

Reports

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- Manager Maintenance Report

A& PB Committee Report

May 8, 2024

The A&PB held a meeting on Wednesday, May 8, 2024. In attendance were Gary Hucka, Valerie Hassett, Ann McCord (Chair), and Scott Mulrooney (Board Liaison).

Because there was no quorum, our meeting was discussion only.

Discussion Topics:

Washer/Dryer Specifications: The committee has completed its work on these specifications and will be submitting a complete package including checklist, specifications, and application to the Board in June.

Window and HVAC Specifications: Revisions underway.

Roofs: Director Mulrooney briefed us on the status of the roof replacement project. He asked that we take a look at the recordings of the meetings with the tile manufacturers and provide any opinions we may have on the two synthetic tile options. We will also provide suggestions for elements to be covered in the RFP for the pilot project.

Meeting adjourned at 9:00pm

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

Guests: Jane Edwards, Community member (via zoom)

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 March 7, 2024 committee meeting were approved unanimously.

He opened discussion on general matters of the committee. Today's guest asked a question regarding the Board's current efforts to look at various roofing materials for repairs and possible roof replacements in the future. Does the selection and use of certain materials impact the Association's historic designation? Discussion concluded that a) the selection of roofing (or other construction) materials is not a direct responsibility of the Finance Committee; b) the topic has been covered and closed previously by the Board, meaning the Association's regular selection process for construction materials takes into account the historical designation's considerations and protocols.

Treasurer's Report

Amanda updated the committee on the following:

- She reported that the Board passed a resolution to accept the FY 2024-2025 budget at its meeting of March 20, 2024.
- The Treasurer's Report to be presented at the Annual Meeting (April 17, 2024) is in progress. The presentation likely will include key points of the accepted budget, how the budget process includes 5-year budget projections (through FY 2029) as a tool for Management and the Board, and how significant expense items of the Association are monitored.
- She noted that support to the Association by two current banks is under review as an approach to better match reporting content and services to our regular accounting needs.
- The planned sale/closing of an Association-owned 3-bedroom unit is planned to occur by late March.
- She reported that Management is taking the lead to identify and hire a firm to conduct a Reserve Study this calendar year. This effort is part of the FY24-2025 budget.

Review of Barkan's February 2024 Financial Statement

No significant issues arose specific to this report. Two of the Association's certificates of deposit recently came due, and the proceeds will be reinvested as reserves again.

Review of Barkan's 5-Year Budget Projections

The committee discussed how these projections were made for the time window, particularly with regard to income lines and planned expense items. Positive comments were made on Barkan's document where narratives/text discussions were included to illustrate the basis for certain amounts.

Finance Committee Report for the Annual Meeting of the Association

Management has reserved up to 5 minutes (about 4 ppt slides) for the Finance Committee to report at the Association's Annual Meeting of Members. This event will be on April 17, 2024 at 7pm in the Board Room (and online). He and Greg V. will draft an updated report for the committee's review and input. Chair Greg encouraged members to attend the Annual Meeting as a resource for the Board.

New Business

Chair Greg said he has reviewed a document that provides example financial control procedures for condominiums and similar non-profit organizations. He will distribute to the committee members as a lead-in for discussion at the next meeting.

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, **May 2, 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: 4/10/2024

Final minutes approved: 5/2/2024

Parkfairfax Condominium Landscape Committee Report May 2024

Adopt-a-Tree/Adopt-a-Focal Point 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 moving forward with an “adopt-a-focal point” program to add additional gardeners for some of the upcoming and ongoing initiatives.

Plans for Gardens in the Park Month

We are pleased to be partnering with the Activities Committee as we kick off Gardens in the Park Month with the Parkfairfax Home and Garden Tour. We look forward to bringing back the Landscape Café over by Coryell Pool as a midway stop on the tour. Of special note, we will have our friends at Key City Compost sending items so our neighbors can learn more about the program and sign up (see compost item below).

Review and Update of Parkfairfax Tree Removal/Replacement Policy

Over the last several years, we have seen an uptick in trees being removed and not many being replaced. The Committee plans to work with management on the review of the “Request for Removal” paperwork and the sourcing of an arborist to have on retainer. In addition, so we can ensure our continued tree canopy to discuss adding an additional replacement scenario for when trees are removed.

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.

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:

Landscape Committee Report

May 2024

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- 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.

