

Reports

General Manager's Report
Committee Reports

- Vote to Approve New Recreation Committee Chair

Treasurer's Report

Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

Board of Directors Meeting– Oct 9, 2024

General Manager's Report - Submitted on Wed, Sept 11, 2024

ADMINISTRATIVE

1) **Fiscal Year 2024 Final Ending Balance:**

Per the financial audit, the final balance for Fiscal Year 2024 was a surplus of \$225,377.00.

This aligns with what I mentioned during my report at the June meeting earlier this year.

Management requests that the Board consider allocating half of this surplus to the Capital Improvement Fund to cover pending landscaping projects and the proposed access control system.

2) **Buildium Guidelines Announcement:**

On November 1st, 2024, management will publish an article to educate our community about using Buildium and how to make service requests accurately.

This management initiative will improve communications between residents and service coordinators and combat current challenges, such as a lack of follow-up and managing expectations regarding timelines.

The article will primarily focus on the differences between making in-unit requests and others, such as requests for landscaping work or common areas, along with expected timelines or feasibility of their requests.

The announcement will be published on November 1st through the newsletter and weekly updates. We will also keep a permanent link on our website instructing residents about “How to Make Service Requests Through Buildium.”

3) **Ward Two Building Painting Cycle:**

Williams Professional Painting has completed the painting project on Ward Two, precisely the following scope of work:

- 1) 50 Buildings (Excluding roofline and above- currently PVC)
- 2) 3 Fully Painted Brick (White Buildings)

- 3) 1 Sand Brick Buildings
- 4) 5 Laundry Rooms
- 5) 7 Storage Rooms
- 6) Additional carpentry work (As needed)

Alonzo Alexander and representatives from Williams Painting made the final inspection on September 24. During this time, a punch list of pending corrections was drafted, which was addressed later that week.

The total cost of this project came under budget. We are also pleased with the new contractor's performance and excellent communication throughout the project.

4) Crawlspaces Domestic Hot & Cold Supply Line Replacement (PEX) Completion:

Management is pleased to announce that the replacement project for the water supply lines will be completed in the first week of November.

This project, which started in 2016, replaced all original copper water supply lines in the crawlspaces. It was funded through the reserves account and had an average annual cost of \$350,000.

5) Fannie Mae & Freddy Mac Status (Update):

Management is working with a lender who has applied to FM for a loan at Parkfairfax. Through the loan conditions, Fannie Mae has requested proof that the foundation and tuckpointing work has been completed. Specifically, a letter from the engineers certifying that all work has been completed and inspected and a letter from the contractors confirming that all payments have been made.

We have already sent the engineers' letter, which Freddie Mac has accepted, and we are currently working to provide them with the contractor's letters. This signals that the status will be updated once they receive the pending letters. Management should have an update by the October meeting after the purchase closes.

On a related note, Fannie Mae has created a new online tool to help associations become aware of their "Fannie Mae" eligibility status. Management has already opened an account for this new tool, which is exclusively for Condo and Co-Op associations. This tool creates transparency in the association's Fannie Mae approval status by explaining why the association may not meet its published requirements.

Associations are uniquely positioned to remedy any identified conditions and are encouraged to work with the mortgage lenders currently working with individual buyers so that their lenders can submit clarifying documentation to Fannie Mae.

Bottom line – no more “blacklist” of unapproved associations, and no more “black hole” of clarity on the matter. With this new online tool, Fannie Mae has made appropriate adjustments to enhance the efficiency of their Condo/Co-Op lending process and created a transparent environment that benefits all participants and drives sustainable homeownership.

6) Foundation Repairs to Buildings 111 & 109:

On Wednesday, September 25, management met with Walker Consultants and Avon Corp. representatives to inspect both buildings. Walker Consultants was satisfied with the results and deemed them in accordance with the construction documents and specifications.

Building 109:



Building 111:



7) **Attics Inspections:**

Attic inspections are underway. The painting and exterior crew started the process on October 1st. It will take approximately 45-60 days to complete.

Inspection checklists are being completed for every address, and the information and data collected will be compiled at the end of the process. We expect this data to kickstart violation corrections, repairs, and related work. It will also provide instrumental information to account for when roofs are replaced.

8) **Collective Bargaining Agreement Re-Negotiation:**

The collective bargaining agreement signed between Parkfairfax and Public Service Employees Local 572 Laborer's Union in June 2020 will expire on May 31, 2025.

