Reports - Committee Reports - General Manager Report

PARKFAIRFAX FINANCE COMMITTEE MEETING PFFX BOARD ROOM, 6:30 pm JANUARY 4, 2024

Attending Committee Members: Greg Drone, Chair

Amanda Mullan, Treasurer and Board Liaison to the Committee

Tim Buzby Greg Vogt

Regrets: Kylie Clark

Christian De Prins

Note: An agenda was provided in advance to anticipated attendees of the meeting. Attendance by members and guests was made available in person or via Zoom connection.

Opening Statements by the Chair

Chair Greg welcomed attendees to the meeting. The agenda was accepted by consensus, given the distribution of the most recent Barkan report for the October financials. The minutes for the December 7, 2023 committee meeting were approved unanimously.

He opened discussion to cover a few items:

- Association's tax return for YR 2022-2023, dated November 21, 2023
- Planned sale of a condo unit owned by the Association
- 2020 DMA Reserve study.

The most current tax return was prepared by Goldklang Group (this firm prepares annual financial audits for the Association). The return was distributed to committee members previously. The return covers the fiscal year ending May 31, 2023, and it is due to the IRS no later than March 15, 2024. In addition, a schedule of estimated payments (for FY2023-2024) was provided. Amanda said the planned return payments (for Federal and Virginia) and the estimated payments will be brought into the current budget process. A question arose as to where on the return one could find property tax payments made to the City of Alexandria for properties owned by the Association (for example, condominium units, gym, maintenance yard, etc.). A second question arose as to if PFFX property restorations, conducted by owners or by the Association, might be eligible for reimbursement funding/tax credit under the Virginia Historic Rehabilitation Tax Credit program or the Federal counterpart.

Regarding the planned sale of a condo unit owned by the Association, is the unit already on the market? Amanda mentioned that placement on the marketplace has been delayed due to a legal issue. The issue is anticipated to be taken care of, allowing the planned sale process to proceed in the coming months.

Regarding the 2020 DMA Reserve study, the discussion covered inputs provided for the study, and outputs, including projections and goals, within the study. Because our committee and Barkan will rely on the study for FY 2024-2025 budgetary estimates, there was a suggestion that the Reserve study be updated soon so as to have better "real time" inputs for the next budget process (FY 2025-2026). Following discussion, the committee voted unanimously to recommend to the Board that the Reserve study be updated during 2024.

Treasurer's Report

Amanda reported that the 2024-2025 draft budget from Barkan was delivered to the Board the day of its December Board meeting. Initial review by the Board and Management is underway, and adjustments are anticipated due to Board member priorities and planned reserve contributions. Barkan's draft also includes a 5-year projection (through 2029). In conjunction with the review efforts currently taking place, Management is preparing a Reserve Expenditure/Project plan to provide improved inputs (i.e., estimated costs, timing of expenditures). She is preparing the budget workshop (January 20) package for the Board and expects next version of the 2024-2025 draft budget with 5-year projections will be in place by then.

Amanda noted that the Finance Committee can provide written materials for the upcoming Board meeting (being held January 17) under agenda item Committee Reports. A brief verbal preview of the committee's items may be allowed at the Board meeting by the President.

Review of Barkan's October 2023 Financial Report

There was no significant discussion on this month's report. Amanda noted that a correction was needed to be made by Barkan – it will be fixed on the November 2023 report.

Our Presentation for the Budget Workshop

Last meeting it was agreed to request time at the Board's January 17th, 2024 meeting (i.e., in advance of the budget workshop) to present a preview of the committee's current thinking and input for the budgetary process. Amanda is requesting to the Board President that Chair Greg D and Tim (depending on availability) be given a few minutes to present the preview verbally during the Committee Reports portion of the Board agenda. Greg D, Tim, and Greg V are looking to prepare a summary of talking points in the next few days in the event the request for floor time at the Board meeting is accepted.

