

## Reports

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## A& PB Committee Report

July 19, 2024

The A&PB held a meeting on Wednesday, July 10, 2024. In attendance were Ann Wheaton, Valerie Hassett, Paula Martori, Gary Hucka, Alexandra Snow, Ann McCord (Chair), and Scott Mulrooney (Liaison).

### **Specifications**

The committee continues to work on updating and revising the HVAC and window specifications.

Areas of focus include clarifying handling of condensate (HVAC), requirements for replacement (HVAC); allowed materials and style (Windows).

We will continue to prioritize getting both of these specifications done as soon as possible.

### **Roof Tiles**

A&PB continues to stand by to gather and analyze data with regard to the roof replacement project in order to assist the Board in making the most informed decision possible for the community.

Meeting adjourned at 9:00pm

Parkfairfax Condominium  
Landscape Committee Report  
July 2024

The July Committee meeting was held Tuesday evening 7/2/24

We spent a fair amount of time in the Committee meeting discussing the best avenues of communication between Committee members, between Committee and management, between Committee and community, and between Committee and Board.

We plan to have regular monthly meetings between Committee chair and liaison and management. We plan to submit regular updates to Lora's weekly email blast and submit articles on regular basis to Forum newsletter.

Scott and Robin met with Francisco and Alonzo on Monday morning 7/8/24. We discussed best avenues of communication and of capturing and retaining information related to landscape issues and trees in Parkfairfax.

Marene Loprete will be managing the Adopt-A-Tree program. Robin has transferred all of Martha Crawley's files on the program to Marene. We will discuss a new Adopt-A-Focal-Point Program at our August meeting.

The Committee will begin work on the "Tree Removal Request" form this summer. The Committee will also assist management wherever possible to find a qualified consulting arborist firm and/or independent consulting arborists for guidance in managing Parkfairfax's tree canopy.

## **Dana Cross**

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**From:** Kristen Mowery <kristenmowery@gmail.com>  
**Sent:** Friday, July 12, 2024 11:13 AM  
**To:** Dana Cross  
**Subject:** Committee report

### Recreation Committee Report 7.11.24

The recreation committee had an abbreviated meeting due to zoom issues.

#### **In attendance:**

Kristen Mowery (Chair)  
Lisa Harger (Vice Chair)  
Christina Calloway  
Starr Newlon  
Jerika Taylor

#### **Discussion:**

Christina, Starr, and Jerika expressed interest in getting more involved at Parkfairfax generally and wanted to see what the Recreations Committee is all about.

We discussed creating subcommittees to divide and conquer the work:

- Movie Night, to be led by Paul Friedman (Paul was not present at the meeting, and we will email him separately.)
- Pickleball Tournament, to be led by Kristen Mowery
- Pool, to be led to Lisa Harger

#### **Movie Night:**

- A concern was raised about the current movie possibly being too political given the current climate. A discussion is being had about possibly switching the movie.
- We believe the Board needs to approve August 3rd for the movie night.

#### **Pool Issues:**

- One resident says that it is so much easier to get in and out of the pool at Martha Custis now; thank you for putting in the stairs.
- Another resident has concerns about the guest policy not being enforced.
- There remains, among the people at the meeting last night and as seen on Facebook and at the pool, frustrations about the ten-minute break -- especially when there are three lifeguards on duty and two of them might be in the lifeguard room whilst only one is on duty. Perhaps it would be helpful to address why this policy exists in the newsletter.
- We need to take a deeper dive into pool concerns in subcommittee discussions.
- The subcommittee would also like to focus on preparing a pool survey.

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# Parkfairfax Condominium

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## UNIT OWNERS ASSOCIATION

### Board of Directors Meeting– July 17, 2024

#### General Manager's Report

#### ADMINISTRATIVE

##### 1) Landscaping Budget Surplus - Request:

Per May's end-of-the-year financials, the Association had a total operating cost surplus of \$233,866.42.

