

Reports

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Parkfairfax Covenants Committee

Report to the Board of Directors

April 9, 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: 6

• **HVAC: 5**

Owner	Address	Approved	Dis-approved	Reason for Dis-approval/Comments
JoAnne Byer (owner)/Power of Attorney (POA) - Sarah Hoenig	1719 Preston Rd	X		<ol style="list-style-type: none"> 1. First application submitted in January was disapproved - running line sets externally on building. 2. Second application submitted in March was disapproved – the electrical line didn’t conform to specifications. 3. Third application included a letter from PFFX maintenance staff approving the electrical configuration (second penetration through the exterior wall, second penetrations are normally limited to condensation lines).
Maria R Mur Bardales	3614 Gunston Rd	X		
Isaac & Yensy Shoultz	1625 Fitzgerald Ln	X		Before work starts the indemnification needs to be updated to ensure that it reflects both applicants/unit owners. This can be done at the PFFX office.
Leslie Williams	3101 Ravensworth	X		
Rene Cardon	3458 Gunston Rd	X		

• **Landscape: 1 - Plantings and Arbor**

Owner	Address	Approved	Dis-approved	Reason for Dis-approval/Comments
	3376 Gunston Rd		X	1. First application was disapproved in February – application lacked specificity concerning arbor installation, owners did not attend committee meeting. 2. Second application – application includes a common element extended raised bed vegetable garden. Although this building is fairly isolated from neighboring buildings (by PFFX standards) the committee still felt that the upstairs neighbors should be surveyed to determine if this common element garden impacts them in a negative manner. Also, the committee had several questions not addressed by the application and the owners did not attend the meeting. Therefore, the application was denied.

Other issues for Committee Consideration:

1. The board liaison was sent an application on 7 April (Sunday) for an upgrade to an existing patio at 1404 Martha Custis. The application was forwarded to the PFFX front office and if it is complete will be included in May meeting packet. This application didn't meet the requirement of being submitted 10 days prior to the committee meeting, and it also wasn't submitted to the Covenants Director or their acting.
2. Bob Gallagher, 3736 Valley Drive, attended the meeting with the expectation that his patio application would be one of the applications considered. He stated that he had his indemnification notarized on or about 25 March and at that time left the application with the front office staff. Assistant general manager will follow-up with front office staff to determine if there was a disconnect. Mr. Gallagher will email his packet to the assistance general manager to ensure it is included in the May meeting packet. Maybe related to covenants director turn over.

Other Issues for the Covenants Director – will stay on list until we have a covenants director who can verify:

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.

Hearings: None

Other Issues for Board of Directors Consideration:

1. Ann McCord, the Chair of the Architecture & Planning Board (APB) graciously attended the meeting to engage in a conversation about the history and intent of the HVAC specification (spec). She also discussed the challenges with designing a specification for a large community. The committee was able to engage with her to discuss issues they have been having with interpreting and applying the spec to applications. The session was very beneficial to the committee as we have several new members, and the HVAC spec is complex.

PARKFAIRFAX FINANCE COMMITTEE MEETING
PFFX BOARD ROOM, 6:30 pm
MARCH 7, 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

Guests: Mark Rothchild, Community member

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. The minutes for the February 1, 2024 committee meeting were approved unanimously.

He opened discussion on the topic of collection procedures where assessment payments are past due or are delinquent over a significant duration. When planned assessments (i.e., income to the Association) are not received, the annual budget is impacted. Long-term receivables of this kind often require legal services to recover the funds due.

Amanda explained that this topic receives the regular attention of the Board. About a year ago, the related policies and procedures were reviewed in detail, with the goal that the Association will be aggressive in practice to recover all funds due to the Association. The Board has several tools in these situations including reminder letters by Management, formal contact by our attorneys to delinquent payers, liens on properties, payment plans, and the like. She said account receivables from these renewed efforts have been improved (i.e., reduced) and the procedures in place appear to be good. The Annual Audit report (dated November 2023) confirmed the Association's efforts are on par with typical A/R amounts experienced by condominium communities.

Treasurer's Report

Amanda reported on current efforts by the Board to develop the final FY 2025 Budget. The January budget workshop and February "townhall" were constructive, and subsequent versions of Management's spreadsheets have fine-tuned the cost estimates, as presented in the draft budget at the February Board meeting. In conjunction with the fine-tuning efforts currently taking place, she is preparing the final FY2025 budget for the March Board meeting and presentation. The 5-year budget projections (through FY 2029) will be included and referenced as an appendix.

