

Reports

- Committee Reports
- General Manager Report

Re: AC Thoughts on Party Room

Joyce Frank

Peggy Clancy

Wed, Feb 7, 2024, 2:21 PM

Peggy, list as promised:

Add privacy blinds to front windows – to remove “fishbowl” effect when having meetings/events.

Additional rugs to help with acoustics.

Survey recent users on their experience.

Add silicone/plastic chair/table leg floor protectors to avoid floor scratching.

Lighting – the overhead lights are very bright and are “hazy” when dimmed. Is it possible to use “softer” light bulbs? Or adding soft light floor lamps to add a soft layer of light?

ADA bathroom – Add a coat hook lower on the door. Add a small shallow table to put purse or other items.

Really liked:

The nice, deep sink.

Refrigerator’s ice maker and deep freezer drawer to store extra bags of ice.

Refrigerator’s space to fit catering trays.

Small scale furniture that is easy to move around the spaces to accommodate different layouts.

Thank you.

Peggy Clancy

Joyce Frank

Fri, Feb 9, 2024, 7:59 AM

Thanks so much Joyce!! I’ll pass this along to the Board.

Get [Outlook for iOS](#)

2 Emails

Parkfairfax Activities Committee Meeting – March 2024

- Welcome and Intro of guests/new members
- Peggy – Any notes from Board?
- Mike Rothenberg event thoughts - Advertising, food assignments, music, anything else?
- Home Tour update – it's on! – 5 condos with patios and one garden
- Concert booking update
- DRAFT Activities Committee Event Dates 2024
 - ✓ Saturday, April 27th 3-5 pm Parkfairfax Spring Happy Hour
 - ✓ Saturday, May 25th 12-2pm Sno Cones by the Pool / MCD Pool
 - ✓ Saturday, June 8th 1-5pm 2024 Home and Patio Tour (rain date
Sunday June 9th)
 - ✓ Saturday, June 22nd 6-8pm Summer Concert #1
 - ✓ Saturday, July 27th 6-8pm Summer Concert #2
 - ✓ Saturday, August 17th 6-8pm Summer Concert #3
 - ✓ Saturday, September 21st 8am-noon Yard Sale
 - ✓ Saturday, November 9th 5-7pm Wine and Cheese
 - ✓ Sunday, December 7th 6-7pm Tree Lighting at the Island
- Let's check out the closet for party supplies.

A& PB Committee Report

March 13, 2024

The A&PB held a meeting on Wednesday, March 13, 2024. In attendance were Ann Wheaton, Paula Martori, Ann McCord (Chair), and Claire Eberwein (Board Liaison).

Discussion Topics:

Dryer Vent Installation Specifications

We discussed the revisions made to dryer vent installation specifications. The language regarding the proper method for drilling the 4" hole including location has been updated and has the language regarding material and type of vent cap.

This specification will be added to the washer and dryer installation specification creating a single package and application.

We also plan to add photographs to give people very clear direction on what is allowed and not allowed.

HVAC Specifications

We have started revising these specifications with the goal of making them simpler and more focused on those elements that involve the common element including: placement and camouflage of compressor, handling of condensate drains, entry point for line sets, etc. into the building, and placement of duct work in attics.

Meeting adjourned at 8:00pm

Parkfairfax Covenants Committee

Report to the Board of Directors

March 12, 2024

Committee Members:

Member	Role	Present/Not Present
Paula Martori	Chair	Present
Eric Keber	Vice Chair	Present
Kristine Miller	Committee Member	Present
Angel Rivera	Committee Member	Present
Anita Van Breda	Committee Member	Present

Board Liaison:

Marieke Johnson - Present

Applications Consider: 4

- **HVAC: 1 – Application was withdrawn. There is still concern over the electrical configuration.**

Owner	Address	Approved	Dis-approved	Reason for Dis-approval/Comments
JoAnne Byer (owner)/Power of Attorney (POA) - Sarah Hoenig	1719 Preston RD			<ol style="list-style-type: none"> 1. Application was previously disapproved during the January meeting. See Appendix A 2. Second application submitted (again) after work was completed. 3. It was made clear to POA not to remediate work until there is an approved application. 4. Applicant will be meeting with PFFX management/maintenance staff to discuss electrical configuration.