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

Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

Board of Directors Meeting

General Manager's Report – May 9, 2024

ADMINISTRATIVE

1) Ward Two Painting – Management Recommendation:

Management is getting ready to start the preparation and logistics for the building painting of Ward Two. A summary of the scope of work of this project includes:

- Prepare and paint 54 buildings complete.
- Prepare and paint three sand brick buildings.
- Prepare and paint five laundry rooms and seven storage rooms.

During budget preparations, management bid out this project to three different service providers earlier in the year. Below is a bid summary:

Williams Professional Painting: \$210,706.97

Palmer Brothers: \$232,944.00

My Painter: \$192,200.00

Management recommends hiring Williams Professional Painting. They are well renowned in the industry and provide quality service.

All three bids are included in the Board Package under “Matters for Board Decision.”

2) Reserve Study Update:

Management has requested bids from the following engineering firms:

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

Once all bids are received, management will review them and present a summary to the Board along with a recommendation. In addition, management will email samples of each company's reserve study format so the board can examine the different formats and discuss their preferences.

3) Path to Roof Pilot Project Completion:

- **Project Specifications:** Management has requested that the A&PB Committee draft a recommended set of specifications for the roof pilot project. The board will later choose the engineering or building envelope firm to draft the final specifications, assist in bidding, and manage the project.
- **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.

4) Verizon FiOS and Ting – BUC Committee - Update:

Management has turned the project proposals from Ting Internet and Verizon FiOS to the BUC Committee board liaison, Mike Rothenberg.

Mike will bring both proposals to the BUC committee so that they can review and analyze the feasibility of both proposals and make recommendations to the board.

We expect to see developments and updates from the BUC committee and Liaison in the near future.

5) 716 – 111 – 109 Foundation Repairs Update:

Building 716's work is in its last phase and should be completed by Friday, May 10. Once completed, management and maintenance will put together a plan to start the landscaping restoration phase, assess each unit's interior damage related to the building settling, and coordinate repairs on each affected unit.

Building 111 and 109 repairs are underway:

