 3214 Gunston Road. The motion passed unanimously (8-0-0).**

Barkan Five-Year Budget Preparation Proposal:

- (R) **MOVED by Ms. Mullan, SECONDED by Ms. Clancy, to approve the five-year budget preparation proposal as well as the annual budget proposal, striking the bullet regarding **Arrange for inspection of all building roofs and develop a replacement schedule** provided by Barkan Management in the amount of \$10,250 with funds to come from GL 6390.000 Administrative Services. The motion passed unanimously (8-0-0).**

Roof Assessment Recommendations:

- (R) **MOVED** by Ms. Mullan, **SECONDED** by Ms. Eberwein, to approve the proposal submitted by Walker Consultants to perform an assessment of the roofs on all buildings within Parkfairfax. The motion passed unanimously (7-1-0). Mr. Bush opposed.

Covenants Application – 3613 Greenway Place:

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Johnson, to approve the non-routine change application submitted by 3613 Greenway Place to install an arbor. The motion failed (0-8-0). Mr. Buchanan, Mr. Bush, Ms. Clancy, Ms. Eberwein, Mr. Ferrell, Ms. Johnson, Mr. Lisanick and Ms. Mullan opposed.

MATTERS FOR BOARD DISCUSSION:

Draft Administrative Resolution 12 Revisions: Ms. Clancy presented to the Board the Proposed Changes to Administrative Resolution 12 for additional information and review. Ms. Lisa Harger, Chair of the Elections Committee also provided input on the matter. After further discussion, the Board provided amendments to the Resolution and proceeded to a motion to accept/adopt the amendments to AR #12.

- (R) **MOVED** by Ms. Eberwein, **SECONDED** by Mr. Buchanan, to move and pass AR#12 as submitted by the committee with the following changes: striking Section IV Nominating Committee and other references to the nominating committee and further charge the Elections Committee with returning to the Board Administrative Resolutions (AR's) that would help us comply with recent changes in condo law and additionally provide the Board with any additional research or guidance from Legal Counsel regarding the Elections Process. The motion passed (7-1-0). Mr. Bush opposed.

Mr. Ferrell stated that the Elections Committee wants and invites everyone's participation in this process, and if you are interested, please attend the meetings.

Electric Charging Stations: Mr. Buchanan stated that the Board's charge is to provide guidance to management to proceed with soliciting proposals in order to purchase/place the charging stations. The Board requested that the committee provide additional information regarding hybrid cars vs. full battery cars.

- (R) **MOVED** by Mr. Buchanan, **SECONDED** by Ms. Eberwein, to direct Management to solicit proposals and return them to the Board for discussion. The motion passed unanimously (8-0-0).

MATTERS FOR BOARD INFORMATION:

September 21, 2022, Agenda Items: Mr. Buchanan requested any additions to the agenda be received prior to the September 21, 2022, Board meeting.

MOVE INTO EXECUTIVE SESSION:

- (R) **WITHOUT OBJECTION Mr. Buchanan, MOVED to recess Open Session at 9:25 p.m., and convene in Executive Session to discuss personnel, legal, or contractual matters, as permitted by subsection (C) of Section 55-79.75 of the Code of Virginia. The motion passed unanimously (8-0-0).**

MOTION TO LEAVE EXECUTIVE SESSION:

- R) **WITHOUT OBJECTION Mr. Buchanan, MOVED to leave Executive Session and adjourn the meeting at 9:30 p.m. The motion passed unanimously (8-0-0).**

Meeting Adjourned at 9:30 p.m.

Reports

Committee Reports
General Manager Report

September 16, 2022

MEMORANDUM

TO: Parkfairfax Board of Directors

FR: Architecture and Planning Board

RE: 9.14.2022 Meeting Notes

- The Committee has submitted a memo requesting a technical change to the current version of the replacement window specifications be approved by the Board. As explained in the memo, the requested change is limited in scope and is prompted by an error in the requirements for the installation of slider style windows.
- As part of the Committee's planned review of the existing HVAC specifications, we have requested an estimate from Ted Ross Consulting to study the viability of allowing the installation of ceiling mounted air handlers as an option. Current specifications allow wall-mounted air handlers or air handlers installed inside the unit with ductwork run in the attic. We think it is important to investigate available new technology as part of our specification review and update process. In order to do so properly we are going to need the professional expertise of a mechanical engineer.
- We expect to have a first draft of update specifications for rear limited common element patios and deck ready for your review next month.

Parkfairfax Condominium Landscape Committee Report September 2022

Fall Workday and Tree Walk

The Committee is planning a workday for October 29 in the common element along the Quaker Lane fence line. We will be reading the beds for the Winter and help our neighbors learn about the best ways to prep their own gardens. We also anticipate a Tree Walk in mid-October – discussing the various trees in our Community and how to identify them.

Plantings Around Transformers

Following the replacement of 6 transformer electrical boxes by Dominion Power (Near Bldgs. 502, 544, 936,952,925 and on Valley Drive Tennis/Uphill behind bus stop), this summer, the Committee has been working with Management to identify replacement plantings to screen the boxes. Dominion removed much of the screening plants, and after replacing the boxes, seeded the areas but did not replace the bushes. Considerations for plantings include: screen but not surround the boxes; easy access to transformer doors; year round screening of boxes from resident's view. We hope to have new plantings installed this Fall and look forward to additional transformers being replaced next calendar year.

Stormwater Remediation Pilot Program

After review of the plan by the Parkfairfax Consultant, larger of the two sites (the Gunston Road courtyard) is being put out for bid. The other site on Lyons Ln will be done in-house by Parkfairfax Staff. The Committee is also working with Management to identify areas of concern for budget consideration for subsequent years.

Virginia Trees for Clean Water Grant Program

Management recently applied for the Virginia Trees for Clean Water Grant Program. This grant was established to encourage the creation of long-term, sustained tree canopy cover to improve water quality across Virginia. The grant, if received, would provide matching funds to plant over three dozen trees in Parkfairfax. Management should hear back on the grant by the end of September/beginning of October.

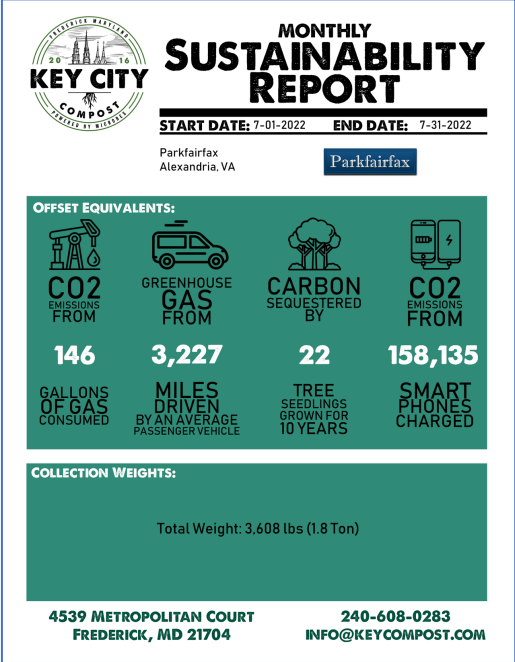
Washington Island

At the direction of Management, the Committee reviewed and gave comments for potential new plantings and seating for Washington Island. We hope to have plans to share with Board by the Board Meeting. The time frame for the plantings will most likely be extended through several budget cycles.

Compost Program Update

Since September 2020, Parkfairfax has allowed residents to pilot an at-home compost program. To date, we have over 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, 1.8 tons of scraps this past month, 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



Wooded Areas and Invasive Plants in Parkfairfax

Following the walk with the Board in June, 2021 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.

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/>

Parkfairfax Condominium

A Historic District

Board of Directors Meeting

General Manager's Report – September 14, 2022

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

ADMINISTRATIVE

1) **Website Update:**

Parkfairfax's newly redesigned website will be released on Friday, September 16, 2022.

Management has been working with the Communications Committee and WP-Tutoring designer to iron out the latest details of what would be a better, upgraded, user-friendly website that will offer the community an improved online experience. As we navigate through the new site, we are aware that we will find items needing some attention. So after the release date, we will monitor our community's feedback to address those on time if necessary.

Once the new site is out, we will have a training session with three members of our office staff that will include making minor changes, post announcements, and uploading new documents.

2) **Electric Panels Data Collection:**

To date, management has received approximately 700 responses regarding the information requested through the announcement made on August 1, 2022.

The plan to gather this information was divided into two phases.

- 1) **Phase One:** we have facilitated a new email address, myelectricpanel@parkfairfax.info, for residents to submit a picture of their electric panel and unit address through this email address.

This phase will close after September 30.

Once this phase is completed, our admin team will gather the data and organize it.

- 2) **Phase Two:** All outstanding units that did not submit their information through the previously provided email address will be inspected by a designated staff member who will gather the information required through a form provided by management.

This inspection will be scheduled by wards, just like the attics are inspected.

We estimate a three to four months period while both phases are completed and the final report is generated.

These two phases are the first step of a program that will become more defined once all units are accounted for. Some potential additional steps that will be considered later are:

- Present Results to the Board for Analysis
- Consult with Association's attorney to explore Parkfairfax's options and legal authority.
- Request proposals from three contractors to gather costs and analyze options with the Board.
- Based on the overall cost analysis and all other factors, a Board and Management discussion will be conducted to examine the means to replace the panels. (TBD)
- Replacement Program.

3) **Facade and Foundation building #716:**

We received Walker Consultants' report for building 716 differential assessment. You can look at the summary of their findings under "**Conclusions**" on Page Seven of the **Differential Settlement Assessment Report under Items for Board decision.**

They offer two options in their **recommendations** section (pages 7 -8), partial or 100% stabilization. For a project of this magnitude and because of the logistics involved, depending on cost, I would suggest going with the second option: Perform the foundation stabilization at 100%. We can ask the contractors to include pricing for both options at the bidding time, so we can compare.

Walker proposed to perform the services below (See Proposal for Professional Engineering and Consulting Services **under Items for Board decision**):

- PHASE 1: Foundation and facade repair construction documents for \$14,900 (Lump Sum)
- PHASE 2: Bidding services for \$4,500.

The bid numbers align with the typical industry costs for this type of work. However, If the Board desires to look at different proposals for these two phases, we'll be happy to do so. Keep in mind that there is a possibility that other engineering firms disagree with the scope of work and recommendations and would like to do their own fieldwork at our expense. Lastly, our reserve budget allocates \$644,996.70 for Building Settlement Allowance - 1 Bldg./Yr. (2013-2024).

4) **High Priority Buildings Façade Repairs Draft Construction Documents**

The draft **Project Manual for the Façade Repairs** of the 20 high-priority buildings can be found on the **Agenda under Items for Board decision**.

Walker asks the Board to review and submit their input, if any. Their second request is regarding the amount of 1) Liquidated Damages the Board would like to impose in the contract. They suggested \$250 per calendar day but mentioned it could be any range between \$100 to \$500/calendar day. 2) They are seeking input on the insurance limits the contractor will be required to have. You can see their suggested numbers on page 37 of the project manual, which I believe aligns with the industry requirements for these types of projects.

Once they receive Board's input, they will finalize the manual.

The next step in the process would be the bidding phase. Initially, we approved Walker's first proposed phase, which included the project manual and specs. They offer to manage the bidding process for a fee of \$3,900 (see **proposal included at the end of the Façade Repairs Draft Project Manual**), which includes the following scope of work:

PHASE 2 – BIDDING SERVICES:

- a. Prepare a list of up to four (4) qualified restoration contractors that have experience with similar projects for your consideration as potential bidders.
- b. Issue one electronic copy of the Construction Documents for each selected bidder.
- c. Attend the on-site pre-bid conference to be coordinated and directed by Walker.
- d. Prepare a meeting summary and answer questions from the bidders during the meeting.
- e. Prepare and issue up to one Addendum.
- f. Evaluate and provide a tabulated comparison of the bids received, including a bid summary letter.
- g. If requested, Walker can provide additional addenda and/or bidding consultation services after submission of our bid summary, such as participation in contractor interviews, on an hourly basis.

Their proposal includes Phase 3 and 4, which also includes Contract Preparation and Construction Phase Service.

5) Community Room Upgrade:

As of 9/14/2022, we have received preliminary approval from the City of Alexandria regarding the plans to renovate the community room. We expect the official permits to arrive any day and hope to have the A&PB Committee provide an update at our September meeting that includes a timeline for completion.

6) Utilities Audit – Proposal:

It is management's opinion that the Association is being overcharged for utilities. We have discussed an audit plan with Utility Management Services Inc. They provide a comprehensive program to revise charges, rates, and billing history, among other items, in exchange for a percentage of the money reimbursed in case mistakes were made.

7) Staff Update & Deductible Claim: Executive Session

FINANCIALS

AUGUST VARIANCE REPORT (BUDGET LINE ITEMS OVER \$1000)							
Income and Expenses Variances Over 10 % of the Annual Budget							
GL-ACCOUNT	Monthly Expenses	Monthly Budget	Mthly Variance	YTD Actual	YTD Budget	Annual Budget	Explanation/Comments
5990.980 SALES	\$267,686.00	\$14,167.00	\$225,186.00	\$22,271.00	\$42,500.00	\$170,000.00	Income for Martha Custis Unit Sale
6452.000 GAS	\$21,721.00	\$12,901.00	(\$8,820.00)	\$89,238.00	\$36,904.00	\$211,708.00	Utilities
6562.000 DECORATING CONTRACT	\$141,439.00	\$9,332.00	(\$48,107.00)	\$141,439.00	\$280,000.00	\$280,000.00	Ward 4 Painting Project
6550.300 IN UNIT SUPP	\$2,844.00	\$958.00	(\$1,886.00)	\$10,037.00	\$2,875.00	\$11,500.00	USP Program-Overstock
6311.130 IT SUPP. CONTRACT	\$10,017.00	\$3,333.00	(\$6,683.00)	\$15,007.00	\$10,000.00	\$40,000.00	\$8k expenses on access cards
6390.000 MISC. ADMIN EXPENSES	\$5,609.00	\$2,333.00	(\$3,275.00)	\$7,122.00	\$7,000.00	\$28,000.00	Expenses for new FY Coupons. YTD on track

Unit Sale Update:

Unit 3546 Martha Custis Dr. was sold on August 15, 2022. The unit was sold for \$285,000, paid in cash, and sold as-is with no contingencies.

After closing costs and agent fees, Parkfairfax received a total of \$267,686.00, recorded on the August Financials, Other Income section, GL 5990.980 Sales.

The following numbers are based on an **estimated typical scenario**. The final numbers will depend on the end-of-the-year tax filings, which will have to consider other factors impacting the net profits. For Example, improvements, earnings from rentals, losses from vacancies, depreciation, modifications, enhancements on the property, etc.

Unit Sales Price: \$285,000

Closing Costs & Agent Fees: \$17,314.

Total Sales Income: \$267,686.

Estimated Capital Gains based on sales for less than \$500,000 (based on 15% of the profit): \$42,750.

Estimated Net Profit: \$224,936.

Targeted Sales Amount per 2022-2023 Budget: \$170,000.

MAINTENANCE

Wood Trim Replacement/Building Fascia (In-Progress)

BLDG	TYPE	# OF UNITS	DATE	STATUS
501	AC-17	6	6/6 to 6/10	Complete
503	C-1	8	6/13 to 6/17	Complete
504	BB-7	6	6/20 to 6/24	Complete
506	BB-7	5	6/27 to 6/30	Complete
507	B-14	4	7/4 to 7/8	Complete
508	AC-17	6	7/11 to 7/15	Complete
509	B-15	4	7/18 to 7/22	Complete
510	B-14	4	7/25 to 7/29	Complete
512	B-14	4	8/1 to 8/5	Complete
513	C-1	8	8/8 to 8/12	Complete
514	C-1	8	8/15 to 8/19	Complete
515	BB-8	6	8/22 to 8/26	Complete
516	AC-17	6	9/5 to 9/9	
517	AC-17	6	9/12 to 9/16	
518	AC-17	5	9/19 to 9/23	
519	BB-7	6	9/26 to 9/30	
520	C-1	8	10/3 to 10/7	
521	C-1	8	10/10 to 10/14	
523	BB-7	5	10/17 to 10/21	
524	BB-7	6	10/24 to 10/28	
525	AC-17	6	10/31 to 11/04	
527	B-15	4	11/07 to 11/11	
528	BB-7	6	11/14 to 11/18	

Building Stoop Replacement (In-Progress)

June

July

August

September

907/1635 Fitz (C)	728/3306 Gunston (C)	307/3566 MC (C)	303/3594 MC (C)
907/1637 Fitz (C)	728/3308 Gunston (C)	307/3568 MC (C)	303/3596 MC (C)
			827/3339 MC

*(C) – Completed

Emergency Water Line Replacement in crawspace and between Bldg.

533	B-8	6	6/27 to 6/30	Complete
534	BB-7	5	7/4 to 7/8	Complete
533-547 (Between Bldg.)	Common	5	7/4 to 7/8	Complete
832	C-1	8	7/4 to 7/8	Complete

Crawspace 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
529	B-14	4	Complete

Asbestos Remediation (Crawspace) (In-Progress)

BLD #	TYPE	# OF UNITS	DATE	STATUS
550	BB-7	6	6/6 to 6/10	Complete
702	BB-8	6	6/13 to 6/17	Complete
704	BB-9	6	6/20 to 6/24	Complete
706	BB-8	6	6/27 to 6/30	Complete
707	BB-11	5	7/4 to 7/8	Complete
708	BB-11`	5	7/11 to 7/15	Complete
710	BB-8	6	7/18 to 7/22	Complete
717	BB-7	6	7/25 to 7/29	Complete
721	BB-7	6	8/1 to 8/5	Complete
723	BB-8	6	8/8 to 8/12	Complete
725	AC-17	5	8/15 to 8/19	
727	BB-7	6	8/22 to 8/26	
729	BB-7	6	9/5 to 9/9	
730	AC-17	6	9/12 to 9/16	
731	B-15	4	9/19 to 9/23	
732	BB-12	5	9/26 to 9/30	
734	BB-7	6	10/3 to 10/7	
735	BB-7	6	10/10 to 10/14	
736	BB-7	6	10/17 to 10/21	
737	BB-8	6	10/24 to 10/28	
901	AC-17	6	10/31 to 11/4	
902	B-15	4	11/7 to 11/11	
903	BB-7	6	11/14 to 11/18	
904	BB-8	5	11/21 to 11/25	
905	BB-8	6	11/28 to 12/2	
908	B-14	4	12/5 to 12/09	

PEX Piping (In- Progress)

BLD #	TYPE	# OF UNITS	DATE	STATUS
550	BB-7	6	6/6 to 6/10	Complete
702	BB-8	6	6/13 to 6/17	Complete
704	BB-9	6	6/20 to 6/24	Complete
706	BB-8	6	6/27 to 6/30	Complete
707	BB-11	5	7/4 to 7/8	Complete
708	BB-11`	5	7/11 to 7/15	Complete
710	BB-8	6	7/18 to 7/22	Complete
717	BB-7	6	7/25 to 7/29	Complete
721	BB-7	6	8/1 to 8/5	Complete
723	BB-8	6	8/8 to 8/12	Complete
725	AC-17	5	8/15 to 8/19	
727	BB-7	6	8/22 to 8/26	
729	BB-7	6	9/5 to 9/9	
730	AC-17	6	9/12 to 9/16	
731	B-15	4	9/19 to 9/23	
732	BB-12	5	9/26 to 9/30	
734	BB-7	6	10/3 to 10/7	
735	BB-7	6	10/10 to 10/14	
736	BB-7	6	10/17 to 10/21	
737	BB-8	6	10/24 to 10/28	
901	AC-17	6	10/31 to 11/4	
902	B-15	4	11/7 to 11/11	
903	BB-7	6	11/14 to 11/18	
904	BB-8	5	11/21 to 11/25	
905	BB-8	6	11/28 to 12/2	
908	B-14	4	12/5 to 12/09	

Note: The last phase of this project is estimated to be completed by Summer 2023.

July 2022 Reserve Expenditures Resolution Worksheet

Date: September 21, 2022

Suggested Motion:

“I move to approve the July 2022 Reserve Expenditures in the amount of \$141,165.10 with funds to come from GL 9901.015, Reserve Expenditures.”

2nd:

Summary: Attached are the July 2022 Reserve Expenditures.

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Peggy Clancy				
Claire Eberwein				
Peter Ferrell				
Marieke Johnson				
Matthew Larson				
Jeff Lisanick				
Amanda Mullan				

July 2022 Reserve Expenditures

Code	New codes	Reserve Item Description	Amount	Invoice #	Vendor	Invoice Description
1.003	9114.210	Asbestos	<u>\$3,025.00</u>	8667-053301	E&G	Asbestos Abatement in bldg 533 crawlspace.
			<u>\$3,025.00</u>	8667-22529	E&G	Asbestos Abatement in bldg 529 crawlspace.
			<u>\$3,025.00</u>	8667-00547	E&G	Asbestos Abatement in bldg 547 crawlspace.
			\$9,075.00			
1.054	9114.210	Carpentry Repairs	<u>\$5,575.00</u>	97622	Palmer Brothers	Carpentry repairs to front door frames and rear columns at buildings 211, 213 and 215
			<u>\$2,617.53</u>	2191	Dynasty	Extra Trim Boards 15 1x12x18 and 10 1x6x18.
			\$8,192.53			
4.006	9901.087	Unit Appliance Replacement	<u>\$970.00</u>	2210	Brian Mullins	Replaced defective living room ac at 3552 MC PKFX rental unit.
			\$970.00			
1.033	9901.016	Roof Tiles	<u>\$360.00</u>	C-802859	NV Roofing	Installed snowbirds over new HVAC split system. 1619 Preston Road
			<u>\$3,470.07</u>	7928	Ruff Roofing	Replaced tiles at 1429 Martha Custis Drive, 1115 and 1119 Beverly Drive.
			<u>\$1,313.25</u>	7944	Ruff Roofing	Replaced tiles at 1429 Martha Custis Drive, 1115 and 1119 Beverly Drive.
			<u>\$875.00</u>	7999	Ruff Roofing	Replaced tiles at 1429 Martha Custis Drive, 1115 and 1119 Beverly Drive.
			\$6,018.32			
1.015	9901.011	Stoop Replacement	<u>\$20,174.50</u>	2022-1115	Almo Construction	Front Stoop replacement at building 907 units 1635 and 1637 Fitzgerald Lane
			<u>\$1,300.00</u>	2022-1114	Almo Construction	Concrete repairs at 917 Fitzgerald Lane breezeway.
			\$21,474.50			
1.024	9114.016	Gutter Replacement	<u>\$825.00</u>	2162	Dynasty	Gutter and fascia repairs. Installed gutter hangers to falling gutters.
			<u>\$781.25</u>	2189	Dynasty	Bldg. 902 - Gutter Guard Replacement
			<u>\$1,006.25</u>	2190	Dynasty	Bldg. 901 - Gutter Guard Replacement.
			<u>\$981.25</u>	2195	Dynasty	Bldg. 904 - Gutter Guard Replacement
			\$3,593.75			
1.060	9901.008	PEX Domestic Water Piping	<u>\$7,605.00</u>	8668-52999	E&G	Crawlspace PEX Piping building 529 units 1400, 4102, 1404, and 1406.
			<u>\$10,185.00</u>	8668-5330	E&G	Crawlspace PEX Piping building 533 units 3717 - 3727 Lyons Lane
			<u>\$7,605.00</u>	8668-54700	E&G	Crawlspace PEX Piping building 547 units 3709-3715 Lyons Lane
			<u>\$10,185.00</u>	8668-5500	E&G	Crawlspace PEX Piping building 550 units 3745 - 3755 Gunston Road
			<u>\$10,185.00</u>	8668-7020	E&G	Crawlspace PEX Piping building 702 units 3325 - 3335 Gunston Road
			<u>\$10,185.00</u>	8668-7200	E&G	Crawlspace PEX Piping building 720 units 3324 - 3334 Gunston Road
			<u>\$12,061.00</u>	8668-83200	E&G	Crawlspace PEX Piping building 832 units 3141 - 3153 Martha Custis Drive
			\$68,011.00			
1.009	9112.210	Waterproofing	<u>\$6,445.00</u>	8668-00710	E&G	Bldg. 710 - Excavate and seal exterior front between 3225-3227 Valley Drive.
			<u>\$6,665.00</u>	8668-1728	E&G	Bldg. 728 - Excavate and seal exterior front between 3304-3306 Gunston Road.
			\$13,110.00			
1.066	9901.008	Gas Pipe Repairs	<u>\$10,720.00</u>	8669-5299	E&G	Crawlspace gas piping replacement building 529 units 1400, 142, 1404 and 1406 Martha Custis Drive.

July 2022 Reserve Expenditures

			\$10,720.00			
		Total reserve expenses	\$141,165.10			

August 2022 Reserve Expenditures Resolution Worksheet

Date: September 21, 2022

Suggested Motion:

“I move to approve the August 2022 Reserve Expenditures in the amount of \$152,764.41 with funds to come from GL 9901.015, Reserve Expenditures.”

2nd:

Summary: Attached are the August 2022 Reserve Expenditures.

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Peggy Clancy				
Claire Eberwein				
Peter Ferrell				
Marieke Johnson				
Matthew Larson				
Jeff Lisanick				
Amanda Mullan				

August 2022 Reserve Expenditures

Code	New codes	Reserve Item Description	Amount	Invoice #	Vendor	Invoice Description
1.009	9114.210	Waterproofing	<u>\$1,338.50</u>	2022-1141	Almo	Waterproof stoops at bldg. 303 units 3594 and 3596 Martha Custis Drive.
			<u>\$1,338.50</u>	2022-1136	Almo	Waterproof stoops at bldg. 307 units 3566 and 3598 Martha Custis Drive.
			<u>\$1,338.50</u>	2022-1125	Almo	Waterproof stoops at bldg. 728 units 3306 and 3308 Gunston Road.
			\$4,015.50			
1.054	9114.210	Carpentry Repairs	<u>\$1,442.53</u>	2209	Dynasty	Wolf 1x12x18 Trim Board Smooth 8. Wolf Shingle Moulding-15
			<u>\$510.00</u>	2219	Dynasty	Plaque installation at buildings: 213, 219, 215, 225 and 223.
			<u>\$3,441.98</u>	2231	Dynasty	15 Wolf 1x6x18 trim board. 23 Wolf 1x8x18 trim board. 3 Wolf 1x12x18 trim board. 10 Wolf Shingle Moulding.
			\$5,394.51			
1.021	9114.210	Building Fascia Repairs	<u>\$3,925.00</u>	2201	Dynasty	Bldg. 501 Full Fascia Replacement. Deposit Previously Paid.
			<u>\$6,575.00</u>	2202	Dynasty	Bldg. 503 Full Fascia Replacement. Deposit Previously Paid.
			<u>\$3,325.00</u>	2203	Dynasty	Bldg. 504 Full Fascia Replacement. Deposit Previously Paid.
			<u>\$3,625.00</u>	2212	Dynasty	Bldg. 506 Full Fascia Replacement. Deposit Previously Paid.
			<u>\$3,325.00</u>	2213	Dynasty	Bldg. 507 Full Fascia Replacement. Deposit Previously Paid.
			<u>\$3,325.00</u>	2230	Dynasty	Bldg. 509 Full Fascia Replacement. Deposit Previously Paid.
			\$24,100.00			
1.015	9901.011	Stoop Replacement	<u>\$18,836.00</u>	2022-1141	Almo	Stoop Replacement at bldg. 303 units 3594 and 3596 Martha Custis Drive.
			<u>\$18,836.00</u>	2022-1136	Almo	Stoop Replacement at bldg. 307 units 3566 and 3598 Martha Custis Drive.
			<u>\$18,836.00</u>	2022-1125	Almo	Stoop Replacement at bldg. 728 units 3306 and 3308 Gunston Road.
			\$56,508.00			
1.048	9901.006	Tuckpointing	<u>\$980.00</u>	2022-11424	Almo	3241 and 3239 Ravensworth Place - Tuckpoint mortar joints at front stoops.
			<u>\$1,260.00</u>	2022-1026	Almo	Bldg. 725 - 3460 Gunston Road - Tuckpoint joints at wall between two air conditioning units.
			\$2,240.00			
1.027	9901.010	Lighting/Electrical	<u>\$645.00</u>	2211	Brian Mullins	Replaced floor light at bldg 537. Replaced 1 breaker and replaced sensor on junction box.
			<u>\$1,500.00</u>	2212	Brian Mullins	Bldg 303 Laundry Room - Replaced Federal Pacific circuit breaker panel.
			<u>\$1,500.00</u>	2213	Brian Mullins	Bldg 308 - Install new 200 amp electrical panel in the Laundry room. Install new 60 amp sub-panel in broiler room. Rewire all equipment in broiler room.
			\$3,645.00			
1.033	9901.016	Roof Tiles	<u>\$2,349.43</u>	7599	Ruff Roofing	Replaced tiles at 1652 Preston Road, 3330 Valley Drive and 3549 Martha Custis Drive.
			<u>\$725.00</u>	2197	Dynasty	Bldg, 504 - Repair roof at gable ends.
			\$3,074.43			
6.021	9901.01	Concrete Sidewalks	<u>\$588.00</u>	2022-1125	Almo Construction	Replaced sidewalk at bldg. 728 units 3306 and 3308 Gunston Road.
			<u>\$6,300.00</u>	2022-1135	Almo Construction	Removed and replaced the sidewalk to adjust new steps.

August 2022 Reserve Expenditures

			\$6,888.00			
1.054	9114.210	Carpentry Repairs	<u>\$1,420.00</u>	97606	Palmer Brothers	Carpentry repairs and painting of 309-3546 MC for Sale.
			<u>\$7,375.00</u>	97708	Palmer Brothers	Carpentry repairs at bldg 202, 204, 208, 210, 212, 222 and 302.
			\$8,795.00			
1.075	9901.029	Water Heaters	<u>\$2,098.17</u>	S029072999.003	J&H Aitcheson	5 Burner Assemblies for Water Heaters.
			<u>\$19,858.08</u>	S029410293.003	J&H Aitcheson	2 Water Heaters BTH-199 100 Gal.
			\$21,956.25			
1.024	9114.016	Gutter Replacement	<u>\$1,081.25</u>	2204	Dynasty	Bldg. 504 Gutter Guard Installation.
			<u>\$1,091.25</u>	2215	Dynasty	Bldg. 908 Gutter Guard Installation.
			<u>\$906.25</u>	2216	Dynasty	Bldg. 905 Gutter Guard Installation.
			<u>\$625.00</u>	2218	Dynasty	Bldg. 903 unit 3571 Martha Custis Drive - WO# 1997267. Install Rhino Guard, Repair Shingles.
			<u>\$610.00</u>	2227	Dynasty	WO#1997267 Reroute gutter from rear a/c unit.
			\$4,313.75			
1.043	9901.016	Flashing	<u>\$750.00</u>	2196	Dynasty	3447 Martha Custis Drive - Removed and replaced damaged flashing.
			<u>\$925.00</u>	2205	Dynasty	3404 Martha Custis Drive - Remove and replace rotten wood and flashing.
			\$1,675.00			
1.030	9114.21	Mold	<u>\$712.50</u>	27748	Matar Group	Mold Testing at 3130 Ravensworth Place
			<u>\$712.50</u>	27752	Matar Group	Mold Testing at 3442 Gunston Road.
			<u>\$475.00</u>	27758	Matar Group	Mold Testing at 1668 Fitzgerald Lane.
			\$1,900.00			
1.006	9114.210	Settlement	<u>\$4,808.63</u>	220012100001.00	Walker Consultants	Façade Repairs
			\$4,808.63			
1.055	9114.21	Louvers	<u>\$3,450.34</u>	2207-J965KF	TW Perry	10 Custom Louvers.
			\$3,450.34			
		Total reserve expenses	\$152,764.41			

Façade & Foundation Building 716 Proposal Resolution Worksheet

Date: September 21, 2022

Suggested Motion:

“I move to approve Walker Consultants to provide construction documents for the foundation and façade repairs and to provide bidding services for Building 716 with funds to come from GL 9114.210 Building Settlement.”

2nd:

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Peggy Clancy				
Claire Eberwein				
Peter Ferrell				
Marieke Johnson				
Matthew Larson				
Jeff Lisanick				
Amanda Mullan				



2277 Research Boulevard
Suite 275
Rockville, MD 20850

202.510.9366
walkerconsultants.com

August 26, 2022

Mr. Francisco Foschi, CMCA, AMS, PCAM
General Manager
Parkfairfax Condominium Unit Owners Association
3360 Gunston Road
Alexandria, VA 22302

*Re: Proposal for Professional Engineering and Consulting Services
Parkfairfax Condominium
Foundation and Façade Repairs
3202 – 3210 Gunston Road (Building 716)
Alexandria, VA 22302*

Dear Mr. Foschi:

As requested, Walker Consultants (Walker) has prepared this proposal to provide construction documents for the foundation and façade repairs and to provide bidding services for Building 716 (subject building) at the subject property. This proposal provides our understanding of the project, project objectives, description of our proposed Scope of Services, schedule, fee, and conditions of agreement.

PROJECT UNDERSTANDING

Constructed circa 1940, Parkfairfax Condominium (the Condominium) consists of 285 residential garden style structures located in a mature park setting. The residential structures vary between two (2) or three (3) stories above grade with load bearing multi-wythe brick masonry exterior walls with wood gable roof framing. The subject building is three stories above grade with the first floor composed of a one-way concrete slab and the second and third floors are composed of wood framing members (joists and beams).

Walker was retained to perform a differential settlement assessment at the subject building to determine the extent of the subject building that would require foundation stabilization. Walker prepared a letter report (dated August 26, 2022) of our findings and recommendations relative to the differential settlement.

Per our report, Walker provided two scenarios regarding the foundation stabilization for the subject building. Scenario #1 is to perform the foundation stabilization at the lower half of the building (Unit 3202, Unit 3204, and laundry room) since our findings suggest this is the section of the building currently experiencing differential settlement. Scenario #2 is to perform the foundation stabilization at the lower and upper half of the subject building (100% foundation stabilization). As we noted in our report, we recommend that the construction documents for the foundation stabilization be prepared per Scenario #2 in order for the Condominium to obtain pricing for 100% foundation and façade repairs in order for them to determine if they wish to proceed with Scenario #1 or Scenario #2.

The Condominium, through their general manager, Francisco Foschi, has requested Walker provide a proposal to develop the construction documents for Scenario #2 regarding the foundation and façade repairs at Building 716 and to provide bidding services for the proposed foundation and façade repairs.

SCOPE OF SERVICES

To achieve the project objectives, we propose the following scope of services:

PHASE 1 – FOUNDATION AND FAÇADE REPAIR CONSTRUCTION DOCUMENTS

- a. Visit the site to take dimensions of the subject building (plan and elevation) that will be used to develop the construction documents for the foundation and façade repairs. Our field work will be performed from the exterior of the subject building.
- b. Perform structural calculations for the foundation and facade stabilization for Building 716.
- c. Prepare construction documents for the repair/replacement work regarding the foundation and façade for Building 716. Our construction documents will consist of drawings (notes, plans, elevations, sketches, and details) required to convey the repair work outlined above.
- d. Walker will also prepare a project manual as part of our construction documents. The project manual will include general requirements, contracting requirements, introductory information, procurement requirements, and technical specifications.
- e. Our construction documents will be submitted to the Condominium in draft form for review and comment. Once the Condominium has provided their review and comments regarding the construction documents, Walker will finalize to submit to qualified contractors for bidding via electronic documents.

PHASE 2 – BIDDING SERVICES

- a. Prepare a list of up to four (4) qualified contractors that have experience with similar projects for your consideration as potential bidders.
- b. Issue one electronic copy of the Construction Documents for each selected bidder.
- c. Attend on-site pre-bid conference to be coordinated and directed by Walker.
- d. Prepare a meeting summary and answer questions from the bidders during the meeting.
- e. Prepare and issue up to one Addendum.
- f. Evaluate and provide a tabulated comparison of the bids received including a bid summary letter.

LIMITATIONS

The preparation of the construction documents will be based on our survey work and review of existing documentation that are provided to Walker and may not discover or disclose latent conditions without performing more invasive testing. More detailed and invasive testing can be provided by Walker as an additional service upon written request from Client.

A review of the facility for Building Code compliance and compliance with the Americans with Disabilities Act (ADA) requirements is not part of the scope of work. However, it should be noted that whenever significant repair, rehabilitation, or restoration is undertaken in an existing structure, ADA design requirements may become applicable if there are currently un-met ADA requirements.



SCHEDULE

Once we receive written authorization to proceed, Walker anticipates our draft construction documents will be submitted to the Condominium for review within seven (7) weeks. Once Walker has received all comments back from the Owner regarding the draft construction documents, we anticipate it will take one (1) week to incorporate any edits.

In regards to Phase 2, bidding services, we would anticipate this scope to take approximately four (4) to five (5) weeks to complete.

PROFESSIONAL FEE

Walker proposes to perform the Scope of Services described in Phases 1 and 2 above for the fees presented in Table 1.0 below, excluding reimbursable expenses. Our services will be billed in accordance with the attached General Conditions of Agreement.

TABLE 1.0 – SUMMARY OF FEES

PHASE		PROPOSED FEE
1	Construction Document Preparation	\$14,900 (Lump Sum)
2	Bidding Services	\$4,500 (Lump Sum)

Walker is dedicated to providing our clients with engineering services that meet project requirements and deadlines. If you should have any additional questions, please do not hesitate to call or email us.

Sincerely,

WALKER CONSULTANTS

Joseph W. Wilcher III, PE
Senior Restoration Consultant

Enclosures: General Conditions of Agreement for Restoration



AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

PARKFAIRFAX CONDOMINIUM

Authorized Signature _____

Printed Name _____

Title _____

Date _____

SERVICES

Walker Consultants (Walker) will provide the CLIENT professional services that are limited to the work described in the attached proposal. Any additional services not specifically outlined in the proposal and requested by CLIENT will be provided at our standard hourly rates or for a mutually agreeable lump sum fee. Professional services are provided solely in accordance with written information and documents supplied by the CLIENT, and our services are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT.

PAYMENT FOR SERVICES

Walker will submit monthly invoices based on work completed plus reimbursable expenses. Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. Payment is due upon receipt of invoice.

If for any reason the CLIENT does not deliver payment to Walker within thirty (30) days of date of invoice, the CLIENT agrees to pay Walker a monthly late charge of one and one-half percent (1.5%) per month of any unpaid balance of the invoice plus attorney's fees and other costs incurred to collect the unpaid sum. In the event Walker does not receive payment when due, Walker may terminate or suspend services without breach of contract upon giving CLIENT seven (7) days written notice. In the event services are terminated or suspended, Walker has no obligation to deliver documents and any consequences (including delay) resulting from such termination or suspension are the sole responsibility of the CLIENT. Walker shall be compensated for all services performed up to the date of termination together with all reimbursable expenses then due.

STANDARD OF CARE

Walker will perform the Services consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. No other warranty, express or implied, is made. Walker's liability to CLIENT and all persons providing work or materials to this project as a result of acts, errors or omissions of Walker shall be limited to the fee or \$50,000, whichever is less.

Any opinions of probable costs developed by Walker will be based solely upon our visual observations, testing, sampling, and data gathered as part of our scope of services and assumptions provided by the Client and should be considered preliminary. Actual costs for construction may differ depending on the bidding climate, final design, and unforeseeable or hidden conditions encountered. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of our opinions of probable costs.

If any item or component for construction of the Project is omitted from Walker's construction documents, Walker shall not be responsible for paying the construction cost to add such item or component to the extent that such item or component would not have been otherwise necessary to the Project or otherwise adds value or betterment to the Project. In no event will Walker be responsible for any cost or expense that provides betterment, upgrade or enhancement of the Project.

OWNERSHIP OF DOCUMENTS

All documents prepared or provided by Walker are and remain the property of Walker as instruments of service. Walker retains all common law, statutory and other reserved rights, including the copyright thereto. Any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's specific written consent will be at CLIENT's sole risk. CLIENT further agrees to waive all claims against Walker resulting in any way from unauthorized changes or use of the Instruments of Service or completion of the Project without Walker's involvement.

In addition to the foregoing, CLIENT agrees not to publish any documents, reports, analyses, and the like, prepared by Walker, without the express written approval of Walker. In the event that CLIENT does publish any of Walker's documents without the express written approval of Walker, CLIENT agrees to indemnify, defend, and hold Walker harmless from and against any and all claims arising out of the publication of the same. For purposes of this paragraph, the term "publish" means: to distribute copies, by any means, to the public.

HIDDEN CONDITIONS

It shall be the responsibility of the CLIENT to disclose to Walker the presence and accurate location of all hidden conditions. The Instruments of Service are based on conditions readily observable at the time of our field assessment. A condition is hidden if it is concealed by existing finishes or cannot be investigated by reasonable visual observation. In the event Walker, in the performance of the services, uncovers a hidden condition, Walker shall not be responsible for costs associated with repairing, restoring, removing otherwise correcting said condition. Walker shall have no responsibility for hidden conditions, CLIENT's

failure to disclose hidden/unusual conditions, or any subsequent damage to persons or property related to any hidden conditions. CLIENT agrees to indemnify, defend, and save Walker harmless from all claims, suits, losses, personal injuries, death and property liability resulting from unusual/hidden conditions including third party claims.

HAZARDOUS MATERIALS

Walker shall have no responsibility for the discovery, presence, handling removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.