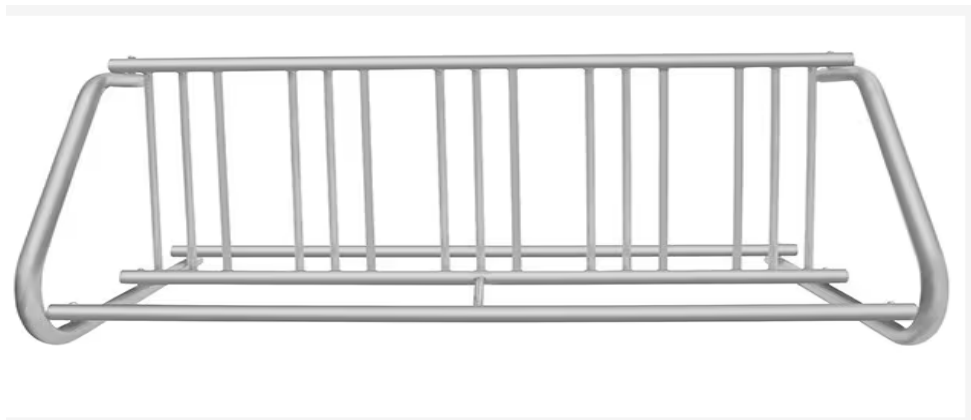
Management has contacted our legal counsel to inform them that renegotiations should begin early next year.

The time frames for renegotiation depend on the CBA. Renegotiation generally begins before the current CBA expires, often by approximately 90 -120 days.

If the current CBA expires before renegotiations are finalized, the conditions negotiated as part of the previous contract still apply. In particularly challenging negotiation situations, finalizing a new CBA can take months or even years.

9) **Bike Rooms BUC Committee Recommended Bike Racks:**

Management will order five bike racks per BUC committee pilot project recommendations. See the rack example below:



The racks will be installed in the following decommissioned laundry rooms: 107, 208, 511, 535, and 707.

Once the shipment arrives, management will contact the committee so that we can coordinate installation with their help and guidance.

10) Electric Panels Upgrade – Update:

The remaining old original circuit panels are between 19% and 20%. Management has been working on an awareness mail campaign that has decreased our starting point by about 20% since it was first implemented.

Management recommends that the Board re-introduce this discussion to their agenda for the October meeting. Earlier this year, discussions were ongoing about eradicating all the old panels **to avoid insurability issues and/or significant premium increases. This conversation must continue as this topic will play a role in the conversations with our insurance carrier when the premium renews in March-April 2025.**

11) Annual Tree Maintenance Program:

The scope of the tree inventory program has doubled from 1,500 trees to around 3,000 trees, which has extended the completion time.

We expect to have the first draft by the end of October.

FINANCIALS

The variance report is based on Barkan's **August** financial statements.

AUGUST 2024 VARIANCE REPORT							
Expenses Negative Variances Over 10 % of the Annual Budget							
GL-ACCOUNT	Mthly Expenses	Mthly Budget	Mthly Variance	YTD Actual	YTD Budget	Annual Budget	Comments
Pool Maintenance Contract	\$33,145.00	\$12,808.00	(\$20,336.00)	\$94,225.00	\$38,424.00	\$153,699.00	Variance due to Pool season. No more charges until April 2025.
Tree Maintenance	\$26,100.00	\$2,083.00	(\$24,017.00)	\$26,100.00	\$6,249.00	\$25,000.00	Variance based on Inventory and Helth assessment program.
Tree Pruning & Removal	\$53,200.00	\$12,500.00	(\$40,700.00)	\$53,200.00	\$37,500.00	\$150,000.00	Roof Branches Trimming
Equipment Tools	\$1,837.00	\$323.00	(\$1,514.00)	\$1,918.00	\$969.00	\$3,879.00	Replacement of stolen tools
Vehicle Maintenance &	\$7,699.00	\$4,166.00	(\$3,532.00)	\$21,308.00	\$12,500.00	\$50,000.00	Repairs of stolen van
IT Support Contract	\$9,066.00	\$3,693.00	(\$5,373.00)	\$11,561.00	\$11,080.00	\$44,322.00	Account Rectified. See YTD matching.
Misc Admin Expenses	\$6,904.00	\$2,083.00	(\$4,820.00)	\$8,985.00	\$6,249.00	\$25,000.00	Barkan charges for checks and late statements. YTD below average

MAINTENANCE

October 9, 2024

EMERGENCY WORK PERFORMED

On September 5, 2024, Virginia Pumps removed all pool pumps
On September 5, 2024, Valley Drive Parking lot tree removal
On September 7, 2024. Building 112 Test Pits
On September 15, 2024, Building 106/3231 Lintel replacement
On September 18, 2024, Bldg. 716/3210 Patio installed
On September 18, 2024, Bldg. 109 interior repairs
On September 24, 2024, Limb removal, Holmes Lane

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.