Also, Greg D has prepared draft materials/ppt slides (distributed to members recently) for our committee's presentation to be included in the Board package for January 17th, plus presented at the budget workshop January 20th. Presentation of the committee materials at the budget workshop will be led by Tim; Greg D. intends to participate via zoom. *Committee members are asked to review these materials immediately and return to Greg D soon with any comments. The committee materials must be given to the office on or about January 10th.*

Next Finance Committee Meeting and Adjournment

Greg D. thanked participants for their time and participation. He announced that the next meeting of the committee is planned for Thursday, **February 1, 2024**, beginning at 6:30 pm. Format is in-person at the Association offices, with an option for zoom/telephone call-in. Today's meeting adjourned at around 7:45pm.

GV/GD

Draft minutes generated: 1/5/2024 Final minutes approved: 2/1/2024

MEMORANDUM

To: Amanda Mullan, Treasurer and Liaison to the Finance Committee

Francisco Foshi, General Manager

From: Greg Vogt, Finance Committee

Greg Drone, Chair, Finance Committee

Subject: Cost Basis on Sales of Association-Owned Condo Units

Our committee performed a cursory review of the Association's most recent tax return, covering fiscal year ending May 31, 2023. The return was prepared by Goldklang Group. Form 8949 of that return indicates that the Association sold a condo unit on Martha Custis Dr during the year for \$285,000. The unit was acquired in January 1979. The cost basis shown in column (e) is \$42,799, leading to a calculated taxable gain of \$242,201.

For determining the above cost basis on the 1979 unit sold, did the Association take steps to document or estimate capital improvements made on that unit over time from the year of acquisition so as to calculate an adjusted basis (upward of the original acquisition cost) against the eventual sales price?

We are neither tax experts nor CPAs. Please see Attachment 1, dated February 13, 2024, which documents emails containing our similar questions made to Goldklang Group, along with the response received from the same. The response suggests a method for the Association to make such calculations for tax purposes based on an estimate of capital improvements already tracked by the Association.

If the Association is already in the practice of performing such calculations or similar and employing them to reduce tax expenses, then great.

However, if there is an opportunity to save cash resources in this regard (through the reduction of potential gains on unit sales and thus, reduced taxes on those adjusted gains), then we recommend:

- steps be taken to realize the opportunity described briefly in Attachment 1 for any upcoming or future sales of this kind; and
- consideration be given to amending the most recent tax return (and other past returns, if applicable) to capture the past savings opportunity as well.

Thank you. GV/GD

ATTACHMENT 1

----- Forwarded message ------

From: Michele Lizama < mlizama@ggroupcpas.com >

Date: Tue, Feb 13, 2024 at 8:39 AM

Subject: FW: Request for Information - Finance Committee

To: Francisco Foschi < ffoschi@parkfairfax.org Cc: Amanda Mullan < mullan.atlarge@gmail.com

Hi Francisco,

I posed the question to Gail Moore in our tax department and below was her response:

The Association could use the annual replacement reserve contributions as an estimate of the capital improvements for tax purposes. If the Association has copies of the audit reports for those years, they could use them to create a list of the annual replacement reserve contributions for each year, and then use each unit's percentage interest to allocate their portion of those contributions. The contributions should be reduced by the amount of any reserve expenditures that may have been made for non-capital items such as painting or landscaping, for example. This could be used to increase the cost basis for tax purposes to reduce any potential gain on the sale.

Please let me or Gail know if you have any questions.

Thanks,

Michele

From: Francisco Foschi < ffoschi@parkfairfax.org>

Sent: Monday, February 12, 2024 2:19 PM

To: Michele Lizama < mlizama@ggroupcpas.com Cc: Amanda Mullan < mullan.atlarge@gmail.com >

Subject: [EXTERNAL]FW: Request for Information - Finance Committee

Hi Michele,

I hope you are well!

I wanted to forward the below question from our finance committee and treasurer.

Please let us know your thoughts when you can.