INDEMNIFICATION

Walker agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors and employees (collectively, CLIENT) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by Walker's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Walker is legally liable.

The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless Walker, its officers, directors, employees, and subconsultants (collectively, Walker) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the CLIENT'S negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the CLIENT is legally liable; and against any or all third party claims (excluding contractors/sub-consultants hired by Walker).

Neither the CLIENT nor Walker shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

Third parties include, but are not necessarily limited to, members of homeowner associations; condominium associations, owners of buildings or units within buildings, their tenants, families, agents, guests, occupants, heirs, invitees, assigns, or all others unless excluded. No director, officer, shareholder, employee, representative or agent of Walker shall have any individual liability to CLIENT.

CONSEQUENTIAL DAMAGES

The CLIENT and Walker waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement.

CERTIFICATE OF MERIT

CLIENT shall make no claim for professional negligence, either directly or in a third party claim, against Walker unless CLIENT has first provided Walker with a written certification executed by an independent design professional currently practicing in the discipline of the alleged defective design and licensed in the jurisdiction where the project is located. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the applicable standard of care; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation.

MEDIATION/LITIGATION

This Agreement shall be governed by the laws of the Commonwealth, District, or State of the office performing Walker's services. In addition to, and as a condition precedent to litigation, the parties shall endeavor to settle claims or disputes by non-binding mediation, in accordance with the Construction Industry Mediation Rules of the American Arbitration Association then in effect, unless the parties mutually agree otherwise. Any mediation shall be conducted in the locality of the Walker office performing our services.

If mediation fails to resolve the claims or disputes, then all claims, disputes or other matters in question arising out of or related to this Agreement shall be determined by the Circuit Court in the locality or the United States District Court of the Commonwealth, District, or State of the office performing Walker's services. Both parties specifically waive their right to a jury trial to resolve any and all claims, including but not limited to those sounding in contract, tort or statute, against the other arising out of or concerned in any way to the Project or this Agreement.

Neither party shall assign nor transfer its interest, or any claim arising under or related to this Agreement, including interest in and claims for any moneys due or to become due, without the written consent of the other party. No transfer of assignment will be valid until Walker has been paid for completed services up to the date of transfer.

The CLIENT is responsible, after notification, for payment of time charges and expenses resulting from the required response by Walker to subpoenas issued by any party other than Walker related to the property and/or CLIENT referenced in this Contract. Charges will be based on Walker's current fee schedules at the time the subpoena is served.

The CLIENT shall disclose to Walker any and all mediation, arbitration, or litigation cases or actions, ongoing, pending, or closed against the CLIENT or design professional associated with the property that have occurred within the past five (5) years, prior to signing this agreement. This agreement is contingent upon Walker's review of disclosed actions/cases and we reserve the right to modify or terminate the agreement based on the information provided. Failure of the CLIENT to disclose such actions, claims, cases, etc. shall be considered a Breach of Contract.

SITE

Walker shall have access to the Project site at all reasonable hours and shall be permitted to photograph the Project during the term of our services and upon completion for its records and future use. Walker shall have the right to take photographs and make other reasonable promotional use of the Project.

CONSTRUCTION PHASE

The CLIENT agrees that WALKER will not be expected to make exhaustive or continuous on-site inspections, but that periodic observations appropriate to the construction stage shall be performed. It is understood that field services provided by Walker will not relieve the Contractor of their responsibilities for performing the work in accordance with the plans and specifications. Walker shall be responsible only for the design shown in Walker's Contract Documents. CLIENT shall specifically hold Walker harmless from and against any and all claims, damages, losses, or liability arising from or relating to the Contractor's failure to properly perform the work, particularly if Walker is not retained to perform periodic observation services during construction, or as a result of problems or misinterpretations of our reports, recommendations, specifications, or other documents.

Walker shall not be responsible for or have control over the site safety, means, methods, procedures of construction, dimensions, quantities or instructions for installation or performance of equipment or systems designed by the Contractor or site safety precautions employed by the Contractor or subcontractors on the Project, which remain the sole and absolute responsibility of the Contractor. The Contractor shall be solely and completely responsible for working conditions on the job site, including safety of all persons and property during performance of the work, and compliance with OSHA regulations. Any observation or administration of Contractor's work by Walker is not intended to include review of Contractor's safety measures in, on or adjacent to, or near the Project.

The Owner recognizes that the work on the project may result in noise, vibrations, dust, debris, odors and other environmental issues that may impact persons in an occupied building. The CLIENT understands these risks and holds Walker harmless from and against any and all claims, damages, losses, or liability arising from or relating to these factors.

PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.

VALIDITY AND EFFECT

If CLIENT directs Walker to perform services as set forth in this Agreement without signing the Agreement, such direction constitutes acceptance by CLIENT of the terms of this Agreement, including the Terms and Conditions provide above.

If CLIENT does not accept the terms of this Agreement through signature of this Agreement within forty-five (45) days from the date hereof, Walker may at its discretion modify any or all scope, terms, fees, and/or conditions of said proposal as it sees fit.

CONTACT

Unless the CLIENT provides Walker with written instructions to the contrary, the person designated in the authorization as being responsible for approval of our invoices will be the CLIENT's official contact (representative) for our staff. To help avoid confusion, all direction, communication and information regarding our services shall be provided by and/or through this individual only.



2277 Research Boulevard
Suite 275
Rockville, MD 20850

202.510.9366
walkerconsultants.com

August 26, 2022

Mr. Francisco Foschi, CMCA, AMS, PCAM
General Manager
Parkfairfax Condominium Unit Owners Association
3360 Gunston Road
Alexandria, VA 22302

*Re: Letter Report for Differential Settlement Assessment
Parkfairfax Condominium
3202 – 3210 Gunston Road (Building 716)
Alexandria, VA 22303
Walker Consultants Project #22-001311.00*

Dear Mr. Foschi:

Walker Consultants (Walker) has completed our assessment of the differential settlement at Building 716 (subject building) at Parkfairfax Condominium (the Condominium). This letter report provides a brief description of the subject property and project background information, our findings from our field survey work, our opinions as to the potential cause(s) of the reported moisture intrusion conditions, and our general conceptual recommendations relative to repair/replacement work.

Appendix A of this report contains a schematic site plan that shows where the tests pits were performed around the perimeter of the subject building. Appendix B of this report contains photo documentation of certain conditions observed during our field work.

BACKGROUND AND DESCRIPTION

Constructed circa 1940, Parkfairfax Condominium consists of 285 residential garden style structures located in a mature park setting. The residential structures vary between two (2) or three (3) stories above grade with load bearing multi-wythe brick masonry exterior walls with wood gable roof framing. The subject building is three stories above grade with the first floor composed of a one-way concrete slab and the second and third floors are composed of wood framing members (joists and beams).

In November and December 2021, Walker performed a global façade survey for the 289 buildings located throughout the subject property. Per our report dated January 14, 2022, the subject building was categorized by Walker as High Priority and has been under this categorization since 2010. Façade repairs were performed at the subject building around 2011 in an effort to help the Condominium extend the time before performing foundation stabilization work. It is our understanding that around 2014, cracks were observed in the façade of the subject building where repairs were performed and at new locations. As a result, crack gage monitors were installed by Structural Rehabilitation Group, LLC (SRG). Since the installation of the crack gages, the façade has been visually monitored approximately every 3 months by SRG from 2014 to August 2021.

While Walker was preparing our report for the 2021 global façade survey, Parkfairfax Maintenance requested Walker visit the subject building to observe reported cracks in the wall and ceiling finishes of Units 3202 and 3204. Walker visited Units 3202 and 3204 on January 5, 2022 and documented the cracks in the ceiling finishes. Walker returned to the subject building on January 11, 2022, to access the crawlspace below Units 3202 and 3204 to document our findings of the visually and physically accessible portions of the foundation. Walker prepared an email to the General Manager and Parkfairfax Maintenance on January 12, 2022, regarding our findings from our site visits and our recommendation to perform a differential settlement assessment of the subject building.

Walker was retained by the Condominium to perform a differential settlement assessment of the subject building to determine the extent of the subject building that will require foundation stabilization.

Representatives of Walker were on-site on July 20 and July 21, 2022 to perform the field work portion of our services. The scope of our field work included performing the following:

1. A spot-check visual survey from the ground level of the visually and physically accessible portions of the exterior façade of the subject building to document the locations of distress. We also documented the location of the existing downspouts as well as their discharge locations that were readily accessible from ground level.
2. A spot-check visual survey from the ground level to observe the general slope/profile of the site adjacent to the subject building.
3. Walker attempted to access the crawlspace below Unit 3210 to perform a spot-check visual survey of the visually and physically accessible portions of the foundations walls and soffit (underside) of the first-floor concrete slab to document their condition and any findings relative to distress and potential differential settlement; however due to standing water in this crawlspace, Walker could not access while we were on-site performing our field work.

For the crawlspace below the laundry room (located below Units 3202 and 3204), our observations of the visually and physically accessible portions of the foundation walls and underside of the first-floor concrete slab can be found in our email to the Owner regarding our January 11, 2022 site visit.

4. Accessed the interior of Units 3202, 3204, 3206, and 3208 and performed:
 - a. A spot-check visual survey of the visually and physically accessible portions of the interior finishes (wall, ceiling, and floor) to document any findings relative to potential differential settlement.
 - b. Spot-check the relative levelness of the floor and/or walls within the interior of the unit at/adjacent to any findings relative to potential differential settlement using carpenter’s levels and rotatory laser level.

Walker was unable to access the interior of Unit 3210 during our field work.

5. Accessed the attic space above Units 3202, 3204, 3206, and 3208 via the access ladders at the 2nd floor of each unit to perform a spot-check survey of the visually and physically accessible existing attic framing conditions.
6. Coordinated the services of Parkfairfax Maintenance to assist Walker with performing four (4) shallow (less than two feet deep) test pits around the perimeter of the subject building to help us better understand the as-built construction of the exterior walls below grade and any below grade waterproofing provisions that may exist.

OBSERVATIONS

The following provides a summary of our findings from our field work. Photos of various conditions noted below are presented in Appendix B. Appendix A consists of a schematic site plan that denotes certain findings regarding our field work for the site adjacent to the subject building.

VISUAL SURVEY – EXTERIOR

1. The following are our observations regarding the façade at the side elevations of the subject building:
 - a. Horizontal, vertical, and step cracks that ranged in width from less than 1/16 of an inch to up to 1/8 of an inch within the brick masonry. More cracks in the mortar joints were noted in the exterior façade at the elevation where access to the laundry room is located.
 - b. Damaged/broken brick where the cracks in the façade have developed. We also observed damaged/broken within the brick that consist of the masonry lintels above the openings in the exterior façade at the elevation where access to the laundry room is located.
 - c. At the elevation where access to the laundry room is located, step cracks appeared to be occurring at previously repaired areas of the façade. Refer to Photo 1 in Appendix B.
 - d. We observed failed perimeter sealant at the brick façade-to-opening (door, window, through wall mechanical unit) transitions.
2. The following are our observations regarding the façade at the front and rear elevations of the subject building:
 - a. A vertical expansion joint composed of sealant is currently installed at the elevation transition at both the front and rear elevations. We noted the sealant has failed in adhesion (at the edge of the brick where the sealant is adhered to) and cohesion (within the sealant itself). Refer to Photo 2 in Appendix B.
 - b. Horizontal, vertical, and step cracks that ranged in width from less than 1/16 of an inch to up to 1/4 of an inch within the brick masonry. More cracks in the mortar joints were noted in the exterior façade at the front elevation of Units 3202 and 3204 than the front elevation of Units 3206 and 3208. The cracks observed in the rear elevation appeared to be distributed along the entire length of this elevation.
 - c. Damaged/broken brick where the cracks in the façade have developed. We also observed damaged/broken within the brick that consist of the masonry lintels above the openings. Refer to Photo 4 in Appendix B.
 - d. Cracks appeared to have developed in previously repaired areas at both elevations. Refer to Photo 3 in Appendix B.
 - e. We observed failed perimeter sealant at the brick façade-to-opening (door, window, through wall mechanical unit) transitions.
 - f. Throughout the rear elevation, we observed windows that appeared to be racked (i.e. not square).
3. The following are our observations regarding the downspouts at the subject building:
 - a. The downspouts are located at the front and rear elevations for the main roof of the subject building. The gutters for the roofs over the entrance stairs to Units 3202 and 3208 appear to be integrated with the vertical downspouts along the front elevation.

- b. The downspouts at the front and rear elevations appear to discharge in a pipe (PVC) below grade and the discharge locations could not be visually located. Refer to Photo 5 in Appendix B.
4. The following are our observations regarding the site at/adjacent to the subject building:
 - a. The grade of the site adjacent to the building varied between flat and positively (i.e. away) sloped from the exterior elevations.
 - b. Walker noted two (2) yard drains adjacent to the subject building; one is located adjacent to the left elevation of Building 716 (where the laundry room access is provided) and at the corner of the rear elevation adjacent to the laundry room.
 - c. At the bottom of the hill behind the subject building (adjacent to the front elevation of Building 712, an existing site storm water infrastructure was located.

TEST PITS

Walker excavated four (4) shallow test pits adjacent the exterior walls of the subject building in an attempt to expose the typical exterior foundation wall conditions. The depth of our shallow test pits ranged up to 24 inches from grade. The following are our findings from the four (4) shallow test pits. Please refer to Appendix A for approximate location of test pits and nomenclature used throughout this report for the test pits.

1. Test Pit #1:
 - a. The vertical expansion joint composed of sealant did not extend into the brick facade below grade and terminates approximately at grade level.
 - b. No waterproofing membrane and drainage board was observed at the exposed foundation wall within the test pit. Refer to Photo 6 in Appendix B.
2. Test Pit #2:
 - a. A thin applied coating appeared to be installed on the brick within the test pit. No drainage board or filter fabric is installed along the foundation wall.
 - b. Gravel was observed at the bottom of the test pit.
 - c. A horizontal non-perforated PVC pipe was observed in the test pit that appears to sit on top of the gravel. Refer to Photo 7 in Appendix B.
3. Test Pit #3:
 - a. The vertical expansion joint composed of sealant did not extend into the brick façade below grade and terminates approximately at grade level.
 - b. A thin applied coating appeared to be installed on the brick within the test pit. No drainage board or filter fabric is installed along the foundation wall.
 - c. Gravel was observed at the bottom of the test pit. Refer to Photos 8 and 9 in Appendix B.
 - d. A horizontal non-perforated PVC pipe was observed in the test pit that appears to sit on top of the gravel. The downspout that extended into the test pit was connected to the horizontal pipe. Refer to Photo 8 in Appendix B.
 - e. A cable penetrates through the brick masonry within the test pit. No conduit sleeve or perimeter sealant was installed around the cable.
4. Test Pit #4:
 - a. A thin applied coating appeared to be installed on the brick within the test pit. No drainage board or filter fabric is installed along the foundation wall. Refer to Photo 10 in Appendix B.
 - b. Gravel was observed at the bottom of the test pit.

- c. A horizontal non-perforated PVC pipe was observed in the test pit that appears to sit on top of the gravel.

VISUAL SURVEY – INTERIOR

1. From the interior of the laundry room, we observed the following:
 - a. A vertical crack in the brick masonry lintel above the window on the rear elevation that is adjacent to the door of the laundry room.
 - b. A vertical crack in the wall finishes at the top left corner of the storage closet by the washing machines.
 - c. Separation (i.e. gap) between the ceiling finishes in the laundry room and the crown molding trim installed.
2. We observed cracks in the wall finishes located on the exterior walls at the following locations:
 - a. Adjacent to the the living room and dining room windows at Units 3202 (side and rear elevations) and 3204 (rear elevation).
 - b. Adjacent to the living room window at Unit 3206 (rear elevation).
 - c. Adjacent to the dining room window at Unit 3208 (rear elevation).
 - d. Adjacent to the master and guest bedroom at Unit 3202 (side and rear elevations). Refer to Photo 13 in Appendix B.
 - e. Adjacent to the master and guest bedroom at Units 3204, 3206, 3208 (rear elevation).
 - f. Adjacent to the window by the stairs at Unit 3204 (front elevation) that lead from the first to the second floor of the unit.
3. We observed cracks in the wall finishes located in the interior walls at the following locations:
 - a. In the demising wall that separates the kitchen and dining room of Unit 3202 and Unit 3208.
 - b. In the demising wall that separates the kitchen and living room of Unit 3204 and 3206.
 - c. In the demising wall that separates the guest bedroom closet and laundry closet as well as the demising wall that separates the hallway and bathroom in Unit 3202.
 - d. In the demising wall that separates the master bedroom and hallway of Unit 3204.
 - e. Within the walls of the closet of the master bedroom at Unit 3202.
 - f. Adjacent to the doors of the master and guest bedroom and the bathroom of Unit 3208.
4. We observed cracks in the ceiling finishes at the following locations:
 - a. The dining room and kitchen of Unit 3202. Each of these cracks appeared to extend several feet in length. Refer to Photo 11 in Appendix B.
 - b. The dining and living room as well as the kitchen of Unit 3204. Each of these cracks appeared to extend several feet in length.
 - c. The kitchen of of Unit 3208 above the refrigerator and cabinets opposite of the refrigerator.
 - d. The hallway as well as the master and guest bedroom of Units 3202 and 3204. Each of these cracks appeared to extend several feet in length. Refer to Photos 12 and 13 in Appendix B.
 - e. In the guest bedroom of Unit 3208 at the wall-to-ceiling transitions.
 - f. In the master bedroom of Unit 3208 adjacent to the closet.

FLOOR SPOT-CHECK MONITORING

Using a rotatory laser level, Walker performed a spot-check relative levelness of the first floor (living room and dining room) of Units 3202, 3204, 3206, and 3208 as well as the second floor (hallway, master bedroom, and guest bedroom) of Units 3202, 3204, and 3208. We also performed a spot-check relative levelness of the laundry room floor. The second floor of Unit 3206 was unavailable to Walker (resident working) while we were on-site.

The following are our findings regarding the floor spot-check monitoring performed:

1. The laundry room floor is approximately 1.25-inches lower along the rear elevation than the front elevation. Along the rear elevation, the first floor is approximately 1.50-inches lower at the exterior corner than at the wall that separates the laundry room from the storage closet room.
2. The first floor of Unit 3202 is approximately 2-inches lower along the rear elevation than the front elevation. Along the rear elevation, the first floor is approximately 1.25-inches lower at the exterior corner than at the demising wall between Units 3202/3204.

The second floor of Unit 3202 appears to mirror the slope profile of the first floor based on our spot-check monitoring performed.

3. The first floor of Unit 3204 is approximately level from the front to rear elevations. Approximately at the center along the rear elevation is the low point in the first floor with an average of 1.50-inches below the elevation of the demising wall between Unit 3202/3204 and the demising wall between 3204/3206.

The second floor of Unit 3202 appears to mirror the slope profile of the first floor based on our spot-check monitoring performed.

4. The first floor of Units 3206 and 3208 as well as the second floor of Unit 3208 appear to be level.

DISCUSSIONS

Typically, when a community such as Parkfairfax is constructed, the site is graded/sloped to drain storm water to the stormwater inlets installed during the original construction. As time progresses, the site has the potential to change due to human factors (re-grading the site and/or additional structures/site features installed) and/or natural factors such as settlement of soil and/or growth of greenscape. These changes have the potential to affect how the site handles storm water, which could impede water from reaching the storm water inlets installed and impact the volume of water at the foundations of buildings.

When a site adjacent to a building is either flat or negatively sloped (i.e. sloping towards the structure, not away), surface water tends to migrate into the layers of soil by the foundation wall and/or footing. Having gravel installed below grade adjacent to the foundation wall of a building creates a capillary that allows ground water to reach the foundation walls and/or footings more directly than earthwork (i.e. soil).

The above referenced conditions can allow moisture to accumulate within soil at/below the exiting foundations of a building. From our experience with Parkfairfax as well as our experience on similar properties located within Northern Virginia (including the Alexandria region) have been known to have soil classified as marine clay that is natural to the region. Marine clay can change in volume based on the extent of moisture that is within the soil. Typically, when marine clay retains moisture, this soil expands in volume. Likewise, when marine clay is dry, the soil contracts in volume. From our past experience at Parkfairfax, we have also encountered marine clay that only expands in volume when saturated and does not decrease in volume when dry.

Foundation drains (which we did not encounter during our field work at Building 716) help collect moisture that is within the soils at the footings and above to reduce potential hydrostatic pressure; potential for differential movement of the footers; and potential for moisture infiltration at the walls. Typically, a waterproofing membrane is installed on top of a cementitious parge to prevent water intrusion into the foundation walls.

Interior cracks on wall finishes can be caused by differential movement in a structure, which is indicative by a step crack in the interior finishes. If differential settlement is occurring, then the cracks in the interior finishes continue to grow in length and in width.

CONCLUSIONS

Based on our findings from our field work performed, it is our opinion that the differential settlement at Building 716 could be attributed to:

1. The existing foundations are bearing on marine clay soil;
2. The installation of a stratum (layer) of gravel along the rear elevation of the subject building;
3. Lack of foundation waterproofing installed on the foundation walls; and/or
4. Lack of a foundation drain installed along the exterior perimeter of the subject building

As with other buildings at Parkfairfax that have received foundation stabilization in the past (such as Buildings 109, 204, 830, 849, and 718), the distress (i.e. cracks) in the façade and interior finishes (wall and ceiling) are evidence of differential settlement occurring. Given the historical observation and documentation regarding Building 716, it appears that based on field work that Walker performed, the lower half of Building 716 (Unit 3202, Unit 3204, and laundry room) has more distress in the façade and interior finishes than the upper half (Units 3206, 3208, and 3210).

The floor spot-check monitoring that Walker performed also suggests the floors of Unit 3202, Unit 3204, and laundry room have experienced differential settlement versus the floors of Units 3206, 3208, and 3210.

Therefore, it is Walker's opinion that the lower half of Building 716 is currently experiencing differential settlement at a higher rate than the upper half of Building 716.

RECOMMENDATIONS

We provide the following conceptual recommendations regarding the differential settlement observed at Building 716.

1. Excavate to expose the existing foundation walls and footings.
2. Stabilize the existing foundation to help prevent further differential settlement. From our past experience with differential settlement at Parkfairfx, deep (helical piers) stabilization is the recommended approach for Building 716.
3. Install a cementitious parge coating, cold-applied waterproofing, and drainage board with filter fabric.
4. Install a foundation drain to help drain water away from the existing foundations. The foundation drain should include provisions for cleaning the lines and future maintenance as well as venting.
5. Where possible, regrade the site adjacent to the elevations to promote positive slope away from the buildings. This may require removal of existing greenscape (trees, shrubs, and/or plants) that are located at/adjacent to the subject elevations.
6. Remove and replace the below grade drain lines for the downspouts.

7. For the discharge locations for the new foundation and downspout drains, Walker recommends that trunk lines be installed that extend to the site's existing storm water infrastructures. To accomplish this, there is the potential that intermediate storm water tanks as well as sump pumps may have to be installed in the site.
8. Remove and replace the vertical expansion joints in the brick façade.
9. Replace damaged/broken brick and repoint mortar joints in brick masonry where cracks have occurred.
10. Perform repairs to the concrete elements (piers, beam, and slab) from the crawlspaces. This work should include repair/modifications to the concrete beam that is supported by the brick masonry below the laundry room (from our observations during our January 11, 2022 site visit).
11. Remove and replace exterior perimeter sealants around the perimeter of the windows, doors, and through wall mechanical units.

For Recommendations #1 through #7 above, there are two scenarios for the Owner to consider. The first scenario is to perform this work at only the areas where differential settlement appears to be currently occurring at. As Walker noted in our *Conclusion* section of our report, it appears that the lower half of Building 716 is currently experiencing differential settlement at a higher rate than the upper half. Therefore, the exterior perimeter walls of the lower half as well as the two (2) interior piers in the crawlspace below the laundry room and the masonry demising wall that separates the lower and upper half of the building should be included in this scenario. Partial foundation stabilization has occurred at Buildings 109, 204, 830, and 849 in Parkfairfax in the past. Partial foundation stabilization is the economical approach for these types of projects; however, there is always the chance that the portion of a building that is not included in a foundation stabilization project can require such work in the future.

The second scenario for Recommendations #1 through #7 above is to perform the foundation stabilization at 100% of Building 716 (upper and lower half). Building 718 (adjacent to Building 716) received 100% foundation stabilization around 2018. While this scenario is more costly upfront, addressing the entire building under one mobilization from a contractor prevents from having to perform this work in the future.

Walker recommends that the construction documents for Recommendations #1 through #7 above be developed for the base scope (lower half of Building 716) as well as additional scope (upper half of Building 716) in order for the Owner to see the pricing for each scenario.

In order to perform Recommendations #1 through #7, the entrance stoops (including the entrance roofs for Units 3202 and 3208) will have to be removed and replaced as part of the work. Also, the patio for Unit 3210 at the rear elevation will have to be removed in order to perform the foundation stabilization work. This work has been associated with previous foundation stabilization work at other buildings in Parkfairfax.

For Recommendations #8 through #11 above, Walker recommends this occur for the entire building regardless of which scenario is selected by the Owner for Recommendations #1 through #7.

Walker recommends that a qualified consultant (such as Walker) develop construction documents prepared by a licensed professional engineer registered in the Commonwealth of Virginia to properly convey the repair intent of the proposed conceptual recommendations listed above.

Walker also recommends that until the conceptual recommendations listed above are implemented, a periodic visual survey of Building 716 should be performed every 3 months to monitor new cracks developing and/or existing cracks increase in length and/or width.



Mr. Francisco Foschi, CMCA, AMS, PCAM
Parkfairfax Condominium – Building 716
Differential Settlement Assessment
August 26, 2022

This letter report is not intended to be used for construction purposes.

Please feel free to contact us if you have any questions or comments regarding the information presented in this letter report.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in blue ink that reads "Joseph W. Wilcher III".

Joseph W. Wilcher III, PE
Senior Restoration Consultant

Enclosures: Limitations
 Appendix A – Schematic Site Plan
 Appendix B – Photographs

LIMITATIONS

This letter report contains the professional opinions of Walker Consultants based on the conditions observed as of the date of our site visit. This report is believed to be accurate within the limitations of the stated methods for obtaining information.

It should be noted that our recommendations are conceptual in nature and do not represent changes to the original design intent of the structure. As a result, this report does not provide specific repair details or methods, construction contract documents, material specifications, or details to develop the construction cost from a contractor.

Based on the agreed scope of services, the assessment was based on certain assumptions made on the existing conditions. Some of these assumptions cannot be verified without expanding the scope of services or performing more invasive procedures on the structure. More detailed and invasive testing may be provided by Walker Consultants as an additional service upon written request from Client.

The recommended repair concepts outlined represents current generally accepted technology. This letter report does not provide any kind of guarantee or warranty on our findings and recommendations. Our assessment was based on and limited to the agreed scope of work. We do not intend to suggest or imply that our observation has discovered or disclosed latent conditions or has considered all possible improvement or repair concepts.

A review of the facility for Building Code compliance and compliance with the Americans with Disabilities Act (ADA) requirements was not part of the scope of this project. However, it should be noted that whenever significant repair, rehabilitation or restoration is undertaken in an existing structure, ADA design requirements may become applicable if there are currently unmet ADA requirements.

Similarly, we have not reviewed or evaluated the presence of, or the subsequent mitigation of, hazardous materials including, but not limited to, asbestos and PCB.

This letter report was created for the use of Client and may not be assigned without written consent from Walker Consultants. Use of this report by others is at their own risk. Failure to make repairs recommended in this letter report in a timely manner using appropriate measures for safety of workers and persons using the facility could increase the risks to users of the facility. Client assumes all liability for personal injury and property damage caused by current conditions in the facility or by construction, means, methods and safety measures implemented during facility repairs. Client shall indemnify or hold Walker Consultants harmless from liability and expense including reasonable attorney's fees, incurred by Walker Consultants as a result of Client's failure to implement repairs or to conduct repairs in a safe and prudent manner.



A

Schematic Site Plan Appendix





B

Photographs Appendix

Photo 1 – Red arrows pointing to previously repaired mortar with new crack developing in the repair area.



Photo 2 – Vertical sealant expansion joint in façade at rear elevation. Not previous repairs in façade adjacent to vertical expansion joint.



Photo 3 – Red arrows pointing to step crack in façade (previous repaired area) that appears to extend below grade.



Photo 4 – Red arrows pointing to horizontal crack in brick lintel above window at rear elevation.





Photo 5 – Downspout at center of rear elevation discharges into PVC pipe that extends below grade. Discharge of PVC could not be visually located while on-site.



Photo 6 – Test Pit #1. Red arrow pointing to termination point of vertical sealant expansion joint. Note no waterproofing membrane and drainage board on exposed foundation walls.



Photo 7 – Test Pit #2: Gravel encountered at bottom of test pit. Horizontal PVC pipe extends through test pit



Photo 8 – Test Pit #3: Gravel encountered at bottom of test pit. Downspout attached to horizontal PVC pipe in test pit.



Photo 9 – Gravel removed from Test Pit #3.



Photo 10 – Test Pit #4: Thin applied coating installed on brick within test pit. Gravel encountered at bottom of test pit.



Photo 11 – Cracks in ceiling finishes in dining room of Unit 3204



Photo 12 – Cracks in ceiling finishes of master bedroom of Unit 3202.



Photo 13 – Red arrows pointing to cracks in wall and ceiling finishes in guest bedroom of Unit 3202.



Photo 14 – Red arrow pointing to vertical crack in brick masonry above window from interior of laundry room.



High Priority Buildings - Facade Proposal Resolution Worksheet

Date: September 21, 2022

Suggested Motion:

“I move to approve Walker Consultants to develop construction documents for façade repairs and to perform related bidding, contract preparation, and construction phase services for the 20 High Priority buildings with funds to come from GL 9901.006 Building Tuckpointing.”

2nd.

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Peggy Clancy				
Claire Eberwein				
Peter Ferrell				
Marieke Johnson				
Matthew Larson				
Jeff Lisanick				
Amanda Mullan				



2277 Research Boulevard
Suite 275
Rockville, MD 20850

202.510.9366
walkerconsultants.com

January 28, 2022

Mr. Francisco Foschi, CMCA, AMS, PCAM
General Manager
Parkfairfax Condominium Unit Owners Association
3360 Gunston Road
Alexandria, VA 22302

*Re: Proposal for Professional Engineering and Consulting Services
Brick Masonry Façade Repair Construction Documents
Parkfairfax Condominium
Buildings 109, 111, 113, 206, 209, 512, 521, 533, 537, 714,
822, 832, 836, 838, 840, 849, 933, 937, 970 and Pool A
Alexandria, VA 22302*

Dear Mr. Foschi:

As requested, Walker Consultants (Walker) has prepared this proposal to develop construction documents for façade repairs as well as to perform related bidding, contract preparation, and construction phase services for the 20 High Priority buildings listed above (the subject buildings) at the subject property. This proposal provides our understanding of the project, project objectives, description of our proposed Scope of Services, schedule, fee, and conditions of agreement.

PROJECT UNDERSTANDING

Constructed circa 1940, Parkfairfax Condominium (the Condominium) consists of 285 residential garden style structures located in a mature park setting. The residential structures vary between two (2) or three (3) stories above grade with load bearing multi-wythe brick masonry exterior walls with wood gable roof framing.

In November and December 2021, Walker performed a global façade survey for the 289 buildings located throughout the subject property. Per our report dated January 14, 2022, 21 of the buildings were categorized by Walker as High Priority. In our report, Walker recommended that for the subject buildings that façade repairs (such as tuckpointing, brick replacement, and sealant replacement around penetrations) be performed in the year 2022 in an effort to help extend the time before any of these buildings would need to undergo foundation stabilization work.

The Condominium, through their general manager, Francisco Foschi, has requested Walker provide a proposal to develop the construction documents for the subject buildings' façade repairs and provide our fees and services for the related bidding, contract preparation, and construction phase services.

SCOPE OF SERVICES

To achieve the project objectives, we propose the following scope of services:

PHASE 1 – BRICK FAÇADE REPAIR CONSTRUCTION DOCUMENTS

- a. Visit the site to perform a visual pre-design survey of the visually and physically accessible portions of the façade at the subject buildings to help us determine the quantities for the proposed façade repair work.
- b. Prepare construction documents that will consist of drawings and a project manual to address the façade repairs at the subject buildings. The construction documents will include technical specifications and drawings with detailed notes for contractor bidding purposes. In addition to the drawings and specifications, the Construction Documents will include a letter of bidding instructions, introductory information, general and contracting requirements, procurement requirements, a bid form, as well as a summary of the scope of work.
- c. The construction documents will be submitted to the Condominium in draft form for review and comment.
- d. Once the Condominium has provided their review and comments regarding the drawings and project manual, Walker will incorporate minor revisions and finalize to submit to qualified contractors for bidding.

PHASE 2 – BIDDING SERVICES

- a. Prepare a list of up to four (4) qualified restoration contractors that have experience with similar projects for your consideration as potential bidders.
- b. Issue one electronic copy of the Construction Documents for each selected bidder.
- c. Attend on-site pre-bid conference to be coordinated and directed by Walker.
- d. Prepare a meeting summary and answer questions from the bidders during the meeting.
- e. Prepare and issue up to one Addendum.
- f. Evaluate and provide a tabulated comparison of the bids received including a bid summary letter.
- g. If requested, Walker can provide additional addenda and/or bidding consultation services after submission of our bid summary, such as participation with contractor interviews, on an hourly basis.

PHASE 3 – CONTRACT PREPARATION

- a. Coordinate and administrate the contract assembly process, which is a service intended as a convenience, as we are not a law firm and as such we cannot provide legal counsel regarding the contract.
- b. Prepare a draft Agreement using an AIA Contract Agreement form and related Contract Documents, Addenda, etc. for the Board and/or their Counsel's review.
- c. Prepare final version after the Board's approval and incorporation of one round of any requested modifications/changes and distribution of three (3) copies of the approved agreement for Contractor and Owner execution.

PHASE 4 – CONSTRUCTION PHASE SERVICES

- a. Sign and seal Walker's construction documents that will be used by the Condominium or the selected Contractor to submit to the Authority Having Jurisdiction as part of the permit application process. Walker will respond to comments from the Authority Having Jurisdiction regarding our construction documents should they have any questions.

- b. If required by the Authority Having Jurisdiction, Walker will attend a critical structures/special inspections meeting as part of the permit application process.
- c. Coordinate and attend a pre-construction meeting with the Condominium Board, General Manager, the selected Contractor and Walker. Walker will prepare a meeting summary for this meeting.
- d. Provide initial administration services such as review of the selected Contractor's submittals and shop drawings as required by the project specifications.
- e. Periodically observe the actual repair work being performed, typically one to two times per week, however the frequency of our visits will be dependent upon the amount of activity and complexity of work being performed by the selected Contractor.
- f. For each site visit performed, Walker will prepare a field report to document significant items observed, the areas observed, and whether or not the items observed regarding the balcony and deck work were or were not, in our opinion, in general conformance with the Contract Documents.
- g. Direct periodic progress meetings (typically every two to four weeks) with the selected Contractor, the Condominium Board, General Manager, and other interested parties involved in the project to review project progress and issues. For each progress meeting, Walker will prepare a summary of the meeting.
- h. Issue periodic documents as needed, such as responses to RFI's, test results, punch lists, and emails concerning the Contract Documents and project requirements.
- i. Review, assess, and approve or withhold/reject Contractor Applications for Payment (one per month) within seven days after receipt of each Contractor's Application for Payment with required documents such as lien releases, etc.
- j. Evaluate Change Directives and additional pricing; and prepare and administer Change Orders.
- k. Provide Substantial and Final Completion and project close-out documentation.

LIMITATIONS

The preparation of the construction documents will be based on our pre-design survey work and may not discover or disclose latent conditions without performing more invasive testing. More detailed and invasive testing can be provided by Walker as an additional service upon written request from Client.

A review of the facility for Building Code compliance and compliance with the Americans with Disabilities Act (ADA) requirements is not part of the scope of work. However, it should be noted that whenever significant repair, rehabilitation, or restoration is undertaken in an existing structure, ADA design requirements may become applicable if there are currently un-met ADA requirements.

Walker will not direct or supervise the selected Contractor. Issuance of field reports and other documents shall not be construed as providing direction or supervision. Walker is not responsible for means and methods of the Contractor's performance of the Work. The selected Contractor alone is responsible for means and methods and site safety.

SCHEDULE

Once we receive written authorization to proceed, Walker will be able to perform the field evaluations (Phase 1) within two (2) to three (3) weeks. We anticipate the field observations for Phase 1 will take up to two (2) days to complete; however, based on weather, our field work could take longer to complete.



We anticipate our draft construction documents (Phase 1) will be submitted to the Condominium for review within six (6) weeks after the field work for Phase 1 is completed. Once Walker has received all comments back from the Condominium regarding the draft construction documents, we anticipate it will take one (1) week to incorporate any edits.

In regards to Phase 2, Task 1 bidding services we would anticipate this scope to take approximately four (4) to five (5) weeks to complete.

The schedule for Phase 3 and Phase 4 services are not able to be projected at this time.

PROFESSIONAL FEE

Walker proposes to perform the Scope of Services described in Phases 1 through 4 above for the fees presented in Table 1.0 below, excluding reimbursable expenses. Our services will be billed in accordance with the attached General Conditions of Agreement and standard billing rates for restoration basic services.

TABLE 1.0 – SUMMARY OF FEES	
PHASE	PROPOSED FEE
1 Construction Document Preparation	\$11,500 (Lump Sum)
2 Bidding Services	\$3,900 (Lump Sum)
3 Contract Preparation	\$3,000 (Hourly not to Exceed)
4 Construction Phase Services	TBD (Refer to Note 1 Below)

Notes:

1. Once contractor selection has occurred, and the schedule is known, Walker can provide our pricing services to perform these services.

Walker is dedicated to providing our clients with engineering services that meet project requirements and deadlines. If you should have any additional questions, please do not hesitate to call or email us.

Sincerely,

WALKER CONSULTANTS

Joseph W. Wilcher III, PE
 Senior Restoration Consultant

Enclosures: General Conditions of Agreement for Restoration
 Standard Billing Rates for Restoration Basic Services



AUTHORIZATION

Trusting that this meets with your approval, we ask that you select the desired services, sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

Scope of Service

- Phase 1: Construction Document Preparation
- Phase 2: Bidding Services
- Phase 3: Contract Preparation
- Phase 4: Construction Phase Services

PARKFAIRFAX CONDOMINIUM

Authorized Signature

Printed Name

Title

Date

SERVICES

Walker Consultants (Walker) will provide the CLIENT professional services that are limited to the work described in the attached proposal. Any additional services not specifically outlined in the proposal and requested by CLIENT will be provided at our standard hourly rates or for a mutually agreeable lump sum fee. Professional services are provided solely in accordance with written information and documents supplied by the CLIENT, and our services are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT.

PAYMENT FOR SERVICES

Walker will submit monthly invoices based on work completed plus reimbursable expenses. Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. Payment is due upon receipt of invoice.

If for any reason the CLIENT does not deliver payment to Walker within thirty (30) days of date of invoice, the CLIENT agrees to pay Walker a monthly late charge of one and one-half percent (1.5%) per month of any unpaid balance of the invoice plus attorney's fees and other costs incurred to collect the unpaid sum. In the event Walker does not receive payment when due, Walker may terminate or suspend services without breach of contract upon giving CLIENT seven (7) days written notice. In the event services are terminated or suspended, Walker has no obligation to deliver documents and any consequences (including delay) resulting from such termination or suspension are the sole responsibility of the CLIENT. Walker shall be compensated for all services performed up to the date of termination together with all reimbursable expenses then due.

STANDARD OF CARE

Walker will perform the Services consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. No other warranty, express or implied, is made. Walker's liability to CLIENT and all persons providing work or materials to this project as a result of acts, errors or omissions of Walker shall be limited to the fee or \$50,000, whichever is less.

Any opinions of probable costs developed by Walker will be based solely upon our visual observations, testing, sampling, and data gathered as part of our scope of services and assumptions provided by the Client and should be considered preliminary. Actual costs for construction may differ depending on the bidding climate, final design, and unforeseeable or hidden conditions encountered. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of our opinions of probable costs.

If any item or component for construction of the Project is omitted from Walker's construction documents, Walker shall not be responsible for paying the construction cost to add such item or component to the extent that such item or component would not have been otherwise necessary to the Project or otherwise adds value or betterment to the Project. In no event will Walker be responsible for any cost or expense that provides betterment, upgrade or enhancement of the Project.

OWNERSHIP OF DOCUMENTS

All documents prepared or provided by Walker are and remain the property of Walker as instruments of service. Walker retains all common law, statutory and other reserved rights, including the copyright thereto. Any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's specific written consent will be at CLIENT's sole risk. CLIENT further agrees to waive all claims against Walker resulting in any way from unauthorized changes or use of the Instruments of Service or completion of the Project without Walker's involvement.

In addition to the foregoing, CLIENT agrees not to publish any documents, reports, analyses, and the like, prepared by Walker, without the express written approval of Walker. In the event that CLIENT does publish any of Walker's documents without the express written approval of Walker, CLIENT agrees to indemnify, defend, and hold Walker harmless from and against any and all claims arising out of the publication of the same. For purposes of this paragraph, the term "publish" means: to distribute copies, by any means, to the public.

