

## Reports

- Committee Reports
- General Manager Report

October 11, 2023

A&PB

August Meeting Notes

**Specifications**

We have attached a draft of the checklist and specifications for Gates, Arbors, and Trellises. Our updates and revisions include:

- Updating of materials and colors for all three structures
- Clarification of allowed dimensions for all three structures
- Provision for moveable trellises supporting plant material to be used to camouflage meter boxes on buildings
- Provision for trellises supporting plant material to be used as part of privacy hedges between limited common element patio/decks.

The Committee has decided to use the months of November and December to review additional specifications in small groups. Therefore, we will not be holding a full and public Committee meeting either month. We will reconvene as a full Committee in January 2024.

***Roof tile testing:***

Six full tiles (details below) were removed from buildings and FedExed to Ludowici testing facility in Ohio. The absorption and breaking strength tests take at least two weeks so we could have results by early November.

Bldg. #	Exposure		Tile Manufacture Date	Walker Category
314	North	Red flat tile; lichen growth and leaf litter	5/3/1943	High
403	North	Red flat tile; lichen growth and leaf litter	7/19/1943	High
520	East	Rusticated green tile; sun	3/30/1943	Low
701	West	Rusticated green tile; sun	12/7/1942	Medium
832	South	Rusticated green tile; sun	8/28/1942	Low
941	West	Red flat tile; lichen growth and leaf litter	11/5/1942	Medium

# Parkfairfax Condominium Landscape Committee Report October 2023

This month's meeting focused on finishing recommendations for the Landscape Contractor scope of work (found under separate tab). In addition, we've been:

## Researching Potential Grants

After receiving and carrying out the grant from the Virginia Department of Forestry in the amount of \$8,400 grant for FY23 we are setting our sites on reapplying for this grant as it is now done on a rolling basis. We are also investigating the following grants:

- Virginia Trees for Clean Water from the Virginia Department of Forestry  
<https://dof.virginia.gov/wp-content/uploads/UCF-VTCW-Grant-Program-2023.pdf>
- City of Alexandria Flood Mitigation Pilot Grant Program  
<https://www.alexandriava.gov/flood-action/flood-mitigation-grant-program>
- Virginia Soil and Water Conservation District Grants - Virginia Conservation Assistance Program  
<https://www.fairfaxcounty.gov/soil-water-conservation/conservation-assistance-programs>

We will continue to research and attempt to find more ways to enhance our landscape through grants.

## City Trees Assessment

Following repeated attempts by Management and the Board to get in touch with the City in regard to trees that line our City streets, the Committee was asked by management to assess trees 30 feet from the center of the street (those that would be considered property of the City). With the help of neighbors, the Committee will have a list by the end of the month, hopefully, with a list in hand the City will be able to take action.

## Adopt a Tree Program

Following the success of our matching grant from the Virginia Trees for Clean Water Grant Program. 16 trees were planted around the community at the end of January. As part of the grant, the Committee and Management found tree adopters for 15 of the 16 new trees and come up with some community tree planting opportunities. In addition, 2 trees were planted over the summer and were adopted by our neighbors.

## Compost Program Update

To date, we have over 110 households participating in this weekly service. This month alone, we collected almost 2 tons of food scraps that have been diverted from our waste stream and have kept the critters from our trash bags! You can read more about our vendor here: [www.keycompost.com](http://www.keycompost.com)

# Parkfairfax Condominium

## A Historic District

### Board of Directors Meeting

#### General Manager's Report – October 12, 2023

Francisco Foschi, General Manager at Parkfairfax Unit Owners Association, prepared and submitted this report.

#### ADMINISTRATIVE

##### 1) CSC Lack of Responsiveness:

Management sent the Notice of Non-Renewal to our laundry service company, CSC, on September 21. CSC responded with the following:

*"Hello,*

*We have submitted the notice for review; this has been escalated to your account manager. A cancellation letter does not guarantee the removal of equipment. Sales will review the contract terms and contact you to discuss. Client Support Specialist clientsupport@cscsw.com is your point of contact going forward."*

Since their response suggests they might make the transition process difficult, management contacted legal counsel to ensure we have a communication plan and process in place if we need to use other resources to remove their machines.