On the issue of roof replacements, she noted the Board has proposed a pilot study for FY2025 which would include full roof replacement efforts for two buildings previously identified as having significant deterioration. Funds for the pilot study are included in the current FY2025 budget.

Previous discussions by the Finance Committee addressed the service providers used by the Association for financial-related services (e.g., auditor, tax preparers, banks, and Barkan). The goal is for the

Association to receive excellent professional services and to identify if improvements are needed on a regular basis. With this goal in mind, Amada notes she assists Management on occasion in its regular contact with current financial-related service providers, as well as with competitors.

Review of Barkan's January 2024 Financial Statement

Chair Greg noted his receipt of a community member request about regular roof repairs and if such costs are readily available or can be summarized. Treasurer Amanda explained that repair costs of the Association normally are tracked and can be examined as needed. Costs such as roofing repairs are tracked under a general ledger account number but, due to the level of detail, this G/L account is not presented nor summarized in the monthly Barkan financial statements. Specific requests can be made to Barkan to pull such data.

As a follow-up to committee discussions at the February meeting, a cursory review has been initiated of the Replacement Reserve holdings (i.e., cash, money market accounts, and certificate of deposits). Based on monthly information provided by Barkan, the review will include how the CDs are held and laddered, stability and level of total reserve holdings over the last two years, and observations of significance (if any). This review will be discussed at a future committee meeting,

Finance Committee Report for the Annual Meeting of the Association

Chair Greg D. said the Finance Committee typically provides a report for the Association's Annual Meeting of Members. This event will be on April 17, 2024 at 7pm in the Board Room (and online). He provided copies of the last two reports. He and Greg V. will draft an updated report for the committee's review and comment. Concurrently, he asked Amanda to request the President to provide the committee 5 to 10 minutes floor time on the Annual Meeting agenda. Lastly, he encouraged members to attend the Annual Meeting to be a resource for the Board.

Next Finance Committee Meeting and Adjournment

Chair Greg D. thanked participants for their time and participation. He announced that the next meeting of the committee is planned for Thursday, **April 4, 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: 3/11/2024

Final minutes approved: 4/4/2024

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

Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

Board of Directors Meeting

General Manager's Report – April 17, 2024

ADMINISTRATIVE

1) Reserve Study Update:

Management is in the process of screening different engineering firms that specialize in Reserve Studies.

These are the three specialists we reached out to:

- Building Reserves
- Miller Dodson Associates
- Association Reserves, Inc
-

At the moment, we have requested samples of their reserve studies formats so that we can examine how their reports are prepared and discuss them with the Board.

Once we receive and review them, we will include a summary in a future board meeting package along with a recommendation for the board to discuss.

2) Path to Roof Pilot Project Completion:

Walker recommended that buildings 849 and 953 be chosen for the pilot roof replacement project previously approved by the Board.

Management proposes the following path to move forward with the pilot project following the next steps described below:

- Ask Walker (unless the Board chooses to hire a different firm) for a proposal to assemble a **project manual or set of specifications** and **project management services** for both roofs. Nonetheless, Walker has been part of the roof assessment process from the beginning, and it would take additional time to bring another firm up to speed.
- **Bid-out** using specifications to three specialized contractors for each building separately.
- Provide a **bid summary** to the Board for choice.
- **Prepare logistics** and coordinate projects with building residents and Ops. Director.

Proposals and progress reports will be provided to the Board as things progress.

3) Verizon and Ting Presentation Meeting:

Verizon and Ting have proposed installing infrastructure throughout Parkfairfax to bring internet services to the community.

As presented in the March meeting, the plans call for extensive trenching throughout the community streets and landscape and installing various devices in our buildings and common areas.

Management will arrange for a meeting/presentation from both service providers to come to Parfairfax and explain the project in more depth. Attending residents and board members will be able to ask questions, and the meeting will be posted on our website later, just like it was done with the roof tiles meetings.

Ting's presentation is tentatively scheduled for Thursday, June 6, at noon. Verizon has not been confirmed, but it will likely occur next week.

4) 716 – 111 – 109 Foundation Repairs Update:

Building 716's work is in its last phase and should be completed by Wednesday, April 24. Once completed, we will start the landscaping restoration phase and assess each unit's interior damage related to the building settling to coordinate repairs on each affected unit.

Building 111 and 109 repairs are underway. The crew working on 716 will move to 109 as soon as the work on 716 is completed.