HIDDEN CONDITIONS

It shall be the responsibility of the CLIENT to disclose to Walker the presence and accurate location of all hidden conditions. The Instruments of Service are based on conditions readily observable at the time of our field assessment. A condition is hidden if it is concealed by existing finishes or cannot be investigated by reasonable visual observation. In the event Walker, in the performance of the services, uncovers a hidden condition, Walker shall not be responsible for costs associated with repairing, restoring, removing otherwise correcting said condition. Walker shall have no responsibility for hidden conditions, CLIENT's

failure to disclose hidden/unusual conditions, or any subsequent damage to persons or property related to any hidden conditions. CLIENT agrees to indemnify, defend, and save Walker harmless from all claims, suits, losses, personal injuries, death and property liability resulting from unusual/hidden conditions including third party claims.

HAZARDOUS MATERIALS

Walker shall have no responsibility for the discovery, presence, handling removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.

INDEMNIFICATION

Walker agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors and employees (collectively, CLIENT) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by Walker's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Walker is legally liable.

The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless Walker, its officers, directors, employees, and subconsultants (collectively, Walker) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the CLIENT'S negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the CLIENT is legally liable; and against any or all third party claims (excluding contractors/sub-consultants hired by Walker).

Neither the CLIENT nor Walker shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

Third parties include, but are not necessarily limited to, members of homeowner associations; condominium associations, owners of buildings or units within buildings, their tenants, families, agents, guests, occupants, heirs, invitees, assigns, or all others unless excluded. No director, officer, shareholder, employee, representative or agent of Walker shall have any individual liability to CLIENT.

CONSEQUENTIAL DAMAGES

The CLIENT and Walker waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement.

CERTIFICATE OF MERIT

CLIENT shall make no claim for professional negligence, either directly or in a third party claim, against Walker unless CLIENT has first provided Walker with a written certification executed by an independent design professional currently practicing in the discipline of the alleged defective design and licensed in the jurisdiction where the project is located. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the applicable standard of care; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation.

MEDIATION/LITIGATION

This Agreement shall be governed by the laws of the Commonwealth, District, or State of the office performing Walker's services. In addition to, and as a condition precedent to litigation, the parties shall endeavor to settle claims or disputes by non-binding mediation, in accordance with the Construction Industry Mediation Rules of the American Arbitration Association then in effect, unless the parties mutually agree otherwise. Any mediation shall be conducted in the locality of the Walker office performing our services.

If mediation fails to resolve the claims or disputes, then all claims, disputes or other matters in question arising out of or related to this Agreement shall be determined by the Circuit Court in the locality or the United States District Court of the Commonwealth, District, or State of the office performing Walker's services. Both parties specifically waive their right to a jury trial to resolve any and all claims, including but not limited to those sounding in contract, tort or statute, against the other arising out of or concerned in any way to the Project or this Agreement.

Neither party shall assign nor transfer its interest, or any claim arising under or related to this Agreement, including interest in and claims for any moneys due or to become due, without the written consent of the other party. No transfer of assignment will be valid until Walker has been paid for completed services up to the date of transfer.

The CLIENT is responsible, after notification, for payment of time charges and expenses resulting from the required response by Walker to subpoenas issued by any party other than Walker related to the property and/or CLIENT referenced in this Contract. Charges will be based on Walker's current fee schedules at the time the subpoena is served.

The CLIENT shall disclose to Walker any and all mediation, arbitration, or litigation cases or actions, ongoing, pending, or closed against the CLIENT or design professional associated with the property that have occurred within the past five (5) years, prior to signing this agreement. This agreement is contingent upon Walker's review of disclosed actions/cases and we reserve the right to modify or terminate the agreement based on the information provided. Failure of the CLIENT to disclose such actions, claims, cases, etc. shall be considered a Breach of Contract.

SITE

Walker shall have access to the Project site at all reasonable hours and shall be permitted to photograph the Project during the term of our services and upon completion for its records and future use. Walker shall have the right to take photographs and make other reasonable promotional use of the Project.

CONSTRUCTION PHASE

The CLIENT agrees that WALKER will not be expected to make exhaustive or continuous on-site inspections, but that periodic observations appropriate to the construction stage shall be performed. It is understood that field services provided by Walker will not relieve the Contractor of their responsibilities for performing the work in accordance with the plans and specifications. Walker shall be responsible only for the design shown in Walker's Contract Documents. CLIENT shall specifically hold Walker harmless from and against any and all claims, damages, losses, or liability arising from or relating to the Contractor's failure to properly perform the work, particularly if Walker is not retained to perform periodic observation services during construction, or as a result of problems or misinterpretations of our reports, recommendations, specifications, or other documents.

Walker shall not be responsible for or have control over the site safety, means, methods, procedures of construction, dimensions, quantities or instructions for installation or performance of equipment or systems designed by the Contractor or site safety precautions employed by the Contractor or subcontractors on the Project, which remain the sole and absolute responsibility of the Contractor. The Contractor shall be solely and completely responsible for working conditions on the job site, including safety of all persons and property during performance of the work, and compliance with OSHA regulations. Any observation or administration of Contractor's work by Walker is not intended to include review of Contractor's safety measures in, on or adjacent to, or near the Project.

The Owner recognizes that the work on the project may result in noise, vibrations, dust, debris, odors and other environmental issues that may impact persons in an occupied building. The CLIENT understands these risks and holds Walker harmless from and against any and all claims, damages, losses, or liability arising from or relating to these factors.

PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.

VALIDITY AND EFFECT

If CLIENT directs Walker to perform services as set forth in this Agreement without signing the Agreement, such direction constitutes acceptance by CLIENT of the terms of this Agreement, including the Terms and Conditions provide above.

If CLIENT does not accept the terms of this Agreement through signature of this Agreement within forty-five (45) days from the date hereof, Walker may at its discretion modify any or all scope, terms, fees, and/or conditions of said proposal as it sees fit.

CONTACT

Unless the CLIENT provides Walker with written instructions to the contrary, the person designated in the authorization as being responsible for approval of our invoices will be the CLIENT's official contact (representative) for our staff. To help avoid confusion, all direction, communication and information regarding our services shall be provided by and/or through this individual only.



STANDARD BILLING RATES
FOR BASIC SERVICES – 2022

PRINCIPALS

Senior Vice President	\$315.00
Principal	\$290.00

RESTORATION CONSULTANTS

Director of Restoration	\$290.00
Senior Restoration Consultant	\$255.00
Restoration Consultant	\$220.00
Restoration Engineer	\$190.00
Assistant Restoration Consultant / Restoration Specialist	\$180.00

TECHNICAL

Senior Technician	\$165.00
Technician	\$150.00

SUPPORT

Senior Administrative Assistant / Business Manager	\$125.00
Administrative Assistant	\$105.00

PARKFAIRFAX CONDOMINIUM

BRICK MASONRY FAÇADE REPAIR- HIGH PRIORITY BUILDINGS

BUILDINGS 109, 111, 113, 206, 209, 512, 521, 533, 537, 714,
822, 832, 836, 838, 840, 849, 933, 937, 970 AND POOL A
ALEXANDRIA, VA 22302



2277 Research Blvd, Suite 275
Rockville, MD 20850
202.510.9366 Ph
www.walkerconsultants.com

WALKER CONSULTANTS PROJECT NO. 22-001310.00

DRAWING INDEX

R-000	COVER SHEET & DRAWING INDEX
R-001	GENERAL AND TECHNICAL NOTES
R-002	SCHEMATIC SITE PLAN
R-201	TYPICAL ELEVATIONS BUILDING TYPE BB
R-202	TYPICAL ELEVATIONS BUILDING TYPE C
R-203	TYPICAL ELEVATIONS BUILDING TYPE A-C
R-204	TYPICAL ELEVATIONS BUILDING TYPE B
R-500	REPAIR DETAILS

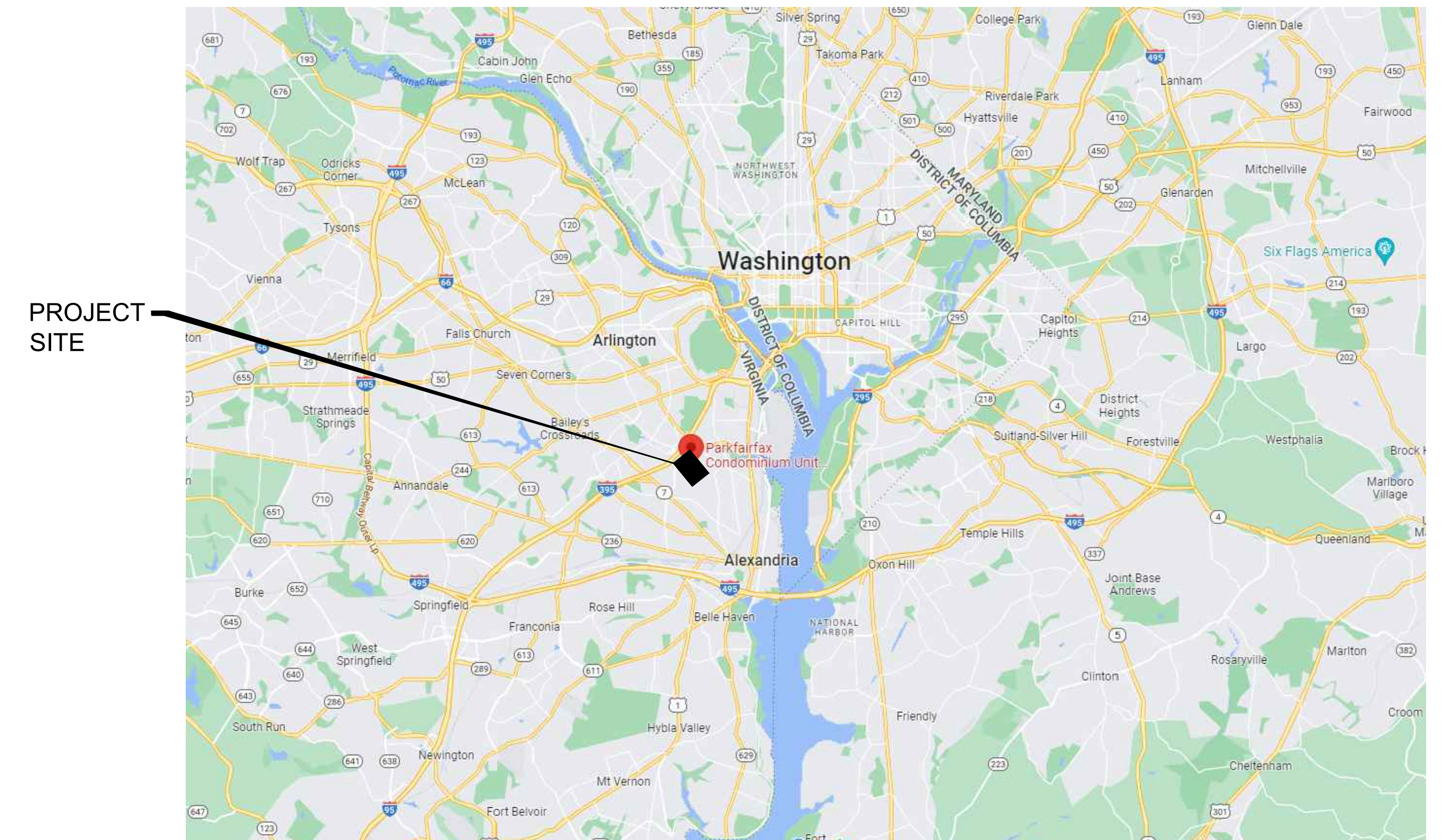


IMAGE SOURCE - GOOGLE MAPS



ISSUED FOR REVIEW
08.10.2022

DESIGN CRITERIA

BUILDING CODE
INTERNATIONAL BUILDING CODE 2018 (IBC)
LOCAL CODE AMENDMENTS CITY OF ALEXANDRIA, VIRGINIA

DEAD LOADS

6" CONCRETE FLOOR SLAB 75 PSF
2-WYTHE MASONRY WALL 80 PSF

LIVE LOADS

MINIMUM LOADS: ROOF 30 PSF

RESIDENTIAL: MULTIFAMILY DWELLINGS PRIVATE ROOMS 40 PSF

GENERAL

- 1. ALL WORK PERFORMED SHALL COMPLY WITH CURRENT ADOPTED BUILDING CODE. FIRE CODES AND APPLICABLE STATE LAWS AND ORDINANCES AS ADOPTED BY LOCAL AUTHORITIES HAVING JURISDICTION AT THE TIME OF PERMIT ISSUANCE.
2. THE EXISTING STRUCTURE IS DESIGNED TO BE SELF-SUPPORTING AFTER THE WORK IS COMPLETE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE ERECTION PROCEDURES AND SEQUENCES TO ENSURE STABILITY AND SAFETY DURING CONSTRUCTION. THIS INCLUDES BUT IS NOT LIMITED TO, THE ADDITION OF SHEETING, SHORING, TEMPORARY BRACING, GUYS, AND TIEDOWNS. THE CONTRACTOR SHALL PROVIDE SHORING AND BRACING NECESSARY TO PROTECT EXISTING AND ADJACENT STRUCTURES.
3. REPAIR DOCUMENTS SHALL BE USED WITH OTHER CONSTRUCTION DOCUMENTS, INCLUDING BUT NOT LIMITED, TO ARCHITECTURAL, M/E/P, AND SITE DOCUMENTS. COORDINATE WITH THESE DOCUMENTS, ALL FLOOR AND ROOF OPENINGS, DEPRESSIONS, DIMENSIONS, AND SLOPES, ETC. ANY DISCREPANCY REGARDING THE REQUIREMENTS OF THE WORK SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO PERFORMING THE WORK.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LIMITING CONSTRUCTION LOADS SUCH THAT THESE LOADS DO NOT EXCEED THE DESIGN LIVE LOADS NOTED ABOVE. THE CONTRACTOR SHALL PROVIDE TEMPORARY SHORING AS REQUIRED DURING CONSTRUCTION TO SUPPORT CONSTRUCTION LOADS UNTIL SUCH TIME THAT THE STRUCTURE IS ABLE TO SUPPORT THE DESIGN LIVE LOADS NOTED.
5. SECTIONS AND DETAILS SHOWN ON THE DOCUMENTS SHALL BE CONSIDERED TYPICAL FOR SIMILAR CONDITIONS THAT DO NOT HAVE A SPECIFIC SECTION INDICATED.
6. TYPICAL DETAILS APPLY AT ALL APPROPRIATE LOCATIONS AND ARE NOT GENERALLY CUT ON PLANS. CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL TYPICAL DETAIL APPLICATIONS.
7. THE WORK REQUIRES THE CONTRACTOR TO IMPLEMENT REPAIRS ACCORDING TO THE FOLLOWING CATEGORIES OF REQUIREMENTS:
A. PRESCRIPTIVE BASED REQUIREMENTS: ALL WORK WHERE APPLICABLE SHALL MEET THE REPAIR REQUIREMENTS WHERE SPECIFICALLY DEFINED AND PRESCRIBED BY THE DETAILS, NOTES, REFERENCES, ETC. FURNISHED IN THE REPAIR DETAILS AND SCOPE OF ORIGINAL DESIGN DOCUMENTS.
B. PERFORMANCE BASED REQUIREMENTS: ALL WORK WHERE APPLICABLE SHALL BE CONVEYED THROUGH SHOP DRAWINGS OR OTHER MEANS AS REQUIRED TO MEET THE DESIGN INTENT. ELEMENTS OF THE WORK WILL REQUIRE INTRUSIVE SAMPLING AND FIELD OBSERVATION/FIELD VERIFICATION BY THE CONTRACTOR TO LOCATE AND CONFIRM CONDITIONS EXIST AND ARE LOCATED AS REQUIRED SUCH THAT IMPLEMENTATION OF THE REPAIR DETAILS AND SCOPE OF WORK SHALL BE CONSISTENT WITH THE DESIGN INTENT.
C. MEANS AND METHODS BASED REQUIREMENTS: ALL WORK WHERE APPLICABLE SHALL BE OUTLINED, PROPOSED, AND COMMUNICATED IN WRITING BY THE GENERAL CONTRACTOR TO ADDRESS AND COMMUNICATE THE GENERAL CONTRACTOR'S PROCESS AND SEQUENCING OF THE WORK CRITICAL TO THE IMPLEMENTATION OF THE CORRECTIVE WORK.
8. FOR INCONSISTENCIES BETWEEN DRAWINGS AND SPECIFICATIONS, THE STRICTER REQUIREMENT SHALL APPLY. ALL DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO PERFORMING THE WORK.
9. PROVIDE ALL LABOR, MATERIAL, EQUIPMENT AND MISCELLANEOUS ITEMS INCLUDING BUT NOT LIMITED TO CLIPS, INSERTS, TIES, ANCHOR STRAPS, HANGERS, BOLTS, AND OTHER FASTENERS REQUIRED TO COMPLETE THE WORK.
10. THESE DOCUMENTS ARE NOT FINAL, VALID AND READY FOR USE UNLESS SEALED, SIGNED AND DATED.

EXISTING CONDITIONS

- 1. THE DRAWINGS MAY REFLECT INFORMATION PROVIDED BY OTHERS AND/OR EXISTING CONDITIONS THAT HAVE BEEN SURVEYED AND/OR DOCUMENTED TO THE GREATEST POSSIBLE EXTENT BUT NOT VERIFIED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO FULLY COORDINATE THE WORK, INCLUDING, BUT NOT NECESSARILY LIMITED TO, THE VERIFICATION OF ALL EXISTING CONDITIONS (O.F.I.) SHOWN IN THE DRAWINGS, COORDINATION OF ALL NECESSARY BUILDING TRADES, ETC. ANY CONDITIONS THAT ARE MIS-REPRESENTED IN THESE DOCUMENTS, OR ANY CONDITIONS THAT ARE NOT SHOWN BUT WARRANT THE ATTENTION OF THE ENGINEER, SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO PERFORMING THE WORK.
2. MEANS AND METHODS OF CONSTRUCTION AND TEMPORARY SHORING AND BRACING OF THE EXISTING STRUCTURE(S) ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR. THE ENGINEER MAY INCLUDE PHASING, SEQUENCING, SHORING REQUIREMENTS, ETC. IN THE CONSTRUCTION DOCUMENTS TO ALERT, ASSIST, OR OTHERWISE DICTATE PROCEDURAL REQUIREMENTS THAT MAY BE NECESSARY TO PROPERLY IMPLEMENT THE STRUCTURAL PORTION OF THE WORK OR THAT MAY BE REQUIRED TO ENSURE BUILDING STABILITY; HOWEVER, THE CONTRACTOR SHALL PROPERLY COORDINATE THESE REQUIREMENTS AND SHALL REMAIN COMPLETELY AND SOLELY RESPONSIBLE FOR ERECTING THE BUILDING STRUCTURE IN A SAFE AND TIMELY MANNER AS WELL AS ESTABLISHING MEANS AND METHODS TO PERFORM THEIR WORK.
3. UNLESS OTHERWISE INDICATED, IT HAS BEEN ASSUMED THAT THE EXISTING STRUCTURE(S) ARE IN SERVICEABLE CONDITION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY AND ALL AREAS OF STRUCTURAL DISTRESS (INCLUDING, BUT NOT LIMITED TO, CRACKS, SPALLING, ETC.) NOT INDICATED IN THE DRAWINGS. THE CONTRACTOR SHALL NOT PROCEED WITH WORK IN SUCH AREAS WITHOUT WRITTEN DIRECTION FROM THE ENGINEER.

BRICK MASONRY REPAIR

- 1. PROVIDE FACE BRICK, INCLUDING SPECIALLY MOLDED, GROUND, CUT, OR SAWED SHAPES WHERE REQUIRED TO COMPLETE MASONRY RESTORATION WORK. PROVIDE UNITS WITH PHYSICAL PROPERTIES, COLORS, COLOR VARIATION WITHIN UNITS, SURFACE TEXTURE, SIZE AND SHAPE TO MATCH EXISTING BRICKWORK.
A. BRICK UNITS SHALL BE TYPE SW AND PHYSICAL PROPERTIES PER ASTM C67: TO MATCH THOSE OF EXISTING BRICK.
B. FOR EXISTING BRICKWORK THAT EXHIBITS A RANGE OF COLORS OR COLOR VARIATION WITHIN UNITS, PROVIDE BRICK THAT PROPORTIONALLY MATCHES THAT RANGE AND VARIATION RATHER THAN BRICK THAT MATCHES AN INDIVIDUAL COLOR WITHIN THAT RANGE.
C. SUBMIT RESULTS FROM TESTING IN ACCORDANCE TO ASTM C67 FOR COMPRESSIVE STRENGTH, 24 HOUR COLD-WATER ABSORPTION, 5-HOUR BOIL ABSORPTION, SATURATION COEFFICIENT AND INITIAL RATE OF ABSORPTION.
D. PREPARE MOCK UPS OF SAMPLE BRICK FOR OWNER APPROVAL PRIOR TO REPAIR WORK.
2. MORTAR SHALL CONFORM TO ASTM C270 TYPE N PCL. ADMIXTURES ARE NOT PERMITTED UNLESS NOTED OTHERWISE. DO NOT USE CALCIUM CHLORIDE.
A. PORTLAND CEMENT: ASTM C150 TYPE I OR TYPE II.
B. HYDRATED LIME: ASTM C207, TYPE S.
C. MORTAR SAND: ASTM C144 (UNLESS NOTED OTHERWISE) - MATCH SIZE, TEXTURE AND GRADATION OF EXISTING MORTAR SAND.
D. PREPARE MOCKUPS OF SAMPLE MORTARS FOR OWNER APPROVAL PRIOR TO REPAIR WORK.
E. MASONRY CEMENT AND AIR ENTRAINMENT ADMIXTURES ARE NOT PERMITTED.
3. POINTING MORTAR FOR BRICK SHALL BE LIME BASED TYPE N PROPORTIONED IN ACCORDANCE WITH BIA (BRICK INDUSTRY ASSOCIATION) TECHNICAL NOTES 8 AND 8-B.
4. BRICK REPLACEMENT
A. CLEAN BRICKS SURROUNDING REMOVAL AREAS BY REMOVING MORTAR, DUST AND LOOSE PARTICLES.
B. ALL EXISTING MORTAR SURROUNDING BRICK TO BE REPLACED IS TO BE COMPLETELY REMOVED. DEBRIS, DUST, AND LOOSE PARTICLES TO BE REMOVED FROM REPLACEMENT AREA. NO PARTICLES OR DEBRIS TO BE LEFT IN CAVITY WALLS OR COLLAR JOINTS.
C. BRICK SURFACES ADJACENT TO REPLACEMENT AREA TO BE DAMPENED PRIOR TO INSTALLATION OF NEW UNITS.
D. INSTALL REPLACEMENT BRICK INTO BONDING AND COURSING PATTERN OF EXISTING BRICK. ALL REPLACEMENT BRICK SHALL BE "TOOTHED" INTO EXISTING BRICK UNLESS NOTED OTHERWISE.
E. MAINTAIN JOINT WIDTH FOR REPLACEMENT UNITS TO MATCH EXISTING JOINTS.
F. LAY BRICK WITH COMPLETELY FILLED BED, HEAD AND COLLAR JOINTS.
G. TOOL EXPOSED MORTAR JOINTS ONCE NEWLY PLACED MORTAR IS "THUMBPRINT" HARD TO MATCH JOINTS OF SURROUNDING EXISTING BRICKWORK AND REMOVE EXCESS MORTAR FROM EDGE OF JOINT BY BRUSHING.
H. TEST BRICK INITIAL RATE OF ABSORPTION (IRA) IN ACCORDANCE WITH BIA TECHNICAL NOTES 7B. BRICK WITH AN IRA OF 30 GRAM S/MIN/30 SQ IN. OR GREATER SHALL BE PREHYDRATED IN ACCORDANCE WITH BIA TECH NOTE -- "UNITS SHOULD HAVE A SATURATED INTERIOR, BUT BE SURFACE DRY AT THE TIME OF LAYING"
5. REPOINTING MASONRY
A. RAKE OUT AND REPOINT ALL DEFICIENT MORTAR JOINTS (IE CRACKED, SPALLED, LOOSE, WASHED-OUT, SOFT, ETC.) TO A MAXIMUM DEPTH OF 2-1/2 TIMES JOINT WIDTH BUT NOT LESS THAN 3/4 INCH OR NOT MORE THAN 1/4 INCH.
B. REMOVE MORTAR FROM MASONRY SURFACES WITHIN RAKED OUT JOINTS INCLUDING ALL FINES, CURVED PROFILES, ETC. AND RINSE MASONRY JOINT SURFACES WITH WATER TO REMOVE DUST AND MORTAR PARTICLES.
C. APPLY POINTING MORTAR IN LAYERS NOT GREATER THAN 4 INCHES AND FULLY COMPACT EACH LAYER THOROUGHLY. ALLOW MORTAR TO BECOME THUMBPRINT HARD BEFORE APPLYING NEXT LAYER.
D. TOOL JOINTS TO MATCH ORIGINAL APPEARANCE OF EXISTING/ADJACENT BRICKWORK AND REMOVE EXCESS MORTAR FROM EDGE OF JOINT BY BRUSHING.
E. CURE MORTAR BY MAINTAINING A THOROUGHLY DAMP CONDITION FOR AT LEAST 72 HOURS.
6. COMPLY WITH COLD WEATHER AND HOT WEATHER CONSTRUCTION REQUIREMENTS IN ACI 530.1/ASCE 6/TMS 602. FOR SUMMARY OF REQUIREMENTS, REFER TO BRICK MASONRY ASSOCIATION (BIA) TECHNICAL NOTES 1, ON BRICK CONSTRUCTION, TABLE 1 "REQUIREMENTS FOR MASONRY CONSTRUCTION IN HOT AND COLD WEATHER".
7. CONSTRUCTION TOLERANCES
A. MAXIMUM VARIATION FROM PLUMB IN VERTICAL LINES AND SURFACES OF COLUMNS, WALLS AND ARRISSES:
i. 1/4 IN. IN 10 FT.
ii. 3/8 IN. IN A STORY HEIGHT NOT TO EXCEED 20 FT.
iii. 1/2 IN. IN 40 FT. OR MORE.
B. MAXIMUM VARIATION FROM PLUMB FOR EXTERNAL CORNERS, EXPANSION JOINTS AND OTHER CONSPICUOUS LINES:
i. 1/4 IN. IN ANY STORY OR 20 FT. MAXIMUM.
ii. 1/2 IN. IN 40 FT. OR MORE.
C. MAXIMUM VARIATION FROM LEVEL OF GRADES FOR EXPOSED LINTELS, SILLS, PARAPETS, HORIZONTAL GROOVES AND OTHER CONSPICUOUS LINES:
i. 1/4 IN. IN ANY BAY OR 20 FT.
ii. 1/2 IN. IN 40 FT. OR MORE.
D. MAXIMUM VARIATION FROM PLANE LOCATION OF RELATED PORTIONS OF COLUMNS, WALLS AND PARTITIONS:
i. 1/2 IN. IN ANY BAY OR 20 FT.
ii. 3/4 IN. IN 40 FT. OR MORE.

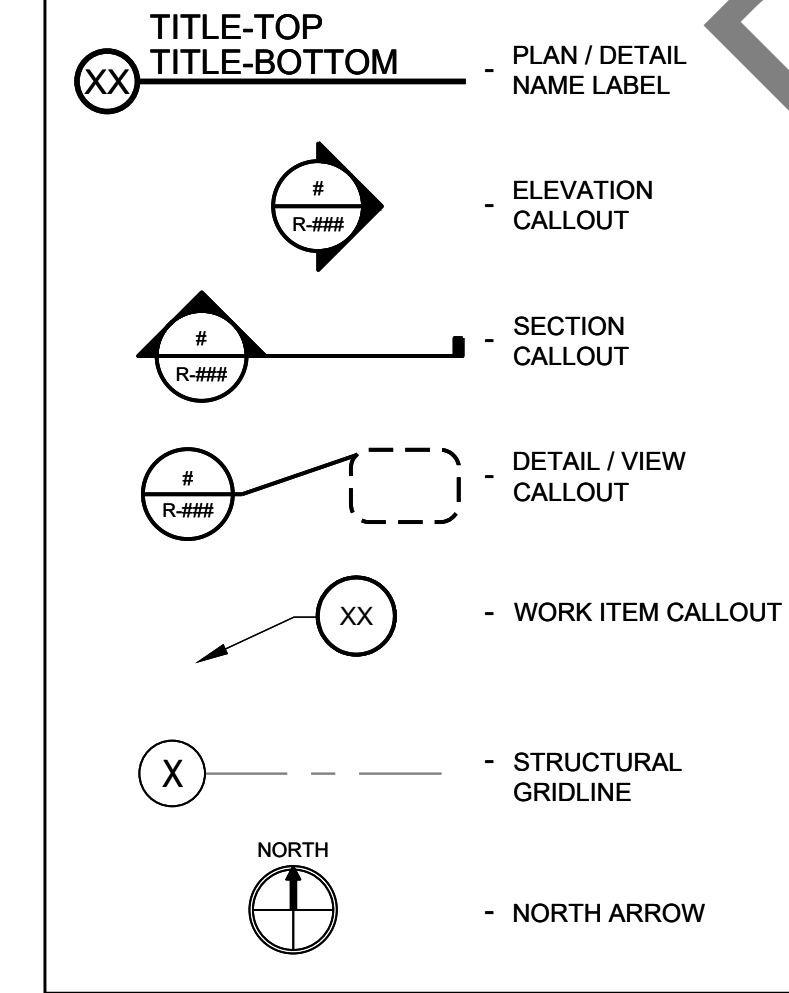
TENANT PROTECTION NOTES

- 1. MEANS OF EGRESS: ALL EXISTING MEANS OF EGRESS FOR TENANTS OF THE BUILDING TO BE MAINTAINED CLEAR AND FREE OF ALL OBSTRUCTIONS, SUCH AS BUILDING MATERIALS, TOOLS, ETC.
2. FIRE SAFETY:
a. ALL BUILDING MATERIALS AT CONSTRUCTION AREA, AND/OR IN ANY AREA OF THE WORK SITE ARE TO BE STORED IN AN ORDERLY FASHION.
b. ALL FLAMMABLE MATERIALS TO BE KEPT TIGHTLY SEALED IN THEIR RESPECTIVE MANUFACTURERS CONTAINERS AND SUCH CONTAINERS ARE TO BE KEPT AWAY FROM HEAT.
c. ALL FLAMMABLE MATERIALS ARE TO BE USED AND STORED IN ADEQUATELY VENTILATED SPACE, AND ARE TO BE SECURED IN A LOCKED AREA. ACCESS TO SUCH AREAS IS TO BE CONTROLLED BY OWNER/GENERAL CONTRACTOR.
3. DUST CONTROL:
a. DEBRIS, DIRT AND DUST TO BE KEPT TO A MINIMUM AND CONFINED TO IMMEDIATE CONSTRUCTION AREA.
b. CONTRACTOR TO ISOLATE CONSTRUCTION AREA FROM OCCUPIED BUILDING AREA.
c. DEBRIS, DIRT AND DUST TO BE CLEANED UP AND CLEANED FROM WORK SITE PERIODICALLY TO AVOID EXCESSIVE ACCUMULATION AS REQUIRED.
d. CONTRACTOR SHALL COVER WINDOWS, DOORS, OPENINGS FOR HVAC EQUIPMENT, AND ALL OTHER OPENINGS IN THE FAÇADE PRIOR TO THE START OF THE FAÇADE REPAIR WORK. OPENINGS IN FAÇADE SHALL REMAIN COVERED UNTIL THE WORK IS SUBSTANTIALLY COMPLETED.
e. CONTRACTOR SHALL COVER HANDRAIL/GUARDRAIL ASSEMBLIES AT/ADJACENT TO WORK ZONES TO PROTECT FROM DEBRIS PRIOR TO THE START OF THE WORK. HANDRAIL/GUARDRAIL ASSEMBLIES TO REMAIN COVERED UNTIL THE WORK IS SUBSTANTIALLY COMPLETED.
4. NOISE CONTROL:
a. CONSTRUCTION OPERATIONS WILL BE CONFINED TO NORMAL WORKING HOURS: AS SET FORTH BY THE OWNER AND LOCAL AUTHORITY HAVING JURISDICTION, MONDAY TO FRIDAY.
b. CONTRACTOR TO OBTAIN WRITTEN CONSENT OF ALL PARTIES AFFECTED BY HIS WORKING DURING OTHER THAN NORMAL WORKING HOURS.

ABBREVIATIONS

IN INCHES
E.-W. EACH-WAY
EQ. EQUAL
EXIST EXISTING
GALV GALVANIZED
MAX MAXIMUM
MIN MINIMUM
OC ON CENTER
REINF REINFORCEMENT
REQ'D REQUIRED
SIM SIMILAR
SOG SLAB ON GROUND
S.S. STAINLESS STEEL
T.A.R. TYPICAL AS REQUIRED
TYP TYPICAL
W. WITH

COMMON SYMBOLS LEGEND



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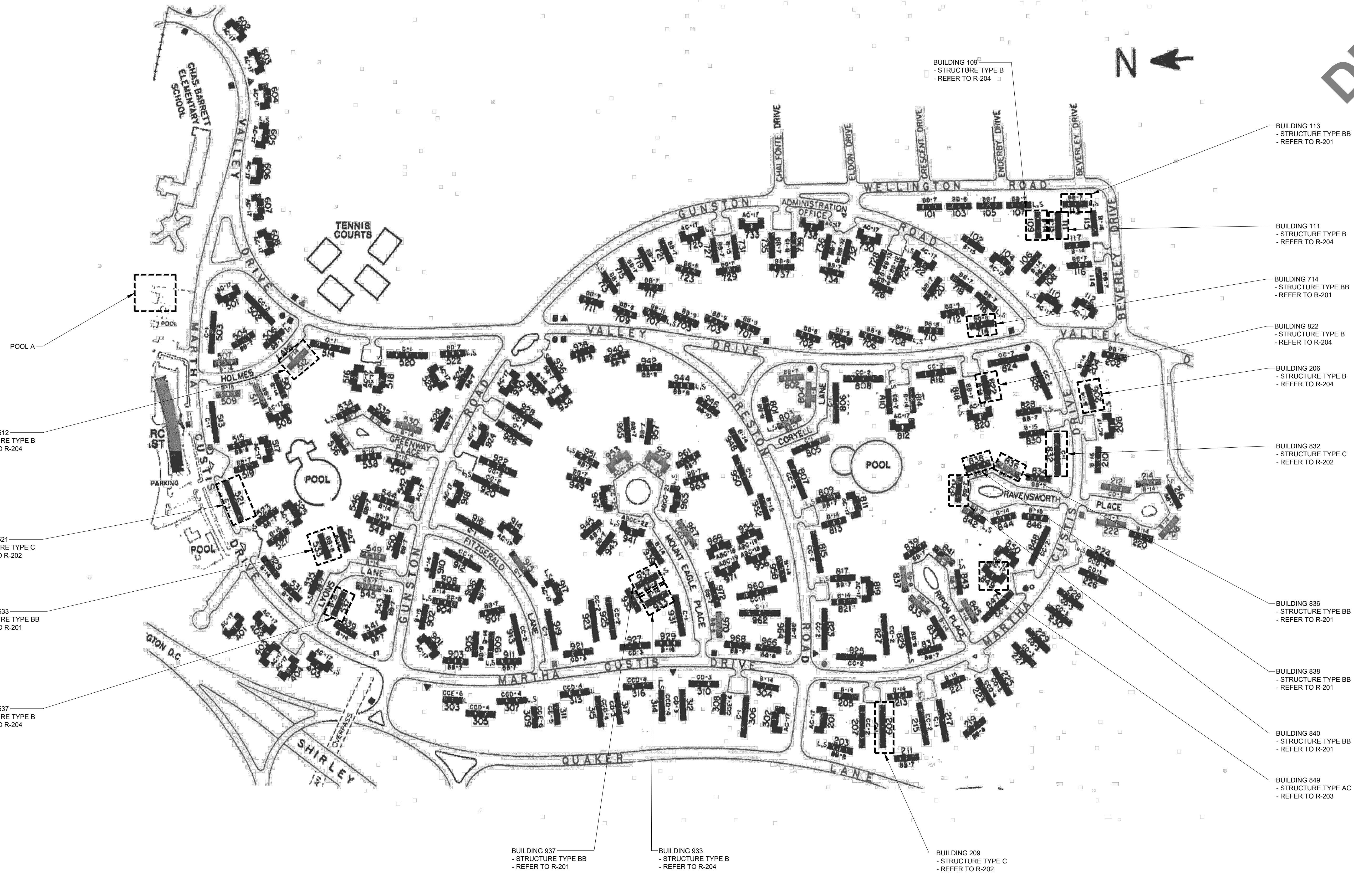
PARKFAIRFAX CONDOMINIUM
BRICK MASONRY FAÇADE REPAIR
HIGH PRIORITY BUILDINGS
ALEXANDRIA VIRGINIA

Table with 3 columns: MARK, DATE, DESCRIPTION. Row 1: 08/10/2022, ISSUED FOR REVIEW. Row 2: 08/10/2022, ISSUED.

PROJECT NO: 22-001310.00
DRAWN BY: AP
CHECKED BY: JWV
SHEET TITLE: GENERAL AND TECHNICAL NOTES

R-001

DRAFT



BUILDING 512
- STRUCTURE TYPE B
- REFER TO R-204

BUILDING 521
- STRUCTURE TYPE C
- REFER TO R-202

BUILDING 533
- STRUCTURE TYPE BB
- REFER TO R-201

BUILDING 537
- STRUCTURE TYPE B
- REFER TO R-204

BUILDING 937
- STRUCTURE TYPE BB
- REFER TO R-201

BUILDING 933
- STRUCTURE TYPE B
- REFER TO R-204

BUILDING 209
- STRUCTURE TYPE C
- REFER TO R-202

BUILDING 109
- STRUCTURE TYPE B
- REFER TO R-204

BUILDING 113
- STRUCTURE TYPE BB
- REFER TO R-201

BUILDING 111
- STRUCTURE TYPE B
- REFER TO R-204

BUILDING 714
- STRUCTURE TYPE BB
- REFER TO R-201

BUILDING 822
- STRUCTURE TYPE B
- REFER TO R-204

BUILDING 206
- STRUCTURE TYPE B
- REFER TO R-204

BUILDING 832
- STRUCTURE TYPE C
- REFER TO R-202

BUILDING 836
- STRUCTURE TYPE BB
- REFER TO R-201

BUILDING 838
- STRUCTURE TYPE BB
- REFER TO R-201

BUILDING 840
- STRUCTURE TYPE BB
- REFER TO R-201

BUILDING 849
- STRUCTURE TYPE AC
- REFER TO R-203

1 SCHEMATIC SITE PLAN

PARKFAIRFAX CONDOMINIUM
BRICK MASONRY FAÇADE REPAIR
HIGH PRIORITY BUILDINGS
ALEXANDRIA VIRGINIA

MARK	DATE	DESCRIPTION	ISSUED FOR REVIEW	ISSUED
	08/10/2022		ISSUED FOR REVIEW	08/10/2022

PROJECT NO:	22-001310.00
DRAWN BY:	AP
CHECKED BY:	JWW
SHEET TITLE:	SCHEMATIC SITE PLAN

DRAFT

PARKFAIRFAX CONDOMINIUM
BRICK MASONRY FAÇADE REPAIR
HIGH PRIORITY BUILDINGS
ALEXANDRIA VIRGINIA



1 TYP. FRONT PARTIAL ELEVATION - 1



2 TYP. FRONT PARTIAL ELEVATION - 2



3 TYP. SIDE ELEVATION - 1



4 TYP. SIDE ELEVATION - 2



5 TYP. REAR PARTIAL ELEVATION - 1

REFER TO SHEET R-504 FOR REPAIRS DETAILS ASSOCIATED WITH BRICK FAÇADE AT EACH ELEVATION - REFER TO NOTE 1 FOR FURTHER INFORMATION



6 TYP. REAR PARTIAL ELEVATION - 2

NOTES:
1. FOR DETAILS 3 AND 4 ON SHEET R-501, ENGINEER AND CONTRACTOR TO SURVEY THE FAÇADE OF EACH BUILDING PRIOR TO PERFORMING THE WORK TO DETERMINE LOCATIONS/QUANTITIES FOR THESE DETAILS TO BE IMPLEMENTED.

MARK	DATE	ISSUED FOR REVIEW	DESCRIPTION	ISSUED:
	08/10/2022			08/10/2022

PROJECT NO: 22-001310.00
DRAWN BY: AP
CHECKED BY: JWW
SHEET TITLE:
TYPICAL ELEVATIONS
BUILDING TYPE BB



1 TYP. FRONT PARTIAL ELEVATION - 1



2 TYP. FRONT PARTIAL ELEVATION - 2



3 TYP. FRONT PARTIAL ELEVATION - 3



4 TYP. SIDE ELEVATION



5 TYP. REAR PARTIAL ELEVATION - 1



6 TYP. REAR PARTIAL ELEVATION - 2



7 TYP. REAR PARTIAL ELEVATION - 3



8 TYP. REAR PARTIAL ELEVATION - 4

NOTES:

- REFER TO DRAWING SHEET R-201 FOR SCOPE OF WORK REQUIREMENTS.