We will inform the Board of any further difficulties during this process, if any.

##### 2) Laundry Rooms – Final Steps:

Management is currently drafting a communications strategy/plan to announce our new laundry service provider, including changes such as:

- Equipment
- Preventative Maintenance
- Instructional Signage
- How to Make Service Requests
- Instructions on How to Use Different Methods of Payments
- A map that includes the remaining 25 room locations, including the Clean Plus Cash Add-Value Stations Locations

The announcement will be distributed via the following channels starting November 1:

- 1) Newsletter (November)
- 2) A link to the announcement and instructions on [www.parkfairfax.org](http://www.parkfairfax.org) home page under "quick links."
- 3) Weekly rotation on the weekly updates email blast during November.
- 4) An announcement on the Official Facebook page.

**Add Cash Value Stations Locations:**



\*This map is for reference purposes only. The final version will use a new map with better graphics and signage.

- Parkfairfax Management Office: 3360 Gunston Rd, Alexandria, VA, 22302.
- Parkfairfax Gymnasium: Located at 1409 Martha Custis Dr, Alexandria, VA, 22302
- Parkfairfax Laundry Room in Building # 817

**3) New Date for the Parkfairfax Anniversary Party:**

The activities committee and management have agreed on a new date for Parkfairfax's 80<sup>th</sup> Anniversary Reception. The reception will occur on Saturday, November 18, from 5:00 p.m. to 7:00 p.m.

**4) 716 Foundation Update:**

The stabilization with helical piers in the rear of the Building has been completed. Avon is now in the process of waterproofing the walls before moving to the side of the Building.

Walker has been conducting inspections every two weeks and providing reports to management. All the reports are available in the management office upon request.

For your convenience, see actual images of the project below (Back of Building 716):





#### 5) 109 Building Foundation Assessment Update:

Walker Consultants has completed the assessment of Building 109's foundation. They have provided two options for the Board to consider:

**Option 1:** Partial Underpinning to the Affected area only on the side of the Building.

**Option 2:** Full Building Underpinning. (Recommended by Walker).

Management has given Walker the go-ahead to start preparing construction documents and project specifications so that we can begin the bidding process.

Based on our experience with Building 716, we estimate this project will start around June 1, 2024.

6) **Admin Team Member Changes:**

We lament to inform the Board and the community that Lisa Jones, a member of our administrative team, has left us. Lisa informed us that she was considering leaving two weeks ago due to a job offer that suited her needs better, mainly because it was closer to her home. I met with her soon after to understand better her desire to leave and made her an offer to address and improve the points she mentioned, and she asked me for some time to consider it.

On Friday, September 29, Dana made another attempt to convince her to stay, but around 3:00 p.m., she informed us that she would take another job offer.

Lisa was instrumental in bettering the association's record-keeping, improving payment timing, and keeping a close eye on our financials to ensure accurate income and expenses. We are grateful for her great work and wish her a bright future in her new position.

Management is conducting interviews and should have a candidate by Friday, November 17.

7) **EV Charging Stations:**

Blue Whale Corp. is currently working on the city permits for installation. We expect the installation to occur in early December, depending on permits.

In the meantime, management is working with the Transportation Committee on rates and overtime charges structure and plans to make a recommendation to the Board at the October meeting.

8) **Breaker Panels:**

Management will have an updated database by October 31 that includes all upgraded panels to date, including all applications approved through our covenants in the past year.

Management will present the updated list to the Board for discussion at our next meeting.

9) **Roof Tiles Testing:**

One roof tile from each of the following buildings has been removed and sent for testing: #314, #403, #520, #701, #832, and #941

We expect to receive the testing report during the first two weeks of November when we will share the results with the Board at the monthly meeting.

## FINANCIALS

Below is the Variance Report regarding the August 2023 Financial Statements.  
September's Financial statements are not finalized and will be included at November's meeting.