Regards,

Francisco Foschi, CMCA®, AMS®, PCAM® General Manager – Parkfairfax Condominium ffoschi@parkfairfax.org | P: 703-998-6315 3360 Gunston Rd, Alexandria, VA 22302

www.parkfairfax.org

Attachment 1 (continued)

From: Amanda Mullan < mullan.atlarge@gmail.com>

Sent: Saturday, February 10, 2024 3:03 PM **To:** Francisco Foschi < foschi@parkfairfax.org >

Subject: Request for Information - Finance Committee

Hi Francisco,

I've received a request for information from the Finance Committee. I've included the question below. Please let me know if you have any follow up questions and an ETA for getting them a response:

As was discussed at the yesterday Finance Committee meeting, you mentioned the possible sale of at least one Association-owned condo unit during FY2025, and that the sale would generate capital gains, likely subject to taxation. If this is the case, can we pose a question to the Association's CPA:

With the Association's possible sale of an Association-owned condo unit during FY2025, will capital improvements made on that unit from 1979 (approximate year of purchase) through present (i.e., date of sale) allow for documentation/calculation of an adjusted basis (of the original purchase price) against the eventual sales price?

Best,

Amanda

End of Attachment 1.

Parkfairfax Condominium Landscape Committee Report February 2024

Tree on Washington Island

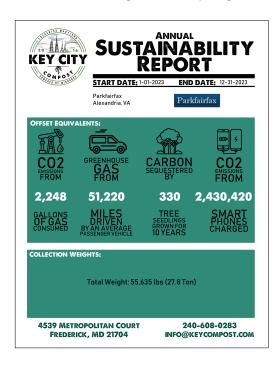
A new holiday tree for Washington Island has been located! This Norway Spruce is 14-foot tree currently located in Maryland. As was discussed at previous Board and Budget meetings, funding has been set aside to replace the holly on Washington Island with a larger more "Christmas tree" looking specimen. The committee has recommended several locations for re-homing the existing holly. In addition, we are working with management to come with a revitalized garden scenario for the three focal gardens on the island.



Landscape Contract Implementation

The Committee is continuing to work with Management on the implementation of the new contract with our designated contractor, Community Landscape Services, which will start March 1. Included in the discussions are a calendar of milestones and deliverables which will be shared with the Board once finalized.

In addition, the Committee is working with Management give some additional direction on tree mulching for this spring.



Compost Program

Last year, the residents participating in this program gathered almost 28 tons of food scraps (the equivalent weight of 14 cars!). To date, we have over 110 households participating in this weekly service. In the month of January 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

Landscape Committee Report February 2024 Page 2

Adopt a Tree Program

The committee has two volunteers taking on this progam and we are working with our previous chair, Martha Crawley on the transition. We will be looking for a new group of volunteers to adopt trees this spring, as it has been a very successful program that engages our neighbors in our landscape.

Researching Potential Grants

After receiving and carrying out the grant from the Virginia Department of Forestry in the amount of \$8,400 grant for FY22, we understand we will be eligible for additional funding for FY24 with an addendum to our FY22 grant. We continue to investigate the following grants:

- City of Alexandria Stormwater Credits Eligible for City residents, including HOA, credits can reduce fees by up to 50%. The committee, management and a consultant are working to complete and submit this application. Should credits be awarded, they would be in effect for two years, without additional application. https://www.alexandriava.gov/stormwater-management/stormwater-utility-fees-and-credits-for-residential-properties
- Virginia Trees for Clean Water from the Virginia Department of Forestry (the is the program on which we received grant funding in FY22) https://dof.virginia.gov/wp-content/uploads/UCF-VTCW-Grant-Program-2023.pdf
- City of Alexandria Flood Mitigation Pilot Grant Program (for upcoming stormwater/green infrastructure projects)
 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 are always on the lookout for additional funding to keep the "park" in Parkfairfax.

Minutes of February 2024 Parkfairfax Transportation and Land Use Committee meeting

The community-focused Parkfairfax Transportation and Land Use Committee (TLUC) convened its monthly meeting the evening of 08 February in the Community Room. With graphic video presented on the large screen TV, members enjoyed a convivial and productive evening covering a variety of topical issues:

1. EV Charging Stations. The recently installed dual EV Charging Station adjacent to the Martha Custs Pool was adorned with signage, painting, wheel stops, and full activation on 06 February. As approved by the Board of Directors on 17 January, Parkfairfax residents will pay \$0.25 per kWh, consistent with prevailing rates in the area. Following a one-hour grace period, a penalty of \$2.00 per hour will be imposed for vehicles remaining after charging is complete. Revocable guest privileges will be offered to Parc East residents at the rate of \$0.40 per kWh. There will be no general public access.