DRAFT

PARKFAIRFAX CONDOMINIUM
BRICK MASONRY FAÇADE REPAIR
HIGH PRIORITY BUILDINGS
ALEXANDRIA VIRGINIA

MARK	DATE	DESCRIPTION	ISSUED FOR REVIEW	ISSUED
	08/10/2022			

PROJECT NO: 22-001310.00
DRAWN BY: AP
CHECKED BY: JWW
SHEET TITLE:
TYPICAL ELEVATIONS
BUILDING TYPE C



1 TYP. FRONT PARTIAL ELEVATION - 1



2 TYP. FRONT PARTIAL ELEVATION - 2



3 TYP. FRONT PARTIAL ELEVATION - 3



4 TYP. SIDE ELEVATION



5 TYP. REAR PARTIAL ELEVATION - 1



6 TYP. REAR PARTIAL ELEVATION - 2



7 TYP. REAR PARTIAL ELEVATION - 3

NOTES:

- REFER TO DRAWING SHEET R-201 FOR SCOPE OF WORK REQUIREMENTS.

DRAFT

MARK	DATE	DESCRIPTION	ISSUED FOR REVIEW	ISSUED:
	08/10/2022			08/10/2022

PROJECT NO: 22-001310.00
DRAWN BY: AP
CHECKED BY: JWW
SHEET TITLE:
TYPICAL ELEVATIONS
BUILDING TYPE A-C



1 TYP. FRONT PARTIAL ELEVATION - 1



2 TYP. FRONT PARTIAL ELEVATION - 2



3 TYP. SIDE ELEVATION



4 TYP. REAR PARTIAL ELEVATION - 1



5 TYP. REAR PARTIAL ELEVATION - 2

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WALKER
CONSULTANTS
2277 Research Blvd
Suite 275
Rockville, MD 20850
202.510.9966 x 1450 Ph
www.walkerconsultants.com

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BRICK MASONRY FAÇADE REPAIR
HIGH PRIORITY BUILDINGS
ALEXANDRIA VIRGINIA

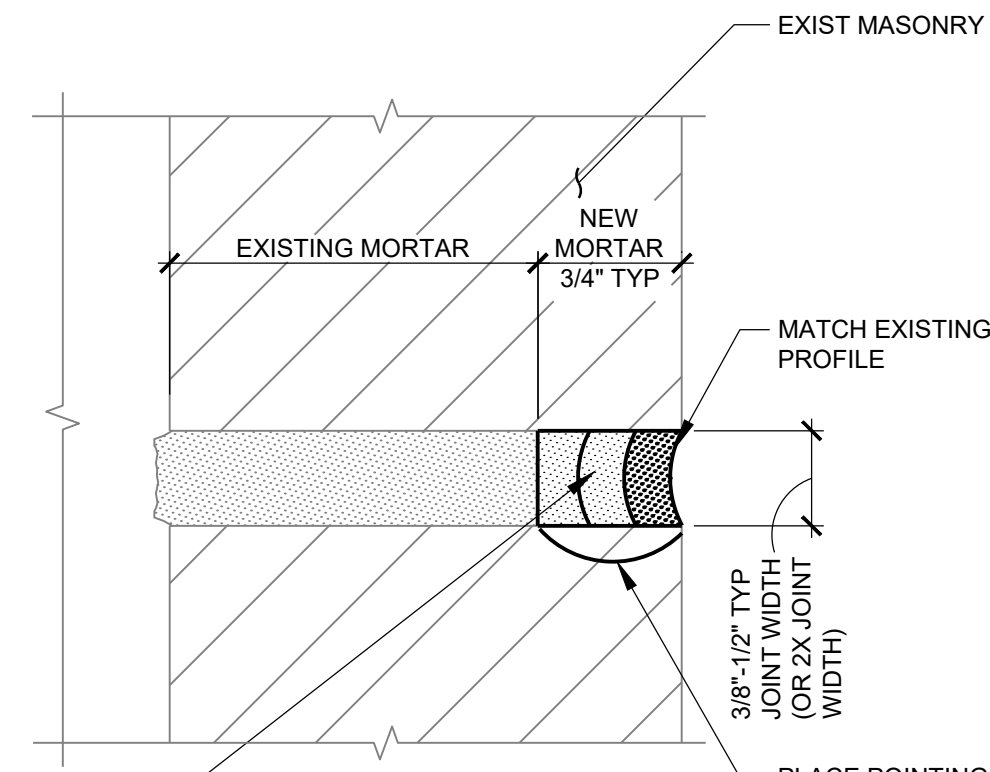
NOTES:
1. REFER TO DRAWING SHEET R-201 FOR SCOPE OF WORK REQUIREMENTS.

MARK	DATE	DESCRIPTION	ISSUED:
	08/10/2022	ISSUED FOR REVIEW	08/10/2022

PROJECT NO: 22-001310.00
DRAWN BY: AP
CHECKED BY: JWW

SHEET TITLE:
TYPICAL ELEVATIONS
BUILDING TYPE B

R-204



REMOVE ALL UNSOUND OR DETERIORATED MORTAR IN HATCHED AREA AND PLACE NEW MORTAR, AS REQ'D.

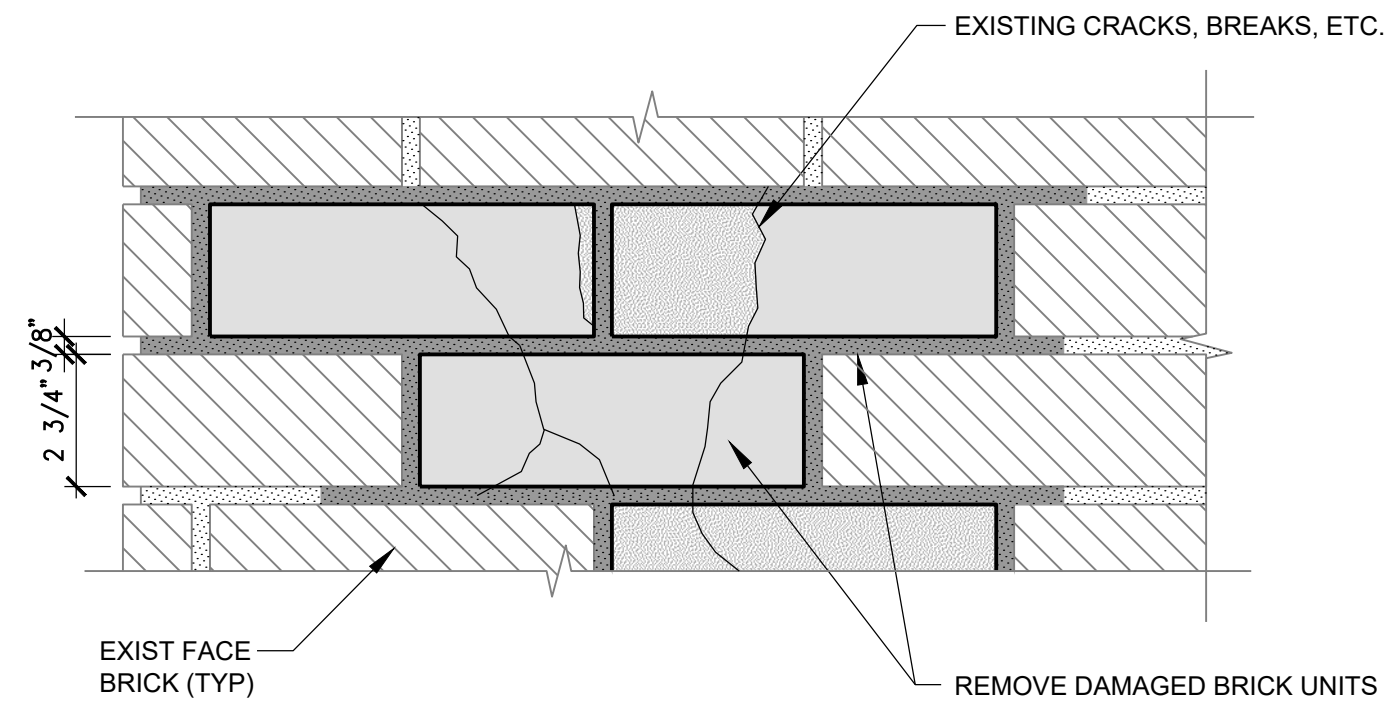
MATCH EXISTING PROFILE
3/8"-1/2" TYP JOINT WIDTH (OR 2X JOINT WIDTH)

PLACE POINTING MORTAR IN 3 EVEN LIFTS

NOTES:

1. REMOVE LOOSE MORTAR MATERIAL FROM JOINT.
2. FILL IN VOIDS IN JOINT BEYOND POINTING WORK DEPTH.
3. GRIND BRICK SURFACES CLEAN OF EXISTING MORTAR. DO NOT DAMAGE ADJACENT MASONRY.
4. INSTALL MORTAR IN THREE LIFTS, COMPACTING EACH LIFT.

1 TUCKPOINTING

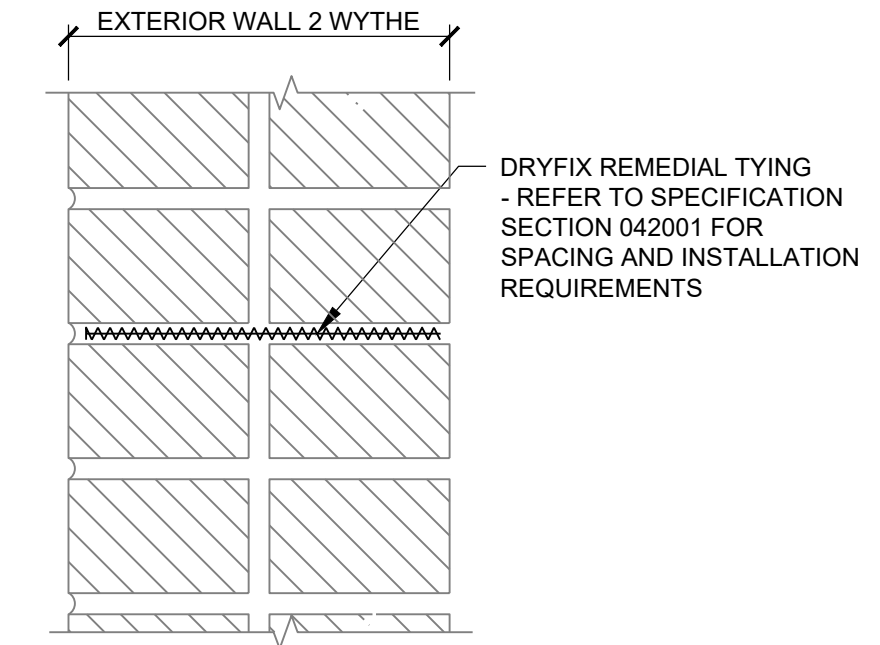


ELEVATION

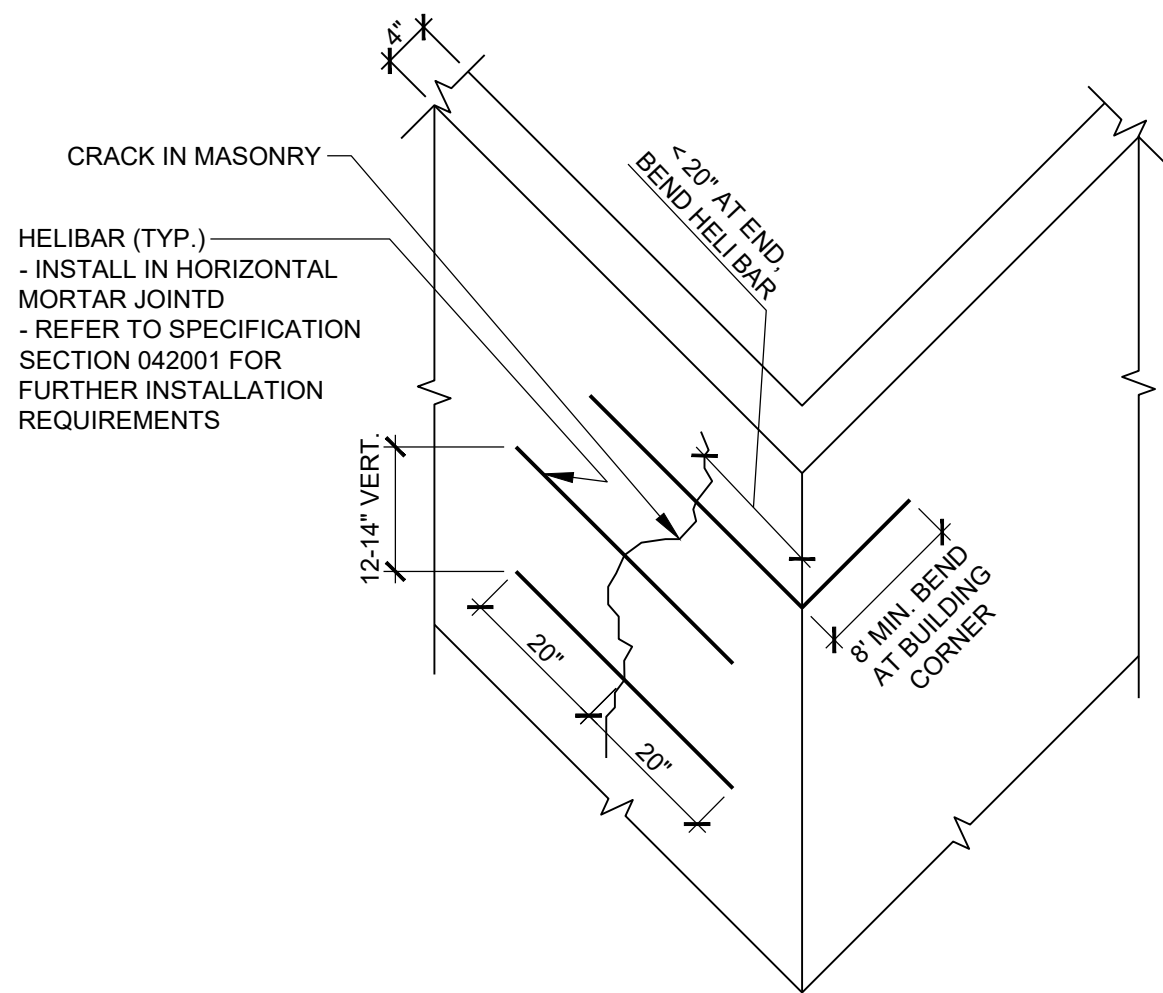
NOTES:

1. MORTAR JOINT REPLACEMENT AT BRICK MASONRY UNIT REPLACEMENT LOCATIONS IS INCIDENTAL. NO EXTRA PAYMENT UNDER TUCKPOINTING WORK ITEM.
2. DO NOT DAMAGE ADJACENT BRICK BY OVERCUTTING.
3. REPLACEMENT BRICK TO BE APPROVED BY ENGINEER AND/OR OWNER PRIOR TO START OF WORK.

2 REMOVE AND REPLACE FACE BRICK



3 MASONRY MECHANICAL PINNING



4 CRACK STITCHING

DRAFT

MARK	DATE	DESCRIPTION	ISSUED FOR REVIEW	ISSUED:
	08/10/2022			08/10/2022

PROJECT NO: 22-001310.00
DRAWN BY: AP
CHECKED BY: JWW
SHEET TITLE:
REPAIR DETAILS

Presentation

BUC Laundry Room Closure
Recommendation

Discussion Item

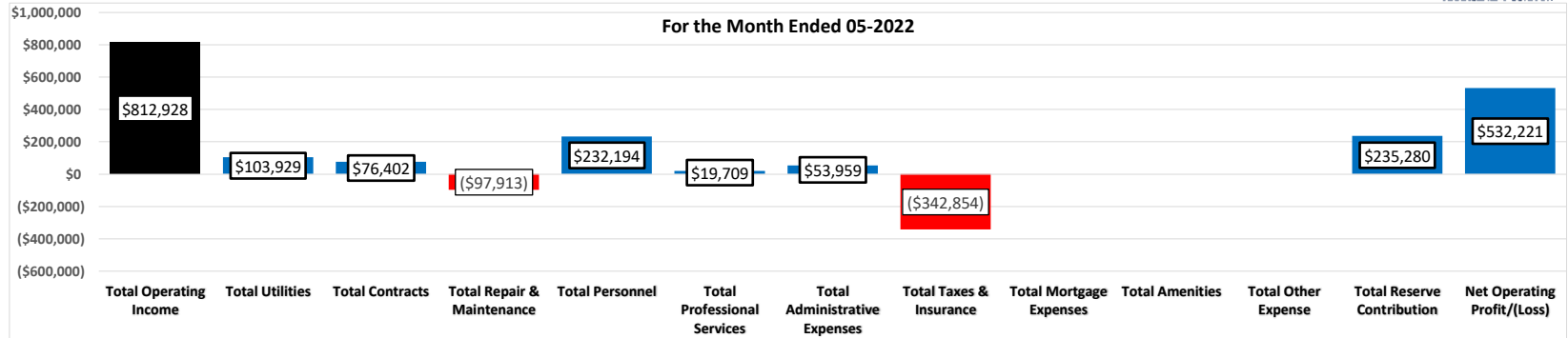
Year End 2022
Financials - Update



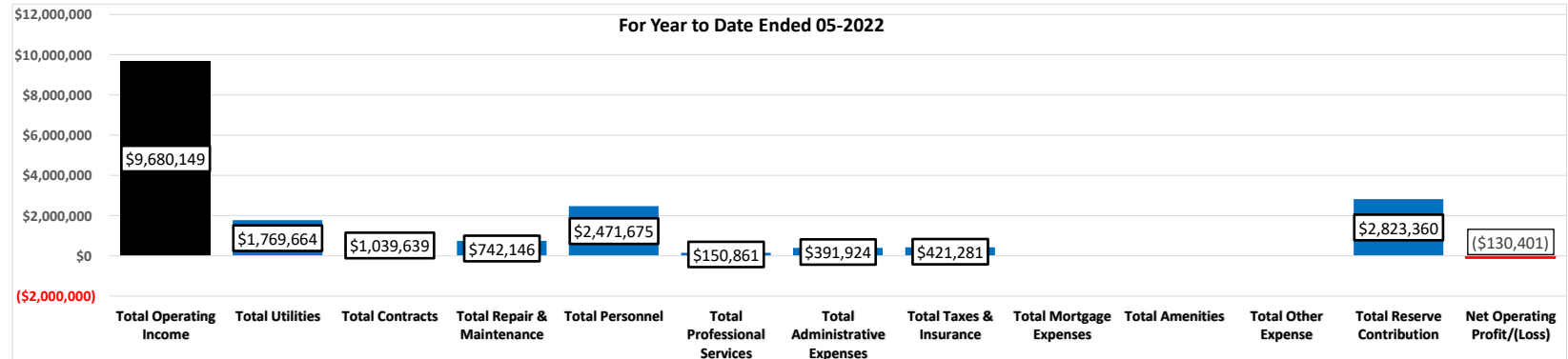
People you can trust.
Experience you can rely on.



**Parkfairfax Condominium UOA
Financial Statement Summary**



	Month To Date				Year To Date			
	Actual	Budget	Var	Var %	Actual	Budget	Var	Var %
REVENUE								
Total Operating Income	\$812,928	\$811,287	\$1,640	0%	\$9,680,149	\$9,735,446	(\$55,297)	-1%
OPERATING EXPENSES								
Total Utilities	\$103,929	\$136,104	\$32,175	24%	\$1,769,664	\$1,633,242	(\$136,422)	-8%
Total Contracts	\$76,402	\$70,107	(\$6,295)	-9%	\$1,039,639	\$1,084,142	\$44,503	4%
Total Repair & Maintenance	(\$97,913)	\$69,458	\$167,371	241%	\$742,146	\$633,500	(\$108,646)	-17%
Total Personnel	\$232,194	\$200,222	(\$31,972)	-16%	\$2,471,675	\$2,556,223	\$84,548	3%
Total Professional Services	\$19,709	\$11,319	(\$8,390)	-74%	\$150,861	\$156,333	\$5,472	4%
Total Administrative Expenses	\$53,959	\$27,127	(\$26,832)	-99%	\$391,924	\$339,522	(\$52,402)	-15%
Total Taxes & Insurance	(\$342,854)	\$39,399	\$382,253	970%	\$421,281	\$509,124	\$87,843	17%
Total Mortgage Expenses	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
Total Amenities	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
Total Other Expense	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%
Total Reserve Contribution	\$235,280	\$235,280	\$0	0%	\$2,823,360	\$2,823,360	\$0	0%
Net Operating Profit/(Loss)	\$532,221	\$22,271	\$509,950		(\$130,401)	\$0	(\$130,401)	



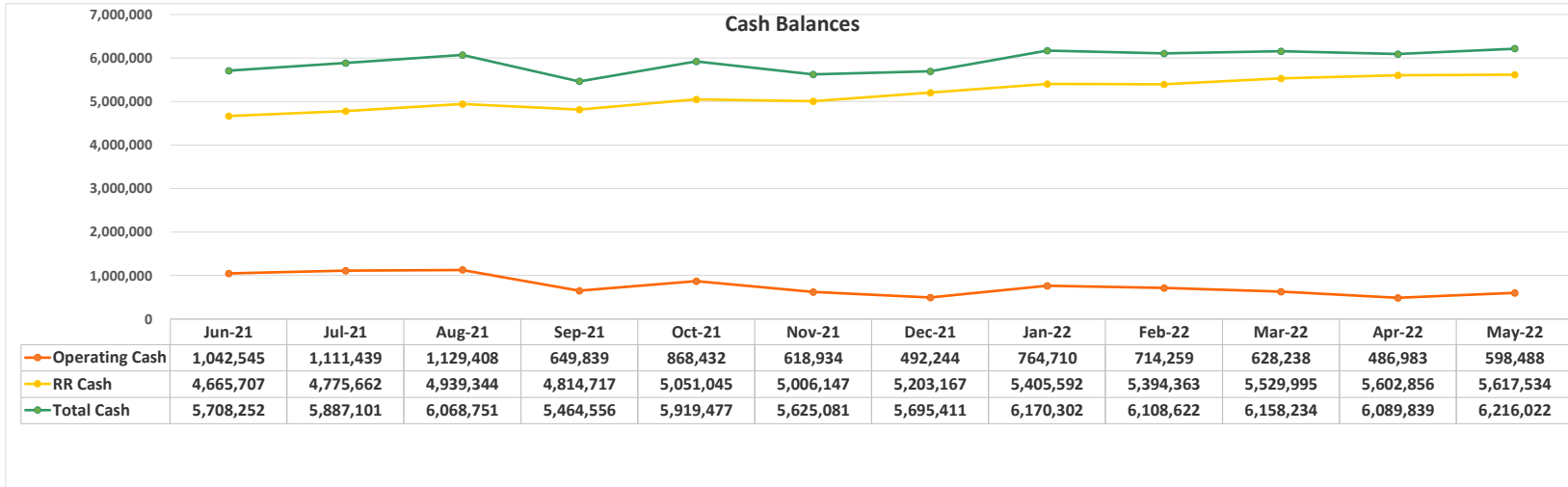
**Parkfairfax Condominium UOA
Financial Statement Summary**



Cash Accounts - Operating

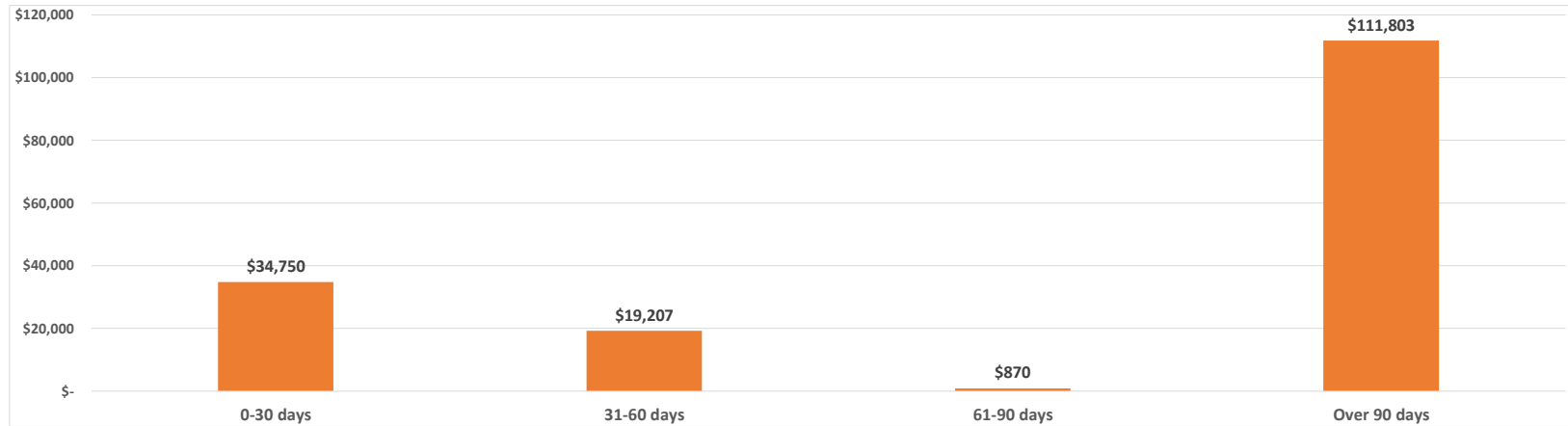
Cash Accounts - Reserve

GL	NAME	BEG	END	Chg	GL	NAME	BEG	END	Chg
1110000	Petty Cash	500.00	500.00	0.00	1310020	Escrow Cash Insurance	0.00	0.00	0.00
1120000	Operating Cash	0.00	0.00	0.00	1314000	Real Estate Tax Escrow	0.00	0.00	0.00
1120001	Operating Cash 1	440,085.12	551,590.38	111,505.26	1316000	Escrow Cash	0.00	0.00	0.00
1120002	Operating Cash 2	0.00	0.00	0.00	1316020	Debt Service Reserve	0.00	0.00	0.00
1120003	Operating Cash 3	0.00	0.00	0.00	1320000	Replacement Reserve-Cash	2,715,326.02	2,717,329.35	2,003.33
1120004	Operating Cash 4	0.00	0.00	0.00	1320001	Replacement Reserve-Cash2	0.00	0.00	0.00
1120007	Operating Fund II	46,397.87	46,397.87	0.00	1320100	Replacement Reserve-MM	1,399,775.37	1,412,454.11	12,678.74
1120010	Deposits-Other	0.00	0.00	0.00	1320101	Replacement Reserve-MM1	0.00	0.00	0.00
1121000	Money Market	0.00	0.00	0.00	1320102	Replacement Reserve-MM2	0.00	0.00	0.00
1122000	Operating Reserve	0.00	0.00	0.00	1320103	Replacement Reserve-MM3	0.00	0.00	0.00
1122001	Operating Reserve CDs	0.00	0.00	0.00	1320104	Replacement Reserve-MM4	0.00	0.00	0.00
1122002	Oper Rsrv - Accrued Int Rsrv	0.00	0.00	0.00	1320105	Replacement Reserve-CD	0.00	0.00	0.00
1123000	Insurance Cash	0.00	0.00	0.00	1320200	Replacement Reserve-CD	1,485,000.00	1,485,000.00	0.00
1124000	Working Capital	0.00	0.00	0.00	1320201	Replacement Reserve-CD1	0.00	0.00	0.00
1124001	Working Capital-Investment	0.00	0.00	0.00	1320202	Replacement Reserve-CD2	0.00	0.00	0.00
1124002	Working Capital 2	0.00	0.00	0.00	1320203	Replacement Reserve-CD3	0.00	0.00	0.00
1129000	Special Purpose	0.00	0.00	0.00	1320204	Replacement Reserve-CD4	0.00	0.00	0.00
1129001	PNC Activities Account	0.00	0.00	0.00	1320500	Replacement Reserve-Tbill	0.00	0.00	0.00
					1320600	Accrued Interest Receivable	2,754.55	2,750.14	(4.41)
					1321000	Replacement Reserve-Invest	0.00	0.00	0.00
					1332000	Special Reserve	0.00	0.00	0.00
					1395000	Working Capital	0.00	0.00	0.00
					1395001	Working Capital-St Investment	0.00	0.00	0.00
		486,982.99	598,488.25	111,505.26			5,602,855.94	5,617,533.60	14,677.66

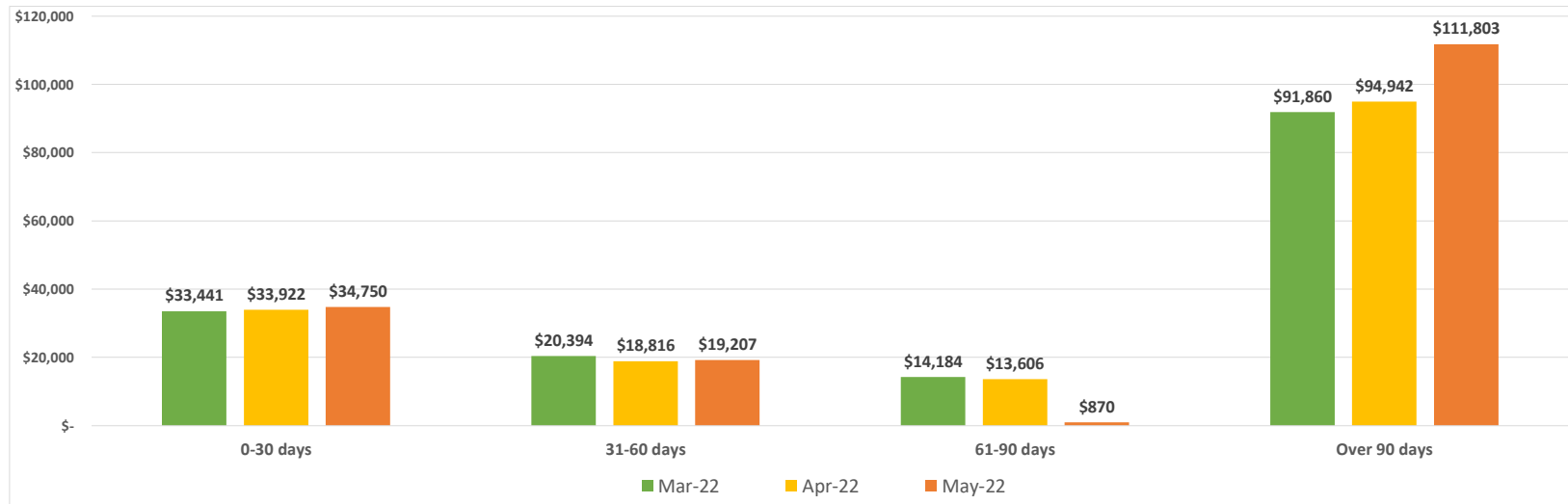


**Parkfairfax Condominium UOA
Financial Statement Summary**

Receivables

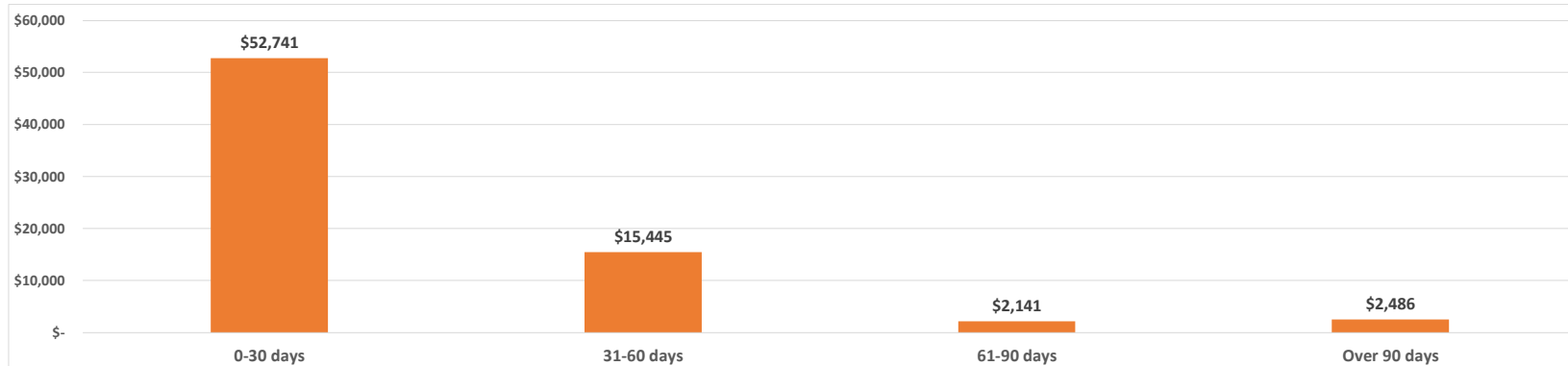


Receivables History

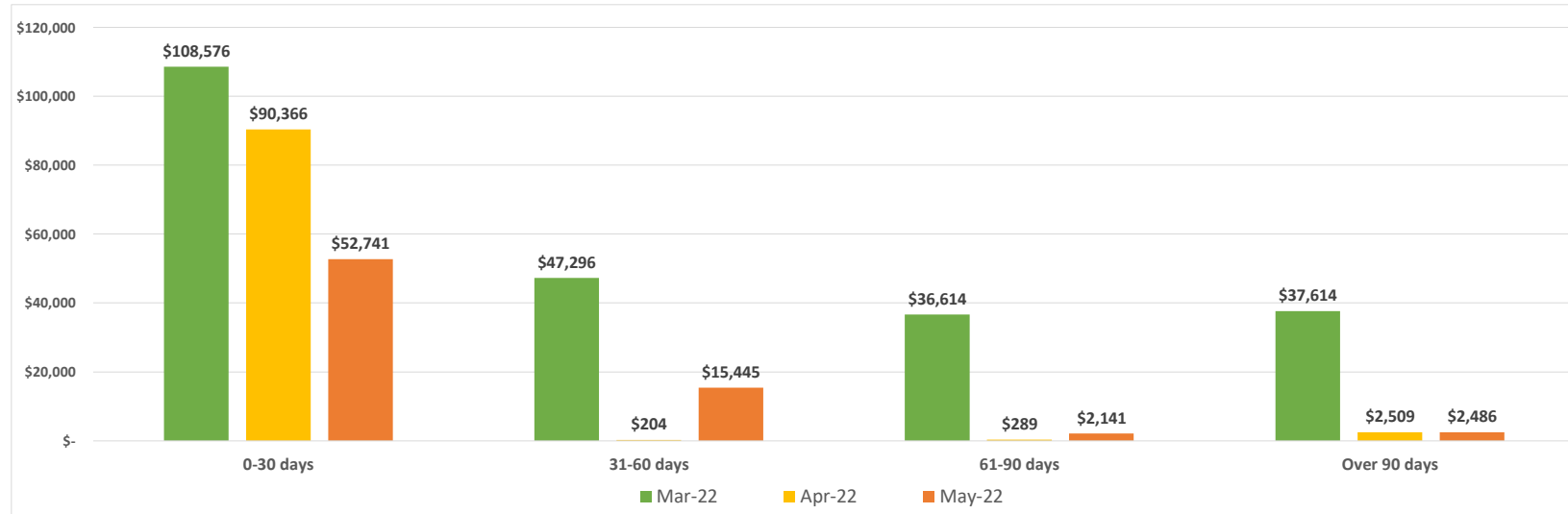


**Parkfairfax Condominium UOA
Financial Statement Summary**

Payables



Payables History





**Parkfairfax Condominium UOA
Executive Summary
For The Period
May 2022**

Current Actual	Current Budget	Current Variance		YTD Actual	YTD Budget	YTD Variance	Annual Budget
812,928	811,287	1,640	Total Operating Income	9,680,149	9,735,446	(55,297)	9,735,446
103,929	136,104	32,175	Total Utilities	1,769,664	1,633,242	(136,422)	1,633,242
79,525	71,774	(7,751)	Total Contracts	1,076,895	1,104,142	27,247	1,104,142
(97,913)	69,458	167,371	Total Repair & Maintenance	742,146	633,500	(108,646)	633,500
229,072	198,581	(30,491)	Total Personnel	2,434,418	2,536,523	102,105	2,536,523
19,709	11,319	(8,390)	Total Professional Services	150,861	156,333	5,472	156,333
53,959	27,102	(26,857)	Total Administrative Expenses	391,924	339,222	(52,702)	339,222
(342,854)	39,399	382,253	Total Taxes & Insurance	421,281	509,124	87,843	509,124
45,427	553,736	508,309	Total Operating Expenses	6,987,190	6,912,086	(75,105)	6,912,086
767,501	257,551	509,950	Net Operating Budget	2,692,959	2,823,360	(130,401)	2,823,360
RESERVES BUDGET							
(235,280)	(235,280)	0	Total Reserve Expenses	(2,823,360)	(2,823,360)	0	(2,823,360)
(235,280)	(235,280)	0	Net Reserve Budget	(2,823,360)	(2,823,360)	0	(2,823,360)
532,221	22,271	509,950	Net Operating Profit/(Loss)	(130,401)	0	(130,401)	0
(328,071)	0	(328,071)	Insurance Loss Recovery	0	0	0	0
(352,934)	0	(352,934)	Insurance Loss Paid Out	(352,934)	0	(352,934)	0
398,101	0	398,101	Insurance Claim Proceeds	398,101	0	398,101	0
2,258	0	2,258	Prior Year Activity	0	0	0	0
251,574	22,271	229,303	NET CASH FLOW	(85,234)	0	(85,234)	0



**Parkfairfax Condominium UOA
Budget Variance
For The Period
May 2022**

Current Actual	Current Budget	Current Variance		YTD Actual	YTD Budget	YTD Variance	Annual Budget
Assessments							
536,062	536,169	(107)	5110.001 Condo Assessments	6,431,539	6,434,022	(2,483)	6,434,022
235,280	235,280	0	5500.000 Reserve Assessments	2,823,360	2,823,360	0	2,823,360
771,342	771,449	(107)	Total Assessments	9,254,899	9,257,382	(2,483)	9,257,382
Other Income							
6,371	11,693	(5,322)	5110.000 Rental Income	113,732	140,316	(26,584)	140,316
150	417	(267)	5110.180 Clubhouse Rental	15,073	5,000	10,073	5,000
7,020	0	7,020	5190.000 Rent Revenue Miscellaneous	42,120	0	42,120	0
0	5,833	(5,833)	5410.000 Interest Revenue - Operations	27,052	70,000	(42,948)	70,000
5,139	3,333	1,806	5910.000 Laundry and Vending Revenue	31,115	40,000	(8,885)	40,000
1,890	1,667	223	5920.000 NSF and Late Charges	20,153	20,000	153	20,000
0	0	0	5920.030 Other Fine Income	113	0	113	0
881	667	215	5990.000 Miscellaneous Inc	8,863	8,000	863	8,000
724	3,333	(2,610)	5990.008 In Unit Maintenance	11,595	40,000	(28,405)	40,000
0	0	0	5990.010 Expense Reimbursement	(97)	0	(97)	0
0	0	0	5990.035 Transfer fees	50	0	50	0
11,966	4,496	7,471	5990.190 Storage Unit Fees	30,227	53,948	(23,721)	53,948
0	0	0	5990.210 Legal - Collection	5,339	0	5,339	0
4,128	4,000	128	5990.220 Resale Package	82,747	48,000	34,747	48,000
1,400	1,400	0	5990.310 Cable Income	16,800	16,800	0	16,800
0	0	0	5990.400 Processing Fees	245	0	245	0
1,872	667	1,206	5990.600 Key Income	12,016	8,000	4,016	8,000
44	2,333	(2,289)	5991.010 Newsletter Income	8,108	28,000	(19,892)	28,000
41,586	39,839	1,747	Total Other Income	425,251	478,064	(52,813)	478,064
812,928	811,287	1,640	Total Operating Income	9,680,149	9,735,446	(55,297)	9,735,446
Utilities							
6,557	7,917	1,360	6450.000 Electricity	106,746	95,000	(11,746)	95,000
72,712	110,687	37,975	6451.000 Water	1,420,622	1,328,242	(92,380)	1,328,242
24,659	17,500	(7,159)	6452.000 Gas	242,296	210,000	(32,296)	210,000
103,929	136,104	32,175	Total Utilities	1,769,664	1,633,242	(136,422)	1,633,242
Contracts							
3,122	1,667	(1,456)	6518.000 Uniforms	37,257	20,000	(17,257)	20,000
6,857	6,083	(774)	6519.000 Exterminating Contract	35,300	73,000	37,701	73,000
32,367	29,593	(2,775)	6525.000 Garbage and Trash Removal	362,575	355,113	(7,462)	355,113
23,648	23,584	(64)	6537.000 Grounds Contract	281,670	283,009	1,339	283,009
13,530	9,418	(4,112)	6547.000 Swim Pool Maintenance/Contract	125,375	113,020	(12,355)	113,020
0	0	0	6548.000 Snow Removal	0	20,000	20,000	20,000
0	1,429	1,429	6562.000 Decorating Contract	234,719	240,000	5,281	240,000
79,525	71,774	(7,751)	Total Contracts	1,076,895	1,104,142	27,247	1,104,142