<b>AUGUST 2023 VARIANCE REPORT</b>							
<b>Expenses Negative Variances Over 10 % of the Annual Budget</b>							
<b>GL-ACCOUNT</b>	<b>Monthly Expenses</b>	<b>Monthly Budget</b>	<b>Mthly Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>Explanation/Comments</b>
Tree Pruning & Removal	\$30,905.00	\$2,500.00	(\$16,738.00)	\$42,600.00	42,500.00	\$170,000.00	More than 10 trees were cut or removed during this month due to storms. This also includes emergency debris cleaning
Misc. Admin Expenses.	\$4,833.00	\$2,083.00	(\$2,750.00)	\$8,782.00	6,250.00	\$25,000.00	Invoice from new FY regarding booklets and postage for new assessments.



**MAINTENANCE**

**9901.008 PEX Domestic Water Piping (Cold Water Laterals **Complete**)**

Total	Bldg. #	Address	Type	# of units	Cost	Start Date
1	546	3721 Gunston Rd	B	6	\$10,240.00	6/12 to 6/15
2	549	3701 Lyons Lane	B	4	\$7,660.00	6/19 to 6/23
3	847	3235 Martha Custis	C	10	\$14,900.00	6/26 to 6/30
4	909	3545 Martha Custis	B	4	\$7,660.00	7/3 to 7/7
5	910	3732 Gunston Rd	B	4	\$7,660.00	7/10 to 7/14
6	911	3533 Martha Custis	B	5	\$8,700.00	7/17 to 7/21
7	912	1601 Fitzgerald Lane	C	10	\$14,900.00	7/24 to 7/28
8	913	1645 Fitzgerald Lane	C	10	\$14,900.00	7/31 to 8/4
9	914	1616 Fitzgerald Lane	A	6	\$10,240.00	8/7 to 8/11
10	918	3720 Gunston Rd	A	6	\$10,240.00	8/14 to 8/18
11	919	1656 Fitzgerald Lane	C	8	\$12,820.00	8/21 to 8/25
12	920	3700 Gunston Rd	C	8	\$12,820.00	8/28 to 9/1
13	921	3521 Martha Custis	C	6	\$10,240.00	9/4 to 9/8
14	922	3660 Gunston Rd	C	10	\$14,900.00	9/11 to 9/15
15	924	3648 Gunston Rd	A	6	\$10,240.00	9/18 to 9/22
16	926	3632 Gunston Rd	C	8	\$12,820.00	9/25 to 9/29
17	927	3433 Martha Custis	C	6	\$10,240.00	10/2 to 10/6
18	928	3612 Gunston Rd	C	10	\$14,900.00	10/9 to 10/13

**Total Cost (25 buildings) = \$271,020.00**

Remaining Buildings = 1

**9114.210 Asbestos Abatement, Crawlspace (Complete)**

Total	Bldg. #	Address	Type	# of units	Cost	Start Date
1	546	3721 Gunston Rd	B	6	\$3,208.00	6/12 to 6/15
2	909	3545 Martha Custis	B	4	\$3,208.00	6/19 to 6/23
3	910	3732 Gunston Rd	B	4	\$3,208.00	6/26 to 6/30
4	911	3533 Martha Custis	B	5	\$3,208.00	7/3 to 7/7
5	912	1601 Fitzgerald Lane	C	10	\$6,333.00	7/10 to 7/14
6	913	1645 Fitzgerald Lane	C	10	\$6,333.00	7/17 to 7/21
7	914	1616 Fitzgerald Lane	A	6	\$3,208.00	7/24 to 7/28
8	918	3720 Gunston Rd	A	6	\$3,208.00	7/31 to 8/4
9	919	1656 Fitzgerald Lane	C	8	\$6,333.00	8/7 to 8/11
10	920	3700 Gunston Rd	C	9	\$6,333.00	8/14 to 8/18
11	921	3521 Martha Custis	C	6	\$3,208.00	8/21 to 8/25
12	922	3660 Gunston Rd	C	10	\$6,333.00	8/28 to 9/1
13	924	3648 Gunston Rd	A	6	\$3,208.00	9/4 to 9/8
14	926	3632 Gunston Rd	C	8	\$6,333.00	9/11 to 9/15
15	927	3433 Martha Custis	C	6	\$3,208.00	9/18 to 9/22
16	933	1633 Mount Eagle	B	4	\$3,208.00	9/25 to 9/29
17	935	1621 Mount Eagle	B	6	\$3,208.00	10/2 to 10/6
18	938	3512 Valley Dr	B	6	\$3,208.00	10/9 to 10/13
19	941	1573 Mount Eagle	A	5	\$3,208.00	10/16 to 10/20
20	942	1601 Preston Road	B	6	\$3,208.00	10/23 to 10/27
21	943	1561 Mount Eagle	B	6	\$3,208.00	10/30 to 11/3
22	944	1613 Preston Road	B	5	\$3,208.00	11/6 to 11/10