- **Landscape: 1**

Owner	Address	Approved	Dis-approved	Reason for Dis-approval/Comments
JoAnne Byer/Power of Attorney - Sarah Hoenig	1719 Preston RD	X		

- **Deck: 1**

Owner	Address	Approved	Dis-approved	Reason for Dis-approval/Comments
Brian Mullins	3720 Holmes Lane	X		

- **Arbor: 1**

Owner	Address	Approved	Dis-approved	Reason for Dis-approval/Comments
Brian Mullins	3720 Holmes Lane	X		

Other issues for Committee Consideration:

1. All committee members provide Terms of Reference for review.
2. April meeting will include HVAC specification training.
3. If committee members want to meet to discuss specifications and share “tips” on how to review a packet it is required that the meeting is open to the community (public). The committee can use the community room, but it needs to be coordinated to ensure another committee isn’t using that space at that time. The meeting will need to be publicized in the “weekly blast”. It was emphasized that committee members can meet to grow there understanding of the specifications but the can not evaluate packets for approval/disapproval, that needs to occur at the meeting.

Other Issues for the Covenants Director:

1. 3711 Lyons Lane - Possible HVAC installation without an approved application
2. 3712 Lyons Lane – Unpainted HVAC (possibly a replacement) check for an application to replace and notify resident that the unit needs to be painted.

Residents Forum:

1. Sara Beiro Farabow – New resident bought a unit in January, attended meeting to observe covenants process.
2. Eric Beier - 3400 Gunston Rd – Submitted a landscape application that contained a drywell, gravel drainage trench and plantings. The Association doesn’t have specifications for drywells or gravel drainage trenches. The Association maintenance/landscaping team is installing a french drain. With the confusion of the drywell and the turnover of the covenant’s direction the plantings portion of the application was omitted from the March packet. The resident will resubmit the application without the drywell and the drainage trench to the assistant general manager who will provide it to the committee. The committee will vote by email.

Hearings: None

Other Issues for Board of Directors Consideration: None at this time

Appendix A – 1719 Preston Rd HVAC disapproval at the January meeting (1st application):

1. Electrical/condensate lines run on the exterior of the building.
2. Exterior wall penetration for electrical (not resolved in second application).
3. The unit has been painted since the first application.
4. Etc..



PARKFAIRFAX FINANCE COMMITTEE MEETING
PFFX BOARD ROOM, 6:30 pm
FEBRUARY 1, 2024

Attending Committee Members: Greg Drone, Chair
Amanda Mullan, Treasurer and Board Liaison to the Committee
Tim Buzby
Kylie Clark
Greg Vogt

Regrets: Christian De Prins

Note: An agenda plus several attachments were 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, with the suggestion that the Treasurer's report include the status of the draft Barkan-Management FY2025 budget deliberations. The minutes for the January 4, 2024 committee meeting were approved unanimously.

He opened discussion to cover a few items:

- He received good feedback from the committee's participation at the January 17th Board meeting and the January 20th budget workshop. Based on comments at the workshop, the committee's suggestions appeared to gain favor with the Board, namely:
 - conduct an updated Reserve Study this calendar year;
 - less year-to-year variability for condo fee increases;
 - greater year-to-year consistency for operation expenses; and
 - improvements on timely deliveries to the committee for financial documents and information.
- The Association's "town hall" event covering the draft FY2025 budget will take place Thursday, February 15, 2024, at 7pm in the Board Room. Our committee has no role or presentation at the event although he encouraged attendance so as to be a resource for the Board.
- What, if any, plans are being discussed to alter door step service for trash removal and recycling pickups?

Regarding the recommendation for an updated Reserve Study, the committee discussed some advantages of using the same firm, such as:

- level of detail in the 2020 report was significant and advantageous to the committee's review. A similar scope of work would be welcomed for the planned 2024 study;
- firm is likely familiar with the Association's expectation and wants; and
- firm likely understands the available information and context that the Association will provide to form the basis of a new study.

Regarding the question on trash removal/recycling, Amanda responded that development of the FY2025 budget explores each line item as is customary. She said she knew of no plans or decisions that have been made to change our waste management contract services. These services are fairly complex, so any good ideas welcomed on how to save expenses or to gain revenues.

Treasurer's Report

Amanda reported on current efforts by the Board to develop the FY 2025 draft budget. The budget workshop was constructive, and progressive versions of Management's spreadsheets have confirmed costs here, and adjusted draft numbers there. Notable items from the workshop included:

- concept of "move-in" fees is being explored by counsel;
- looking for other revenue channels (e.g., raising specific user fees); and
- looking at a planned sale of up to two Association-owned condo units (possibly a 1-bdrm and a 3-bdrm).