**Parkfairfax Condominium UOA
Budget Variance
For The Period
May 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
Repair & Maintenance							
4,613	1,833	(2,780)	6515.000	19,931	22,000	2,069	22,000
111	10,000	9,889	6537.040	89,248	120,000	30,752	120,000
(77,150)	34,000	111,150	6537.101	259,279	220,000	(39,279)	220,000
6,959	8,333	1,374	6541.000	153,559	100,000	(53,559)	100,000
1,600	250	(1,350)	6541.001	3,583	3,000	(583)	3,000
0	250	250	6541.043	0	3,000	3,000	3,000
14,591	3,083	(11,508)	6541.230	70,773	37,000	(33,773)	37,000
(43,386)	2,667	46,052	6541.280	23,167	32,000	8,833	32,000
0	208	208	6541.400	0	2,500	2,500	2,500
(10,404)	2,500	12,904	6547.021	15,123	18,000	2,877	18,000
(6,680)	0	6,680	6547.025	1,986	0	(1,986)	0
1,416	833	(583)	6550.300	22,453	10,000	(12,453)	10,000
3,786	1,583	(2,203)	6562.100	18,112	19,000	889	19,000
6,630	3,917	(2,713)	6570.000	64,933	47,000	(17,933)	47,000
			Operation and Repairs				
(97,913)	69,458	167,371	Total Repair & Maintenance	742,146	633,500	(108,646)	633,500
Personnel							
Payroll Salaries							
38,520	25,220	(13,300)	6309.020	286,772	327,862	41,090	327,862
28,368	19,857	(8,511)	6309.030	350,730	258,143	(92,587)	258,143
133,709	89,601	(44,108)	6540.010	1,059,491	1,164,810	105,319	1,164,810
200,597	134,678	(65,919)	Total Payroll Salaries	1,696,993	1,750,815	53,822	1,750,815
Payroll Taxes/Benefits							
2,520	667	(1,853)	6313.000	54,385	8,000	(46,385)	8,000
0	25	25	6392.000	0	300	300	300
0	0	0	6399.020	0	1,000	1,000	1,000
6,998	40,120	33,121	6723.001	489,616	481,436	(8,180)	481,436
2,938	2,605	(333)	6310.020	22,275	33,868	11,593	33,868
2,194	2,051	(143)	6310.050	26,977	26,666	(311)	26,666
10,250	9,256	(994)	6310.060	82,397	120,325	37,928	120,325
2,568	1,015	(1,553)	6310.100	21,640	13,190	(8,450)	13,190
395	553	158	6310.110	5,903	7,194	1,290	7,194
612	2,396	1,784	6310.120	6,531	31,144	24,613	31,144
0	83	83	6310.130	0	1,000	1,000	1,000
0	5,132	5,132	6722.000	27,702	61,585	33,883	61,585
28,475	63,903	35,428	Total Payroll Taxes/Benefits	737,425	785,708	48,283	785,708
229,072	198,581	(30,491)	Total Personnel	2,434,418	2,536,523	102,105	2,536,523
Professional Services							
6,319	6,319	(0)	6320.000	75,833	75,833	(0)	75,833



**Parkfairfax Condominium UOA
Budget Variance
For The Period
May 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
12,949	3,750	(9,199)	6340.000 Legal Expense	49,591	45,000	(4,591)	45,000
0	1,250	1,250	6340.100 Legal Fees - Collections	7,419	15,000	7,581	15,000
441	0	(441)	6340.800 Legal - Litigation	1,774	5,000	3,226	5,000
0	0	0	6350.000 Audit Expense	16,245	15,500	(745)	15,500
19,709	11,319	(8,390)	Total Professional Services	150,861	156,333	5,472	156,333
			Administrative Expenses				
1,182	975	(207)	6301.000 Recreation/Resident Activities	9,021	11,700	2,679	11,700
2,228	1,292	(936)	6311.000 Office Supplies	14,205	15,500	1,295	15,500
1,250	933	(317)	6311.010 Printing	24,140	11,200	(12,940)	11,200
9,464	1,667	(7,797)	6311.050 Postage	37,733	20,000	(17,733)	20,000
4,561	600	(3,961)	6311.080 Lease Computer,Fax,Copr, etc.	20,687	7,200	(13,487)	7,200
15,721	3,333	(12,388)	6311.130 IT Support Contract	57,342	40,000	(17,342)	40,000
20	3,167	3,147	6351.020 Computer Expenses	31,883	38,000	6,117	38,000
3,507	3,000	(507)	6360.000 Telephone and Answering Service	40,941	36,000	(4,941)	36,000
0	125	125	6370.000 Bad Debts	0	1,500	1,500	1,500
3,273	2,333	(940)	6390.000 Misc Administrative Expenses	28,158	28,000	(158)	28,000
1,481	0	(1,481)	6390.009 Meeting Expenses	6,691	14,000	7,309	14,000
1,101	0	(1,101)	6390.040 Credit Card & Bank Fees	12,482	0	(12,482)	0
7,843	7,819	(24)	6390.180 Association Unit Expense	94,115	93,822	(293)	93,822
2,329	1,000	(1,329)	6390.900 Misc Exp - Newsletter	11,738	12,000	262	12,000
0	25	25	6391.000 Dues & Subscriptions	0	300	300	300
0	833	833	6393.050 Engineering Fees	2,789	10,000	7,211	10,000
53,959	27,102	(26,857)	Total Administrative Expenses	391,924	339,222	(52,702)	339,222
			Taxes & Insurance				
8,798	0	(8,798)	6710.000 Real Estate Taxes	19,479	21,340	1,861	21,340
0	0	0	6717.000 State Taxes	10,888	0	(10,888)	0
0	0	0	6718.000 Federal Taxes	2,928	0	(2,928)	0
0	0	0	6718.010 Corporate Taxes	0	15,000	15,000	15,000
0	0	0	6718.020 Personal Property Taxes	6,553	0	(6,553)	0
904	250	(654)	6719.000 Miscellaneous Taxes, Licenses, and Permits	1,690	3,000	1,310	3,000
31,210	29,565	(1,645)	6720.000 Property & Liability Insurance (Hazard)	369,743	354,784	(14,959)	354,784
(347,489)	0	347,489	6720.030 Insurance Loss	0	0	0	0
10,000	2,083	(7,917)	6720.060 Insurance Reimburse Deductible	10,000	25,000	15,000	25,000
(46,277)	7,500	53,777	6730.000 Capital Expenses	0	90,000	90,000	90,000
(342,854)	39,399	382,253	Total Taxes & Insurance	421,281	509,124	87,843	509,124
45,427	553,736	508,309	Total Operating Expenses	6,987,190	6,912,086	(75,105)	6,912,086
767,501	257,551	509,950	Net Operating Budget	2,692,959	2,823,360	(130,401)	2,823,360
			RESERVES BUDGET				
(235,280)	(235,280)	0	9901.015 Reserve Contributions	(2,823,360)	(2,823,360)	0	(2,823,360)



**Parkfairfax Condominium UOA
Budget Variance
For The Period
May 2022**

Current Actual	Current Budget	Current Variance		YTD Actual	YTD Budget	YTD Variance	Annual Budget
(235,280)	(235,280)	0	Total Reserve Contribution	(2,823,360)	(2,823,360)	0	(2,823,360)
532,221	22,271	509,950	Net Operating Profit/(Loss)	(130,401)	0	(130,401)	0
			Extraordinary Items				
(328,071)	0	(328,071)	5935.000 Insurance Loss Recovery	0	0	0	0
(352,934)	0	(352,934)	9900.000 Insurance Loss Paid Out	(352,934)	0	(352,934)	0
398,101	0	398,101	9910.010 Insurance Claim Proceeds	398,101	0	398,101	0
2,258	0	2,258	9999.020 Prior Year Activity	0	0	0	0
251,574	22,271	229,303	NET CASH FLOW	(85,234)	0	(85,234)	0



Parkfairfax Condominium UOA
Statement of Revenue and Expense Reserve Fund
For The Period
May 2022

Current Actual	Current Budget	Current Variance		YTD Actual	YTD Budget	YTD Variance	Annual Budget
Revenues							
(64,176)	0	(64,176)	3130.055 Special Project	(64,176)	0	(64,176)	0
1,999	0	1,999	3130.063 Current Year RR Interest	11,962	0	11,962	0
235,280	235,280	0	5500.000 Current Year RR Deposits	2,823,360	2,823,360	0	2,823,360
173,103	235,280	(62,177)	Total Revenues	2,771,146	2,823,360	(52,214)	2,823,360
Reserve Expenses							
373,555	0	(373,555)	3130.062 Current Year RR Expenses	1,890,892	0	(1,890,892)	0
373,555	0	(373,555)	Total Reserve Expenses	1,890,892	0	(1,890,892)	0
(200,452)	235,280	(435,732)	Current Year Reserves Activity	880,254	2,823,360	(1,943,106)	2,823,360



**Parkfairfax Condominium UOA
For the Period
May 2022**

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	
Assessments														
5110.001 Condo Assessments	536,062	534,862	536,062	536,062	536,062	536,062	536,062	536,062	536,062	536,062	536,062	536,062	6,431,539	6,434,022
5500.000 Reserve Assessments	235,280	235,280	235,280	235,280	235,280	235,280	235,280	235,280	235,280	235,280	235,280	235,280	2,823,360	2,823,360
Total Assessments	771,342	770,142	771,342	771,342	771,342	771,342	771,342	771,342	771,342	771,342	771,342	771,342	9,254,899	9,257,382
Other Income														
5110.000 Rental Income	6,596	4,250	1,850	8,402	5,961	49,969	5,322	7,362	3,852	6,920	6,876	6,371	113,732	140,316
5110.180 Clubhouse Rental	450	0	740	300	11,183	900	450	150	300	150	300	150	15,073	5,000
5190.000 Rent Revenue Miscellaneous	8,960	8,960	6,960	7,020	7,020	(38,920)	7,020	7,020	7,020	7,020	7,020	7,020	42,120	0
5410.000 Interest Revenue - Operations	0	0	0	0	0	0	27,052	0	0	0	0	0	27,052	70,000
5910.000 Laundry and Vending Revenue	0	6,435	0	0	3,499	6,435	5,136	968	0	2,641	863	5,139	31,115	40,000
5920.000 NSF and Late Charges	(121)	1,864	2,188	1,513	1,897	1,536	2,044	1,522	2,003	1,918	1,898	1,890	20,153	20,000
5920.030 Other Fine Income	0	0	0	0	0	0	0	0	0	0	113	0	113	0
5990.000 Miscellaneous Inc	830	1,650	597	720	300	181	941	378	150	953	1,283	881	8,863	8,000
5990.008 In Unit Maintenance	1,825	1,455	346	1,093	533	1,098	1,892	0	894	627	1,108	724	11,595	40,000
5990.010 Expense Reimbursement	0	0	0	55	0	0	0	(152)	0	0	0	0	(97)	0
5990.035 Transfer fees	0	0	0	0	0	0	0	0	0	0	50	0	50	0
5990.190 Storage Unit Fees	2,083	246	749	244	2,818	5,249	2,702	641	0	154	3,375	11,966	30,227	53,948
5990.210 Legal - Collection	1,297	0	1,035	464	176	2,139	0	(226)	229	225	0	0	5,339	0
5990.220 Resale Package	2,176	54,985	1,822	2,197	1,088	1,632	3,962	1,682	843	4,623	3,609	4,128	82,747	48,000
5990.310 Cable Income	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800	16,800
5990.400 Processing Fees	0	0	0	0	245	0	0	0	0	0	0	0	245	0
5990.600 Key Income	2,700	1,350	1,525	850	580	265	200	180	800	703	990	1,872	12,016	8,000
5991.010 Newsletter Income	598	229	834	3,046	235	152	295	1,329	163	834	349	44	8,108	28,000
Total Other Income	28,794	82,824	20,045	27,305	36,935	32,036	58,417	22,254	17,654	28,167	29,233	41,586	425,251	478,064
Total Operating Income	800,136	852,966	791,387	798,646	808,277	803,377	829,758	793,596	788,996	799,509	800,574	812,928	9,680,149	9,735,446



**Parkfairfax Condominiium UOA
For the Period
May 2022**

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	
Utilities														
6450.000 Electricity	18,771	11,179	7,006	6,764	5,403	5,902	13,525	7,709	8,424	18,182	(2,676)	6,557	106,746	95,000
6451.000 Water	(21,429)	163,631	64,693	111,980	109,230	143,791	91,479	130,335	202,856	129,564	221,781	72,712	1,420,622	1,328,242
6452.000 Gas	13,455	14,083	14,153	13,241	15,402	16,942	23,440	21,517	22,424	32,613	30,366	24,659	242,296	210,000
Total Utilities	10,797	188,894	85,852	131,985	130,035	166,635	128,443	159,560	233,704	180,359	249,471	103,929	1,769,664	1,633,242
Contracts														
6519.000 Exterminating Contract	170	3,440	4,836	6,621	4,984	3,594	0	2,949	1,848	0	0	6,857	35,300	73,000
6525.000 Garbage and Trash Removal	20,181	36,522	22,647	41,221	27,783	28,271	28,629	29,828	31,807	27,326	35,994	32,367	362,575	355,113
6537.000 Grounds Contract	23,414	23,414	23,414	23,414	23,414	23,414	23,414	23,414	0	70,710	0	23,648	281,670	283,009
6547.000 Swim Pool Maintenance/Contract	14,160	20,000	13,640	10,000	(7,200)	10,000	10,000	10,000	10,000	0	21,245	13,530	125,375	113,020
6562.000 Decorating Contract	0	0	74,050	83,656	0	77,013	0	0	0	0	0	0	234,719	240,000
Total Contracts	57,925	83,376	138,587	164,913	48,981	142,291	62,043	66,191	43,655	98,036	57,239	76,402	1,039,639	1,084,142
Repair & Maintenance														
6515.000 Janitor and Cleaning Supplies	(114)	1,769	522	2,271	0	725	400	3,097	2,611	1,022	3,015	4,613	19,931	22,000
6537.040 Landscape Repairs	7,330	2,588	7,143	7,472	0	13,921	2,873	6,495	25,906	4,594	10,816	111	89,248	120,000
6537.101 Tree Maintenance	75,410	0	44,245	72,930	0	72,480	0	0	13,244	56,720	1,400	(77,150)	259,279	220,000
6541.000 Repairs - General	(116)	8,629	16,191	29,836	4,114	7,566	10,754	21,322	12,348	19,002	16,953	6,959	153,559	100,000
6541.001 Equipment/Tools	152	263	53	651	0	301	0	296	24	0	242	1,600	3,583	3,000
6541.100 General Maintenance/Repair	0	106	0	0	0	106	0	0	0	0	(212)	0	0	0
6541.230 Maintenance Supplies	1,249	4,483	1,184	5,586	371	5,507	4,140	10,929	684	7,326	14,723	14,591	70,773	37,000
6541.280 Plumbing Materials	0	10,094	8,833	15,011	1,233	2,876	2,571	10,819	3,901	6,266	4,948	(43,386)	23,167	32,000
6547.021 Pool Supplies & Equipment	(12,405)	9,420	0	0	0	0	0	0	0	0	28,512	(10,404)	15,123	18,000
6547.025 Pool Repairs & Maintenance	13,326	0	0	0	0	0	0	0	0	0	(4,660)	(6,680)	1,986	0
6547.020 Pool Expenses	0	10,846	445	1,831	0	0	0	0	0	0	(13,122)	0	0	0



**Parkfairfax Condominium UOA
For the Period
May 2022**

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	
6550.300 In-unit Supplies	0	800	445	3,828	750	1,972	1,645	1,467	4,446	4,154	1,530	1,416	22,453	10,000
6562.100 Paint Supplies	814	1,235	629	983	89	2,293	1,215	403	1,068	1,621	3,977	3,786	18,112	19,000
6570.000 Vehicle and Maintenance Equipment Operation and Repairs	(41)	4,128	2,873	9,014	5,046	8,528	13,064	2,944	971	4,118	7,660	6,630	64,933	47,000
Total Repair & Maintenance Personnel	85,605	54,360	82,563	149,412	11,603	116,275	36,662	57,771	65,203	104,823	75,783	(97,913)	742,146	633,500
Management Payroll	72,577	216,329	163,088	137,598	135,059	135,766	223,330	139,561	141,106	139,773	138,975	219,554	1,862,716	1,985,202
6313.000 Recruitment, Relocation, Training	0	1,909	1,803	14,542	1,086	1,736	27,824	600	735	1,629	0	2,520	54,385	8,000
6518.000 Uniforms	1,422	1,593	3,182	3,181	410	6,485	(473)	6,028	1,609	4,125	6,572	3,122	37,257	20,000
Payroll Taxes/Benefits	64,276	37,484	(4,674)	44,669	46,037	72,968	52,866	(910)	38,770	35,013	123,820	6,998	517,317	543,021
Total Personnel Professional Services	138,275	257,315	163,400	199,990	182,592	216,955	303,547	145,279	182,221	180,540	269,367	232,194	2,471,675	2,556,223
6320.000 Management Fee	6,319	6,319	6,319	6,319	6,319	6,319	6,319	6,319	6,319	6,319	6,319	6,319	75,833	75,833
6340.000 Legal Expense	0	0	3,386	0	215	9,082	0	11,291	4,788	7,880	0	12,949	49,591	45,000
6340.100 Legal Fees - Collections	0	4,517	0	2,902	0	0	0	0	0	0	0	0	7,419	15,000
6340.800 Legal - Litigation	0	0	0	0	0	0	0	1,333	0	0	0	441	1,774	5,000
6350.000 Audit Expense	0	0	300	0	0	15,445	500	0	0	0	0	0	16,245	15,500
Total Professional Services Administrative Expenses	6,319	10,837	10,005	9,221	6,534	30,845	6,819	18,943	11,107	14,200	6,319	19,709	150,861	156,333
6301.000 Recreation/Resident Activities	0	2,016	850	1,038	1,992	1,390	233	189	132	0	0	1,182	9,021	11,700
6311.000 Office Supplies	140	2,944	2,285	1,264	0	0	0	37	2,056	2,189	1,063	2,228	14,205	15,500
6311.010 Printing	1,247	1,778	1,247	2,098	1,247	1,247	1,247	1,806	2,664	2,027	6,279	1,250	24,140	11,200



**Parkfairfax Condominiium UOA
For the Period
May 2022**

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	
6311.020 Xerox Contract	1,092	0	1,180	0	0	0	0	0	0	0	(2,272)	0	0	0
6311.030 Copier Lease	0	0	0	1,216	0	0	0	0	0	53	(1,269)	0	0	0
6311.050 Postage	3,142	3,702	93	5,457	18	5,187	1,527	18	5,311	3,813	0	9,464	37,733	20,000
6311.080 Lease Computer, Fax, Copr, etc.	657	2,444	441	770	736	343	206	3,369	206	6,222	731	4,561	20,687	7,200
6311.130 IT Support Contract	(3,806)	2,705	4,280	886	2,389	6,338	2,962	3,201	3,280	7,764	11,621	15,721	57,342	40,000
6351.020 Computer Expenses	183	1,143	1,123	4,451	0	10,707	468	10,146	73	80	3,488	20	31,883	38,000
6360.000 Telephone and Answering Service	2,702	2,728	4,224	4,819	6,950	(1,169)	3,625	4,150	3,288	3,346	2,771	3,507	40,941	36,000
6390.000 Misc Administrative Expenses	1,510	1,607	1,828	4,275	1,537	3,911	2,351	3,284	1,333	1,085	2,164	3,273	28,158	28,000
6390.009 Meeting Expenses	0	0	0	0	0	3,910	0	0	0	0	1,300	1,481	6,691	14,000
6390.040 Credit Card & Bank Fees	683	991	749	926	1,025	1,520	772	1,504	1,207	976	1,028	1,101	12,482	0
6390.180 Association Unit Expense	8,312	7,374	7,843	7,843	7,843	7,843	7,843	7,843	7,843	7,843	7,843	7,843	94,115	93,822
6390.900 Misc Exp - Newsletter	2,522	375	375	737	375	2,329	411	375	1,160	375	375	2,329	11,738	12,000
6393.050 Engineering Fees	0	0	0	0	0	0	0	0	989	0	1,800	0	2,789	10,000
Total Administrative Expenses	18,385	29,807	26,518	35,781	24,113	43,557	21,646	35,923	29,541	35,772	36,923	53,959	391,924	339,522
Taxes & Insurance														
6710.000 Real Estate Taxes	0	0	0	2,052	0	8,628	0	0	0	0	0	8,798	19,479	21,340
6717.000 State Taxes	0	0	0	10,000	0	0	0	0	888	0	0	0	10,888	0
6718.000 Federal Taxes	0	0	0	0	0	0	0	0	2,928	0	0	0	2,928	0
6718.020 Personal Property Taxes	0	0	0	6,553	0	0	0	0	0	0	0	0	6,553	0
6719.000 Miscellaneous Taxes, Licenses, and Permits	0	150	0	50	0	0	0	586	0	0	0	904	1,690	3,000
6720.000 Property & Liability Insurance (Hazard)	30,603	30,603	30,603	30,603	30,603	29,376	29,376	30,603	33,058	30,603	32,501	31,210	369,743	354,784
6720.030 Insurance Loss	0	0	0	233,321	0	63,991	55,262	0	0	(39,531)	34,447	(347,489)	0	0



**Parkfairfax Condominium UOA
For the Period
May 2022**

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	
6720.060 Insurance Reimburse Deductible	0	0	0	0	0	0	0	0	0	0	0	10,000	10,000	25,000
6730.000 Capital Expenses	0	0	0	6,398	0	10,412	535	4,095	18,900	5,937	0	(46,277)	0	90,000
Total Taxes & Insurance	30,603	30,753	30,603	288,977	30,603	112,407	85,173	35,284	55,774	(2,991)	66,948	(342,854)	421,281	509,124
Total Operating Expenses	347,911	655,342	537,529	980,279	434,461	828,964	644,333	518,951	621,205	610,738	762,051	45,427	6,987,190	6,912,086
Net Operating Budget	452,225	197,623	253,858	(181,633)	373,816	(25,587)	185,425	274,645	167,791	188,771	38,524	767,501	2,692,959	2,823,360
RESERVES BUDGET														
9901.015 Reserve Contributions	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(2,823,360)	(2,823,360)
Total Reserve Contribution	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(235,280)	(2,823,360)	(2,823,360)
Net Operating Profit/(Loss) Extraordinary Items	216,945	(37,657)	18,578	(416,913)	138,536	(260,867)	(49,855)	39,365	(67,489)	(46,509)	(196,756)	532,221	(130,401)	0
5935.000 Insurance Loss Recovery	0	0	0	0	0	0	0	0	76,444	0	251,627	(328,071)	0	0
9900.000 Insurance Loss Paid Out	0	0	0	0	0	0	0	0	0	0	0	(352,934)	(352,934)	0
9910.010 Insurance Claim Proceeds	0	0	0	0	0	0	0	0	0	0	0	398,101	398,101	0
9999.020 Prior Year Activity	0	(16,386)	(7,006)	(2,134)	0	290	0	0	0	0	22,977	2,258	0	0
NET CASH FLOW	216,945	(54,042)	11,572	(419,047)	138,536	(260,577)	(49,855)	39,365	8,955	(46,509)	77,848	251,574	(85,234)	0



**Parkfairfax Condominium UOA
Balance Sheet
For the period ending
May 2022**

	Current Balance
ASSETS	
Current Assets	
1110.000 Petty Cash	500
1120.001 Operating Cash 1	551,590
1120.007 Operating Fund II	46,398
1130.000 Accounts Receivable	166,650
1132.000 Accounts Receivable	45,815
4200.000 Allowance For Bad Debt	(128,118)
1140.000 AR-other	5,000
1140.020 Insurance Receivable	60,444
1142.300 Due to/from Operating	67,792
1142.310 Due to/from Reserve	(67,792)
1904.010 Deferred Tax Credit Fee	13,986
	762,265
Restricted Deposits & Funded Reserves	
1320.000 Replacement Reserve-Cash	2,717,329
1320.100 Replacement Reserve-MM	1,412,454
1320.200 Replacement Reserve-CD	1,485,000
1320.600 Accrued Interest Receivable	2,750
	5,617,534
Prepaid Expenses	
1240.000 Prepaid Property & Liability Insurance	171,264
1290.000 Prepaid Expense-Operating	46,275
	217,539
Fixed Assets	
1420.000 Buildings	602,000
1480.000 Motor Vehicles	531,761
	1,133,761
Less Accumulated Depreciation	946,749
	6,784,350
LIABILITIES & EQUITY	
Current Liabilities	
2110.000 Accounts Payable	72,813
2120.000 Accrued Wages and Payroll Taxes Payable	182,011
2123.000 Accrued Expense	210,005
2123.060 401K Match Payble	127,217
2124.000 Accrued Income Taxes Payable	105,124
2191.050 Refund Clearing Account	(996)
2210.001 Prepaid Assessment	178,767
2210.100 Prepaid Assessments or Rents - Prev. Owner	22,830
2240.000 Deferred Income	40,732
2199.000 Other Current Liabilities	1,420
	939,924
Deposits Liabilities	



**Parkfairfax Condominium UOA
Balance Sheet
For the period ending
May 2022**

	Current Balance
2191.000 Tenant Security Deposits Held in Trust (Contra)	5,829
	<hr/> 5,829
Long Term Liabilities	
Total Liabilities	<hr/> 945,753
EQUITY	
Net Profit or (Loss)-current	(85,234)
Owners Unappropriated Equity-prior years	
3130.030 Fund Balance	1,833
3130.055 Special Project	(64,176)
3130.850 Property Fund	187,012
3210.030 Retained Earnings Operating Fnd	1,604,803
Total Owners Unappropriated Equity-prior years	<hr/> 1,729,472
Owners Appropriated Equity-prior years	
3130.060 Capital Reserve Fund Balance	3,249,930
Total Owners Appropriated Equity-prior years	<hr/> 3,249,930
Owners Appropriated Equity-current	
3130.061 Current Year RR Contributions	2,823,360
3130.062 Current Year RR Expenditures	(1,890,892)
3130.063 Current Year RR Interest	11,962
Total Owners Appropriated Equity-current	<hr/> 944,430
Total Equity	<hr/> 5,838,597
Total Liabilities & Equity	<hr/> 6,784,350

<u>AMOUNT</u>	<u>RATES</u>	<u>DATE</u>
\$245,000	CPN 1.800%	DUE 10/17/22
\$200,000	CPN 3.300%	DUE 10/26/22
\$150,000	CPN 1.800%	DUE 11/29/22
\$245,000	CPN 2.250%	DUE 01/17/23
\$200,000	CPN 2.850%	DUE 03/15/23
\$245,000	CPN 2.400%	DUE 04/19/23
\$245,000	CPN 2.700%	DUE 07/13/23
\$245,000	CPN 2.600%	DUE 07/13/23
\$245,000	CPN 3.000%	DUE 01/22/24
\$245,000	CPN 3.100%	DUE 01/29/24
\$245,000	CPN 3.150%	DUE 07/15/24
\$245,000	CPN 3.100%	DUE 07/15/24
\$245,000	CPN 3.000%	DUE 01/14/25
\$245,000	CPN 3.250%	DUE 07/14/25
\$245,000	CPN 3.200%	DUE 07/15/25

DISCUSSION ITEM

**Common Element Front
Seating Areas**

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

August 11, 2022

TO: Parkfairfax Board of Directors
FR: Architecture & Planning Board
RE: Draft Specifications for Front Seating Areas

Attached for Board review and comment is a draft of specifications for limited common element front seating areas for upper-level units.

The A&PB debated, at length, the pros and cons of front seating areas; trying to balance the desire for outdoor spaces with the need to maintain the aesthetics of the community at large. The attached draft is the result of those discussions.

While the A&PB understands the desire of residents of upper-level units to have designated outdoor space near their unit where they can sit, it proved difficult to develop specifications that will allow this for most upper-level units while also respecting the privacy of the adjacent ground level units. Additionally, because most of these seating areas will face the street there is a concern that if these areas are not well maintained and/or mature foundation plantings are removed in order to install them, the curb appeal of the entire community could be adversely impacted. It should also be pointed out that, per the plats and plans, only ground floor units (i.e., those with two doors) have limited common element appurtenant to their units.

We recommend the areas do not invade with the privacy of the adjacent ground floor units by interfering with any bedroom, kitchen, or bathroom windows; that no mature foundation plantings be removed in order to install; and the seating areas be as unobtrusive as possible and constructed of entirely permeable materials (i.e., wood chips, mulch, gravel). Pavers, stone, brick, or decking materials would not be allowed.

Additionally, Administrative Resolution #2 does provide guidelines for outdoor furniture on stoops, porches, porticos, and breezeways in Section B, page 14.

- e) "On stoops, outdoor furniture of a size appropriate to the stoop. (Indoor furniture is not permitted on the stoop overnight.)"
- f) "On breezeways, porticos and porches: 1 free standing swing, or 1 bench, or 2 outdoor chairs and a table not to exceed 24" in diameter are permitted for each unit."

We would like to recommend that the Board seriously consider installing more benches and other seating areas throughout the property. Such community seating areas would foster the sense of neighborhood so many residents value about Parkfairfax and alleviate the need for individual owners installing front seating areas.

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

NON-ROUTINE CHANGE APPLICATION CHECKLIST LIMITED COMMON ELEMENT FRONT SEATING AREA

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

- ✓ Completed and signed non-routine change application for installation of a Limited Common Element front seating area included in this packet.
- ✓ All required diagrams and descriptions of materials.
- ✓ If using a contractor for any of the work, please provide a copy of their license, and proof of insurance.
- ✓ Signed and notarized indemnification agreement.
- ✓ Installation of any landscaping and/or lighting on the Limited Common Element as part of the seating area project requires a separate application(s).

Including these items with the application will help to avoid delays in the approval of your application. Please feel free to contact the Association Office if you have any questions at (703) 998-6315.

NOTES:

- ✓ The attached specifications apply **only** to upper-level units **without** a Limited Common Element patio appurtenant (i.e., belonging) to the rear of the unit. If you have any questions, please contact the Association Office before beginning the application process.
- ✓ Please note, the non-routine change application must be considered and approved by the Covenants Committee. The Committee meets on the second Tuesday of each month; check with the Association office for the application deadline for the applicable monthly meeting.
- ✓ It is highly recommended that the applicant attends the Covenants Committee meeting to answer any questions that may delay approval of or lead to the rejection of the application.

- ✓ Installation of the seating area may begin once the Unit Owner receives written approval from the Association. The Association has the right to stop construction prior to approval.
- ✓ The Unit Owner is solely responsible for all maintenance and repair of the seating area during and after installation.
- ✓ If the Association requires removal, in whole or in part, of the seating area in order to perform routine or emergency maintenance, the Unit Owner is responsible for the replacement and/or repair of the seating area; the Association is not responsible. The Association will make every good faith effort to inform the Unit Owner prior to commencement of such 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 replacement of the impacted seating area.

DRAFT

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

LIMITED COMMON ELEMENT FRONT SEATING AREA SPECIFICATIONS

GENERAL INSTRUCTIONS

These specifications apply **only** to upper-level units **without** a Limited Common Element patio or deck area appurtenant (i.e., belonging) to the rear of the unit.

Because the front seating areas are generally street-facing, they shall be unobtrusive and may only be installed within the boundaries of the Limited Common Element and may not cross a sidewalk or interfere with the sight-line of a bedroom, kitchen, and/or bathroom window of an adjacent ground-level 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 installation. 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 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 installation.

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

- Picture of current condition of area where seating area is to be installed.
- Drawing/picture containing accurate dimensions (width and length) and placement of the seating area within the Limited Common Element.
- Drawing/picture shall include a description of all proposed surface materials. Materials not permitted are cement, cement pavers, bricks, stone and /or decking.

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.

CONSTRUCTION, USE, AND MAINTENANCE

The seating area may not be placed in front of the bedroom, kitchen, and/or bathroom window(s) of the adjacent ground-level unit.

The seating area may not, in whole or part, cross a sidewalk.

Only permeable materials may be used as surface finish materials. Neutral or earth-toned stone dust or gravel and brown or black wood chips or mulch are acceptable.

Black or brown steel or vinyl edging or landscape timbers may be used as a border to delineate the seating areas and contain the surface material.

Removing mature foundation plantings such as trees and shrubs to install a seating area is not permitted.

If a seating area location overlaps, in all or in part, with an approved location for a HVAC compressor, the installation of the compressor will take precedence.

Furniture must be appropriately sized to the seating area. Examples of acceptably sized furniture include two chairs and a bistro table; a small garden bench with a table; or two Adirondack chairs. No indoor furniture may be used.

The Unit Owner is responsible for ensuring that all debris generated by the Limited Common Element seating area installation, including any excavated soil, is safely removed and properly disposed of within 24 hours upon completion of the project.

The Unit Owner is solely responsible for the maintenance and repair of the seating area during and after installation.

The Unit Owner is responsible for all damage that may occur to the Common or Limited Common Element area due to the 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.

If the Association requires removal, in whole or in part, of a seating area in order to perform routine or emergency maintenance, the Unit Owner is responsible for the replacement and/or repair of the seating area; 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 seating area.

The Association reserves the right to remove, at any time and at the Unit Owner's expense, any seating area 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.

DRAFT

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

Front Seating Area Installation – Non-Routine Application

GENERAL INFORMATION

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

Unit Owner(s): _____ Phone: _____

Building #: _____ Unit Address: _____

Address (if different from above): _____

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

Initial(s)

A picture/diagram is attached showing location and dimensions of the proposed seating area.

Please indicate what material will be used for the proposed seating area (please check all that apply):

_____ Mulch
_____ Gravel

_____ Stone dust
_____ Wood chips

The color of the material is (please check all that apply):

_____ Brown
_____ Natural/neutral

_____ Black

Please indicate what material will be used for the proposed seating area's border (please check all that apply):

_____ Steel or vinyl edging
_____ Landscape timbers

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

1. All materials and hardware identified herein and their manner of installation meets all applicable codes and ordinances of the City of Alexandria.
2. I understand maintenance and repair of materials and hardware installed by me is my responsibility and that I am obligated for all expenses relating to its maintenance and repair.
3. I understand that I am personally liable for all damages and expenses to my Unit and/or the Common Elements resulting from improper installation or operation, failure to properly maintain such materials and hardware or malfunction of any materials and hardware installed by me or at my direction. This includes any water damage or water infiltration.
4. I will contact the Association (703-998-6315) within ten (10) days after installation to schedule the required inspection when required by the specifications.
5. I affirm that I am installing/replacing the above items exactly as represented here. I understand that any variation from the above constitutes a violation of the architectural guidelines and automatically voids approval.
6. I understand and agree that no work on this proposed change shall commence without prior written approval of the General Manager.
7. The Parkfairfax Condominium Association or its agents shall not be held liable for repair/replacement of approved alterations (i.e. storm doors, washing machines, etc.) that must be removed or damaged in order to perform necessary work on the property other than in cases of gross negligence. Whenever possible, the Association Office will inform residents of any impending work that might affect any changes.

Date

Unit Owner

Date

Unit Owner

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

3360 Gunston Road Alexandria, Virginia 22302-2198

Telephone (703) 998-8764; FAX

September 2, 2022

TO: Parkfairfax Board of Directors

FR: Ann McCord

Chairman, A&PB

RE: Technical Correction – Replacement Window Specifications

A unit owner who has been working to replace her original casement windows with slider style windows has discovered a technical error in the current specifications. She has requested the error be corrected so she and other owners wishing to install slider style windows can do so.

With the exception of the bathroom window, the specifications require slider style windows be installed in all openings. Unfortunately, some of our openings' dimensions exceed the maximum standard dimension for slider style windows.

Specifically, the maximum height for a slider style window is 60" (5 feet). At least three of our openings, #4, #6 and #11, exceed that dimension by over 12" (1 foot). All the openings, I believe, are in stairwells.

As A&PB has not finished our review and update of the current replacement window specifications, I am requesting, as an interim step, the Board consider changing the options in Column III on the Window Diagrams (attached) for those openings and any other opening for which a slider style is not feasible to allow a double hung style.

I will review all opening sizes with a window contractor to ensure all necessary corrections, in addition to those outlined above, are made in Column III.

WINDOW DIAGRAMS

Window Code:

DH – Double Hung

C – Casement

SL – Sliding

F – Fixed (non-opening)

W.O. – Window Opening Number

Note: The “number” in each window code means the number of lights or squares in each window.