The City of Alexandria's EV Transportation Planner has organized an EV Charging Station "Peer Group" for multi-family communities to exchange information and learn from each other's mistakes and successes. As a charter member, I participated in the first two group sessions and have been invited to present our experience at the third meeting (date TBD) via MS Teams. The group chair and representatives of the Park Place Condominium visited recently and were most impressed with our accomplishments.

- 2. Traffic Calming. In response to numerous individual requests from Parkfairfax residents over a period of time, on 12 October 2023 the Alexandria Department of Transportation and Environmental Services (TES) advised our Board that, in response, they installed temporary traffic monitoring devices at strategic locations and sought feedback from the Association before proceeding with implementation. The TLUC believed that a comprehensive, phased approach would best serve the needs of the entire community and invited TES representatives to meet here on 02 November. As required, the TLUC prepared a letter to TES which was signed by the Board President on 14 December requesting installation of an all-way stop at Valley Dr. and Preston Rd., to be followed by community engagement (townhall) to evaluate additional traffic calming measures on city streets within Parkfairfax. The all-way stop was installed on 08 February! Additional measures will need to be coordinated with the planned FY25 street resurfacing schedule, which includes Gunston Rd. from Valley to Valley/Martha Custis (the steep hill section).
- 3. <u>Alexandria Federation of Civic Associations</u>. Ms. Adriana Casteneda, director TES was the guest of honor at the January Federation meeting. I used the opportunity to "remind" her that her folks have committed to submitting a Virginia Smart Scale application this spring to fund the long-anticipated Shirlington Circle Interchange Improvement Study reconfiguration. The final report was issued in January 2020, and the March 2020 and March 2022 application deadlines were missed for various reasons. TES has indicated that a joint Arlington/Alexandria application will be submitted next month to finally get this project off top dead center. Even if funding is

provided, and there is guarded optimism that it will be, construction would not be complete until 2030. Additionally I grilled Ms. Casteneda about the improvements to the intersection of King and Beauregard (Harris-Teeter, Silver Diner, etc.) which were originally promised to be completed last year. Well delay begets delay, as a new traffic analysis and renewed temporary easement agreements have to be executed as a result of the delay. Then construction has to be advertised, pushing completion to the right again, possibly to 2026.

- 4. <u>Verizon 5G</u>. Members asked about the expected improvements in Verizon 5G service resulting from installation of a "small cell" device on a streetlamp in the 1600 block of Preston Rd last year. I have contacted the installation contractor, MasTec regarding activation status of this device and am expecting a reply shortly.
- 5. <u>King/Bradlee Improvement Project</u>. A project to improve King St. from Quaker Lane to Menokin Dr. began, for the second time, last fall with a community survey. There will be an Open House on 15 February at the Fairlington Presbyterian Church from 5-7 PM with presentations starting at 6PM and all are encouraged to attend.

NOTE: Due to travel commitments, the March TLUC meeting has been CANCELLED. The next TLUC meeting will therefore be <u>11 April 2024 at 7PM</u> in the Community Room. *New and returning members are always welcome!*

Best regards,

Bob

Bob Gronenberg
Chair
Parkfairfax Transportation and
Land Use Committee

Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

Board of Directors Meeting

General Manager's Report – February 15, 2024

ADMINISTRATIVE

1) Landscaping Teams Meeting:

The Parkfairfax's landscaping team, CLS, Landscaping committee chair, and Board liaison met with management on February 12, 2024. The goal of the meeting was to discuss Parkfairfax's and CLS's annual maintenance program and to ensure both teams work together using the same specifications for all landscaping procedures.

A goal-oriented maintenance plan was also discussed. Both landscaping teams will start working on designated areas to improve results and curb appeal. Based on the results, use the same approach throughout the community with consistency in mind.

2) Parkfairfax Sign Removal:

Unless there is Board opposition, management would like to remove the large Parkfairfax sign located on the small city-owned island in front of Charles Barret School and relocate it at the beginning of the 600s buildings, creating a new enhanced focal point. Management also plans to notify the city that the island will be theirs to maintain.