In conjunction with the review efforts currently taking place, she is preparing the draft FY2025 budget for the February Board meeting and presentation. It is anticipated that 5-year budget projections (through FY 2029) will be created/updated as well for reference.

Review of the Annual Audit, dated November 2023, by the Goldklang Group

There was no significant discussion on this report.

Review of Barkan's November and December 2023 Financial Statements

It was agreed to perform a cursory review of the Replacement Reserve holdings (i.e., cash, money market accounts, and certificate of deposits), based on the information provided in these reports. This review will be discussed at a future committee meeting. There was no further discussion of significance on these reports.

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, **March 7, 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: 2/2/2024

Final minutes approved: 3/7/2024

Following approval, the final minutes are provided to Dana Cross for the upcoming monthly package of the Board of Directors.

Parkfairfax Condominium Landscape Committee Report March 2024

Action Item:

The Committee is requesting a decision to move forward with attached proposal of a native American Holly for Washington Island instead of the previously specified Norway Spruce.

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 started March 1. Included in the discussions are a calendar of milestones as well as the beginning of our implementation of a new clover mix for turf. In addition, these discussions and deliverables are being done in coordination with our staff across departments so that both our contractors and staff will be using the same materials and ideology moving forward. The deliverables will be shared with the Board once finalized.

Mulch for Street and Sidewalk Trees

On March 8, a few residents and members of the Landscape Committee provided an in-house training for our landscape crew on the proper way to mulch a tree. The training included hands on demonstration and additional educational handouts. The idea of mulch rings is to provide additional drought resistance for young trees as well as protection of roots and trunks from landscape equipment and foot traffic. Thank you to our volunteers and staff for taking time to come together for this training!



Adopt-a-Tree Program

The Committee is very pleased to have two new volunteers to head up this program – Marene LoPrete and Mike Rothenberg. We have had over 60 trees be successfully adopted through this five-year program and we look forward to many more. The committee is also investigating the idea of an “adopt-a-focal point” program to add additional gardeners for some of the upcoming and ongoing initiatives.

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

March 2024

Page 2

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.



Robin Davis <sororobin@gmail.com>

Fwd: logistics etc for holly tree

C. Scott Knudsen <cscottknudsen@gmail.com>
To: Robin Davis <sororobin@gmail.com>

Thu, Mar 7, 2024 at 11:47 AM

Hi Robin,

Here is all of the information that John Rosenfeld has given me about the tree.

I know from earlier phone calls that this tree is on a property owned by a grower named Rachel in Pennsylvania, and I think that Rachel's property is probably not too far from Lancaster, Pennsylvania, where John lives and has his tree nursery.

I also know from phone calls that John will procure the 20-foot box truck to deliver the tree, but Rachel will probably be the one to drive the truck down to Parkfairfax. Rereading John's email, it looks like Rachel wants to come down on Wednesday, March 20 (or possibly thereabouts).

Since the delivery of the tree needs to be coordinated with Jeff Lange, I imagine that Jeff will want the contact information (cell phone and email) for Rachel as well as for John. I will ask John for this information to be shared with you and Jeff.

I have asked the donor of the funds for the tree about disclosing his or her name. The donor remains adamant that his or her name not be shared. The donor, who is a Parkfairfax resident, does not want the Holly tree to be known as "[donor's name]'s tree." The donor wishes this new tree to be known as "our community's native Holly tree on Washington Island, as approved unanimously by acclaim at a meeting of the Parkfairfax Landscape Committee."

The donor has agreed that the details of the tree in John Rosenfeld's email below can be shared with others, so you can feel free to share this email with Francisco, Jeff Lange, and the Board as you see fit.

If you share the photo with the Board, please stress a few points about the young Holly tree. It doesn't help it look as good as it might to have a deciduous tree standing directly behind the young Holly tree, but that's where the tree is located. Please keep in mind that this is a young, adolescent Holly tree! Any comparisons to anyone's mental image of a perfectly-shaped "unicorn" Norway Spruce will not be an apples to apples comparison! This young tree will develop and grow into a beautifully shaped and full Holly tree when it is given a proper planting and loving care and treatment by our contractors and staff.