Out of that total amount, \$186,072 was a surplus of the operating landscaping budget. Management requests that, upon consulting with CPAs and finalization of the past FY financial statements, the board roll over this surplus to our current year's landscaping budget to fund projects that started last FY but are still in the process of consolidating this year, such as:

- Tree purchases: Management has been developing a plan to replace all trees removed since December 2021. We estimate that about 40 trees will need to be purchased and planted.  
Estimated cost: \$40,000.
- Stormwater remediation project: We are still working on the design phase for a large stormwater remediation project that will take place in the 100s. This project will also involve removing and replacing the playground in that area. Estimated cost: \$100,000. (estimate does not include new playground, only grounds)
- Tree Branches Brushing Roofs: reducing roof damage by trimming all branches and brushing on roofs. Estimated cost: \$35,000.

##### 2) Ward Two Painting – Update:

The building painting project on Ward Two started on Monday, July 8<sup>th</sup>, as scheduled.

Williams Painting has made a great effort to promptly communicate with management and residents.

Parkfairfax Operations Director will perform weekly inspections to ensure the scope of work is being fulfilled.

We estimate the project to be completed by Oct 30, 2024, weather permitting.

### 3) Lyons Ln Pool – Shade Installation:

The lack of shade in Lyons Ln Pool has been brought to management’s attention several times during the past two seasons.

Management is in the process of installing a permanent umbrella that will allow residents to seek shade on one side of the pool.

Management will move forward unless there is an objection from the Board.  
See the example below from one of the pools at Fairlington Glen.



### 4) Reserve Study – Update:

Miller Dodson has been awarded the bid to perform Parkfairfax’s new reserve study.

The new study will be a Level 1 Full Replacement Reserve Study with On-Site Conditions.

Assessment, complying with the Community Associations Institute (CAI) National Reserve Study Standards.

It will contain an inventory of all commonly owned components applicable to reserves, an estimate of each component's Remaining Useful Life, and the current Estimated Replacement Cost.

The Current Reserve Fund Status will be noted, and the Recommended Annual Replacement Reserve Funding level will be provided.

**5) Coryell Ln Pool Cameras Addition:**

Management is in the process of installing surveillance cameras in the Coryell Ln Pool facilities.

The new cameras will be added to our current system to help protect the association from trespassers and other related incidents when the pool is closed.

Additional cameras will likely be added to the other two pool facilities later this year.

**6) Annual Tree Maintenance Program:**

Management has hired Wetland Studies and Solutions, Inc., a Davey Tree company, to conduct a Tree Inventory and Level 1 Risk Assessment throughout the community. This data will provide us with a comprehensive inventory and health assessment of all of Parkfairfax's trees, which will help us determine what type of maintenance will be needed every year moving forward.

WSSI's International Society of Arboriculture (ISA) Certified and Tree Risk Assessment Qualified Arborists will conduct an inventory and assessment of the trees within the Parkfairfax Condominium. Trees to be included will generally be any tree 6 inches or larger in diameter that is within likely falling distance of roads, structures, or mowed/maintained areas of the community or any tree observed by the arborist as having serious defects or suspected to be high risk. Only trees near the edges of wooded areas will be included.

Smaller trees and/or landscape ornamentals within managed or landscaped areas will generally be included. Vacant planting sites and existing stumps will also be included. Offsite trees will not be included. Inventoried trees will be tagged with a numbered aluminum medallion for future reference. This task includes inventory and risk assessment of up to 1300 trees.

The risk assessment will be a ground-based, limited, visual (Level 1) tree risk assessment performed following ISA best management practices and based on the single most significant defect observed for each tree. The specified period for the risk assessment is one year. Trees with significant potential risk may be recommended for further, more advanced assessment (not included in this scope).

The following data will be collected for each inventoried tree:

- Tree identification, including diameter and species
- Condition rating and notes of significant defects
- Tree Risk rating (Low, Moderate, High, Extreme)
- Recommendations for management - recommendations may include removal, pruning, or other treatments and will include a priority level as appropriate to help with planning.
- Inventory analysis and details will be provided in a written report, submitted digitally.

Tree inventory data will be provided in digital spreadsheet format. Full-color maps depicting the approximate location of each tree and the associated tag number will also be provided in digital PDF format. All trees assessed by WSSI will be approximately located using mapping grade GPS for inclusion in the maps. WSSI will also provide a summary of the findings.

The total cost for inventory and assessment is \$18,500, which will be paid through our landscaping operating budget.