OPENING DIMENSION/
EXISTING WINDOW

COLUMN I

COLUMN II

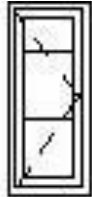
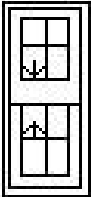
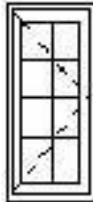
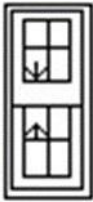

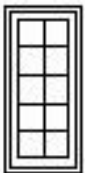
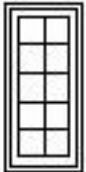
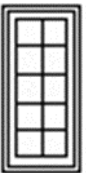
COLUMN III

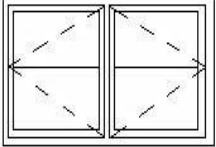
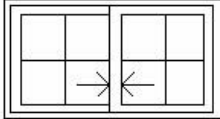
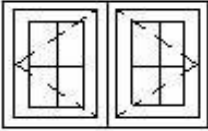
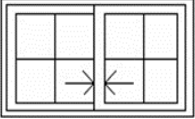
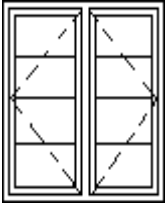
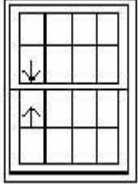
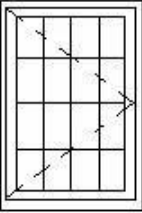

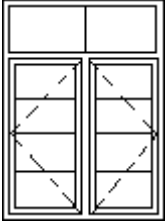
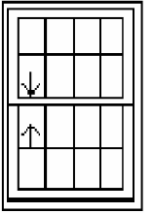
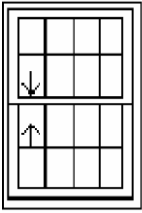

EXISTING WINDOW

DOUBLE HUNG
(except where noted)

CASEMENT
(except where noted)

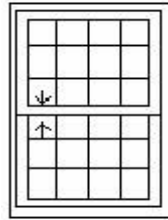
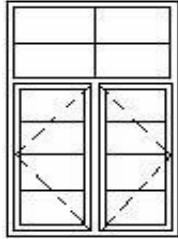
SLIDING
(except where noted)

<p>W.O. #1 1' 6" x 3' ¾"</p> 	 DH 8	 C 8	 DH 8
<p>W.O. #2 1' 6" x 5' 1 ½"</p> 	 F 10	 F 10	 F 10

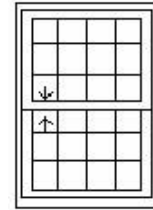
<p>W.O. #3 3' 0" x 2' 1"</p> 	 <p>OR</p> 		
	<p>SL 8</p>	<p>C 8</p>	<p>SL 8</p>
<p>W.O. #4 3' 0" x 4' 1/2"</p> 	 <p>DH 16</p>	 <p>C 16</p>	 <p>SL 16</p>
<p>W.O. #5 3' 0" x 5' 1"</p> 	 <p>DH 16</p>	 <p>DH 16</p>	 <p>SL 16</p>

W.O. #6

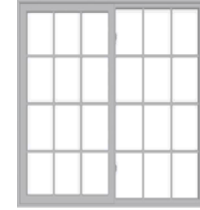
3' 0" x 6' 1 1/2"



DH 24



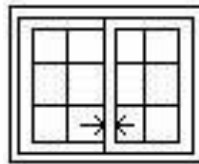
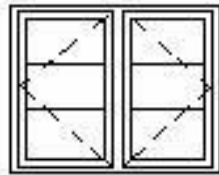
DH 24



SL 24

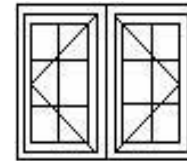
W.O. #7

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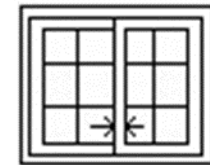


SL 12

OR



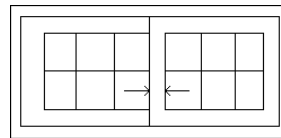
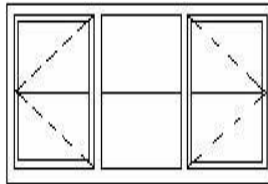
C 12



SL 12

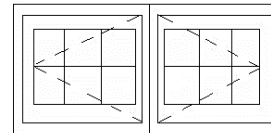
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4' 6" x 2' 1"

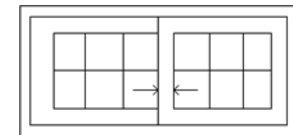


SL 12

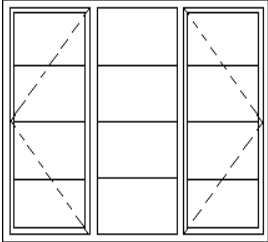
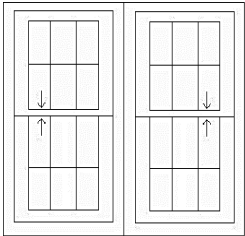
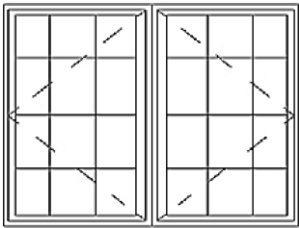

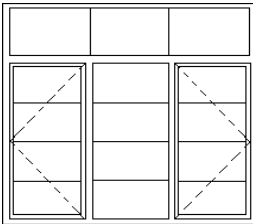
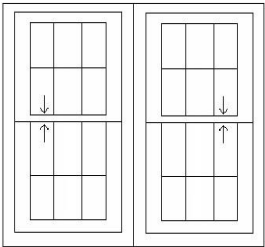
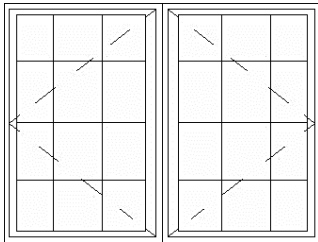

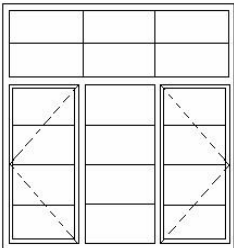
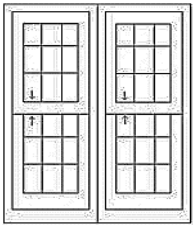
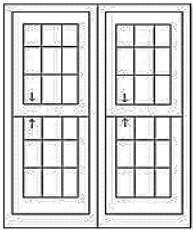

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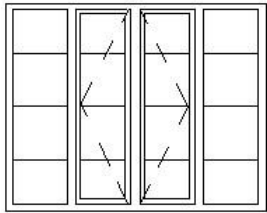


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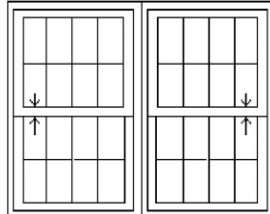


SL 12

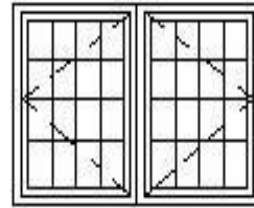
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<p>W.O. # 10 4' 6" x 5' 1/2"</p> 	 <p>DH 24</p>	 <p>C 24</p>	 <p>SL 24</p>
<p>W. O. # 11 4' 6" x 6' 1/2"</p> 	 <p>DH 36</p>	 <p>DH 36</p>	 <p>SL 24</p>



W. O. # 12
6' 0" x 4' 1/2"



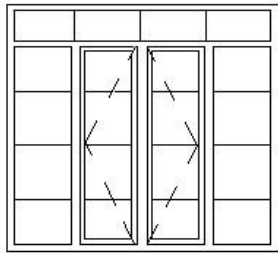
DH 32



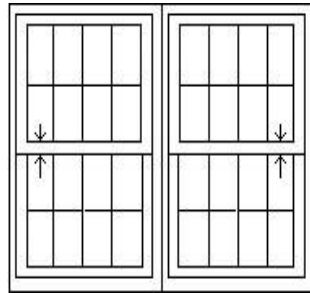
C32



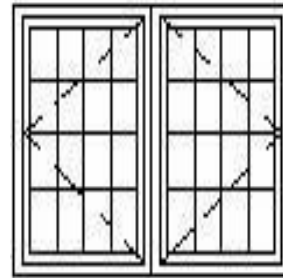
SL 24



W. O. # 13
6' 0" x 5' 1"



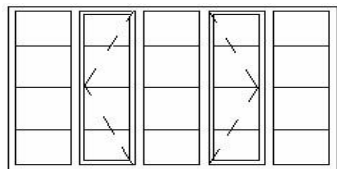
DH 32



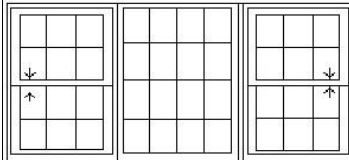
C 32



SL24

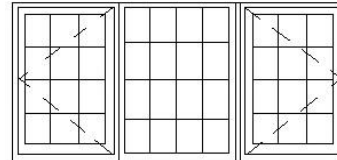


W. O. # 14
7' 6" x 4' 1/2"



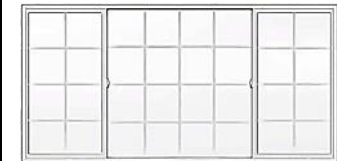
27" 36" 27"

DH 12 F 16 DH 12



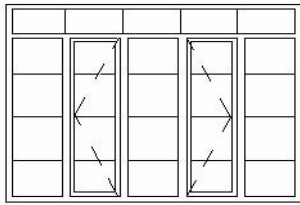
27" 36" 27"

C 12 F 16 C 12

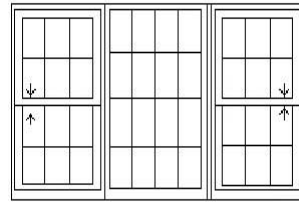


27" 36" 27"

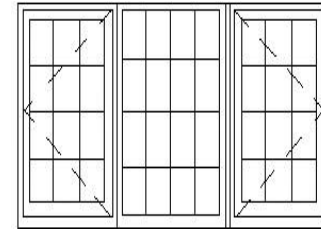
SL 8 F 16 SL 8



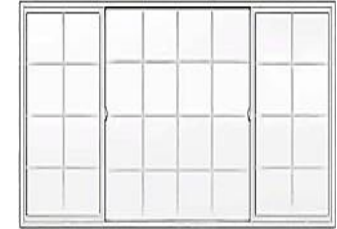
W. O. # 15
7' 6" x 5' 1/2"



DH 12 F 16 DH 12



C 12 F 16 C 12



SL 8 F 16 SL 8

DISCUSSION ITEM

Policy on Sponsorships

DISCUSSION ITEM

Smoking in Units

DISCUSSION ITEM

**Buildium Online
Resident Features**

Dana Cross

From: Jon Carell <jonathan.carell@RealPage.com>
Sent: Wednesday, September 14, 2022 3:45 PM
To: Francisco Foschi; Dana Cross
Subject: Buildium Follow-Up ePay

Hi Dana & Francisco, it was great meeting with both of you today! I will send the ePay and violation emails separately to hopefully keep things “cleaner”.

I recommend you both watch the Buildium Academy videos on ePay (if you haven’t already). There is some helpful information on how to get started and some of the functionality that comes with using ePay. There are probably some good pointers you could pull from this as well to share with the board. If you travel to: Help & Support -> Buildium Academy (it will open a new page in your web browser). From there click on “view course catalog” and you will see the course for ePay.

Below, is a great article (that I consider an “ePay 101 article”) you should read through. There is some great information in here you could pull and present to the board as well as include in your welcome packets.

The two things to keep in mind that are different from this article:

- 1) Because you are on our Growth Plan, your first 5 ePay applications are free. So, you can disregard the note about it costing \$99 to apply.
- 2) Also, due to being on our Growth Plan – the incoming EFT cost per transaction is FREE not \$1.00 per.

[ePay Basics](#)

Here are a couple articles that are hopefully helpful: One to help with the application process itself and one that is a list of FAQs

[How do I apply for ePay for an association?](#)

[ePay Application Process - Frequently Asked Questions](#)

Once you have applied and your bank account has been approved for ePay– this help article can walk you through all the steps on how to properly set up the different features of ePay. There is a section here as well that talks about different ways to introduce ePay to your association owners!

[Getting started with ePay](#)

Here is a link to some promotion videos you can share with your association owners.

[Introducing your residents to their resident account](#)

Lastly, if you travel to: Communication -> Automated email settings – there are several emails in here that will automatically send to your association owners to sign up for ePay, etc. You can also create custom mailings/email templates to include all the information you want in the “introduction” to ePay. If you travel to: Communication -> Mailing and email templates – you will see all the existing templates you are able to edit and/or you can even create a new template!

Let me know if there is anything within this email that I did not cover, or if I overall missed the mark on what you were hoping to get from me today! And of course – if you have any follow up questions!

Violations email will arrive shortly!

Thank you,

Jonathan Carell
Customer Success Manager, Key Accounts | Buildium, A RealPage Company
3 Center Plaza, Suite 400 | Boston, MA 02108
www.buildium.com
Direct: 857-957-0025 | Support: 1-888-414-1988
jonathan.carell@buildium.com

Book time with me here <https://calendly.com/jonathan-carell>

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ePay Basics



By Buildium Support (<https://www.buildium.com/support/>)
February 18, 2022 12:24

Using ePay with Buildium allows residents to pay you electronically by ACH, debit and credit card, and allows you to pay your bills electronically. Using ePay fully integrates your payments with your accounting within buildium, meaning every transaction is recorded and accounted for automatically, and eliminating the need to manually process payments creating huge time savings. ePay will cut out 70% of the time you used to spend on processing cash and check payments.

Before you apply for ePay, there are a few things you should know about the process.

[Click here to check out a video tutorial about ePay on Buildium Academy!](https://www.buildium.com/support/academy/epay/) (<https://www.buildium.com/support/academy/epay/>)

In this article you'll learn about:

1. Why ePay
2. ePay cost
3. ePay hold days
4. ePay transactions and monthly limits

1. Why ePay?

Offering ePay as a service gives your residents the ability to pay rent online through our portal from any computer, laptop or mobile device. They can set up one time or automatic recurring payments through checking or savings accounts, as well as pay by credit cards, helping them to stay on time and out of late fees. We verify the banking information a resident enters, keeping them from costly errors and making sure you receive payments safely and efficiently.

The benefit of ePay isn't only to the residents. While it's really easy to manually record payments into Buildium, it can get time consuming as you have more and more people that you need to record payments for.

When a resident initiates an online payment through ePay, those funds will automatically be transferred from their bank accounts to yours in the real world. Buildium will then record all of the transaction records for you, so you won't have to manually receive (</hc/en-us/articles/200977863>) or deposit (</hc/en-us/articles/200821686>) payments.

The more residents you can get to pay electronically, the less time you'll spend doing data entry and driving to the bank.

You can also pay rental owners and vendors using ePay.

	EFT/eCheck	Credit cards
Receive tenant payments		
Tenants can pay their rent, late fees, and other charges online through the resident site. They can make a one time payment or set up a regular, scheduled payment.	Yes	Yes
Receive association owner payments		
Association Owners can pay their association fees, late fees, and other charges online through the resident site. They can make a one time payment or set up a regular, scheduled payment.	Yes	Yes
Process a rental application fee		
Collect a rental application fee from prospective applicants. Applicants enter their bank information through your public site's online rental application.	Yes	Yes
Pay vendors		
Pay vendors electronically without printing a single check.	Yes	No
Pay rental owners		
Pay rental owners electronically without printing a single check	Yes	No

When you sign up for ePay on a bank account, you're approved for a **merchant account**. A merchant account allows EFTs to be deposited to and withdrawn from a bank account. Only one bank account can make online payments for a single property.

If all of your tenants pay their rent into one bank account, that's the account you'd want to setup for ePay.

If you have tenants paying into multiple bank accounts, you'll want to set up a merchant account for each one you'd like online payments for.

2. ePay cost

The cost to sign up for ePay is a **one-time, \$99 application fee per bank account**.

If you have multiple bank accounts that you want to set up with the ability to make and receive online payments, each account will need its own merchant account, which comes along with a separate application fee.

If you're on Buildium's Pro subscription plan, your first 5 bank accounts approved for ePay are included for free.

After the initial setup, you are only charged when you use ePay.

- Incoming payments by **EFT/eCheck cost \$1.00 per transaction**, and outgoing payments by **EFT/eCheck cost \$.50 per transaction**. *If you are on Buildium's Pro subscription plan, incoming EFT/eCheck transactions will remain free.*
- Incoming payments by **credit or debit card cost 2.95% of the total transaction cost**.

For current transaction costs, please see the ePay settings page of your bank account in Buildium.

All associated fees are charged to your Buildium subscription, which can be found by navigating to **Settings > Account and billing**.

Note: Some of these fees are waived for customers on Buildium's Pro subscription plan. Please see our website for further pricing details.

You can set up convenience fees to offset the costs of ePay.

Click here to learn more about convenience fees

[\(/hc/en-us/articles/205946738\)](/hc/en-us/articles/205946738)

3. ePay hold days

When you are first approved for ePay, you will be approved for a certain amount of hold days for deposits and withdrawals. **Hold days** control how long it takes for the cash for an EFT or credit card transaction to move electronically between bank accounts.

The hold days every merchant account is approved with are as follows:

	Deposits	Withdrawals
EFT/eCheck	1 hold day	1 hold day
Credit cards	1 hold day	N/A

You do have the option to request lower hold days if you need to.

Note: For compliance reasons, Buildium has the right to increase your hold days

Click here to learn how to apply for a hold-day change, or if you wish to review hold-day fees. (</hc/en-us/articles/200689408-How-to-change-your-hold-days>)

Why are there hold days?

Hold days are a security precaution that protects the people involved in the EFT/eCheck transaction. From time to time, something goes wrong and the bank needs to ask for the money back to correct a mistake.

If the cash was sent immediately, it could be spent immediately. Should the EFT/eCheck need to be corrected, taking the money out could cause an overdraft.

By holding the money for a short time, the banks are given time to sort out their possible issues before the money can be spent. Hold days minimize the likelihood that the funds will need to be returned.

[Click here to learn more about returned or reversed payments. \(/hc/en-us/articles/200738637\)](/hc/en-us/articles/200738637)

In general, banks will only process online payments in an overnight batch process. This means that you'll usually need to add an additional business day to timeline. Here are a few examples below.

Timeline of an EFT deposit

Monday - a resident logs into Buildium and makes a payment*

Tuesday - Hold day 1; at close of business the funds are released

Wednesday - the funds will be deposited into your bank account

Timeline of a EFT withdrawal

Monday - you pay a vendor through Buildium*

Tuesday - Hold day 1; at close of business the funds are released

Wednesday - the funds will be deposited into your vendor or owner's bank account

** assumes that the EFT was made before 6pm Central Time and that Monday is a day that the banks are open for business that day. EFTs do not process on weekends or federal holidays.*

Buildium shows the "funded" date. This is usually one business day before your bank will acknowledge the funds. For example, if Buildium shows that the transaction funded on Monday the 1st, you'll see the money in your real- world bank account on Tuesday the 2nd.

EFT transactions are processed the same day if they are entered by 6pm Central Time. If an EFT is made after 6pm Central Time, the next business day will be considered the initiation day.

Credit card transactions are processed the same day if they are entered by 11:45pm Central Time.

4. ePay transactions and monthly limits

Every merchant account has limits that control how much money can be moved. Your merchant account has four limits:

- Per deposit transaction limit
- Per withdrawal transaction limit
- Monthly deposit limit
- Monthly withdrawal limit.

Limits can be adjusted (</hc/en-us/articles/200822646>) as your requirements change over time.

Why are there limits?

A landlord who collects \$800/month in rent from a single unit doesn't need to collect \$250,000 each month. If that happens, something else might be going on.

The limits on a merchant account minimize the amount of risk that you need to take on should a transaction be recalled.

Limits are a security precaution that protects the people involved in the EFT/eCheck transaction. The rules that govern EFT/eCheck transactions allow banks up to four business days to audit a transaction and many banks take full advantage of that time. If the money is deposited sooner, it could be withdrawn by the time the bank asks for the money back (</hc/en-us/articles/200738977>). Should that happen, you'll be responsible for returning the money. The limits help to keep those amounts manageable.

A **per transaction limit** controls the maximum amount of money that can be moved electronically at one time. For example, let's say you have to pay a vendor \$1500. If your merchant account has a per withdrawal transaction limit of \$1000, you would have split the payment into two parts - \$1000 and \$500.

A **monthly limit** controls the maximum amount of money that can be moved electronically over a calendar month. It should be large enough to assume that all of your residents pay online. The *per transaction limit* should be 2-3 times your largest resident payment, in case someone pays in advance.

Higher limits usually require more backup documentation for your merchant account. For example, a transaction limit of \$5000 per transaction and a monthly limit of \$100,000 per month usually require two years of financials.

[Click here to learn how to apply for ePay for rental properties you own or manage \(/hc/en-us/articles/218957248\)](/hc/en-us/articles/218957248)

[Click here to learn how to apply for ePay for associations \(/hc/en-us/articles/201807533-How-do-I-apply-for-ePay-for-an-association-I-manage-professionally-\)](/hc/en-us/articles/201807533-How-do-I-apply-for-ePay-for-an-association-I-manage-professionally-)

[Click here to learn how to get started with ePay once you're approved \(/hc/en-us/articles/205946738-How-do-I-get-started-with-ePay-once-I-m-approved-\)](/hc/en-us/articles/205946738-How-do-I-get-started-with-ePay-once-I-m-approved-)

Article #: 200689378

Related articles

Getting started with ePay (</hc/en-us/related/click?data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEcn9GDDoYcmVmZXJyZXJfYXJ0aWNsZV9pZGkE4kb2CzoLbG9jYWxlSSIKZW4tdXMGOgZFDoldXjsSSI-5ec8d63ab69d58d7423a71d4b621ed2cc5650f93>)

How do I apply for ePay for rental properties I own or manage for other people? (</hc/en-us/related/click?data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEwAUNDTToYcmVmZXJyZXJfYXJ0aWNsZV9pZGkE4kb2CzoLbG9jYWxlSSIKZW4tdXMGOgZFDoldXjsSS-ce0c488821924b17a004fd975b270d5c91e0bb01>)

Getting Started with Buildium Part 2 - Collect Payments and Make Payments (</hc/en-us/related/click?data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEal81DTToYcmVmZXJyZXJfYXJ0aWNsZV9pZGkE4kb2CzoLbG9jYWxlSSIKZW4tdXMGOgZFDoldXjsSSjp-34cd6bcc6fd7245a935bccfec69cd17277d2e0fc>)

How do I reverse a tenant payment? (</hc/en-us/related/click?data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkE5%2Bx6DToYcmVmZXJyZXJfYXJ0aWNsZV9pZGkE4kb2CzoLbG9jYWxlSSIKZW4tdXMGOgZFDoldXjs'-d590b1d2d5753e0046df8ad516c6566d3e2627a3>)

How do I create lease templates for eLease? (</hc/en-us/related/click?data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEE%2B8FDjoYcmVmZXJyZXJfYXJ0aWNsZV9pZGkE4kb2CzoLbG9jYWxlSSIKZW4tdXMGOgZFDoldXjsS-fc9970737e4e8172b931aeaf9036cfb7d26eea44>)

Still have questions?

Create a support ticket anytime, and we'll get back to you as soon as possible.

[SUBMIT A SUPPORT TICKET \(HTTPS://HELP.BUILDIIUM.COM/HC/S/CONTACTSUPPORT\)](https://help.buildium.com/hc/s/contactsupport)

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ePay Application Process - Frequently Asked Questions



By Buildium Support (<https://www.buildium.com/support/>)
(<https://www.buildium.com/support/>)
March 15, 2022 14:51

Before beginning the ePay application process, view the [ePay application checklist \(https://www.buildium.com/wp-content/uploads/2021/08/ePay-Application-Checklist-.pdf\)](https://www.buildium.com/wp-content/uploads/2021/08/ePay-Application-Checklist-.pdf) to identify what you will need.

Once you begin the application process, you may run into some questions. In this article, you'll learn about the following frequently asked questions:

1. Which bank account do I use to sign up for ePay?
2. Do I have to put my information down on the application as a guarantor?
3. Why do I need to provide information for anyone with over 25% ownership?
4. What is two-factor authentication, and why is it required?
5. What do I do if I'm missing requested documents?
6. What if there's a problem with my application?
7. How long does it take to be approved?
8. How will I know when the process is complete?

1. Which bank account do I use to sign up for ePay?

Only one bank account can make or receive online payments for a single property.

If multiple properties you manage all pay their rent into one bank account, that is the bank account you want to set up for ePay.

If you manage multiple associations who each have their own bank account, you need to set up a separate merchant account for each account you want to use ePay with.

- [Click here to learn how to apply for ePay for rental properties you own or manage. \(/hc/en-us/articles/218957248\)](/hc/en-us/articles/218957248)
- [Click here to learn how to apply for ePay for a self-managed association \(/hc/en-us/articles/219632427-How-do-I-apply-for-ePay-for-a-self-managed-association-\)](/hc/en-us/articles/219632427-How-do-I-apply-for-ePay-for-a-self-managed-association-)
- [Click here to learn how to apply for ePay for an association you manage professionally \(/hc/en-us/articles/201807533-How-do-I-apply-for-ePay-for-an-association-I-manage-professionally-\)](/hc/en-us/articles/201807533-How-do-I-apply-for-ePay-for-an-association-I-manage-professionally-)

2. Do I need to provide my SSN/TIN?

Yes, in order for Forte/Buildium to be able to validate your identity and confirm good legal standing. Providing a SSN/TIN allows us to confirm that the business is legitimate and is tied to the individuals who have applied for ePay. Due to anti-money laundering (AML) regulations from the Treasury Department, Buildium/Forte needs to make sure we know who is using our system to make transactions.

3. Why do I need to provide information for anyone with over 25% ownership?

On May 11th, 2018 the Treasury Department implemented a new regulation that requires financial institutions to gather beneficial ownership information from their customers. The purpose of the regulation is to provide additional transparency for the Treasury Department's anti-money laundering program. This will impact all legal entities seeking to open an account at any financial institution in the United States.

While Buildium understands that this creates an additional effort for our customers to open an ePay account, we are required to gather this information in order to comply with the law. Additionally, we maintain strict controls to ensure that all information collected during the ePay process remains private and protected.

4. What is two-factor authentication and why is it required?

Two factor-authentication is an additional layer of security that verifies that the individual filling out an ePay application is the Business Manager of the ePay account. Buildium verifies this either by sending the Business Manager a one-time pass-code via text message/voice call or allowing the Business Manager to answer security questions.

The purpose of two factor authentication is to prevent unauthorized users from potentially accessing the Business Manager's bank accounts through ePay.

5. What do I do if I'm missing documents Forte is requesting?

Forte requests a permanent, voided check along with your signed ePay application for each bank account.

If you don't have a permanent check, Forte will still underwrite your application even if the bank account is brand new. The permanent check is proof that the bank account you want to use with ePay is real and belongs to you.

If you don't have the check, you can do one of the following:

- Complete a **bank verification form** (http://www.buildium.com/wp-content/uploads/2013/11/bank_account_verification_form.pdf)
- Get a letter from your bank that confirms you have an open account. Make sure this letter includes the routing and account number, is signed by the bank, and is printed on bank letterhead.

6. What if there's a problem with my application?

Forte payment systems will reach out to the Buildium account owner listed on the application if there are any issues with the application or if they are in need of more information. They will reach out by email a few times a week to move the application forward.

If you aren't the Buildium account owner that was listed on the application, talk with them first to see if they have received any communications with Forte.

7. How long does it take to get approved?

Once Forte receives a signed ePay application and all needed documentation, the approval process should take 5-7 business days.

If Forte is missing any documentation from you, or if anything on the application is missing or incomplete, it will delay the approval process.

8. How will I know when the process is complete?

An email will be sent to the Buildium account owner when the merchant account is approved and set up.

Click here to get started with ePay once you're approved (/hc/en-us/articles/205946738-How-do-I-get-started-with-ePay-once-I-m-approved-)

Article #: 219645367

Related articles

How do I apply for ePay for rental properties I own or manage for other people? (/hc/en-us/related/click?

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEwAUNDT0YcmVmZjYjZjYfYXJ0aWNsZV9pZGkEt4UXDT0LbG9jYWxlSSIKZW4tdXMGOgZFVDoldXjsSS-2f34f3ec5b0411710b837aedfd150406d92cf07f)

ePay Basics (/hc/en-us/related/click?

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkE4kb2CzoYcmVmZjYjZjYfYXJ0aWNsZV9pZGkEt4UXDT0LbG9jYWxlSSIKZW4tdXMGOgZFVDoldXjsSSIt-606436ca3d6600c1c5fb59e08525921cee0f857b)

Getting started with ePay (/hc/en-us/related/click?

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEc9GDD0YcmVmZjYjZjYfYXJ0aWNsZV9pZGkEt4UXDT0LbG9jYWxlSSIKZW4tdXMGOgZFVDoldXjsSS-03cf65fe4c000d83de309d6bbacf95992cc7baca)

About Buildium's ePay partner - Forte Payment Systems (/hc/en-us/related/click?

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEt7j6CzoYcmVmZjYjZjYfYXJ0aWNsZV9pZGkEt4UXDT0LbG9jYWxlSSIKZW4tdXMGOgZFVDoldXjsSSjVI-ee509e1503ea0bf14103a6927b2258ae1092d3d3)

How do I set up my public website? (/hc/en-us/related/click?

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEA7ETDT0YcmVmZjYjZjYfYXJ0aWNsZV9pZGkEt4UXDT0LbG9jYWxlSSIKZW4tdXMGOgZFVDoldXjsSSj-cf3cb800344baa43396ad0c45c09c823a34b2ec7)

Still have questions?

Create a support ticket anytime, and we'll get back to you as soon as possible.

[SUBMIT A SUPPORT TICKET \(HTTPS://HELP.BUILDIIUM.COM/HC/S/CONTACTSUPPORT\)](https://help.buildium.com/hc/s/contactsupport)



Getting started with ePay



By Buildium Support (<https://www.buildium.com/support/>)
February 15, 2021 15:13

Congratulations on your approval for ePay! You're almost ready to make and receive online payments through Buildium.

Click here for an ePay video tutorial on Buildium Academy! (<https://www.buildium.com/support/academy/epay/>)

In this article, you'll learn how to:

1. Enable your properties for ePay
2. Set up your convenience fees
3. Give residents access to the resident portal
4. Show your tenants how to use ePay
5. Enable online application fees

1. Enable your properties for ePay

You have the option to enable EFT/eCheck and credit card payments for each property that is tied to the approved bank account.

To enable your properties for ePay:

1. Navigate to **Accounting** > **Banking**, then click on the approved bank account.
2. Select the **Properties** tab, then click **Edit ePay methods**.
3. Check the box next to each property you want to enable EFT/eCheck or credit card payments for. You can select one or both payment method options for each property.
4. Click **Save changes**.

Joy Properties Settings ▾ 888-414-1988 Help & Support ▾ EL

RENTALS LEASING ASSOCIATIONS ACCOUNTING MAINTENANCE TASKS COMMUNICATION ... FILES REPORTS 🔍

Welcome, **Elyse LeBlanc** ⚙️ Customize dashboard

Outstanding Balances - Rentals

\$47,089.98 Total outstanding balances


43 Franklin Street - Unit 3	\$21,260.00
15 Main Street - 1	\$10,628.35
23 Willow Road - Unit 1	\$7,460.00
15 Main Street - 4	\$4,575.00
15 Main Street - 3	\$1,824.96

Showing 5 of 6 | [View all →](#)

Tasks

Incoming requests Assigned to me

There are no incoming requests in the last month.



Expiring Leases

Leases expiring in 30 days or less	1
Leases expiring in 31-60 days	2
Leases expiring in 61-90 days	0

[View all →](#)

Rental Listings

Rental Applications

Recent Activity

2. Set up convenience fees

Convenience fees are one way to offset the cost of using ePay. When a resident pays rent or fees online, Buildium will add the indicated convenience fee to their payment.



To setup convenience fees:

1. Navigate to **Accounting > Banking**, then click on the approved bank account.
2. Select the **Payment settings** tab, then click pencil icon next to convenience fees to set a convenience fee for EFT(ACH) and Credit Card payments.
3. For EFT(ACH), enter a flat fee amount in the convenience fee box to set the fee the resident or owner will pay to you.
4. For credit cards, check the box next to the 2.95% transaction fee if you would like to pass this charge on to the resident or owner.
5. Once you're done setting your convenience fees, click **Save**.

Note: before setting up a convenience fee for credit card transactions, we recommend referring to local and state legislation relating to convenience fees and surcharges for your area to ensure that you are following the correct practices. Additionally we recommend viewing the terms of use of major credit card associations to ensure that you are in compliance.

Set convenience fees

Recoup the cost of service fees by charging convenience fees per transaction.

	 EFT (ACH)	 Credit and debit cards
What you pay Buildium (total billed monthly)	\$0 per transaction	2.95% per transaction
What residents pay you (sent directly to a bank account)	<input type="text" value="\$1.00"/> per transaction	<input checked="" type="checkbox"/> 2.95% per transaction <input type="checkbox"/> Additional flat fee <input type="text" value="\$0.00"/>

All service fees and convenience fees are processed using the *convenience fee income* account on your chart of accounts. (</hc/en-us/articles/200737577>) They will appear on reports along with your other income accounts.

If you intend to keep the convenience fees for yourself, consider making *convenience fee income* a management income account (</hc/en-us/articles/200991333>).

3. Give residents access to the portal

Once you've enabled your properties, give residents access to their resident portal where they can pay online.

Inviting your residents to the Resident Center (<https://support.buildium.com/hc/en-us/articles/200823416>) is the first step in streamlining communications. To help with adoption, we've created videos you can use to promote this feature!



More promotional videos for Association owners and board members. (<https://support.buildium.com/hc/en-us/articles/360016286931>)

To learn more about the resident portal and how to invite your users, click here (</hc/en-us/articles/200823416-Tenant-site-access>).

4. Show your residents how to use ePay

Resident desktop site guide: Send your residents a step by step guide that shows them how to access and navigate the resident site.

Rental: Download resident site guide PDF (<https://16iww818esurj9dm316uitwf-wpengine.netdna-ssl.com/wp-content/uploads/2019/03/resident-site-guide.pdf>)

HOA: Download HOA resident site guide PDF (<https://16iww818esurj9dm316uitwf-wpengine.netdna-ssl.com/wp-content/uploads/2019/12/HOA-Resident-Center-Guide.pdf>)

Once residents start paying online, ePay transactions are automatically updated everywhere: on ledgers, in your bank accounts, and in reports.

5. Enable online application fees

Accepting application fees online is another great feature of ePay. If you're already using Buildium's customizable rental application, it's easy to set up online payments for application fees, too.

To enable ePay for application fees:

1. Navigate to **Settings > Application settings**.
 2. Then, click **Rental applications**. Select the **Fee** tab.
 3. Click **Edit payment methods** to select your ePay approved bank account as the default for application fee, and to enable EFT/eCheck and credit cards.
-

Welcome, Elyse LeBlanc

Customize dashboard

Outstanding Balances - Rentals

\$47,089.98 Total outstanding balances

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[View all](#)

Rental Listings

Rental Applications

Recent Activity

If you plan on paying vendors and rental owners electronically, click the links below to learn how to add their information into Buildium.

[Click here to learn how to enter rental owner ePay information \(/hc/en-us/articles/200730837\)](/hc/en-us/articles/200730837)

[Click here to learn how to enter vendor ePay information \(/hc/en-us/articles/200980673\)](/hc/en-us/articles/200980673)

Article #: 205946738

Related articles

Resident Center access (/hc/en-us/related/click?)

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEeFL4CzoYcmVmZXJyZXJfYXJ0aWNsZV9pZGkEcn9GDDoLbG9jYWxlSSIKZW4tdXMGogZFDoldXjsSSI-36a45ed410ee8a62cf0535753caafddae982a79f)

ePay Basics (/hc/en-us/related/click?)

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkE4kb2CzoYcmVmZXJyZXJfYXJ0aWNsZV9pZGkEcn9GDDoLbG9jYWxlSSIKZW4tdXMGogZFDoldXjsSSI-1fb7a7a156525fb3683d54598fb4fc07af6ef49c)

ePay Application Process - Frequently Asked Questions (/hc/en-us/related/click?)

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkE4UXDToYcmVmZXJyZXJfYXJ0aWNsZV9pZGkEcn9GDDoLbG9jYWxlSSIKZW4tdXMGogZFDoldXjsSSI-518d20af257910e4dd4caaa76ba3492d2fba994d)

How do I add vendor epay information? (/hc/en-us/related/click?)

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEwbj6CzoYcmVmZXJyZXJfYXJ0aWNsZV9pZGkEcn9GDDoLbG9jYWxlSSIKZW4tdXMGogZFDoldXjsSSI-651f652bcadc06be4278279e075f890a08fc565f)

How do I apply for ePay for rental properties I own or manage for other people? (/hc/en-us/related/click?data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGkEwAUNDToYcmVmZXJyZXJfYXJ0aWNsZV9pZGkEcn9GDDoLbG9jYWxlSSIKZW4tdXMGogZfVDoldXjsS-3bcd583e710351488c81ac3da53a1052a91a3693)

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Dana Cross

From: Jon Carell <jonathan.carell@RealPage.com>
Sent: Wednesday, September 14, 2022 4:03 PM
To: Dana Cross; Francisco Foschi
Subject: Buildium Follow Up Violations
Attachments: Violations-Guide-Buildium.pdf

Hi Dana & Francisco, I am back with violation information!

Honestly, there is not much within our “help center” etc. that gets into the details of violations other than this link below and the attached PDF.

[Violation Tracking in Buildium](#)

This help article covers a lot and I would think between this article, the PDF and our meeting earlier today – you have been given the best tools to use when presenting to the board.

Some key items to remember/point out (not in any particular order):

- 1) Violations have their own tab within the software, which makes it easy to gain visibility on all violations you have logged in the system. Travel to: Associations -> Violations
- 2) Violations can also be viewed on the dashboard (they have their own tile)... this is an easy way to see what violations are outstanding, overdue, etc.
- 3) You can pull a report on violations – this can be downloaded into a PDF or excel file which is helpful if you would like to customize information outside of Buildium to share with the board
- 4) Logging violations within Buildium is a great way to trigger automatic communications with association owners to help ensure they have received communications regarding the violation as well (example image below)



- 5) If you need to email or physically mail a violation letter to an association owner – you can do that right through Buildium
- 6) You can enter a fine against a violation – which will then post a charge to the association owners ledger. This will be part of their outstanding balance they owe, which they will see on their Resident Center Portal
- 7) Once you enter a violation, it will sync and live under the association unit for historical purposes

Let me know if this helps with what you need and once again – if I have missed the mark, please let me know! As well as any questions you have.

Thank you,

Jonathan Carell
Customer Success Manager, Key Accounts | Buildium, A RealPage Company
3 Center Plaza, Suite 400 | Boston, MA 02108
www.buildium.com
Direct: 857-957-0025 | Support: 1-888-414-1988
jonathan.carell@buildium.com

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Violation Tracking in Buildium



By [Buildium Support \(https://www.buildium.com/support/\)](https://www.buildium.com/support/)
(https://www.buildium.com/support/) April 29, 2021 08:53

Covenants, conditions & restrictions, rules and regulations, bylaws, and other sets of community governance vary widely across associations. Our violation tracking feature allows you to build out your own way of labeling and describing these for the violations you need to track per association.

In this article, you'll learn how to:

- Standardize violation settings
- Customize and automate communications
- Let homeowners view and resolve violations through the Resident Center
- Log a violation from the desktop version and the app
- Access reports and insights to stay on track

Standardize violation settings

Hide

Settings for violations are always set on an association level. There is a **Violations** tab on the summary page of each association. From the **Violations** tab, you'll be able to see all violations that have been recorded for that specific association, log violations, and of course, adjust your settings.

Joy Properties Settings Help & Support

RENTALS LEASING ASSOCIATIONS ACCOUNTING MAINTENANCE TASKS COMMUNICATION ... FILES REPORTS ANALYTICS HUB

Briarley Woods HOA

Association [Edit](#) Inactivate association < ≡ >

Summary Financials Board Units (3) Tasks Event History Vendors Files **Violations**

Violations **Settings**

[Log violation](#)

Add filter option ▼

1 match Export

VIOLATION TYPE	CATEGORY	ADDRESS	OWNERS	UNIT	STAGE	DEADLINE	VIOLATION DATE
Satellite dishes and external fixtures <i>Exteriors</i> Shared to owner's portal		25 Briar Woods - Unit 1 Jane Foster		Unit 1	1st notice of violation		9/10/2020

Joy Properties Settings Help & Support HV

RENTALS LEASING ASSOCIATIONS ACCOUNTING MAINTENANCE TASKS COMMUNICATION ... FILES REPORTS ANALYTICS HUB

Briarley Woods HOA

Association [Edit](#) Inactivate association < ≡ >

Summary Financials Board Units (3) Tasks Event History Vendors Files **Violations**

Violations **Settings**

Violation categories

Violation stages

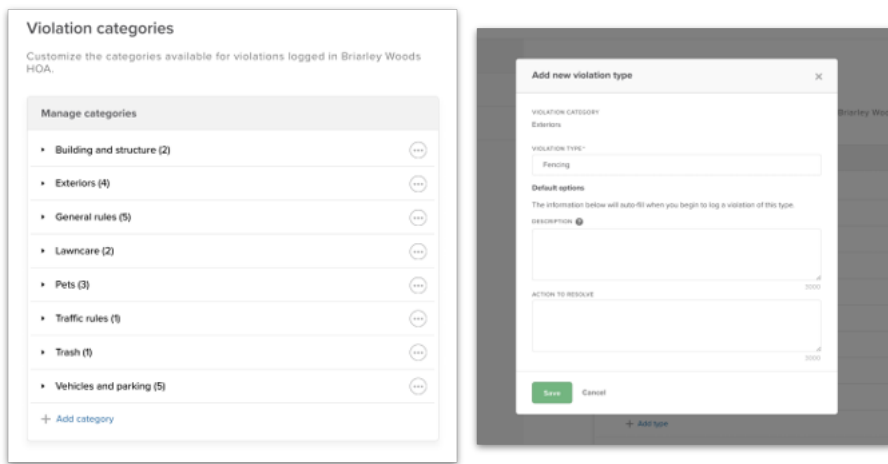
Notification settings

Violation categories

Customize the categories available for violations logged in Briarley Woods HOA.

Violation categories

Within violation categories, we have violation types. For example, an example of a category would be "Exteriors" and a type would be "Fencing".



We've added a small set of default categories and types to every association to get you started. If any of these do not fit a particular association, you can always edit their titles or delete them from the list.

You can also add default language and actions to resolve for any type. For example, you can get really specific and have an exterior type for "Fencing - Too High" as well as one for "Fencing - Broken", and create a default message to include when the violation is logged. The more specific you're able to get in your settings with what violation types you'll need, the easier it'll make your day-to-day use of the feature.

Violation stages

Use violation stages to set up the procedure you go through when tracking violations. You can indicate the number of stages and types of stages available to choose from when you go to log a violation.

Like categories, the stages for a violation can vary across communities, so we've provided a default list of stages, which can be removed, edited or added to. Whenever you take a certain action on a violation, you can update the stage in the violation itself based on what you've set here.

The **Draft** stage for a violation is for when you're recording a violation in an unfinished state. For example, when you're on the go and want to quickly capture details, then fill out more information later.

Violation Stages

Stage	Template	
1 Draft		
2 1st notice of violation	New violation notice	Edit X
3 2nd notice of violation	Updated violation notice	Edit X
4 3rd notice of violation	Updated violation notice	Edit X
5 Hearing notice	Updated violation notice	Edit X
6 Owner updated		
7 Resolved	Violation resolved notice	Edit

The stages that follow **Draft** are customizable. No matter how your procedures are set up, you're able to add or remove different stages, and rename them if needed. This is also where you're able to tie existing mailing and email templates to a stage.

Violation Stages

Stage	Template		
1 Draft			
2	STAGE NAME <input type="text" value="1st notice of violation"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	NOTIFICATION TEMPLATE <input type="text" value="New violation notice"/> Select a template... <ul style="list-style-type: none"> Association Owner Invoice Homeowner Statement New violation notice Online Payments Letter Updated violation notice Violation resolved notice 	X
3 2nd notice of violation		Edit X	
4 3rd notice of violation		Edit X	
5 Hearing notice	Updated violation notice	Edit X	
6 Owner updated			
7 Resolved	Violation resolved notice	Edit	

The **Owner updated** stage is related to a feature where homeowners are able to log into their Resident Center account to update you if they've resolved the violation. They can include text and upload pictures or files.

When an owner takes this step, the violation will move to the **Owner updated** stage. Note that **Owner updated** is meant to indicate that a homeowner has self-reported a resolution, but that resolution has *not* been verified by the board or management yet. It doesn't indicate that the stage is resolved. You can turn the **owner resolution** setting on or off under **Violations** in the **Resident Center settings** page.

Customize and automate communications

Show

Let homeowners view and resolve violations through the Resident Center

Show

Log a violation from the desktop version and the app

Show

Access reports and insights to stay on track

Show

Additional Resources

- **Violation Tracking Best Practices Guide** (<https://www.buildium.com/wp-content/uploads/2021/04/Violations-Guide-2021.pdf>) (PDF)
- **Webinar Recording: Violation Tracking Best Practices** (<https://buildium.wistia.com/medias/pww197tsuv>)

Related articles

New Self Registration For Residents (/hc/en-us/related/click?

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGwrCAjGRtVTADoYcmVmZXJyZXJfYXJ0aWNsZV9pZGwrCOvURNVTADoLbG9jYWxlSSIKZW4tdXMGOgZF-f5c19f5a205420758cac85eedca1b26698d890b0)

Paperless Preferences for Mailings and Emails (/hc/en-us/related/click?

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGwrCHOu3tRTADoYcmVmZXJyZXJfYXJ0aWNsZV9pZGwrCOvURNVTADoLbG9jYWxlSSIKZW4tdXMGOgZF-2d999a0e4fc15adbc171e89b2588ed3a37c5baf2)

April 2021 Release Notes (/hc/en-us/related/click?

data=BAh7CjobZGVzdGluYXRpb25fYXJ0aWNsZV9pZGwrCANYQNVTADoYcmVmZXJyZXJfYXJ0aWNsZV9pZGwrCOvURNVTADoLbG9jYWxlSSIKZW4tdXMGOgZ-ecaa855babb342580875c2d4e7023bf3e3e71b9e)

June 2021 Release Notes (/hc/en-us/related/click?

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Group applications for the same unit (/hc/en-us/related/click?