To that last point, I would like to donate as many bags of organic Holly-tone as Jeff Lange thinks may be appropriate for the planting of this tree. Since the Holly tree will be planted in an area that has been largely turf over the decades, the Holly-tone will help to adjust the pH of the soil to be more favorable to the young Holly tree. Since the donor has been so generous to cover the cost and delivery of the tree, I would like to pay for the Holly-tone myself. Please ask Jeff to let me know how many bags are needed.

I will follow this email with another one to John on which I will copy you.

Cheers,
Scott
571-232-0375

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

From: <info@gonativetrees.com>
Date: Thu, Feb 22, 2024 at 4:49 PM
Subject: logistics etc for holly tree
To: C. Scott Knudsen <cscottknudsen@gmail.com>, Info <info@gonativetrees.com>

Hi Scott.

Here is what you need.

Please see attached photo, This is Ilex opaca. 15'+, Straight species.

Root ball would be @40" size. so your contractor will need a 40" tree spade or a backhoe. This tree will weight around 1500 pounds. We can bring a strong rope to assist in pulling it from the truck at the delivery site. It would be (a lot) better if the contractor could be there with a tractor or backhoe to pull it out of the 20 foot box truck. The site must not be soft from recent rains, or it WILL GET STUCK!

This grower requires full payment before digging anything. They have most experience with doing this. They will only dig now through 3rd week in March. Also, they will need one week advance notice prior to digging and picking up.

We need to make deliveries in DC area on 20 March. We are quoting delivery based on being able to do it on that day. Delivery would be in the afternoon. We will need a delivery physical address, and someone to meet us. If there is no contractor, then it will take at least six people pulling on the rope to get it off the truck.

The plant cost is \$1500, in advance.

The delivery cost is as follows.

One 20 foot box truck for 24 hours = [\$60/day X 1 day] + [\$1/mile X 300 miles] + [\$4.00/gallon X 300 miles / (10 miles/gallon)] + [10 hours X \$25/hour] = \$60 + \$300 + \$120 + \$250 = \$730.

So the cost to you is \$2330 if we deliver the tree.

That should be all you need from us.

Please advise.

[Quoted text hidden]



holly tree for Scott Knudsen 2024.jpg
451K

From: [Robin Davis](#)
To: [Peggy Clancy](#); [Marieke Johnson](#); [Jeff Lisanick](#); [buchananward4@gmail.com](#); [Matthew Larson](#); [Dave Bush](#); [Claire Eberwein](#); [Amanda Mullan](#); [ferrellatlarge@gmail.com](#)
Cc: [Francisco Foschi](#); [Dana Cross](#); [C. Scott Knudsen](#)
Subject: Proposal to plant an American Holly tree on Washington Island
Date: Wednesday, March 13, 2024 4:45:13 PM
Attachments: [Screenshot 2024-03-13 at 4.23.02 PM.png](#)
[Holly trees strung with Christmas lights 2.png](#)
[Holly trees strung with Christmas lights 3.png](#)
[Gmail - Fwd logistics etc for holly tree.pdf](#)

Hi All,

On behalf of the Landscape Committee I'm forwarding a proposal to change out the tree that had been specified for planting on Washington Island from a spruce to an american holly tree.

The reasons are twofold (additional discussion points follow below my signature). The American Holly is a native species, and with the community's continued push for more earth and climate friendly practices, this would be a better choice. Secondly, an anonymous donor is willing to donate the holly tree, only if it is planted on the Island (cc'ing Scott Knudsen as he is the link with the donor and the holly grower).

Here is a breakdown on costs:

	Spruce	Holly
Tree (14-16')	\$1,325.00	DONATED
Staging & Planting	\$2,000.00	\$2,000.00
Site Prep	\$759.11	\$759.11
	\$4,084.11	\$2,759.11

A decision would need to be made before the Board Meeting should we want to plant the holly in the next couple of weeks.

Please let me know if you have any questions.

Thank you for your consideration.

Robin

Robin Davis
Chair, Parkfairfax Landscape Committee
703/980-6647 (cell)
sororobin@gmail.com

PROPOSAL TO PLANT AN AMERICAN HOLLY TREE ON WASHINGTON ISLAND:

On Tuesday 3/2/24, the Landscape Committee voted unanimously by acclamation in support of planting an American Holly tree on Washington Island. This tree will be paid for by an anonymous donor.