7) **Roof Pilot Project - Update:**

Management contacted four engineering/building envelope firms to request bids to draft a set of specifications on which the roof pilot project will be based. Below is a summary of the requested **scope of work**:

- Perform a pre-design survey of the two buildings to obtain measurements and determine existing construction details.
- Develop a written scope of work and technical specification to outline the roof replacement of two buildings. The buildings were reported to be Building 849 (located off Martha Custis Drive) and Building 953 (located off of Mount Eagle Place). One roof design will be based on Ludowici interlocking terracotta tile, and the other will be made of Brava faux tile.
- The specifications will describe the materials to be used and procedures to be employed for completely removing and replacing the existing roof systems. Detail drawings will be provided as necessary.

Below is a summary of the bids:

- 1) Gardner Engineering: Estimated \$ 8,200 – \$ 9,800
- 2) Building Envelope Consultants and Scientists, LLC (BECS): \$7,250
- 3) Wiss, Janney, Elstner Associates, Inc: \$28,200
- 4) Walker Consultants: \$7,500

Management recommends the Board continue with Walker Consultants. Their cost is low, but most importantly, they are also Parkfairfax's engineers and are familiar with all the details regarding this project. Unless the Board objects, management will move forward with its recommendations.

8) **111 – 109 Foundation Repairs Update:**

**Building 109's** foundation repairs are close to completion, and the excavation and installation of helical piers have been completed.

In the next two weeks, Avon will be working on waterproofing the exposed foundation and filling all excavated areas.

We estimate the work to be completed during the last week of July. Once the work is completed, an inspection from the engineers will follow where we expect to get the green light to restore the rear patios and the vegetation in front.



Walker engineers plan to schedule an in-unit inspection in early August to assess damage related to the foundation issues.



**Building 111's** foundation repairs are ongoing. The excavation and installation of helical piers is close to completion.

Avon will work on the remaining helical piers in the next three weeks, waterproofing the exposed foundation and filling all excavated areas.

We expect the project to be completed during the last week of July, weather permitting. Once the work is completed, an inspection from the engineers will follow where we expect to get the green light to restore the rear patios and the vegetation in front.



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

Management has retained the services of Davey Tree to trim 15 trees with branches close to roofs.

The project will be divided into two phases: the first round in July and the second in August.

Davey is working with maintenance staff to ensure logistics and scheduling are met and that residents are notified appropriately during this process.

**10) USP Program Changes - Update:**

At the June meeting, it was discussed that the Board would review the proposed plan in the meeting package and provide comments/suggestions/opinions at the next meeting in June. Looking forward to seeing the Board's feedback.

Management would like to **add** another free service to the list of free maintenance: Dryer vent cleanup.

**11) Wood Trim Project- Recommendation:**

Management has been researching the cost of roof repairs related to replacing the gable end wood trim. While the cost of repairs varies per roof, depending on the amount of roof tiles to repair, our findings indicate the following:

- Dynasty Community Services currently repairs the damaged roofs (at the gables) at an additional cost per building. They charge an hourly labor rate of \$95/hr., which is **higher than a top roofer company's rate**, such as Ruff Roofers, which charges \$90/hr. per labor. Ruff Roofers specializes in roofs, unlike Dynasty, which is a general contractor.
- Dynasty charges labor hours that are, on average, **double** what it takes Ruff Roofers to complete the same job.
- Dynasty's invoices do not describe the **materials and quantities** used for each repair, unlike Ruff Roofers, which includes the number of tiles repaired and other details.

One important observation is that while researching and requesting information from Dynasty, management asked if we could do one building as a tryout to understand how the roof repairs are performed and invoiced. Dynasty agreed to do one building by raising the cost of all charges for this particular building by over 35% per the previously contracted agreed amount.

This prompted management to bid out the same scope of services to understand and compare current rates. Management requested a bid from Kolas Contracting, Inc., which has worked with Fairlington for several years and has successfully completed numerous wood trim replacement projects of the same kind in the area. Kolas's bid was over \$22k less than Dynasty's previous contracted amount.

**Recommendation:**

Management recommends that Parkfairfax move forward with Kolas Contracting to continue the wood trim replacement and have Roof Ruffers repair the roof tiles impacted by the gable ends work. This change represents significant cost savings, and we are confident it will increase work quality.