Building 111 is estimated to be completed by the end of July and 109 by the end of August. weather permitting.

5) PFX Landscaping Team Maintenance Program:

Management and the landscape committee are developing an annual landscaping maintenance calendar that will be adopted and implemented by the Parkfairfax landscape staff team.

The calendar's activities will be organized per the time of the year/season. It will include phases for groundcover restoration, mulching, erosion control, bush trimming, and other activities.

The purpose is to have a well-defined starting point so that our landscaping team operates under a specific program and learns how to prioritize.

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.

In the coming days, we will discuss ideas with the Ops. Director, members of the maintenance staff team, and service coordinators to consolidate a maintenance repair schedule and present it to the Board at the May meeting for discussion and feedback.

7) Registrations & Access Cards Plan:

Management will meet with representatives from Johnson Controls to discuss their proposal to upgrade our access control system and create a path toward the installation after Labor Day weekend when the pools will be closing.

Once we have established a solid replacement plan and payment options, we will present them to the Board for approval at a meeting in late summer.

8) Unit Sale - Update:

Unit 1407 Martha Custis Dr. closed on Monday, March 25. It sold for the listing price of \$485,000, the same amount it appraised for.

Total amount received after closing costs: \$463,649.18.

9) Admin Staff - Update:

Management regrets that Michael Reid's recent appointment as Covenants Director did not suit the Parkfairfax team's ethics, and it was decided that it would be in our best interest to part ways.

We are still seeking the right candidate to raise the bar in the Covenants department.

In the meantime, management has divided the position's duties among members of the administrative team, which we hope will alleviate the workload and, at the same time, use that opportunity to develop skills from within our admin department. Accordingly, Service Coordinator Lolita Clark will be taking on more responsibilities after passing CAI's Community Management Essentials course.

10) Corvell Ln Bicycle Racks Installation:

Management is in the process of installing a concrete slab and two U-shaped bike racks closer to the entrance of the Coryell Pool.

We have learned that bikes are chained to the light posts near the pool gate during pool season. This suggests that there is a need to facilitate bike racks for residents who like to ride to this location.

Management has been looking for the right location and will meet with Matt Larson to find the most suitable one. Proposed model:



FINANCIALS

As of 4/17/2024, March's financial statements from Wells Fargo and Bank United had not been received. February's financial statements have no variances over 10% of the annual budget amount.

MAINTENANCE REPORT

April 8, 2024

EMERGENCY WORK PERFORMED

On March 26, 2024, staff removed all patios behind building 109 in preparation for settlement work.

On March 28, 2024. Asbestos bags are transported to landfill.

On April 1, 2024, Avon Construction began construction around bldg. 109.

ROUTINE MAINTENANCE

Daily policing of grounds for falling limbs and bulk trash.

Staff continue to clean storm drains in assigned areas.

Virginia Pumps installed pool pumps

Plumbers continue to check boiler rooms and heaters for leaks.

Annual Association Owned Fire Hydrant inspection

On April 3, 2024, leaf mulch delivered to Maintenance Yard

Hot water heater maintenance

Roofing inspections.

Association vehicles are cleaned weekly.

INSPECTIONS

Valley Drive Tennis Court inspection

Stoop replacement inspection.

Asphalt and concrete inspection

Crawlspace gas line inspection

Building trim inspection

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

Volleyball court lighting

Valley Drive Tennis Court surfacing

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 ACM crawlspaces. 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 the gas pipe removal project. There are 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

Project Description: Gutter Guard

The Association is undergoing a multi-year project to replace the foam guard with a stainless rhino guard. This project is being funded through the Reserves Account, and replacement is on an as-needed basis. There are 27 buildings left to complete after FY25.

Work Performed:	Work Anticipated:
<ul style="list-style-type: none">- Vehicle – Purchase of new van- Buildings: 550 – Trim Replacement- Building 102 – Veneer Brick Wall- Pools ABC/ Pumps installed- Pool A Car charging station painting- Pressure wash decking behind bldg. 937- Association Owned electrical panel upgrades	<ul style="list-style-type: none">- Obtaining estimates for lighting at Volley Court- Bldg. 900's Trim replacement- Valley Drive Tennis Court Resurfacing- Bldg. 109 Settlement Repairs- Stoop Replacement- Ward 2 Painting- Obtain Special Use Permit- April 12 - Removal of pool covers-Bldg. 717 Gate and Fence removal