The American Holly tree is around 15 feet tall. It is a "straight species" (not

hybrid), female (berry producing) American Holly tree growing on a property in the approximate vicinity of Lancaster, Pennsylvania. Upon Board approval, it will be dug up, balled and burlapped, and delivered by a professional grower, experienced with this species of tree, to Washington Island in the next two weeks.

A decision by the Parkfairfax Board of Directors is needed as soon as possible because Rachel (the grower of the tree who will dig it up and deliver it balled-and-burlapped) requires one-week's notice to schedule the digging. This must be scheduled this week if the tree is to be dug up by the grower's cutoff date of Wednesday 3/20/24. (Best practices for digging up such a large tree are that it not be dug up after that date, and Rachel will not do that.)

The tree was found by John Rosenfeld (who runs Go Native Tree Farm, one of the regular vendors at the Northern Alexandria Native Plant Sale) after a search for it was requested by Scott Knudsen in late February. Scott has also found a donor, who lives in Parkfairfax, to pay for this large American Holly tree and its delivery to Washington Island. The donor wishes to remain anonymous, telling Scott that he/she does not want the tree to be known as "[donor's name]'s tree" but that it should be known as "our community's native Holly tree on Washington Island, as approved unanimously by acclaim [sic] at a meeting of the Parkfairfax Landscape Committee."

The Landscape Committee's recommendation that the Board approve this substitution of the American Holly tree for the previously specified Norway Spruce due to the following:

- This American Holly tree is at least 15 feet tall, which matches the height of the 15-foot-tall Norway Spruce.
- The Holly tree will be delivered to Washington Island, just as the Norway Spruce would have been delivered.
- The Holly tree and its delivery will be **FREE** to Parkfairfax since these costs are being covered by a Parkfairfax resident. The only cost to Parkfairfax will be the installation of the tree (already organized by Management).
- An American Holly tree is long-lived and can grow to a tremendous size in our region. Properly cared for, this tree can live 100 years, eventually growing up to 100 feet tall.
- A well-cared for and regularly watered Holly tree on Washington Island (where it experiences full sun) will reach the upper limit in height for an American Holly, as defined by Audubon's Field Guide to North American Trees and by Wikipedia's entry for *Ilex opaca*.
- American Holly trees have grown to large sizes and thrived for decades in full sunshine in Parkfairfax. A large American Holly once stood in the courtyard in front of Kay Quirk's unit on Preston Road. The current Holly shrub has also

done well over the past two years on Washington Island.

- An American Holly will be more compatible with our changing climate and hotter summers in northern Virginia. Norway Spruce trees prefer cool-summer areas, and we are located at the lower edge of where they will grow. The natural range for American Holly trees stretches from Maryland to Florida.
- An American Holly tree is native to our area whereas a Norway Spruce is not native to our area. (Please see "**Reasons ... native tree:**" below.)
- This Holly tree will serve well as a holiday/Christmas tree for our purposes, as argued by Scott and agreed to by the Landscape Committee. (Please see "**Notes ... Christmas tree:**" below.)

Reasons to plant a native tree:

- Having a native tree growing in our central focal point in Parkfairfax will be a powerful symbol of our commitment to our environment.
- A native tree on Washington Island would provide an ecological community of insects and birds that a non-native Norway Spruce would not support. Birds would eat the holly berries and take shelter in the branches of an American Holly in a way they would not in a Norway Spruce.
- The Landscape Committee has recommended several times that a native tree should be planted on Washington Island:
 - Eight or nine years ago when the old Norway Spruce died.
 - Two years after that when the native White Pine trees that were planted there died.
 - Last November when the issue of replacing the Nellie Stevens Holly shrub was raised in a committee meeting.

Notes to support using Holly tree as holiday/Christmas tree:

- An American Holly grows into a pyramidal-shaped tree, like a Christmas tree.
- Although the U.S. generally takes its Christmas tree tradition from Germany (favoring pines, firs, and spruces), if we look toward traditional Christmas celebrations in England, Holly has been used prominently in holiday displays for hundreds of years!
- Holly trees have long had Christian symbolism attached to them. The spiny

leaves represent the crown of thorns. The red berries represent the blood of Christ.