3) Ting & Verizon Proposed Installation Plan:

The new internet services provider Ting and Verizon Fios have submitted their intended plans to install their equipment throughout Parkfairfax to provide internet services to the community.

Verizon plans to do it in phases and proposes starting on Ward One for this year. Their plans suggest going as far as attaching boxes to each building and running wiring through the attics.

Ting proposes setting their infrastructure up until the front of each building by installing handholes (HH) and tapping from there to the units only as residents request their services.

For the installation of such infrastructure, both companies propose to do a large amount of trenching throughout the community, which they will remediate after installation.

While both companies contacted Parkfairfax simultaneously, all proposals and plans are separate, and all work is subject to Board approval.

The Board can find a detailed description of each plan under the **Matters for Board Discussion** section in your Board package, including installation maps, materials, and more.

If the Board is interested in pursuing any of these services, the following steps would be to have the company representatives come to a Board meeting to present their plan and respond to questions and concerns from Board members and the community. There is also the option to plan this work later this year or the next.

4) 716 Foundation Update:

Walker has been performing bi-weekly inspections from the start of the project and submitting progress reports accordingly.

Walker has asked for a change of order on the following work:

Adding four (4) steel plates to secure the concrete pier and the concrete beam together. The same approach was taken at one of the concrete piers at Building 718 when it was underpinned several years ago. Avon estimates this project to be completed around March/April 2024.

The change of order request is included in the Board package under the Matters for Board Approval section. The total amount for the change of order is \$59,396, described on items 1 through 5 on the first page of the AIA Change of Order form.

5) <u>109-111 Building Foundation:</u>

A meeting to discuss logistics occurred on February 9 between Walker Consultants, Avon Corp, and management. Avon plans to start mobilization to buildings 111 and 109 during the first week of March approximately. They will confirm the starting dates in the last week of February.

Walker suggested starting on building 111 per their assessment and mobilizing the crew currently working on 716 to 109 as soon as the work on 716 is completed. The project will last approximately six months, depending on the weather.

Management will notify all residents at least two weeks before starting work.

6) EV Charging Stations:



Parkfairfax's newly installed charging station has been completed and is running. Residents are registering at the management office and receiving their EV Registration cards, allowing access to their established rate. For Parc East users, Blue Whale is working on a feature allowing them to register with a different card. We expect this matter to be resolved before the end of February.

7) Pickup Truck Purchase:

Management is working with Board liaison Matt Larson and looking into different options to replace a 23-year-old Chevrolet S-10 assigned to our Carpentry and Exterior work crew.

In addition, management started a biweekly vehicle inspection plan to make sure staff members keep their assigned vehicles in clean condition periodically.

8) <u>USP Program Changes:</u>

Management is working on simplifying the unit maintenance program by consolidating a schedule of fees that defines the specific services we provide and at what cost.

We will have a draft for Board discussion at the March meeting.

9) Registrations & Access Cards Plan:

Management is looking into revamping our residents' registration process to update and gather accurate information from all Parkfairfax's residents.

We recommend implementing a new registration system where residents can fill out an Online Registration form that will automatically gather their information in an internal file. In exchange, they will receive an invitation to download an app on their phones that will replace access cards and serve the same purpose through Touchless Access Technology, where they wave at an access point to be let in.



There will be an option to provide cards to those who prefer not to use their phones.

Management has already requested a preliminary proposal to understand costs, and Johnson Controls offers flexible options.

10) <u>Unit Sale - Update:</u>

Our tenant, Brian Fromm, is getting a loan to purchase the three-bedroom unit at 1407 Martha Custis Dr.

Management has given Mr. Fromm the right of first refusal and will wait until February 28 for him to submit a formal offer to Parkfairfax. If a formal offer is not received by then, the unit will be listed for sale to the public.

11) Reserve Study Cost:

Management will have an estimate for a new reserve study by the February Board meeting. If approved, we will formalize a proposal and present it to the Board for approval before May.