**Total Cost (22 buildings) = \$89,326.00**  
 Remaining Buildings = 5

**9901.008 Building Gas Pipe Repair (Complete)**

Total	Bldg.	Type	# of units	Cost	Start Date
1	101	BB-7	6	\$13,225.00	7/3 to 7/7
2	102	B-15	4	\$7,495.00	8/7 to 8/11
3	103	BB-8	6	\$13,225.00	9/4 to 9/8
4	104	AC-17	6	\$13,225.00	10/2 to 10/6
5	105	BB-7	6	\$13,225.00	11/6 to 11/10
6	106	B-14	4	\$7,495.00	12/4 to 12/8

**Total Cost = \$67,920.00**

**9901.011 Building Stoop Replacement (In-Progress)**

Aug	Sept	Oct	Nov
911/3537 MC	522/3602 Valley	524/3607 Gunston	548/3737 Gunston
502/3740 Valley	524/3603 Gunston	524/3609 Gunston	843/1620 Ripon
502/3742 Valley	524/3605 Gunston	548/3735 Gunston	

**Total Cost = \$137,720.00**

11 Stoops @ \$10,289.00 = \$113,179.00  
 11 Waterproofing @ \$731.00 = \$8,041.00  
 11 Drawings @ \$1,500.00 = \$16,500.00

**9114.210 Building Wood Trim Replacement (Project started on 9/11)**

Total	Bldg.	Cost	Type	3 Story Fee	Disposal	# of units	Start Date
1	531	\$6,500.00	B-16		\$220.00	4	6/19 to 6/23
2	532	\$6,500.00	B-16		\$220.00	4	6/26 to 6/30
3	533	\$6,500.00	B-8	\$300.00	\$220.00	6	7/3 to 7/7
4	534	\$6,500.00	BB-7	\$300.00	\$220.00	5	7/10 to 7/14
5	535	\$6,500.00	BB-7	\$300.00	\$220.00	5	7/17 to 7/21
6	536	\$6,500.00	BB-8	\$300.00	\$220.00	6	7/24 to 7/28
7	537	\$6,500.00	B-14		\$220.00	4	7/31 to 8/4
8	538	\$6,500.00	B-14		\$220.00	4	8/7 to 8/11
9	539	\$6,500.00	B-14		\$220.00	4	8/14 to 8/18
10	540	\$6,500.00	B-15		\$220.00	4	8/21 to 8/25
11	542	\$7,700.00	AC-17		\$220.00	6	8/28 to 9/1
12	544	\$6,500.00	B-14		\$220.00	6	9/4 to 9/8
13	546	\$6,500.00	BB-7	\$300.00	\$220.00	4	9/11 to 9/15
14	547	\$6,500.00	B-14		\$220.00	5	9/18 to 9/22
15	548	\$6,500.00	BB-7	\$300.00	\$220.00	6	9/25 to 9/29
16	549	\$6,500.00	B-14		\$220.00	4	10/2 to 10/6
17	550	\$6,500.00	BB-7	\$300.00	\$220.00	6	10/9 to 10/13
18	701	\$6,500.00	BB-9	\$300.00	\$220.00	6	10/16 to 10/20
19	702	\$6,500.00	BB-8	\$300.00	\$220.00	6	10/23 to 10/27
20	703	\$6,500.00	BB-9	\$300.00	\$220.00	6	10/30 to 11/3

**Total Cost = \$173,700.00**