- For many, Holly trees have long been a symbol of strength, protection, and good fortune. Holly trees are also seen as symbols of peace, goodwill, fertility and rebirth.
- Our existing Holly shrub has looked pretty good strung with lights over the past two or three years. Imagine how nice a large American Holly tree would look adorned with holiday lights!
- **Although a Holly tree has spiny leaves, a contractor or staff member would be able to string lights on the tree wearing leather gloves or rose-pruning gloves.**
- Holly trees are easy to adorn with holiday lights. I have found a YouTube video of how to adorn Holly trees with lights at the following link: <https://youtu.be/SFn3TID3Qnk?si=3FmnYrysoJhiBEox>

Lastly, please see the attached photos and email. The first photo is of two large Holly trees lit with holiday lights in front of a home in North Carolina. The second and third photos are stills taken from the YouTube video about lighting Holly trees that can be viewed via the link provided above. I have also included a copy of the correspondence about the Holly with the grower so that you can see a photo of the tree and some additional information on the delivery and process.



Proposed Holly



Proposed Spruce

American Holly with Holiday Lights



American Holly
Examples



Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

Board of Directors Meeting

General Manager's Report – March 13, 2024

ADMINISTRATIVE

1) **Martha Custis Volleyball Court Lighting:**

We have observed that the current lighting is insufficient to play adequately and safely. Management is evaluating different options for installing appropriate lighting on the volleyball court next to the pool.

2) **Parc East EV Charger Access:**

Blue Whale's stance regarding the current setup is that their system only allows for one private pricing plan and one public plan or an all-private plan. This change to the initially discussed terms seems to be attributed to Blink's buying Blue Whale, which incorporated some changes on its platform.

After discussing alternate solutions with TLU Committee chair Bob Gronenberg, we agreed that we could ask Parc East residents to register with Parkfairfax and pay a \$25 annual user fee in exchange for a user card. That way, we can keep a record of everyone who uses the charging station. Cards will be deactivated after a year if not renewed.

Management and the committee are happy to answer any questions regarding this approach and plan to proceed with this format unless the Board objects.

3) **Verizon Proposed Installation Plan:**

Management will set up a meeting with Verizon's representatives to learn more about the company's proposed plan to install fiber optics throughout the community.

The meeting will take place in the Board room during the second week of May and will be announced to the community and Board members through weekly updates, just like we did with the roof tile meeting.

4) **716 – 111 – 109 Foundation Repairs Update:**

Walker has been performing bi-weekly inspections on building 716 from the start of the project and submitting progress reports accordingly. Reports of work progress are available in the management office upon request.

Avon estimates that building 716 work will be completed by the end of March. Once 716 is completed, they will mobilize the same crew to building 109, where they plan to start work on the first week of April. Notices to all residents of building 109 will be sent out on Friday, March 15.

The foundation repairs on building 111 started on Thursday, February 29, and are estimated to be completed by August 2024.

5) Pickup Truck Purchase:

Management, our Ops. Director and Board Liaison Matt Larson have identified the below vehicle to replace the 23-year-old Chevrolet S-10 assigned to our Carpentry and Exterior work crew:

2015 Ford Transit Connect XLT - 49,026 mi.



On Monday, March 11, Alonzo went to look at the vehicle and confirmed that it was in great condition.

The seller's dealership is Trust Auto, located at 1551 W Old Liberty Rd Sykesville, MD 21784. The total purchase price, including processing fees, is \$19,389.00. The budget amount for this purchase was established at \$25,000 under Vehicles Equipment—GL9801.510.

6) USP Program Changes:

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

A draft of what the proposed maintenance services will look like is under **Matters for Board discussion.**

7) **Registrations & Access Cards Plan:**

As mentioned at the last board meeting, management recommends that the associations move their access card control system to Touchless Access Technology. This upgrade will be tied to a new online registration process where residents can register through our website. There will be an option to provide cards to those who prefer not to use their phones.

Door readers will be installed in all three pools: the maintenance yard, the fitness center, and the community room.

Johnson Controls offers flexible payment options through its monthly maintenance program, which the Association is already enrolled in through the Brivo system. So, the transition will be basically like upgrading to a different system.

Current Monthly Payment Including Preferred Services: \$ 533.00/month.

PAYMENT OPTIONS

Security-as-a-Service – **Option 1**

Provides ownership and is eligible for a FREE Technology Refresh after (60) months.
Installation Investment Package: \$ 0.00

Total Monthly Payment Including Preferred Services: \$ 1,100.00/month.

Security-as-a-Service – **Option 2**

Provides ownership and is eligible for a FREE Technology Refresh after (60) months.
Installation Investment Package: \$ 16,000.00

Total Monthly Payment Including Preferred Services: \$ 690.00/month.