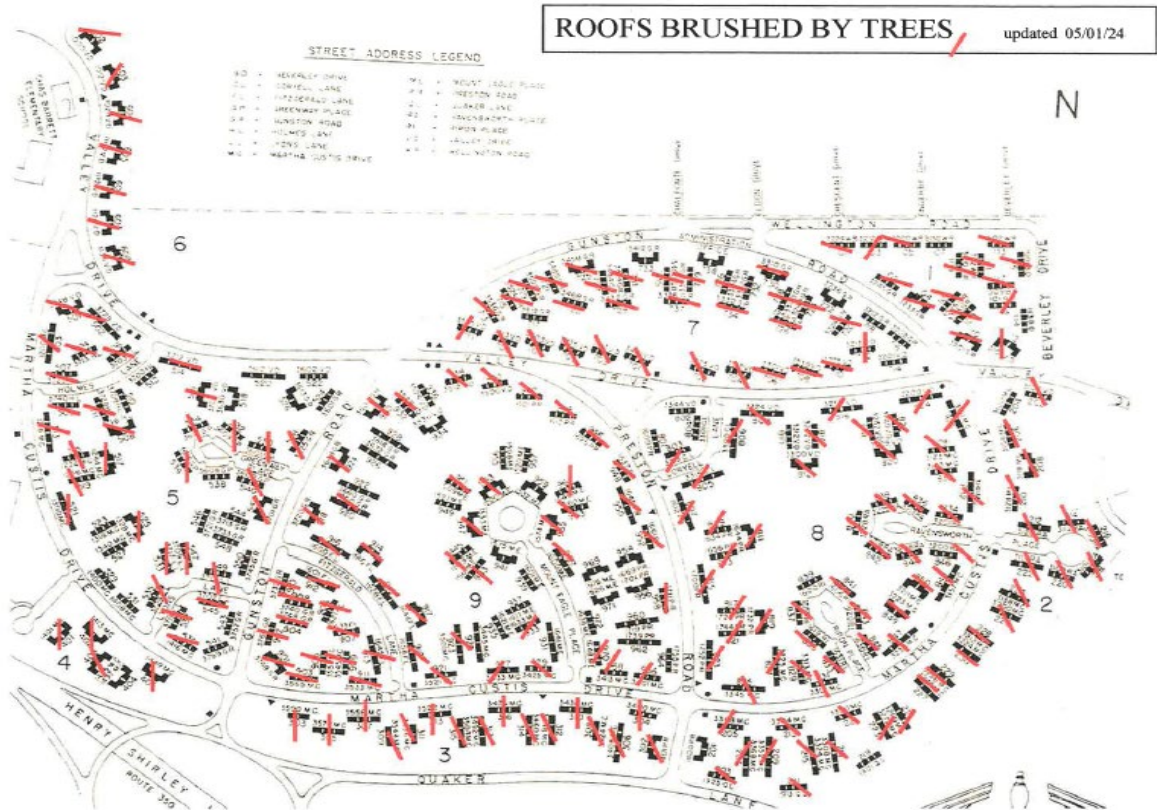




Building 111 is estimated to be completed by the end of July and 109 by the end of August—weather permitting.

6) **Tree Branches Brushing Roofs - Update:**

Below is a map showing all the buildings (**IN RED**) that have overhanging branches throughout the community:



Given the large number of overgrown tree areas, Management recommends doing this project by Wards, starting with Ward 1 as a pilot. We can request bids from three providers for only lightly trimming branches over the affected roofs. The pilot will allow us to understand cost and logistics better and how fast we can move forward after Ward 1 is completed.

7) **USP Program Changes:**

After meeting with our maintenance staff and service coordinators to learn about the main challenges and ways to improve and consolidate PFX's offered maintenance services, Management proposes that the Board review the attached schedule of services and fees under "Matters for Board Discussion" and provide questions or comments at the June meeting so that we can address those and draft a final version to be reviewed in July.

8) **Unit Appraisals:**

Management has ordered the appraisal of the following units:

- 1401 Martha Custis Drive
- 1403 Martha Custis Drive
- 1405 Martha Custis Drive.

The appraisal reports will be included in the June meeting package.

9) Pool Inspections and Opening Day:

Preparations for pool opening day are on track. The city will perform inspections within the next week. Management and maintenance are working together to be ready for opening day on Saturday, May 25.

10) Change of Wood Trim Project Scope of Work:

Replacing the trim on the building gables involves removing several roof tiles (see photos below) because some are nailed to the trim boards. This practice creates an additional repair cost, as a roofer must replace these tiles once the trim is replaced.



MAINTENANCE REPORT

April 8, 2024

EMERGENCY WORK PERFORMED

On April 19, 2024, Emergency tree removal at 922 Overbrook

ROUTINE MAINTENANCE

Daily policing of grounds for falling limbs and bulk trash. Over the past few weeks, the Operations Department completed inspections of trees brushing up against the roof and gutter line of the entire property.

Staff continue to clear storm drains in assigned areas.

Plumbers continue to check boiler rooms and heaters for leaks.

Annual Association Owned Fire Hydrant inspection

Hot water heater maintenance

Roofing inspections.

Association vehicles are cleaned weekly.

INSPECTIONS

Valley Drive Tennis Court inspection

Stoop replacement inspection.

Health Department Pool Permits

Asphalt and concrete inspection

Crawlspace gas line inspection

Building trim inspection

Property-wide brick and Pressure-treated retainer wall locations.

Ward 2 Window Count

MAJOR PROJECTS

PEX Domestic Water Piping

Asbestos Abatement (Crawlspaces)

Valley Drive Tennis Court resurfacing

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 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 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 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 – Removal of pool covers - Bldg. 717 Gate and Fence removal - Pool C concrete slab for bike rack - Pools ABC/ Backflow installed - Association Owned electrical panel upgrades - Met with Davey Arborist - Monthly Safety Meeting - Met with Williams Professional Painters - Hydrant Flushing property-wide 	<ul style="list-style-type: none"> - Installed lighting at Volley Court - Bldg. 900's Trim replacement - Asphalt repairs - Gas riser decal install all buildings - Sidewalk repairs - Valley Drive Tennis Court Resurfacing - Bldg. 109 Settlement Repairs - Stoop Replacement - Ward 2 Painting - Obtain Special Use Permit - Pools ABC phone connectivity - Pools ABC Bath house cleaning and sanitizing - Tot Lot 9 Mulching - Building 716 Restoration of privacy hedges and patio - Truck 10 seat replacement - Pool furniture