## FINANCIALS

Below is a summary of variances exceeding 10% of the annual budget amount for May 2024. June's financial statements will be finalized and presented during the July meeting.

<b>MAY 2024 VARIANCE REPORT</b>							
<b>Expenses Negative Variances Over 10 % of the Annual Budget</b>							
<b>GL-ACCOUNT</b>	<b>Mthly Expenses</b>	<b>Mthly Budget</b>	<b>Mthly Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>Comments</b>
Grounds Contract	\$68,073.00	\$24,840.00	(\$43,233.00)	\$285,762.00	\$289,487.00	\$289,487.00	2 Months paid plus balance due. Account brought current
Vehicle Maint.	\$12,990.00	\$4,000.00	(\$8,990.00)	\$73,121.00	\$48,000.00	\$48,000.00	Account under review - need to be reclassified
Telephone and Answering	\$10,336.00	\$3,791.00	(\$6,544.00)	\$51,381.00	\$45,500.00	\$45,500.00	Account under review - need to be reclassified
Meeting Expenses	\$2,446.00	\$667.00	(\$1,779.00)	\$7,895.00	\$8,000.00	\$8,000.00	Parkfairfax budget townhall minutes transcript

## **MAINTENANCE REPORT**

by Alonzo Alexander, Operations Director.

July 10, 2024

### **EMERGENCY WORK PERFORMED**

On June 16, 2024, Pool C vandalism (Chairs and tables thrown in pool)

On June 17, 2024, Installed 2 heaters at Bldg. 803

On June 19, 2024, Bldg. 108 Gas Leak

On June 25, 2024, Large limb fell on vehicle at Holmes Lane

On June 26, 2024, Large limb fell on Fitzgerald Lane

**On June 29, 2024, Large limb fell from Woodlands onto Valley/Gunston Rd**

### **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 roof and gutter line of 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 Owned vehicles cleaned weekly.

### **INSPECTIONS**

Declining tree inspections (Arborist)

Terracotta roofing tile inspection.

Parking inlet striping

Vinyl fencing

Asphalt and concrete inspection

Crawlspace gas line inspection

Building trim inspection

Irrigation system inspection

### **MAJOR PROJECTS**

PEX Domestic Water Piping-Asbestos Abatement (Crawlspace)-Valley Drive Tennis Court resurfacing-Gas Pipe Replacement 100's-Sewer line replacement-Stoop Replacement-Volleyball Court lighting (Pool A)-Wood Trim Replacement-Building 716 Settlement-Building 109 Settlement-Building 111 Settlement-Ward 2 Painting-900's Path Restoration -Retainer wall demo and install 900's

**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 Reserves Account and replacement is on 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 foam guard with a stainless rhino guard.. This project is being funded through Reserves Account and replacement is on as needed basis. 27 buildings left to complete after FY25.

<b>Work Performed:</b>	<b>Work Anticipated:</b>
<ul style="list-style-type: none"> <li>- Arborist Tree Inspections</li> <li>- Pool C concrete slab</li> <li>- Bike Rack Pool C</li> <li>- Pools ABC/ Backflow installed</li> <li>- Association Owned electrical panel upgrades</li> <li>- Tree pruning and removal</li> <li>- Property wide seeding</li> <li>- Bldg. 712,714 Security lights</li> <li>- Valley Drive Tennis Court resurfacing</li> <li>- Met with Davey Arborist</li> <li>- Monthly Safety Meeting</li> <li>- Tot Lot 9 Mulching</li> <li>- Pools ABC Bath house cleaning and sanitizing</li> <li>- Met with Williams Professional Painters</li> <li>- Pool furniture cleaning</li> </ul>	<ul style="list-style-type: none"> <li>- Lighting at Valley Court</li> <li>- Bldg. 900's Trim replacement</li> <li>- Asphalt repairs</li> <li>- Gas riser decal installation</li> <li>- Sidewalk repairs</li> <li>- Bldg. 109 Settlement Repairs</li> <li>- Bldg. 109 install (4) patios</li> <li>- Bldg. 716 Painting</li> <li>- Stoop Replacement</li> <li>- Ward 2 Painting</li> <li>- Obtain Special Use Permit</li> <li>- Tot Lot 3 Mulching</li> <li>- Building 716 Restoration of privacy hedges, grounds and patio</li> </ul>