On September 18, 2024, Public Awareness Notification

On September 25, 2024, J.D Rellek Gas Maintenance Review

Plumbers continue to check boiler rooms and heaters for leaks.

Hot water heater maintenance

Roofing inspections.

Association Owned vehicles cleaned weekly.

INSPECTIONS

Declining tree inspections (Arborist)

Terracotta roofing tile inspection.

Attic Inspections

Parking inlet striping

Vinyl fencing

Asphalt and concrete inspection

Crawlspace gas line inspection

Building trim inspection

Bldg. 849 and 953. Attic inspections

MAJOR PROJECTS

PEX Domestic Water Piping – Complete Property Wide

900's Path complete

Bldg. 111. 10 pier installation - complete

Railing installed in the common area at Bldg. 524

Asbestos Abatement (Crawlspaces)

Gas Pipe Replacement 100's
Sewer line replacement
Stoop Replacement
Wood Trim Replacement
Building 109 Settlement – Complete
Building 111 Settlement
Ward 2 Painting - Complete
900's Path Restoration - Complete

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. Complete

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. 26 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. 256 buildings left for the completion of this project. 8 buildings have been completed

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. This work is scheduled to begin in November 2024

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. Stoops at 707/3507-3509, and 816/3260-3262 are complete.

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.

Work Performed:	Work Anticipated:
<ul style="list-style-type: none">- Arborist Tree Inspections- Bldg. 919 Sidewalk repairs- Bldg. 701 Concrete slab replacement- Association Owned electrical panel upgrades- Tree pruning and removal- Bldg. 109 (4) Patio installs- Property wide seeding- Stoop replacement- Monthly Safety Meeting- Building 109 Settlement Repairs- Bldg. 109 Interior repairs- Ward 2 Painting	<ul style="list-style-type: none">- Bldg. 932 Security lights at step- Ward 2 Trim replacement- Asphalt repairs- Gas riser decal installation- Sidewalk repairs

Parkfairfax Activities Committee Meeting – October 2024

Review/Discussion			
<ul style="list-style-type: none"> • Welcomed special guest appearances (M. Loprete and L. Baranello). • Reviewed past events (Yard Sale Success!) • Discussed new budget request submission from Finance Committee. Needs to be submitted by 11/9/2024. 			
Activities Committee Event Dates 2024 - Updates			
▪	Saturday, November 9 th	5-7pm Set up at 4?	Wine and Cheese. Community Room. Assignment for F&B made at meeting. (M. Loprete, K. Elsbury, R. Bucholz, J. Frank will purchase and transport supplies, etc.) Made schedule for set up and tear down, trash, etc. Sent Dana some questions about the room.
▪	Saturday, December 7 th	6-7pm Setup at 5pm	Tree Lighting at the Island – Alexandria Choral Society is booked for Saturday, December 7th for 6pm performance (set up at 5pm). Perry will be Santa again and Robin is organizing Santa's transportation on the PFFX ATV.
Other Responsibilities			
<ul style="list-style-type: none"> • Create and post event advertisements for both FB groups and weekly e-mail blast. • Updated event page for November Forum newsletter. 			

A& PB Committee Report

October 9, 2024

The A&PB held their monthly on Wednesday, October 9, 2024. In attendance were Ann Wheaton, Valerie Hassett, Alexandra Swan, Ann McCord (Chair), and Scott Mulroney (Liaison).

Replacement Window Specifications

A&PB continues to work on updating the replacement window specifications. The revisions we are considering include but are not limited to:

Materials: Permitting fiberglass as an acceptable material for window frames.

Style: Permitting an awning style window for a limited number of openings.

Maintenance: Requiring unit owners to properly install and maintain the windows.

We hope to have a complete draft ready to submit next month.

HVAC Specifications

Our working group has completed their initial review of the current specifications and will share their suggested changes with the full committee as soon as we complete our work on the window specifications.

Meeting adjourned at 9:00pm

PARKFAIRFAX FINANCE COMMITTEE MEETING
PFFX BOARD ROOM, 5:30 pm
October 3, 2024

Attending Members: Greg Drone, Chair

Dave Bush, Treasurer and Board Liaison

Guests: Scott Mulrooney, Board President
Jeff Lisanick, Board Member
Amanda Mullin, Board Member
Robin Davis, Board Member
Scott Buchanan, Board Member
Sally Burmiester, Unit Owner

Agenda: Treasurer's report
Best practices for planting and maintaining trees.