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Still have questions?

Create a support ticket anytime, and we'll get back to you as soon as possible.

[SUBMIT A SUPPORT TICKET \(HTTPS://HELP.BUILDIIUM.COM/HC/S/CONTACTSUPPORT\)](https://help.buildium.com/hc/s/contactsupport)



Unexpected maintenance, damages, and costly repairs from homeowner violations can disrupt your day-to-day and create an avalanche of unnecessary paperwork.

Set yourself up for success and take back control of your time with Buildium. Follow these best practices to learn how you can log, track, and report on violations easily—from anywhere.



Step 1 | Standardize violation settings

Get started by implementing the right settings for each association based on their needs. Preset violation categories and sub-categories, including default descriptions and resolution steps. Taking the time to do this now will save you countless hours down the road when logging violations in the field.

[Learn how](#) to adjust your settings



Step 2 | Customize and automate communications

When there's a violation notice to be communicated, it needs to be more than just a text or email. These official letters can be printed and mailed, or emailed via PDF when a violation is logged or updated. Create, use, and link email and letter templates to each step of the process to keep homeowners in the loop throughout. The templates can be generated and sent automatically, and you can test them beforehand to make sure they're displaying as you want.

The best part? Save trips to the post office with EZMail, and let us print and mail your letters for you.

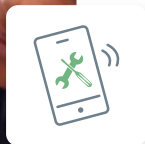
[Learn more](#) about customizing communications



Step 3 | Let homeowners view and resolve violations through the Resident Center

Get valuable time back by sharing new violations to homeowners' Resident Center accounts and allowing them to update and resolve violations on their desktop or phone. Homeowners will receive an automated email alerting them of new and updated violations, and prompting them to log in to their account to take action. Staff members with violation editing permissions will receive an email alert once resolved.

[Learn how](#) to enable homeowners to self-resolve violations



Step 4 | Use the mobile app to log and update violations on the go

Easily create, update, and resolve violations at any time from anywhere with the Buildium mobile app. You can choose to include photos when logging a notice and edit statuses and deadlines with just a few taps. View a list of all active violations and quickly filter and sort through them to take action on ones that need your immediate attention. And you can rest assured that the settings you implemented on your desktop will be applied when using the mobile app.

[Learn more](#) about logging violations



Step 5 | Access reports and insights to stay on track

Manage unresolved and overdue violations from one dashboard to make sure your properties are on track and compliant. Run and export standard reports to get a snapshot of all violations by status during a specified time frame. For a real-time view, access the Association Performance dashboard in the Analytics Hub where you can get insights into how long it takes to resolve violations per month across all your properties and drill down to see the time to resolution per community and homeowner.

[Learn more](#) about insights for violation tracking

October 19, 2022
Board Meeting Agenda Items

- September 2022 Financials
- September 21, 2022 Board Meeting Minutes
- September 2022 Reserve Expenditures
- Electronic Voting Proposals



People you can trust.
Experience you can rely on.

Parkfairfax Condominium UOA Financial Reports
July, 2022



**Parkfairfax Condominium UOA
Executive Summary
For The Period
July 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
849,332	866,315	(16,984)	Total Operating Income	1,691,042	1,732,631	(41,589)	10,395,785
234,921	140,599	(94,322)	Total Utilities	383,869	273,633	(110,236)	1,594,379
51,675	166,322	114,647	Total Contracts	122,611	332,645	210,034	1,176,572
35,622	66,189	30,567	Total Repair & Maintenance	76,949	132,378	55,429	794,267
235,328	199,781	(35,547)	Total Personnel	402,501	399,562	(2,939)	2,575,054
8,385	10,759	2,374	Total Professional Services	14,704	21,518	6,814	145,167
25,033	30,624	5,591	Total Administrative Expenses	51,579	61,247	9,669	368,984
41,250	36,527	(4,722)	Total Taxes & Insurance	84,279	73,054	(11,225)	527,056
<u>632,213</u>	<u>650,801</u>	<u>18,589</u>	Total Operating Expenses	<u>1,136,491</u>	<u>1,294,037</u>	<u>157,546</u>	<u>7,181,479</u>
<u>217,119</u>	<u>215,514</u>	<u>1,605</u>	Net Operating Budget	<u>554,551</u>	<u>438,594</u>	<u>115,957</u>	<u>3,214,306</u>
			RESERVES BUDGET				
<u>(267,859)</u>	<u>267,859</u>	<u>(535,718)</u>	Total Reserve Expenses	<u>(535,718)</u>	<u>535,718</u>	<u>(1,071,436)</u>	<u>3,214,306</u>
<u>(267,859)</u>	<u>267,859</u>	<u>(535,718)</u>	Net Reserve Budget	<u>(535,718)</u>	<u>535,718</u>	<u>(1,071,436)</u>	<u>3,214,306</u>
<u>(50,740)</u>	<u>483,373</u>	<u>(534,113)</u>	Net Operating Profit/(Loss)	<u>18,833</u>	<u>974,312</u>	<u>(955,479)</u>	<u>6,428,612</u>
0	0	0	Insurance Loss Recovery	3,181	0	3,181	0
(15,965)	0	(15,965)	Insurance Loss Paid Out	(15,965)	0	(15,965)	0
(2,761)	0	(2,761)	Prior Year Activity	1,489	0	1,489	0
<u>(69,466)</u>	<u>483,373</u>	<u>(552,839)</u>	NET CASH FLOW	<u>7,538</u>	<u>974,312</u>	<u>(966,774)</u>	<u>6,428,612</u>



**Parkfairfax Condominium UOA
Budget Variance
For The Period
July 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
Assessments							
545,905	545,905	(0)	5110.001 Condo Assessments	1,091,565	1,091,810	(245)	6,550,859
267,859	267,859	0	5500.000 Reserve Assessments	535,718	535,718	0	3,214,306
813,764	813,764	0	Total Assessments	1,627,283	1,627,528	(245)	9,765,165
Other Income							
1,952	11,202	(9,250)	5110.000 Rental Income	4,104	22,405	(18,301)	134,427
660	563	98	5110.180 Clubhouse Rental	810	1,125	(315)	6,750
10,260	0	10,260	5190.000 Rent Revenue Miscellaneous	19,111	0	19,111	0
0	1,690	(1,690)	5410.000 Interest Revenue - Operations	0	3,381	(3,381)	20,283
6,613	2,000	4,613	5910.000 Laundry and Vending Revenue	7,543	4,000	3,543	24,000
2,480	1,667	813	5920.000 NSF and Late Charges	3,486	3,333	152	20,000
50	0	50	5920.030 Other Fine Income	50	0	50	0
537	667	(130)	5990.000 Miscellaneous Inc	1,324	1,333	(9)	8,000
583	2,500	(1,917)	5990.008 In Unit Maintenance	2,584	5,000	(2,416)	30,000
5,224	4,746	478	5990.190 Storage Unit Fees	8,571	9,491	(921)	56,948
420	208	211	5990.210 Legal - Collection	420	417	3	2,500
2,255	4,083	(1,828)	5990.220 Resale Package	6,632	8,167	(1,535)	49,000
1,400	1,400	0	5990.310 Cable Income	2,800	2,800	0	16,800
0	0	0	5990.580 Move In / Move Out Fees	50	0	50	0
855	1,417	(562)	5990.600 Key Income	3,995	2,833	1,162	17,000
0	5,243	(5,243)	5990.960 Prior Year Surplus	0	10,485	(10,485)	62,912
0	14,167	(14,167)	5990.980 Sales	0	28,333	(28,333)	170,000
2,279	1,000	1,279	5991.010 Newsletter Income	2,279	2,000	279	12,000
35,568	52,552	(16,984)	Total Other Income	63,759	105,103	(41,344)	630,620
849,332	866,315	(16,984)	Total Operating Income	1,691,042	1,732,631	(41,589)	10,395,785
Utilities							
16,578	7,231	(9,347)	6450.000 Electricity	22,271	14,274	(7,997)	105,064
190,496	120,203	(70,293)	6451.000 Water	294,081	235,356	(58,725)	1,277,607
27,847	13,165	(14,682)	6452.000 Gas	67,517	24,003	(43,514)	211,708
234,921	140,599	(94,322)	Total Utilities	383,869	273,633	(110,236)	1,594,379
Contracts							
524	1,717	1,192	6518.000 Uniforms	4,328	3,433	(895)	20,600
5,849	6,083	234	6519.000 Exterminating Contract	6,119	12,167	6,048	73,000
34,057	30,014	(4,043)	6525.000 Garbage and Trash Removal	66,026	60,028	(5,998)	360,168
0	23,648	23,648	6537.000 Grounds Contract	23,648	47,296	23,648	284,487
11,245	11,526	281	6547.000 Swim Pool Maintenance/Contract	22,490	23,053	563	138,317
0	0	0	6548.000 Snow Removal	0	0	0	20,000
0	93,334	93,334	6562.000 Decorating Contract	0	186,668	186,668	280,000
51,675	166,322	114,647	Total Contracts	122,611	332,645	210,034	1,176,572



**Parkfairfax Condominium UOA
Budget Variance
For The Period
July 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	
Repair & Maintenance								
1,017	1,833	816	6515.000	Janitor and Cleaning Supplies	2,442	3,667	1,225	22,000
3,960	17,500	13,540	6537.040	Landscape Repairs	5,444	35,000	29,556	210,000
4,650	22,500	17,850	6537.101	Tree Maintenance	8,350	45,000	36,650	270,000
1,483	9,000	7,517	6541.000	Repairs - General	12,986	18,000	5,014	108,000
261	250	(11)	6541.001	Equipment/Tools	811	500	(311)	3,000
0	250	250	6541.043	Exercise Equipment - Repairs	0	500	500	3,000
3,537	3,000	(537)	6541.230	Maintenance Supplies	9,303	6,000	(3,303)	36,000
7,297	3,564	(3,734)	6541.280	Plumbing Materials	9,510	7,128	(2,382)	42,767
0	208	208	6541.400	Equipment Repairs & Maintenance	0	417	417	2,500
2,020	1,542	(478)	6547.021	Pool Supplies & Equipment	7,927	3,083	(4,844)	18,500
1,424	0	(1,424)	6547.025	Pool Repairs & Maintenance	1,424	0	(1,424)	0
2,231	958	(1,273)	6550.300	In-unit Supplies	7,193	1,917	(5,277)	11,500
2,473	1,583	(890)	6562.100	Paint Supplies	4,801	3,167	(1,634)	19,000
5,269	4,000	(1,269)	6570.000	Vehicle and Maintenance Equipment Operation and Repairs	6,759	8,000	1,242	48,000
35,622	66,189	30,567	Total Repair & Maintenance		76,949	132,378	55,429	794,267
Personnel								
Payroll Salaries								
43,094	27,266	(15,827)	6309.020	Manager/Assistant Manager Salaries	57,459	54,533	(2,926)	354,464
26,317	20,267	(6,050)	6309.030	Administrative Salaries	35,148	40,534	5,386	263,472
92,763	94,638	1,875	6540.010	Maintenance Salaries	185,615	189,275	3,661	1,230,289
162,173	142,171	(20,002)	Total Payroll Salaries		278,221	284,342	6,121	1,848,225
Payroll Taxes/Benefits								
136	667	531	6313.000	Education/Training Benefit/Recruitment	721	1,333	613	8,000
0	25	25	6392.000	Mileage	0	50	50	300
0	0	0	6399.020	Bonuses	0	0	0	1,000
41,103	36,019	(5,084)	6723.001	Health Benefits	80,923	72,039	(8,884)	466,751
3,288	2,380	(908)	6310.020	Payroll Taxes - Management	4,383	4,760	377	28,556
1,992	1,969	(22)	6310.050	Payroll Taxes - Administrative	2,666	3,939	1,273	23,631
10,587	8,953	(1,634)	6310.060	Payroll Taxes - Maintenance	14,174	17,906	3,732	107,438
2,673	1,182	(1,491)	6310.100	Retirement - Management	3,584	2,364	(1,220)	14,179
413	482	69	6310.110	Retirement - Administrative	550	964	414	5,784
1,088	2,572	1,484	6310.120	Retirement - Maintenance	1,451	5,144	3,694	30,867
11,874	3,360	(8,514)	6722.000	Workmen's Compensation	15,827	6,721	(9,107)	40,323
73,155	57,610	(15,545)	Total Payroll Taxes/Benefits		124,279	115,219	(9,060)	726,829
235,328	199,781	(35,547)	Total Personnel		402,501	399,562	(2,939)	2,575,600
Professional Services								
7,457	6,509	(948)	6320.000	Management Fee	13,776	13,018	(758)	78,109
928	2,917	1,989	6340.000	Legal Expense	928	5,833	4,905	35,000



**Parkfairfax Condominium UOA
Budget Variance
For The Period
July 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
0	1,333	1,333	6340.100 Legal Fees - Collections	0	2,667	2,667	16,000
0	0	0	6350.000 Audit Expense	0	0	0	16,058
8,385	10,759	2,374	Total Professional Services	14,704	21,518	6,814	145,167
			Administrative Expenses				
1,344	1,617	273	6301.000 Recreation/Resident Activities	2,465	3,233	769	19,400
1,283	1,375	92	6311.000 Office Supplies	1,302	2,750	1,448	16,500
1,797	1,000	(797)	6311.010 Printing	5,972	2,000	(3,972)	12,000
103	2,000	1,897	6311.050 Postage	1,407	4,000	2,593	24,000
209	1,051	842	6311.080 Lease Computer,Fax,Copr, etc.	1,425	2,102	677	12,610
4,500	3,333	(1,166)	6311.130 IT Support Contract	4,991	6,667	1,676	40,000
1,740	3,167	1,426	6351.020 Computer Expenses	1,903	6,333	4,430	38,000
3,422	3,542	119	6360.000 Telephone and Answering Service	6,430	7,083	653	42,500
0	0	0	6370.000 Bad Debts	0	0	0	1,500
805	2,333	1,528	6390.000 Misc Administrative Expenses	5,187	4,667	(520)	28,000
0	1,167	1,167	6390.009 Meeting Expenses	0	2,333	2,333	14,000
1,181	625	(556)	6390.040 Credit Card & Bank Fees	2,365	1,250	(1,115)	7,500
8,274	8,265	(10)	6390.180 Association Unit Expense	16,549	16,529	(20)	99,174
375	708	333	6390.900 Misc Exp - Newsletter	1,583	1,417	(167)	8,500
0	25	25	6391.000 Dues & Subscriptions	0	50	50	300
0	417	417	6393.050 Engineering Fees	0	833	833	5,000
25,033	30,624	5,591	Total Administrative Expenses	51,579	61,247	9,669	368,984
			Taxes & Insurance				
0	0	0	6710.000 Real Estate Taxes	0	0	0	19,350
0	0	0	6717.000 State Taxes	0	0	0	10,000
8,085	0	(8,085)	6718.010 Corporate Taxes	8,085	0	(8,085)	27,500
0	0	0	6718.020 Personal Property Taxes	0	0	0	6,881
664	250	(414)	6719.000 Miscellaneous Taxes, Licenses, and Permits	664	500	(164)	3,000
32,501	36,110	3,609	6720.000 Property & Liability Insurance (Hazard)	65,002	72,221	7,219	433,325
0	0	0	6720.060 Insurance Reimburse Deductible	0	0	0	25,000
0	167	167	6730.000 Capital Expenses	10,528	333	(10,195)	2,000
41,250	36,527	(4,722)	Total Taxes & Insurance	84,279	73,054	(11,225)	527,056
632,213	650,801	18,589	Total Operating Expenses	1,136,491	1,294,037	157,546	7,181,479
217,119	215,514	1,605	Net Operating Budget	554,551	438,594	115,957	3,214,306
			RESERVES BUDGET				
(267,859)	267,859	(535,718)	9901.015 Reserve Contributions	(535,718)	535,718	(1,071,436)	3,214,306
(267,859)	267,859	(535,718)	Total Reserve Contribution	(535,718)	535,718	(1,071,436)	3,214,306
(50,740)	483,373	(534,113)	Net Operating Profit/(Loss)	18,833	974,312	(955,479)	6,428,612
			Extraordinary Items				



**Parkfairfax Condominium UOA
Budget Variance
For The Period
July 2022**

Current Actual	Current Budget	Current Variance		YTD Actual	YTD Budget	YTD Variance	Annual Budget
0	0	0	5935.000 Insurance Loss Recovery	3,181	0	3,181	0
(15,965)	0	(15,965)	9900.000 Insurance Loss Paid Out	(15,965)	0	(15,965)	0
(2,761)	0	(2,761)	9999.020 Prior Year Activity	1,489	0	1,489	0
(69,466)	483,373	(552,839)	NET CASH FLOW	7,538	974,312	(966,774)	6,428,612



**Parkfairfax Condominium UOA
Statement of Revenue and Expense Reserve Fund
For The Period
July 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
Revenues							
0	0	0	3130.063 Current Year RR Interest	1,543	0	1,543	0
267,859	267,859	0	5500.000 Current Year RR Deposits	535,718	535,718	0	3,214,306
267,859	267,859	0	Total Revenues	537,261	535,718	1,543	3,214,306
Reserve Expenses							
30,378	0	(30,378)	9114.210 RR- Building Improvements	30,378	0	(30,378)	0
15	0	(15)	3130.062 Current Year RR Expenses	130,020	0	(130,020)	0
79,435	0	(79,435)	9901.008 RR Exp-Mechanical Equipment	79,435	0	(79,435)	0
21,475	0	(21,475)	9901.011 RR Exp - Concrete	21,475	0	(21,475)	0
8,893	0	(8,893)	9901.016 Roof Improvements	8,893	0	(8,893)	0
970	0	(970)	9901.870 Unit Appliance Repl	970	0	(970)	0
141,165	0	(141,165)	Total Reserve Expenses	271,170	0	(271,170)	0
126,694	267,859	(141,164)	Current Year Reserves Activity	266,091	535,718	(269,627)	3,214,306



Parkfairfax Condominium UOA
Statement of Income & Forecast
For the Period
July 2022

	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	Annual Budget
Assessments														
5110.001 Condo Assessments	545,660	545,905	545,905	545,905	545,905	545,905	545,905	545,905	545,905	545,905	545,905	545,905	545,905	6,434,022
5500.000 Reserve Assessments	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	2,823,360
Total Assessments	813,519	813,764	813,764	813,764	813,764	813,764	813,764	813,764	813,764	813,764	813,764	813,764	813,764	9,257,382
Other Income														
5110.000 Rental Income	2,152	1,952	11,202	11,202	11,202	11,202	11,202	11,202	11,202	11,202	11,202	11,202	11,202	140,316
5110.180 Clubhouse Rental	150	660	563	563	563	563	563	563	563	563	563	563	563	5,000
5190.000 Rent Revenue Miscellaneous	8,851	10,260	0	0	0	0	0	0	0	0	0	0	0	0
5410.000 Interest Revenue - Operations	0	0	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	70,000
5910.000 Laundry and Vending Revenue	930	6,613	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	40,000
5920.000 NSF and Late Charges	1,006	2,480	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,000
5920.030 Other Fine Income	0	50	0	0	0	0	0	0	0	0	0	0	0	0
5990.000 Miscellaneous Inc	787	537	667	667	667	667	667	667	667	667	667	667	667	8,000
5990.008 In Unit Maintenance	2,001	583	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	40,000
5990.190 Storage Unit Fees	3,347	5,224	4,746	4,746	4,746	4,746	4,746	4,746	4,746	4,746	4,746	4,746	4,746	53,948
5990.210 Legal - Collection	0	420	208	208	208	208	208	208	208	208	208	208	208	0
5990.220 Resale Package	4,377	2,255	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	48,000
5990.310 Cable Income	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800
5990.580 Move In / Move Out Fees	50	0	0	0	0	0	0	0	0	0	0	0	0	0
5990.600 Key Income	3,140	855	1,417	1,417	1,417	1,417	1,417	1,417	1,417	1,417	1,417	1,417	1,417	8,000
5990.960 Prior Year Surplus	0	0	5,243	5,243	5,243	5,243	5,243	5,243	5,243	5,243	5,243	5,243	5,243	0
5990.980 Sales	0	0	14,167	14,167	14,167	14,167	14,167	14,167	14,167	14,167	14,167	14,167	14,167	0
5991.010 Newsletter Income	0	2,279	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	28,000
Total Other Income	28,191	35,568	52,552	52,552	52,552	52,552	52,552	52,552	52,552	52,552	52,552	52,552	52,552	478,064



Parkfairfax Condominium UOA
Statement of Income & Forecast
For the Period
July 2022

	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Total Operating Income	841,710	849,332	866,315	866,315	866,315	866,315	866,315	866,315	866,315	866,315	866,315	866,315	866,315 10,354,196
Utilities													
6450.000 Electricity	5,693	16,578	7,510	5,766	4,801	10,438	13,713	14,032	12,836	8,829	5,695	7,170	113,061
6451.000 Water	103,586	190,496	119,199	116,189	101,160	101,160	98,743	101,160	101,160	101,160	101,160	101,160	1,328,242
6452.000 Gas	39,670	27,847	12,901	13,171	17,070	19,016	19,303	28,865	21,109	20,040	19,132	17,098	255,222
Total Utilities	148,948	234,921	139,610	135,126	123,031	130,614	131,759	144,057	135,105	130,029	125,987	125,428	1,704,615
Contracts													
6518.000 Uniforms	3,804	524	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	21,495
6519.000 Exterminating Contract	270	5,849	6,083	6,083	6,083	6,083	6,083	6,083	6,083	6,083	6,083	6,083	66,952
6525.000 Garbage and Trash Removal	31,969	34,057	30,014	30,014	30,014	30,014	30,014	30,014	30,014	30,014	30,014	30,014	366,166
6537.000 Grounds Contract	23,648	0	23,648	23,648	23,648	23,648	23,648	23,648	23,648	23,885	23,885	23,885	260,839
6547.000 Swim Pool Maintenance/Contract	11,245	11,245	11,526	11,526	11,526	11,526	11,526	11,526	11,526	11,526	11,526	11,526	113,020
6548.000 Snow Removal	0	0	0	0	0	0	5,000	10,000	5,000	0	0	0	20,000
6562.000 Decorating Contract	0	0	93,332	0	0	0	0	0	0	0	0	0	93,332
Total Contracts	70,936	51,675	166,320	72,988	72,988	72,988	77,988	82,988	77,988	73,225	73,225	73,225	966,538
Repair & Maintenance													
6515.000 Janitor and Cleaning Supplies	1,424	1,017	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	20,775
6537.040 Landscape Repairs	1,484	3,960	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	180,444
6537.101 Tree Maintenance	3,700	4,650	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	233,350
6541.000 Repairs - General	11,504	1,483	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	102,986
6541.001 Equipment/Tools	550	261	250	250	250	250	250	250	250	250	250	250	3,311
6541.043 Exercise Equipment - Repairs	0	0	250	250	250	250	250	250	250	250	250	250	3,000
6541.230 Maintenance Supplies	5,766	3,537	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	39,303
6541.280 Plumbing Materials	2,213	7,297	3,564	3,564	3,564	3,564	3,564	3,564	3,564	3,564	3,564	3,564	45,149



Parkfairfax Condominium UOA
Statement of Income & Forecast
For the Period
July 2022

	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
6541.400 Equipment Repairs & Maintenance	0	0	208	208	167	1,500	0	0	0	0	0	0	2,083
6547.021 Pool Supplies & Equipment	5,907	2,020	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	23,344
6547.025 Pool Repairs & Maintenance	0	1,424	0	0	0	0	0	0	0	0	0	0	1,424
6550.300 In-unit Supplies	4,962	2,231	958	958	958	958	958	958	958	958	958	958	16,777
6562.100 Paint Supplies	2,328	2,473	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	20,634
6570.000 Vehicle and Maintenance Equipment Operation and Repairs	1,490	5,269	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	46,759
Total Repair & Maintenance Personnel	41,327	35,622	66,189	66,147	66,147	67,481	65,981	65,981	65,981	65,981	65,981	65,981	738,838
6309.020 Manager/Assistant Manager Salaries	14,365	43,094	27,266	34,083	27,266	27,266	34,083	27,266	34,083	27,266	27,266	34,083	357,389
6309.030 Administrative Salaries	8,831	26,317	20,267	25,334	20,267	20,267	25,334	20,267	25,334	20,267	20,267	25,334	258,086
6540.010 Maintenance Salaries	92,852	92,763	94,638	118,297	94,638	94,638	118,297	94,638	118,297	94,638	94,638	118,297	1,226,629
Total Payroll Salaries	116,048	162,173	142,171	177,714	142,171	142,171	177,714	142,171	177,714	142,171	142,171	177,714	1,842,104
6313.000 Education/Training Benefit/Recruitment	585	136	667	667	667	667	667	667	667	667	667	667	8,000
6392.000 Mileage	0	0	25	25	25	25	25	25	25	25	25	25	300
6399.020 Bonuses	0	0	250	0	0	250	0	0	250	0	0	0	1,000
6723.001 Health Benefits	39,819	41,103	36,019	44,649	36,019	36,019	44,649	36,019	44,649	36,019	36,019	44,649	475,635
6310.020 Payroll Taxes - Management	1,096	3,288	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,376	28,179
6310.050 Payroll Taxes - Administrative	674	1,992	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	22,358
6310.060 Payroll Taxes - Maintenance	3,587	10,587	8,953	8,953	8,953	8,953	8,953	8,953	8,953	8,953	8,953	8,953	103,706
6310.100 Retirement - Management	910	2,673	1,182	1,182	1,182	1,182	1,182	1,182	1,182	1,182	1,182	1,177	15,399
6310.110 Retirement - Administrative	137	413	482	482	482	482	482	482	482	482	482	482	5,371
6310.120 Retirement - Maintenance	363	1,088	2,572	2,572	2,572	2,572	2,572	2,572	2,572	2,572	2,572	2,572	27,173



Parkfairfax Condominium UOA
Statement of Income & Forecast
For the Period
July 2022

	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget	
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	
6722.000 Workmen's Compensation	3,953	11,874	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	49,430	61,585
Total Payroll Taxes/Benefits	51,125	73,155	57,860	66,240	57,610	57,860	66,240	57,610	66,490	57,610	57,610	66,481	735,889	785,708
Total Personnel	167,173	235,328	200,031	243,954	199,781	200,031	243,954	199,781	244,204	199,781	199,781	244,195	2,577,993	2,536,523
Professional Services														
6320.000 Management Fee	6,319	7,457	6,509	6,509	6,509	6,509	6,509	6,509	6,509	6,509	6,509	6,510	78,867	75,833
6340.000 Legal Expense	0	928	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	30,095	45,000
6340.100 Legal Fees - Collections	0	0	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	13,333	15,000
6350.000 Audit Expense	0	0	0	0	300	15,758	0	0	0	0	0	0	16,058	15,500
Total Professional Services	6,319	8,385	10,759	10,759	11,059	26,517	10,759	10,759	10,759	10,759	10,759	10,760	138,353	156,333
Administrative Expenses														
6301.000 Recreation/Resident Activities	1,121	1,344	1,617	1,617	1,617	1,617	1,617	1,617	1,617	1,617	1,617	1,617	18,631	11,700
6311.000 Office Supplies	19	1,283	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	15,052	15,500
6311.010 Printing	4,175	1,797	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	15,972	11,200
6311.050 Postage	1,304	103	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	21,407	20,000
6311.080 Lease Computer,Fax,Copr, etc.	1,216	209	1,051	1,051	1,051	1,051	1,051	1,051	1,051	1,051	1,051	1,051	11,933	7,200
6311.130 IT Support Contract	491	4,500	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	38,324	40,000
6351.020 Computer Expenses	163	1,740	3,167	3,167	3,167	3,167	3,167	3,167	3,167	3,167	3,167	3,167	33,570	38,000
6360.000 Telephone and Answering Service	3,008	3,422	3,542	3,542	3,542	3,542	3,542	3,542	3,542	3,542	3,542	3,542	41,847	36,000
6370.000 Bad Debts	0	0	0	0	0	0	0	0	0	0	0	0	1,500	1,500
6390.000 Misc Administrative Expenses	4,382	805	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	28,520	28,000
6390.009 Meeting Expenses	0	0	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	11,667	14,000
6390.040 Credit Card & Bank Fees	1,184	1,181	625	625	625	625	625	625	625	625	625	625	8,615	0
6390.180 Association Unit Expense	8,274	8,274	8,265	8,265	8,265	8,265	8,265	8,265	8,265	8,265	8,265	8,265	99,194	93,822
6390.900 Misc Exp - Newsletter	1,208	375	708	708	708	708	708	708	708	708	708	708	8,667	12,000



Parkfairfax Condominium UOA
Statement of Income & Forecast
For the Period
July 2022

	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	
6391.000 Dues & Subscriptions	0	0	25	25	25	25	25	25	25	25	25	25	25	300
6393.050 Engineering Fees	0	0	417	417	417	417	417	417	417	417	417	417	4,167	10,000
Total Administrative Expenses	26,546	25,033	30,624	30,624	30,624	30,624	30,624	30,624	30,624	30,624	30,624	30,624	32,124	359,316
Taxes & Insurance														
6710.000 Real Estate Taxes	0	0	19,350	0	0	0	0	0	0	0	0	0	0	19,350
6717.000 State Taxes	0	0	2,500	0	0	2,500	0	0	2,500	0	0	0	2,500	10,000
6718.010 Corporate Taxes	0	8,085	0	6,875	0	6,875	0	0	6,875	0	0	0	6,875	35,585
6718.020 Personal Property Taxes	0	0	0	6,881	0	0	0	0	0	0	0	0	0	6,881
6719.000 Miscellaneous Taxes, Licenses, and Permits	0	664	250	250	250	250	250	250	250	250	250	250	250	3,164
6720.000 Property & Liability Insurance (Hazard)	32,501	32,501	36,110	36,110	36,110	36,110	36,110	36,110	36,110	36,110	36,110	36,110	36,110	426,106
6720.060 Insurance Reimburse Deductible	0	0	0	0	0	0	25,000	0	0	0	0	0	0	25,000
6730.000 Capital Expenses	10,528	0	167	167	167	167	167	167	167	167	167	167	167	90,000
Total Taxes & Insurance	43,029	41,250	36,527	72,133	36,527	45,902	61,527	36,527	45,902	36,527	36,527	45,902	45,902	538,281
Total Operating Expenses	504,278	632,213	650,060	631,773	540,157	574,157	622,591	570,717	610,562	546,926	542,884	597,614	7,023,933	6,912,086
Net Operating Budget	337,432	217,119	216,255	234,543	326,158	292,159	243,724	295,599	255,753	319,390	323,432	268,701	3,330,263	2,823,360
RESERVES BUDGET														
9901.015 Reserve Contributions	(267,859)	(267,859)	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	(2,823,360)
Total Reserve Contribution	(267,859)	(267,859)	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	(2,823,360)
Net Operating Profit/(Loss)	69,573	(50,740)	484,114	502,401	594,017	560,017	511,583	563,457	523,612	587,248	591,290	536,560	5,473,133	0
Extraordinary Items														
5935.000 Insurance Loss Recovery	3,181	0	0	0	0	0	0	0	0	0	0	0	0	3,181
9900.000 Insurance Loss Paid Out	0	(15,965)	0	0	0	0	0	0	0	0	0	0	0	(15,965)
9999.020 Prior Year Activity	4,250	(2,761)	0	0	0	0	0	0	0	0	0	0	0	1,489



Parkfairfax Condominium UOA
Statement of Income & Forecast
For the Period
July 2022

	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	Annual Budget
NET CASH FLOW	77,004	(69,466)	484,114	502,401	594,017	560,017	511,583	563,457	523,612	587,248	591,290	536,560	5,461,838	0



**Parkfairfax Condominium UOA
Balance Sheet
For the period ending
July 2022**

	Current Balance
ASSETS	
Current Assets	
1110.000 Petty Cash	500
1120.001 Operating Cash 1	714,908
1120.007 Operating Fund II	46,398
1130.000 Accounts Receivable	186,171
1132.000 Accounts Receivable	45,815
4200.000 Allowance For Bad Debt	(128,118)
1140.000 AR-other	5,000
1142.300 Due to/from Operating	841
1142.310 Due to/from Reserve	(841)
1904.010 Deferred Tax Credit Fee	13,986
	884,660
Restricted Deposits & Funded Reserves	
1320.000 Replacement Reserve-Cash	3,653,498
1320.100 Replacement Reserve-MM	1,526,169
1320.200 Replacement Reserve-CD	550,000
1320.600 Accrued Interest Receivable	3,124
	5,732,792
Prepaid Expenses	
1240.000 Prepaid Property & Liability Insurance	144,483
1290.000 Prepaid Expense-Operating	42,683
	187,166
Fixed Assets	
1420.000 Buildings	602,000
1480.000 Motor Vehicles	531,761
	1,133,761
Less Accumulated Depreciation	946,749
Total Assets	6,991,630
LIABILITIES & EQUITY	
Current Liabilities	
2110.000 Accounts Payable	9,387
2120.000 Accrued Wages and Payroll Taxes Payable	116,702
2123.000 Accrued Expense	49,935
2123.060 401K Match Payble	145,492
2124.000 Accrued Income Taxes Payable	105,124
2191.050 Refund Clearing Account	(996)
2210.001 Prepaid Assessment	167,350
2210.100 Prepaid Assessments or Rents - Prev. Owner	22,830
2240.000 Deferred Income	256,332
2199.000 Other Current Liabilities	1,420
	873,575
Deposits Liabilities	
2191.000 Tenant Security Deposits Held in Trust (Contra)	5,829

Thursday, August 4, 2022

7:00 PM



Parkfairfax Condominium UOA
Balance Sheet
For the period ending
July 2022

	Current Balance
	<u>5,829</u>
Long Term Liabilities	
Total Liabilities	879,404
EQUITY	
Net Profit or (Loss)-current	(133,612)
Owners Unappropriated Equity-prior years	
3130.030 Fund Balance	1,833
3130.055 Special Project	(64,176)
3130.850 Property Fund	187,012
3210.030 Retained Earnings Operating Fnd	<u>1,519,569</u>
Total Owners Unappropriated Equity-prior years	1,644,238
Owners Appropriated Equity-prior years	
3130.060 Capital Reserve Fund Balance	<u>4,194,360</u>
Total Owners Appropriated Equity-prior years	4,194,360
Owners Appropriated Equity-current	
3130.061 Current Year RR Contributions	535,718
3130.062 Current Year RR Expenditures	(130,020)
3130.063 Current Year RR Interest	<u>1,543</u>
Total Owners Appropriated Equity-current	407,240
Total Equity	6,112,226
Total Liabilities & Equity	6,991,630



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Experience you can rely on.

Parkfairfax Condominium UOA Financial Reports
August, 2022

Parkfairfax Condominium UOA Financial Statement Summary



For the Month Ended 08-2022

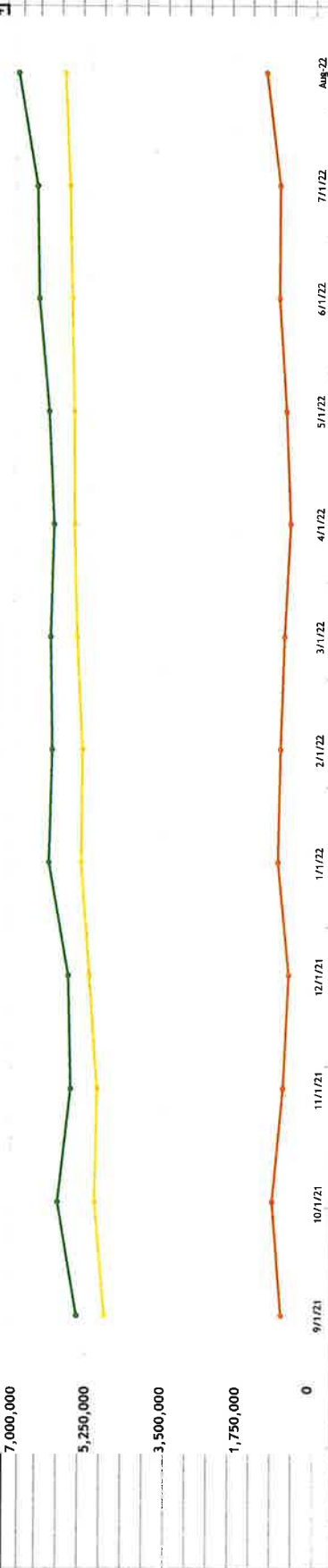
	Total Operating Income		Total Personnel		Total Contracts		Total Administrative Expenses		Total Mortgage Expenses		Total Other Expense		Net Operating Profit/(Loss)
	\$1,199,344		\$94,323		\$163,563		\$40,481		\$53,488		\$367,359		
	\$0	\$1,199,344	\$0	\$94,323	\$0	\$163,563	\$9,694	\$40,481	\$0	\$53,488	\$0	\$367,359	
	Actual	Budget	Var	Var %	Actual	Budget	Var	Var %	Actual	Budget	Var	Var %	
REVENUE													
Total Operating Income	\$1,099,844	\$866,315	\$233,529	27%	\$139,610	\$164,604	(\$19,078)	-12%	\$2,792,356	\$2,598,946	\$193,409	7%	
OPERATING EXPENSES													
Total Utilities	\$67,472	\$139,610	\$72,138	52%	\$451,341	\$413,243	(\$38,098)	-9%					
Total Contracts	\$183,681	\$164,604	(\$19,078)	-12%	\$301,964	\$493,815	\$191,851	39%					
Total Repair & Maintenance	\$22,366	\$66,189	\$43,823	66%	\$99,315	\$198,567	\$99,252	50%					
Total Personnel	\$194,323	\$201,723	\$7,398	4%	\$601,153	\$604,668	\$3,515	1%					
Total Professional Services	\$9,694	\$10,759	\$1,065	10%	\$24,398	\$32,277	\$7,879	24%					
Total Administrative Expenses	\$40,481	\$30,649	(\$9,833)	-32%	\$92,517	\$91,946	(\$571)	-1%					
Total Taxes & Insurance	\$53,488	\$36,527	(\$16,961)	-46%	\$137,767	\$109,581	(\$28,186)	-26%					
Total Mortgage Expenses	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%					
Total Amenities	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%					
Total Other Expense	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%					
Total Reserve Contribution	\$267,859	\$267,859	(\$0)	-0%	\$803,577	\$803,576	(\$1)	-0%					
Net Operating Profit/(Loss)	\$260,478	(\$51,604)	\$312,081		\$280,324	(\$148,727)	\$429,051						

For Year to Date Ended 08-2022

	Total Operating Income		Total Personnel		Total Contracts		Total Administrative Expenses		Total Mortgage Expenses		Total Other Expense		Net Operating Profit/(Loss)
	\$3,753,356		\$307,153		\$207,263		\$97,517		\$127,767		\$303,973		
	\$0	\$3,753,356	\$0	\$307,153	\$0	\$207,263	\$24,398	\$97,517	\$0	\$127,767	\$0	\$303,973	
	Actual	Budget	Var	Var %	Actual	Budget	Var	Var %	Actual	Budget	Var	Var %	
REVENUE													
Total Operating Income	\$3,753,356	\$3,753,356	\$0	0%	\$307,153	\$307,153	\$0	0%	\$3,753,356	\$3,753,356	\$0	0%	
OPERATING EXPENSES													
Total Utilities	\$307,153	\$307,153	\$0	0%	\$1,451,341	\$1,413,243	(\$38,098)	-3%					
Total Contracts	\$0	\$0	\$0	0%	\$301,964	\$493,815	\$191,851	39%					
Total Repair & Maintenance	\$0	\$0	\$0	0%	\$99,315	\$198,567	\$99,252	50%					
Total Personnel	\$0	\$0	\$0	0%	\$601,153	\$604,668	\$3,515	1%					
Total Professional Services	\$0	\$0	\$0	0%	\$24,398	\$32,277	\$7,879	24%					
Total Administrative Expenses	\$0	\$0	\$0	0%	\$92,517	\$91,946	(\$571)	-1%					
Total Taxes & Insurance	\$0	\$0	\$0	0%	\$137,767	\$109,581	(\$28,186)	-26%					
Total Mortgage Expenses	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%					
Total Amenities	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%					
Total Other Expense	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%					
Total Reserve Contribution	\$0	\$0	\$0	0%	\$803,577	\$803,576	(\$1)	-0%					
Net Operating Profit/(Loss)	\$3,446,200	\$3,446,200	\$0	0%	\$280,324	(\$148,727)	\$429,051						