Outright Sale – **Option 3**

Provides your business with ownership of the electronic security equipment upon purchase.
Installation Investment Package: \$ 27,000.00

Total Monthly Payment Including Preferred Services: \$ 470.00/month.

See the full proposal in your Board package under **Matters for Board Decision.**

8) **Unit Sale - Update:**

Unit 1407 Martha Custis Dr. sale is scheduled for closing on Friday, March 22. RGS Title requests a resolution that authorizes a Board member to sign the sale. The Resolution is in your Board package under **Matters for Board Decision.**

9) **Reserve Study Cost:**

Management is researching engineering firms to bid on a new reserve study. The goal is to request samples of their reserve study format so we can compare the different options and choose one that better suits our needs.

10) **Admin Staff Update:**

Management is pleased to inform you that we have hired two new team members to fill the positions of Covenants Director and Inventory Specialist:

- **Covenants Director** - Michael Reid has a degree in Business Administration and over five years of experience working in the community management industry.
- **Inventory Specialist** - Marques Dixon has over 14 years of experience in maintenance and Inventory management.

We know they will be a valuable asset to our community and look forward to the positive impact they will bring. Welcome to the team.

11) **Roof Pilot Project - Management and A&PB Committee Role Definition**

As the project manual (specifications) and bidding phases approach for the roof pilot project, management requests clarification from the Board or to define the roles of management and the A&PB Committee regarding duties, responsibilities, and Board expectations moving forward.

FINANCIALS

February's financial statements from Wells Fargo and Bank United have not been received as of 3/13/2024.

Therefore, management will include February's Variance Report in April's meeting package.

MAINTENANCE REPORT

March 5, 2024

EMERGENCY WORK PERFORMED

On February 9, 2024, staff discovered a waste and overflow leak in the bulkhead at 1658 Preston. Repairs are completed.

On February 12, 2024, Brivo Access system app was disabled. The restoration was completed by Comcast.

On February 14, 2024, staff discovered water infiltration into the lower unit bathroom at 3511 Valley Drive, causing plaster damage. Waterproofing completed.

On February 15, 2024, staff discovered a hot water line break between buildings 738 and 739. The area was excavated, and a PEX line was installed.

On February 15, 2024, staff discovered a hot water line leak between buildings 738 and 739. Area was excavated and new PEX line installed.

ROUTINE MAINTENANCE

Daily policing of grounds for falling limbs and bulk trash. Over the past few weeks, the Operations Department completed Ward 5 building inspections. Staff continue to clean storm drains in assigned areas.

Plumbers continue to check boiler rooms and heaters for leaks.

Hot water heater maintenance

Roofing inspections.

Association vehicles are cleaned weekly.

INSPECTIONS

Ward 5 Common Element Building Inspection was completed on Wednesday, February 28, 2024.

Stoops and ward inspections are underway.

J.D Rellek gas line inspections

MAJOR PROJECTS

PEX Domestic Water Piping

Asbestos Abatement (Crawlspaces)

Gas Pipe Repair

Sewer line replacement

Stoop Replacement

Wood Trim Replacement
Building 716 Settlement
Building 109 Settlement
Building 111 Settlement
Ward 2 Painting

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 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 Reserves Account. Completion is based on funds allocated to gas pipe removal project. 264 buildings left for the completion of this project.

Project Description: Building Wood Trim Replacement

The Association is undergoing a multi-year project to replace the building's wood trim with PVC. This project is being funded through the 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 as-needed basis. Normally 9-12 stoops are replaced annually. Ongoing

Work Performed:

Work Anticipated:

- Building 932/3550 – Carpet stretched and cleaned
- Buildings: 548 – Trim Replacement
- Building 102 – Veneer Brick Wall
- Building – PKFX sign removed
- Pool A Car charging station painting

- Ward 5 building inspections
- Bldg. 701,702,703 Trim replacement
- Valley Drive Tennis Court Resurfacing
- Bldg. 109-111 Settlement Repairs
- Stoop Replacement
- Ward 2 Painting

ROOFING REPAIRS

3632 Valley Drive



Picture #2 -





1637 mount eagle



RESIDENTIAL • INDUSTRIAL • COMMERCIAL • INSTITUTIONAL ROOFING & SIDING • SHEET METAL

3204 Wellington Road