12) Admin Staff Update:

We regret to inform the Board and the community that Cherrell Calloway, our Covenants Director, last day with our organization will be February 22.

We are grateful for her excellent work and wish her a bright future in her new position. Management is in the process of reviewing resumes and expects to start the interviewing process in the first week of March.

13) Gunston Rd Retaining Wall Repair and Resurfacing:

The retaining wall near buildings 102 and 104 is being repaired and resurfaced due to three major cracks through the slab. Our Operations Director brought it to management's attention, and the wall was deemed unsafe. In addition to the cracks and the foundation being redone, a brick veneer has been added to match all other retaining walls throughout the community.







FINANCIALS

January's financial statements have no variances over 10% of the Annual Budget.

MAINTENANCE REPORT

February 5, 2024

EMERGENCY WORK PERFORMED

On January 22, 2024, staff removed several damaged parquet flooring due to water intrusion and warping at 1326 Martha Custis. The floor mastic was tested by a hygienist and was said to be negative for asbestos particulates.

On Wednesday, January 24, 2024, maintenance technicians responded to a water main break in the courtyard between bldgs. 810,812, and 814. The contractor responded to assist staff with the temporary emergency repair.

On Wednesday, January 24, 2024, the unit owner at 3408 Gunston reported a strong smell of gas coming from 3410 Gunston. Washington Gas entered the unit and found the unit owner heating the unit with a gas stove. The gas valve to the stove was terminated immediately due to high concentrations of carbon monoxide. The Fire Marshal issued the unit owner a warning on "Safe practices during the use of gas stoves."

On January 24, 2024, staff reported a flooring section under the couch falling downward at 932/3550 Valley Drive. Structural Engineers are currently working on this issue.

On February 5, 2024, staff and Dominion Energy secured the falling meter panel at 726/3268 Gunston Rd.

ROUTINE MAINTENANCE

Daily policing of grounds for falling limbs and bulk trash. Over the past few weeks, the Operations Department completed Ward 4 building inspections. Staff continue to clean storm drains in assigned areas.

Plumbers continue to check boiler rooms and heaters for leaks.

Roofing inspections.

INSPECTIONS

Ward 4 Common Element Building Inspection was completed on Wednesday, January 31, 2024. Stoop inspections

J.D Rellek gas line inspections

MAJOR PROJECTS

PEX Domestic Water Piping

Building 111- 109 Settlement

Ward 2 Painting

Asbestos Abatement (Crawlspaces)

Gas Pipe Repair

Sewer line replacement

Stoop Replacement

Wood Trim Replacement

Building 716 Settlement

Project Description: PEX Domestic Water Piping

The Association is undergoing a multi-year project to replace the old domestic water pipes with upgraded PEX material. This project is being funded through the Reserves Account and is on track to be completed by 11/2024. 15 buildings for completion of this project.

Project Description: Asbestos Abatement

The Association is undergoing a multi-year project to Abate all crawlspaces of ACM. This project is being funded through the Reserves Account and is on track to be completed by 11/2024. 21 buildings for completion of this project

Project Description: Building Gas Pipe Repair/Replacement

The Association is undergoing a multi-year project to replace the old declining gas pipes with the assistance of J.D. Rellek inspections and staff findings. This project is being funded through the Reserves Account. Completion is based on funds allocated to gas pipe removal project. 264 buildings for completion of this project.

Project Description: Building Wood Trim Replacement

The Association is undergoing a multi-year project to replace the building wood trim with PVC. This project is being funded through Reserves Account. Completion is based on funds allocated to this project. 126 buildings for completion of this project.

Project Description: Building Stoop Replacement

The Association is undergoing a multi-year project to replace declining stoops due to poor pitch or water infiltration. This project is being funded through the Reserve Account, and replacement is on an asneeded basis. Normally, 9-12 stoops are replaced annually. Ongoing

Work Performed:	Work Anticipated:
- Building 726 Meter box secured	- Ward 5 building inspections
- Buildings: 547 – Gable end	- Bldg. 701,702,703 Trim replacement
- Building 947 – Asbestos Abatement	- 932/3550 Living room floor repair
- Building 808,810,812,814 – Water Main	- Ward 2 Painting