Parkfairfax Condominium UOA
Financial Statement Summary

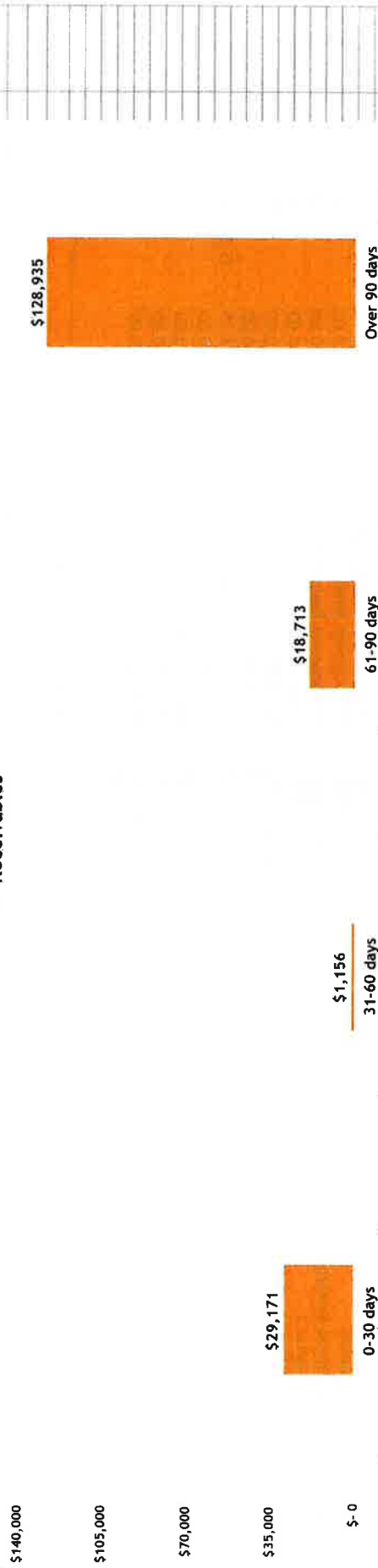
Cash Accounts - Operating					Cash Accounts - Reserve				
GL	NAME	BEG	END	Chg	GL	NAME	BEG	END	Chg
1110000	Petty Cash	500.00	500.00	0.00	1310020	Escrow Cash Insurance	0.00	0.00	0.00
1120000	Operating Cash	0.00	0.00	0.00	1314000	Real Estate Tax Escrow	0.00	0.00	0.00
1120001	Operating Cash 1	715,921.37	1,050,040.41	334,119.04	1316000	Escrow Cash	0.00	0.00	0.00
1120002	Operating Cash 2	0.00	0.00	0.00	1316020	Debt Service Reserve	0.00	0.00	0.00
1120003	Operating Cash 3	0.00	0.00	0.00	1320000	Replacement Reserve-Cash	713,732.13	714,493.24	761.11
1120004	Operating Cash 4	0.00	0.00	0.00	1320001	Replacement Reserve-Cash2	0.00	0.00	0.00
1120007	Operating Fund II	46,397.87	46,397.87	0.00	1320100	Replacement Reserve-MM	1,526,169.47	1,641,264.06	115,094.59
1120010	Deposits-Other	0.00	0.00	0.00	1320101	Replacement Reserve-MM1	0.00	0.00	0.00
1121000	Money Market	0.00	0.00	0.00	1320102	Replacement Reserve-MM2	0.00	0.00	0.00
1122000	Operating Reserve	0.00	0.00	0.00	1320103	Replacement Reserve-MM3	0.00	0.00	0.00
1122001	Operating Reserve CDs	0.00	0.00	0.00	1320104	Replacement Reserve-MM4	0.00	0.00	0.00
1122002	Oper Rsrv - Accrued Int Rsrv	0.00	0.00	0.00	1320105	Replacement Reserve-CD	0.00	0.00	0.00
1123000	Insurance Cash	0.00	0.00	0.00	1320200	Replacement Reserve-CD	3,490,000.00	3,490,000.00	0.00
1124000	Working Capital	0.00	0.00	0.00	1320201	Replacement Reserve-CD1	0.00	0.00	0.00
1124001	Working Capital-Investment	0.00	0.00	0.00	1320202	Replacement Reserve-CD2	0.00	0.00	0.00
1124002	Working Capital 2	0.00	0.00	0.00	1320203	Replacement Reserve-CD3	0.00	0.00	0.00
1129000	Special Purpose	0.00	0.00	0.00	1320204	Replacement Reserve-CD4	0.00	0.00	0.00
1129001	PNC Activities Account	0.00	0.00	0.00	1320500	Replacement Reserve-Tbill	0.00	0.00	0.00
					1320600	Accrued Interest Receivable	7,972.76	15,572.40	7,599.64
					1321000	Replacement Reserve-Invest	0.00	0.00	0.00
					1332000	Special Reserve	0.00	0.00	0.00
					1395000	Working Capital	0.00	0.00	0.00
					1395001	Working Capital-St Investment	0.00	0.00	0.00



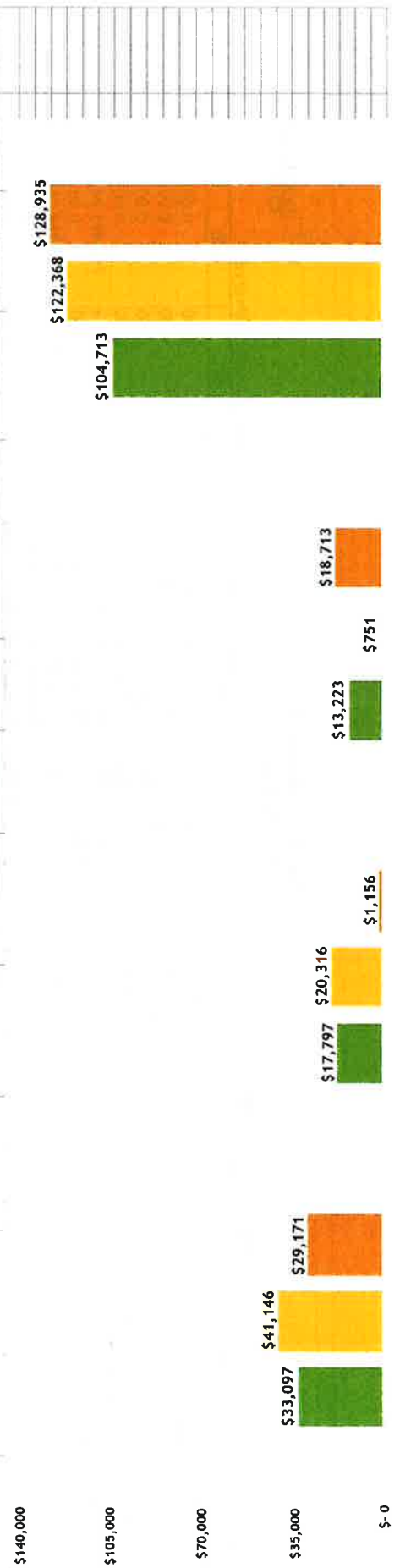


**Parkfairfax Condominium UOA
Financial Statement Summary**

Receivables



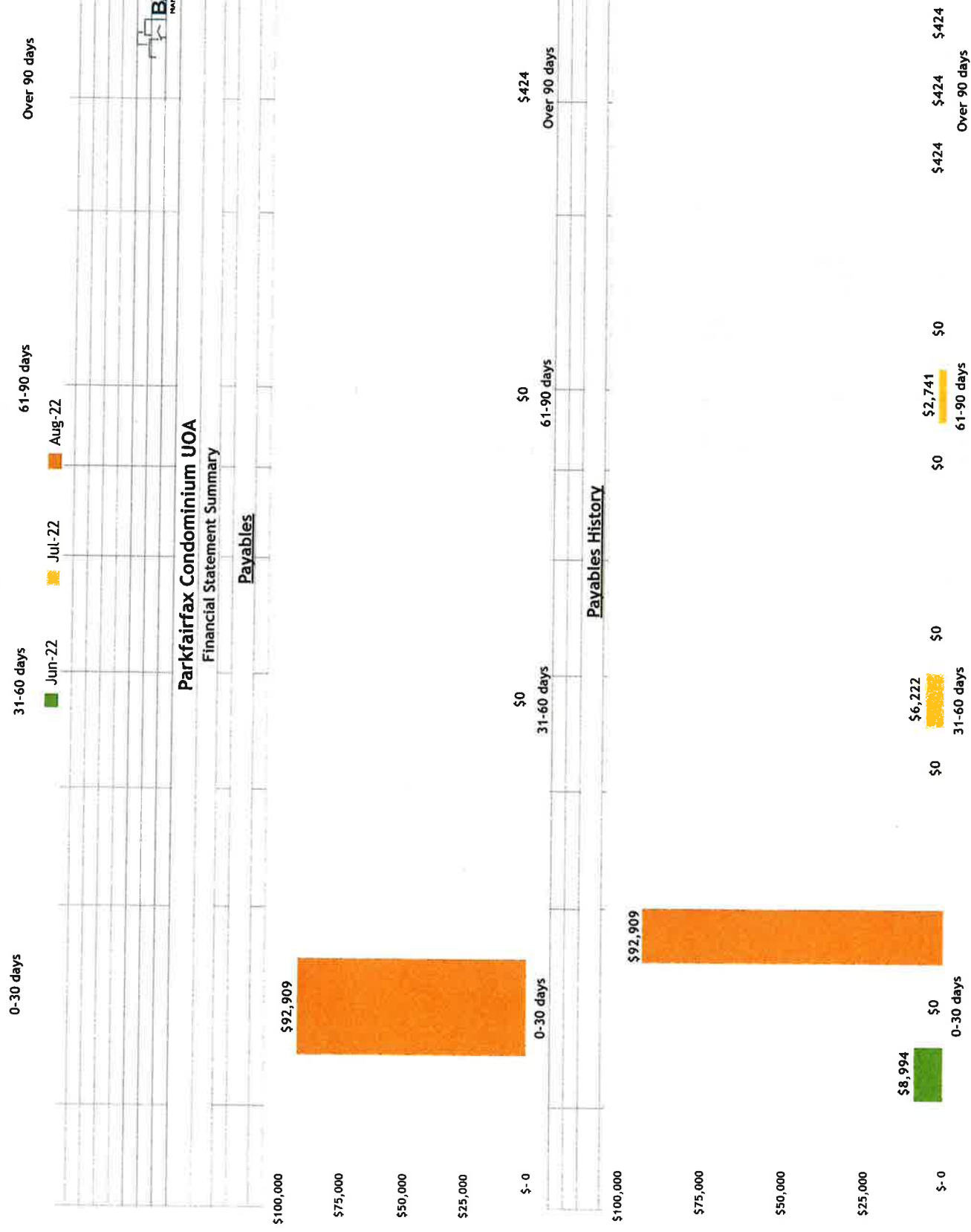
Receivables History





Parkfairfax Condominium UOA
Financial Statement Summary

Payables





**Parkfairfax Condominium UOA
Executive Summary
For The Period
August 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
1,099,844	866,315	233,529	Total Operating Income	2,792,356	2,598,946	193,409	10,395,785
67,472	139,610	72,138	Total Utilities	451,341	413,243	(38,098)	1,594,379
186,402	166,320	(20,082)	Total Contracts	309,013	498,965	189,952	1,176,572
22,752	66,189	43,437	Total Repair & Maintenance	99,701	198,567	98,866	794,267
191,604	200,031	8,427	Total Personnel	594,105	599,593	5,488	2,575,054
9,694	10,759	1,065	Total Professional Services	24,398	32,277	7,879	145,167
36,894	30,624	(6,271)	Total Administrative Expenses	88,930	91,871	2,941	368,984
53,488	36,527	(16,961)	Total Taxes & Insurance	137,767	109,581	(28,186)	527,056
568,307	650,060	81,753	Total Operating Expenses	1,705,254	1,944,097	238,843	7,181,479
531,537	216,255	315,282	Net Operating Budget	1,087,101	654,849	432,252	3,214,306
			RESERVES BUDGET				
(267,859)	(267,859)	(0)	Total Reserve Expenses	(803,577)	(803,576)	(1)	(3,214,306)
(267,859)	(267,859)	(0)	Net Reserve Budget	(803,577)	(803,576)	(1)	(3,214,306)
263,678	(51,604)	315,282	Net Operating Profit/(Loss)	283,524	(148,727)	432,251	
(35,333)	0	(35,333)	Insurance Loss Paid Out	(51,299)	0	(51,299)	0
3,958	0	3,958	Insurance Claim Proceeds	7,139	0	7,139	0
(6,850)	0	(6,850)	Prior Year Activity	(5,360)	0	(5,360)	0
225,453	(51,604)	277,057	NET CASH FLOW	234,004	(148,727)	382,731	0



**Parkfairfax Condominium UOA
Budget Variance
For The Period
August 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
Assessments							
546,390	545,905	485	5110.001 Condo Assessments	1,638,077	1,637,715	363	6,550,859
267,859	267,859	0	5500.000 Reserve Assessments	803,577	803,576	1	3,214,306
814,249	813,764	485	Total Assessments	2,441,654	2,441,291	363	9,765,165
Other Income							
1,952	11,202	(9,250)	5110.000 Rental Income	6,055	33,607	(27,551)	134,427
0	563	(563)	5110.180 Clubhouse Rental	810	1,688	(878)	6,750
5,329	0	5,329	5190.000 Rent Revenue Miscellaneous	24,441	0	24,441	0
0	1,690	(1,690)	5410.000 Interest Revenue - Operations	0	5,071	(5,071)	20,283
1,267	2,000	(733)	5910.000 Laundry and Vending Revenue	8,810	6,000	2,810	24,000
2,196	1,667	529	5920.000 NSF and Late Charges	5,681	5,000	681	20,000
(50)	0	(50)	5920.030 Other Fine Income	0	0	0	0
811	667	144	5990.000 Miscellaneous Inc	2,135	2,000	135	8,000
344	2,500	(2,156)	5990.008 In Unit Maintenance	2,928	7,500	(4,572)	30,000
0	4,746	(4,746)	5990.190 Storage Unit Fees	9,003	14,237	(5,234)	56,948
198	208	(10)	5990.210 Legal - Collection	618	625	(7)	2,500
2,876	4,083	(1,208)	5990.220 Resale Package	9,508	12,250	(2,742)	49,000
1,400	1,400	0	5990.310 Cable Income	4,200	4,200	0	16,800
0	0	0	5990.580 Move In / Move Out Fees	50	0	50	0
1,490	1,417	73	5990.600 Key Income	6,400	4,250	2,150	17,000
0	5,243	(5,243)	5990.960 Prior Year Surplus	0	15,728	(15,728)	62,912
267,686	14,167	253,519	5990.980 Sales	267,686	42,500	225,186	170,000
97	1,000	(903)	5991.010 Newsletter Income	2,376	3,000	(624)	12,000
285,595	52,552	233,044	Total Other Income	350,701	157,655	193,046	630,620
1,099,844	866,315	233,529	Total Operating Income	2,792,356	2,598,946	193,409	10,395,785
Utilities							
7,261	7,510	249	6450.000 Electricity	29,532	21,784	(7,748)	105,064
38,490	119,199	80,709	6451.000 Water	332,571	354,555	21,984	1,277,607
21,721	12,901	(8,820)	6452.000 Gas	89,238	36,904	(52,334)	211,708
67,472	139,610	72,138	Total Utilities	451,341	413,243	(38,098)	1,594,379
Contracts							
2,721	1,717	(1,004)	6518.000 Uniforms	7,049	5,150	(1,899)	20,600
2,406	6,083	3,678	6519.000 Exterminating Contract	8,525	18,250	9,725	73,000
26,592	30,014	3,422	6525.000 Garbage and Trash Removal	92,618	90,042	(2,576)	360,168
0	23,648	23,648	6537.000 Grounds Contract	23,648	70,944	47,296	284,487
13,245	11,526	(1,719)	6547.000 Swim Pool Maintenance/Contract	35,735	34,579	(1,156)	138,317
0	0	0	6548.000 Snow Removal	0	0	0	20,000
141,439	93,332	(48,107)	6562.000 Decorating Contract	141,439	280,000	138,561	280,000
186,402	166,320	(20,082)	Total Contracts	309,013	498,965	189,952	1,176,572



**Parkfairfax Condominium UOA
Budget Variance
For The Period
August 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>	
Repair & Maintenance								
3,509	1,833	(1,676)	6515.000	Janitor and Cleaning Supplies	5,951	5,500	(451)	22,000
472	17,500	17,028	6537.040	Landscape Repairs	5,916	52,500	46,584	210,000
1,650	22,500	20,850	6537.101	Tree Maintenance	10,000	67,500	57,500	270,000
7,185	9,000	1,815	6541.000	Repairs - General	20,172	27,000	6,828	108,000
131	250	119	6541.001	Equipment/Tools	942	750	(192)	3,000
0	250	250	6541.043	Exercise Equipment - Repairs	0	750	750	3,000
2,385	3,000	615	6541.230	Maintenance Supplies	11,688	9,000	(2,688)	36,000
0	3,564	3,564	6541.280	Plumbing Materials	9,510	10,692	1,182	42,767
0	208	208	6541.400	Equipment Repairs & Maintenance	0	625	625	2,500
256	1,542	1,285	6547.021	Pool Supplies & Equipment	8,183	4,625	(3,558)	18,500
486	0	(486)	6547.025	Pool Repairs & Maintenance	1,910	0	(1,910)	0
180	0	(180)	6547.020	Pool Expenses	180	0	(180)	0
2,844	958	(1,886)	6550.300	In-unit Supplies	10,037	2,875	(7,162)	11,500
756	1,583	827	6562.100	Paint Supplies	5,557	4,750	(807)	19,7
2,897	4,000	1,103	6570.000	Vehicle and Maintenance Equipment Operation and Repairs	9,656	12,000	2,344	48,000
22,752	66,189	43,437	Total Repair & Maintenance		99,701	198,567	98,866	794,267
Personnel								
Payroll Salaries								
28,729	27,266	(1,463)	6309.020	Manager/Assistant Manager Salaries	86,188	81,799	(4,388)	354,464
19,778	20,267	489	6309.030	Administrative Salaries	54,926	60,801	5,875	263,472
93,114	94,638	1,523	6540.010	Maintenance Salaries	278,729	283,913	5,184	1,230,289
141,622	142,171	549	Total Payroll Salaries		419,843	426,514	6,670	1,848,225
Payroll Taxes/Benefits								
400	667	267	6313.000	Education/Training Benefit/Recruitment	1,121	2,000	879	8,000
0	25	25	6392.000	Mileage	0	75	75	300
0	250	250	6399.020	Bonuses	0	250	250	1,000
35,968	36,019	51	6723.001	Health Benefits	116,891	108,058	(8,833)	466,751
2,192	2,380	188	6310.020	Payroll Taxes - Management	6,575	7,140	565	28,556
1,510	1,969	459	6310.050	Payroll Taxes - Administrative	4,176	5,908	1,732	23,631
7,113	8,953	1,840	6310.060	Payroll Taxes - Maintenance	21,288	26,860	5,572	107,438
1,797	1,182	(615)	6310.100	Retirement - Management	5,381	3,546	(1,836)	14,179
276	482	206	6310.110	Retirement - Administrative	826	1,446	620	5,784
725	2,572	1,847	6310.120	Retirement - Maintenance	2,176	7,717	5,540	30,867
0	3,360	3,360	6722.000	Workmen's Compensation	15,827	10,081	(5,747)	40,323
49,982	57,860	7,878	Total Payroll Taxes/Benefits		174,261	173,079	(1,182)	726,8
191,604	200,031	8,427	Total Personnel		594,105	599,593	5,488	2,575,054
Professional Services								
6,888	6,509	(379)	6320.000	Management Fee	20,665	19,527	(1,138)	78,109



**Parkfairfax Condominium UOA
Budget Variance
For The Period
August 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
2,805	2,917	111	6340.000 Legal Expense	3,733	8,750	5,017	35,000
0	1,333	1,333	6340.100 Legal Fees - Collections	0	4,000	4,000	16,000
0	0	0	6350.000 Audit Expense	0	0	0	16,058
9,694	10,759	1,065	Total Professional Services	24,398	32,277	7,879	145,167
			Administrative Expenses				
2,991	1,617	(1,375)	6301.000 Recreation/Resident Activities	5,456	4,850	(606)	19,400
86	1,375	1,289	6311.000 Office Supplies	1,388	4,125	2,737	16,500
1,307	1,000	(307)	6311.010 Printing	8,776	3,000	(5,776)	12,000
(1,661)	2,000	3,661	6311.050 Postage	1,923	6,000	4,077	24,000
417	1,051	634	6311.080 Lease Computer, Fax, Copr, etc.	1,842	3,152	1,311	12,610
10,017	3,333	(6,683)	6311.130 IT Support Contract	15,007	10,000	(5,007)	40,000
4,489	3,167	(1,323)	6351.020 Computer Expenses	6,393	9,500	3,107	38,000
4,377	3,542	(835)	6360.000 Telephone and Answering Service	10,807	10,625	(182)	42,500
0	0	0	6370.000 Bad Debts	0	0	0	1,500
5,609	2,333	(3,275)	6390.000 Misc Administrative Expenses	7,122	7,000	(122)	28,000
0	1,167	1,167	6390.009 Meeting Expenses	0	3,500	3,500	14,000
1,027	625	(402)	6390.040 Credit Card & Bank Fees	3,848	1,875	(1,973)	7,500
7,861	8,265	404	6390.180 Association Unit Expense	24,409	24,794	384	99,174
375	708	333	6390.900 Misc Exp - Newsletter	1,958	2,125	167	8,500
0	25	25	6391.000 Dues & Subscriptions	0	75	75	300
0	417	417	6393.050 Engineering Fees	0	1,250	1,250	5,000
36,894	30,624	(6,271)	Total Administrative Expenses	88,930	91,871	2,941	368,984
			Taxes & Insurance				
4,304	0	(4,304)	6710.000 Real Estate Taxes	4,304	0	(4,304)	19,350
0	0	0	6717.000 State Taxes	0	0	0	10,000
0	0	0	6718.010 Corporate Taxes	8,085	0	(8,085)	27,500
15,499	0	(15,499)	6718.020 Personal Property Taxes	15,499	0	(15,499)	6,881
1,184	250	(934)	6719.000 Miscellaneous Taxes, Licenses, and Permits	1,848	750	(1,098)	3,000
32,501	36,110	3,609	6720.000 Property & Liability Insurance (Hazard)	97,503	108,331	10,828	433,325
0	0	0	6720.060 Insurance Reimburse Deductible	0	0	0	25,000
0	167	167	6730.000 Capital Expenses	10,528	500	(10,028)	2,000
53,488	36,527	(16,961)	Total Taxes & Insurance	137,767	109,581	(28,186)	527,056
568,307	650,060	81,753	Total Operating Expenses	1,705,254	1,944,097	238,843	7,181,479
531,537	216,255	315,282	Net Operating Budget	1,087,101	654,849	432,252	3,214,306
			RESERVES BUDGET				
(267,859)	(267,859)	(0)	9901.015 Reserve Contributions	(803,577)	(803,576)	(1)	(3,214,306)
(267,859)	(267,859)	(0)	Total Reserve Contribution	(803,577)	(803,576)	(1)	(3,214,306)
263,678	(51,604)	315,282	Net Operating Profit/(Loss)	283,524	(148,727)	432,251	0



Parkfairfax Condominium UOA
Budget Variance
For The Period
August 2022

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
			Extraordinary Items				
(35,333)	0	(35,333)	9900.000 Insurance Loss Paid Out	(51,299)	0	(51,299)	0
3,958	0	3,958	9910.010 Insurance Claim Proceeds	7,139	0	7,139	0
(6,850)	0	(6,850)	9999.020 Prior Year Activity	(5,360)	0	(5,360)	0
225,453	(51,604)	277,057	NET CASH FLOW	234,004	(148,727)	382,731	0



**Parkfairfax Condominium UOA
Statement of Revenue and Expense Reserve Fund
For The Period
August 2022**

<u>Current Actual</u>	<u>Current Budget</u>	<u>Current Variance</u>		<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Annual Budget</u>
			Revenues				
8,361	0	8,361	3130.063 Current Year RR Interest	14,986	0	14,986	0
267,859	267,859	0	5500.000 Current Year RR Deposits	803,577	803,576	1	3,214,306
276,220	267,859	8,361	Total Revenues	818,563	803,576	14,987	3,214,306
			Reserve Expenses				
152,764	0	(152,764)	3130.062 Current Year RR Expenses	423,934	0	(423,934)	0
152,764	0	(152,764)	Total Reserve Expenses	423,934	0	(423,934)	0
123,455	267,859	(144,403)	Current Year Reserves Activity	394,629	803,576	(408,948)	3,214,306



Parkfairfax Condominium UOA
Statement of Income & Forecast
For the Period
August 2022

	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Assessments													
5110.001 Condo Assessments	545,660	546,028	546,390	545,905	545,905	545,905	545,905	545,905	545,905	545,905	545,905	545,905	6,434,022
5500.000 Reserve Assessments	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	267,859	2,823,360
Total Assessments	813,519	813,887	814,249	813,764	813,764	813,764	813,764	813,764	813,764	813,764	813,764	813,764	9,257,382
Other Income													
5110.000 Rental Income	2,152	1,952	1,952	11,202	11,202	11,202	11,202	11,202	11,202	11,202	11,202	11,202	140,316
5110.180 Clubhouse Rental	150	660	0	563	563	563	563	563	563	563	563	563	5,000
5190.000 Rent Revenue Miscellaneous	8,851	10,260	5,329	0	0	0	0	0	0	0	0	0	24,441
5410.000 Interest Revenue - Operations	0	0	0	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	1,690	70,000
5910.000 Laundry and Vending Revenue	930	6,613	1,267	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	40,000
5920.000 NSF and Late Charges	1,006	2,480	2,196	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,000
5920.030 Other Fine Income	0	50	(50)	0	0	0	0	0	0	0	0	0	0
5990.000 Miscellaneous Inc	787	537	811	667	667	667	667	667	667	667	667	667	8,000
5990.008 In Unit Maintenance	2,001	583	344	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	40,000
5990.190 Storage Unit Fees	3,347	5,656	0	4,746	4,746	4,746	4,746	4,746	4,746	4,746	4,746	4,746	53,948
5990.210 Legal - Collection	0	420	198	208	208	208	208	208	208	208	208	208	0
5990.220 Resale Package	4,377	2,255	2,876	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	48,000
5990.310 Cable Income	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800
5990.580 Move In / Move Out Fees	50	0	0	0	0	0	0	0	0	0	0	0	0
5990.600 Key Income	3,140	1,770	1,490	1,417	1,417	1,417	1,417	1,417	1,417	1,417	1,417	1,417	8,000
5990.960 Prior Year Surplus	0	0	0	5,243	5,243	5,243	5,243	5,243	5,243	5,243	5,243	5,243	0
5990.980 Sales	0	0	267,686	14,167	14,167	14,167	14,167	14,167	14,167	14,167	14,167	14,167	395,186
5991.010 Newsletter Income	0	2,279	97	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	28,000
Total Other Income	28,191	36,915	285,595	52,552	52,552	52,552	52,552	52,552	52,552	52,552	52,552	52,552	478,064



Parkfairfax Condominium UOA
Statement of Income & Forecast
For the Period
August 2022

	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget	
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total		
Total Operating Income	841,710	850,802	1,099,844	866,315	866,315	866,315	866,315	866,315	866,315	866,315	866,315	866,315	866,315	10,589,194	9,735,446
Utilities															
6450.000 Electricity	5,693	16,578	7,261	5,766	4,801	10,438	13,713	14,032	12,836	8,829	5,695	7,170	112,812	95,000	
6451.000 Water	103,586	190,496	38,490	116,189	101,160	101,160	98,743	101,160	101,160	101,160	101,160	101,160	1,255,623	1,328,242	
6452.000 Gas	39,670	27,847	21,721	13,171	17,070	19,016	19,303	28,865	21,109	20,040	19,132	17,098	264,042	210,000	
Total Utilities	148,948	234,921	67,472	135,126	123,031	130,614	131,759	144,057	135,105	130,029	125,987	125,428	1,632,477	1,633,242	
Contracts															
6518.000 Uniforms	3,804	524	2,721	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	22,499	20,000	
6519.000 Exterminating Contract	270	5,849	2,406	6,083	6,083	6,083	6,083	6,083	6,083	6,083	6,083	6,083	63,275	73,000	
6525.000 Garbage and Trash Removal	31,969	34,057	26,592	30,014	30,014	30,014	30,014	30,014	30,014	30,014	30,014	30,014	362,744	355,113	
6537.000 Grounds Contract	23,648	0	0	23,648	23,648	23,648	23,648	23,648	23,648	23,885	23,885	23,885	237,191	283,009	
6547.000 Swim Pool Maintenance/Contract	11,245	11,245	13,245	11,526	11,526	11,526	11,526	11,526	11,526	11,526	11,526	11,526	139,473	113,020	
6548.000 Snow Removal	0	0	0	0	0	0	5,000	10,000	5,000	0	0	0	20,000	20,000	
6562.000 Decorating Contract	0	0	141,439	0	0	0	0	0	0	0	0	0	141,439	240,000	
Total Contracts	70,936	51,675	186,402	72,988	72,988	72,988	77,988	82,988	77,988	73,225	73,225	73,225	986,620	1,104,142	
Repair & Maintenance															
6515.000 Janitor and Cleaning Supplies	1,424	1,017	3,509	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	22,451	22,000	
6537.040 Landscape Repairs	1,484	3,960	472	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	17,500	163,416	120,000	
6537.101 Tree Maintenance	3,700	4,650	1,650	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	212,500	220,000	
6541.000 Repairs - General	11,504	1,483	7,185	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	101,172	100,000	
6541.001 Equipment/Tools	550	261	131	250	250	250	250	250	250	250	250	250	3,192	3,000	
6541.043 Exercise Equipment - Repairs	0	0	0	250	250	250	250	250	250	250	250	250	2,250	3,000	
6541.230 Maintenance Supplies	5,766	3,537	2,385	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	38,688	37,000	
6541.280 Plumbing Materials	2,213	7,297	0	3,564	3,564	3,564	3,564	3,564	3,564	3,564	3,564	3,564	41,585	32,000	



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	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget	
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total		
6541.400 Equipment Repairs & Maintenance	0	0	0	208	167	1,500	0	0	0	0	0	0	0	1,875	2,500
6547.021 Pool Supplies & Equipment	5,907	2,020	256	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	22,058	18,000
6547.025 Pool Repairs & Maintenance	0	1,424	486	0	0	0	0	0	0	0	0	0	0	1,910	0
6547.020 Pool Expenses	0	0	180	0	0	0	0	0	0	0	0	0	0	180	0
6550.300 In-unit Supplies	4,962	2,231	2,844	958	958	958	958	958	958	958	958	958	958	18,662	10,000
6562.100 Paint Supplies	2,328	2,473	756	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	19,806	19,000
6570.000 Vehicle and Maintenance Equipment Operation and Repairs	1,490	5,269	2,897	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	45,656	47,000
Total Repair & Maintenance	41,327	35,622	22,752	66,189	66,147	67,481	65,981	65,981	65,981	65,981	65,981	65,981	65,981	695,401	633,500
Personnel															
Payroll Salaries															
6309.020 Manager/Assistant Manager Salaries	14,365	43,094	28,729	34,083	27,266	27,266	34,083	27,266	34,083	27,266	27,266	34,083	34,083	358,852	327,862
6309.030 Administrative Salaries	8,831	26,317	19,778	25,334	20,267	20,267	25,334	20,267	25,334	20,267	20,267	25,334	25,334	257,597	258,143
6540.010 Maintenance Salaries	92,852	92,763	93,114	118,297	94,638	94,638	118,297	94,638	118,297	94,638	94,638	118,297	118,297	1,225,105	1,164,810
Total Payroll Salaries	116,048	162,173	141,622	177,714	142,171	142,171	177,714	142,171	177,714	142,171	142,171	177,714	177,714	1,841,555	1,750,815
Payroll Taxes/Benefits															
6313.000 Education/Training Benefit/Recruitment	585	136	400	667	667	667	667	667	667	667	667	667	667	7,121	8,000
6392.000 Mileage	0	0	0	25	25	25	25	25	25	25	25	25	25	225	300
6399.020 Bonuses	0	0	0	0	0	250	0	0	250	0	0	0	250	750	1,000
6723.001 Health Benefits	39,819	41,103	35,968	44,649	36,019	36,019	44,649	36,019	44,649	36,019	36,019	44,649	44,649	475,584	481,436
6310.020 Payroll Taxes - Management	1,096	3,288	2,192	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,380	2,376	2,376	27,991	33,868
6310.050 Payroll Taxes - Administrative	674	1,992	1,510	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	21,899	26,666
6310.060 Payroll Taxes - Maintenance	3,587	10,587	7,113	8,953	8,953	8,953	8,953	8,953	8,953	8,953	8,953	8,953	8,953	101,867	120,325
6310.100 Retirement - Management	910	2,673	1,797	1,182	1,182	1,182	1,182	1,182	1,182	1,182	1,182	1,177	1,177	16,014	13,190
6310.110 Retirement - Administrative	137	413	276	482	482	482	482	482	482	482	482	482	482	5,164	7,194
6310.120 Retirement - Maintenance	363	1,088	725	2,572	2,572	2,572	2,572	2,572	2,572	2,572	2,572	2,572	2,572	25,327	31,144



Parkfairfax Condominium UOA
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	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget	
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	
6722.000 Workmen's Compensation	3,953	11,874	0	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	46,070	61,585
Total Payroll Taxes/Benefits	51,125	73,155	49,982	66,240	57,610	57,860	66,240	57,610	66,490	57,610	57,610	66,481	728,011	785,708
Total Personnel	167,173	235,328	191,604	243,954	199,781	200,031	243,954	199,781	244,204	199,781	199,781	244,195	2,569,566	2,536,523
Professional Services														
6320.000 Management Fee	6,319	7,457	6,888	6,509	6,509	6,509	6,509	6,509	6,509	6,509	6,509	6,510	79,247	75,833
6340.000 Legal Expense	0	928	2,805	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	29,983	45,000
6340.100 Legal Fees - Collections	0	0	0	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	12,000	15,000
6350.000 Audit Expense	0	0	0	0	300	15,758	0	0	0	0	0	0	16,058	15,500
Total Professional Services	6,319	8,385	9,694	10,759	11,059	26,517	10,759	10,759	10,759	10,759	10,759	10,760	137,288	156,333
Administrative Expenses														
6301.000 Recreation/Resident Activities	1,121	1,344	2,991	1,617	1,617	1,617	1,617	1,617	1,617	1,617	1,617	1,617	20,006	11,700
6311.000 Office Supplies	19	1,283	86	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	13,763	15,500
6311.010 Printing	4,175	3,294	1,307	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	17,776	11,200
6311.050 Postage	1,304	2,279	(1,661)	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	19,923	20,000
6311.080 Lease Computer,Fax,Copr, etc.	1,216	209	417	1,051	1,051	1,051	1,051	1,051	1,051	1,051	1,051	1,051	11,299	7,200
6311.130 IT Support Contract	491	4,500	10,017	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	45,007	40,000
6351.020 Computer Expenses	163	1,740	4,489	3,167	3,167	3,167	3,167	3,167	3,167	3,167	3,167	3,167	34,893	38,000
6360.000 Telephone and Answering Service	3,008	3,422	4,377	3,542	3,542	3,542	3,542	3,542	3,542	3,542	3,542	3,542	42,682	36,000
6370.000 Bad Debts	0	0	0	0	0	0	0	0	0	0	0	0	1,500	1,500
6390.000 Misc Administrative Expenses	4,382	(2,868)	5,609	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	28,122	28,000
6390.009 Meeting Expenses	0	0	0	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	10,500	14,000
6390.040 Credit Card & Bank Fees	1,184	1,637	1,027	625	625	625	625	625	625	625	625	625	9,473	0
6390.180 Association Unit Expense	8,274	8,274	7,861	8,265	8,265	8,265	8,265	8,265	8,265	8,265	8,265	8,265	98,790	93,822



Parkfairfax Condominium UOA
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	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
6390.900 Misc Exp - Newsletter	1,208	375	375	708	708	708	708	708	708	708	708	708	8,333
6391.000 Dues & Subscriptions	0	0	0	25	25	25	25	25	25	25	25	25	225
6393.050 Engineering Fees	0	0	0	417	417	417	417	417	417	417	417	417	3,750
Total Administrative Expenses	26,546	25,490	36,894	30,624	30,624	30,624	30,624	30,624	30,624	30,624	30,624	32,124	366,043
Taxes & Insurance													
6710.000 Real Estate Taxes	0	0	4,304	19,350	0	0	0	0	0	0	0	0	23,654
6717.000 State Taxes	0	0	0	2,500	0	2,500	0	0	2,500	0	0	2,500	10,000
6718.010 Corporate Taxes	0	8,085	0	6,875	0	6,875	0	0	6,875	0	0	6,875	35,585
6718.020 Personal Property Taxes	0	0	15,499	6,881	0	0	0	0	0	0	0	0	22,380
6719.000 Miscellaneous Taxes, Licenses, and Permits	0	664	1,184	250	250	250	250	250	250	250	250	250	4,098
6720.000 Property & Liability Insurance (Hazard)	32,501	32,501	32,501	36,110	36,110	36,110	36,110	36,110	36,110	36,110	36,110	36,110	422,497
6720.060 Insurance Reimburse Deductible	0	0	0	0	0	0	25,000	0	0	0	0	0	25,000
6730.000 Capital Expenses	10,528	0	0	167	167	167	167	167	167	167	167	167	12,028
Total Taxes & Insurance	43,029	41,250	53,488	72,133	36,527	45,902	61,527	36,527	45,902	36,527	36,527	45,902	555,242
Total Operating Expenses	504,278	632,670	568,307	631,773	540,157	574,157	622,591	570,717	610,562	546,926	542,884	597,614	6,942,637
Net Operating Budget	337,432	218,132	531,537	234,543	326,158	292,159	243,724	295,599	255,753	319,390	323,432	268,701	3,646,558
RESERVES BUDGET													
9901.015 Reserve Contributions	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(3,214,307)
Total Reserve Contribution	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(267,859)	(2,823,360)
Net Operating Profit/(Loss)	69,573	(49,727)	263,678	(33,316)	58,299	24,300	(24,135)	27,740	(12,106)	51,531	55,573	842	432,251
Extraordinary Items													
5935.000 Insurance Loss Recovery	3,181	(3,181)	0	0	0	0	0	0	0	0	0	0	0



Parkfairfax Condominium UOA

**Statement of Income & Forecast
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	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Annual Budget	
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total		
9900.000 Insurance Loss Paid Out	0	(15,965)	(35,333)	0	0	0	0	0	0	0	0	0	0	(51,299)	0
9910.010 Insurance Claim Proceeds	0	3,181	3,958	0	0	0	0	0	0	0	0	0	0	7,139	0
9999.020 Prior Year Activity	4,250	(2,761)	(6,850)	0	0	0	0	0	0	0	0	0	0	(5,360)	0
NET CASH FLOW	77,004	(68,453)	225,453	(33,316)	58,299	24,300	(24,135)	27,740	(12,106)	51,531	55,573	842	382,731		0



**Parkfairfax Condominium UOA
Balance Sheet
For the period ending
August 2022**

	Current Balance
ASSETS	
Current Assets	
1110.000 Petty Cash	500
1120.001 Operating Cash 1	1,050,040
1120.007 Operating Fund II	46,398
1130.000 Accounts Receivable	177,963
1132.000 Accounts Receivable	45,815
4200.000 Allowance For Bad Debt	(128,118)
1140.000 AR-other	5,000
1142.300 Due to/from Operating	841
1142.310 Due to/from Reserve	(841)
1904.010 Deferred Tax Credit Fee	13,986
	1,211,584
Restricted Deposits & Funded Reserves	
1320.000 Replacement Reserve-Cash	714,493
1320.100 Replacement Reserve-MM	1,641,264
1320.200 Replacement Reserve-CD	3,490,000
1320.600 Accrued Interest Receivable	15,572
	5,861,330
Prepaid Expenses	
1240.000 Prepaid Property & Liability Insurance	139,024
1290.000 Prepaid Expense-Operating	42,311
	181,335
Fixed Assets	
1420.000 Buildings	602,000
1480.000 Motor Vehicles	531,761
	1,133,761
Less Accumulated Depreciation	946,749
Total Assets	7,441,262
LIABILITIES & EQUITY	
Current Liabilities	
2110.000 Accounts Payable	93,333
2120.000 Accrued Wages and Payroll Taxes Payable	117,432
2123.000 Accrued Expense	27,681
2123.060 401K Match Payble	154,631
2124.000 Accrued Income Taxes Payable	105,124
2191.050 Refund Clearing Account	(996)
2210.001 Prepaid Assessment	193,492
2210.100 Prepaid Assessments or Rents - Prev. Owner	22,830
2240.000 Deferred Income	254,932
2199.000 Other Current Liabilities	1,420
	969,879
Deposits Liabilities	
2191.000 Tenant Security Deposits Held in Trust (Contra)	4,329

Wednesday, September 14, 2022

4:10 PM



**Parkfairfax Condominium UOA
Balance Sheet
For the period ending
August 2022**

	Current Balance
	<u>4,329</u>
Long Term Liabilities	
Total Liabilities	<u>974,208</u>
EQUITY	
Net Profit or (Loss)-current	234,004
Owners Unappropriated Equity-prior years	
3130.000 Owner Equity or Certificates Held in Treasury (Coops)	(177)
3130.030 Fund Balance	1,833
3130.055 Special Project	(64,176)
3130.850 Property Fund	187,012
3210.030 Retained Earnings Operating Fnd	1,519,569
Total Owners Unappropriated Equity-prior years	<u>1,644,061</u>
Owners Appropriated Equity-prior years	
3130.060 Capital Reserve Fund Balance	4,194,360
Total Owners Appropriated Equity-prior years	<u>4,194,360</u>
Owners Appropriated Equity-current	
3130.061 Current Year RR Contributions	803,577
3130.062 Current Year RR Expenditures	(423,934)
3130.063 Current Year RR Interest	14,986
Total Owners Appropriated Equity-current	<u>394,629</u>
Total Equity	<u>6,467,053</u>
Total Liabilities & Equity	<u>7,441,262</u>