Parkfairfax Finance Committee
October 2024

Trees and Buildings

How do trees growing close to structures and overhanging roofs affect maintenance and repairs?

Best practices when placing trees.

- Large trees should be planted at least 20' from buildings.
- Medium trees should be planted at least 15' from buildings.
- Small trees should be planted at least 8' from buildings.

Source:

<https://arbordayblog.org/treeplanting/need-know-planting-right-tree-right-place/>

Trees can compromise the foundation. . .



. . . and litter the roofs and gutters with leaves and debris.



Tree roots can penetrate foundations and create problems.



Trees can destabilize the foundation of a stoop.



Large trees within 20' of buildings. . .



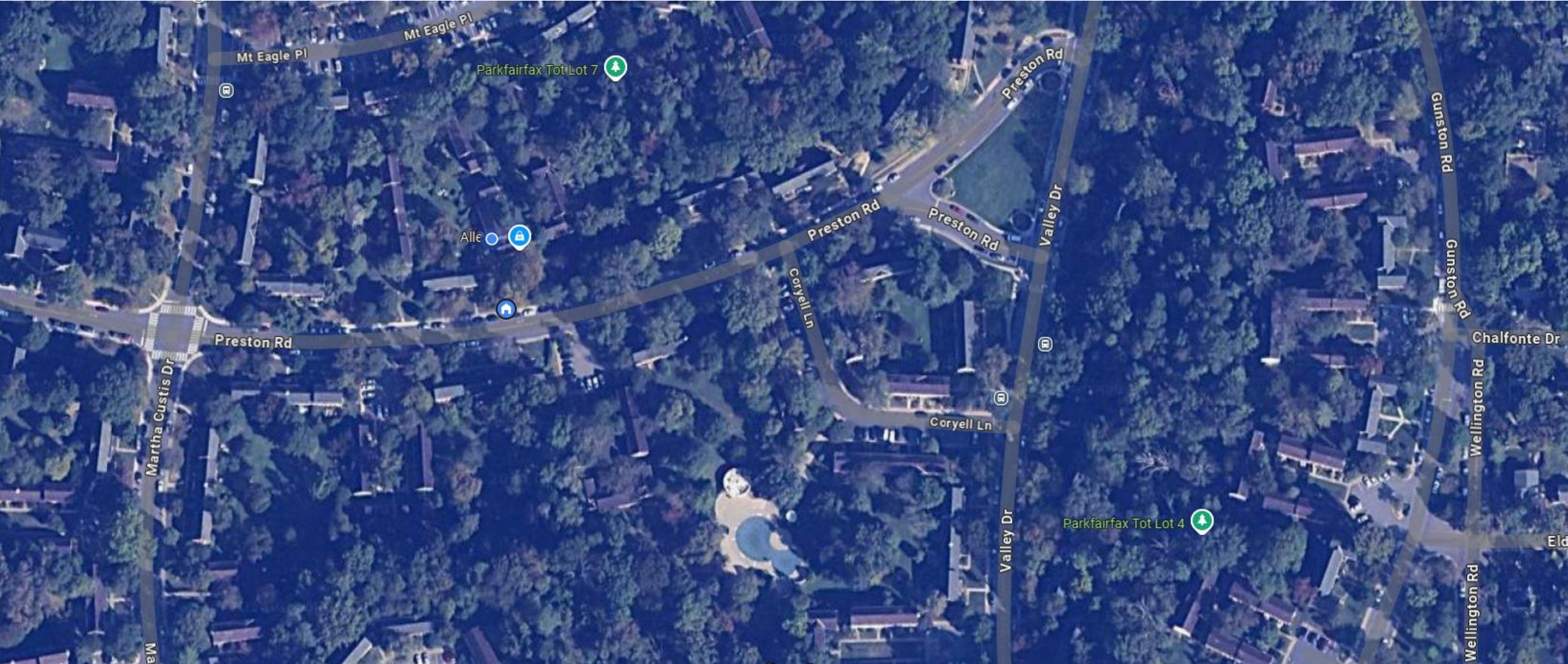
. . .can damage roofs and foundations.



Additionally, large trees can damage stoops and sidewalks.



Parkfairfax roofs are hidden under a canopy of trees that continue to create maintenance issues as well as potential catastrophic damage.



Why trees near buildings are a problem.

They. . .

- Undermine building foundations.
- Cause damage from falling limbs, leaves and debris.
- Clog gutters which leads to costly cleaning programs.
- Provide access for animals to enter attics.
- Risk falling and causing massive damage to buildings.
- Are difficult and expensive to remove.
- Trap moisture and prevents buildings from drying.

Benefits from using best practices when planting trees.

- No need to clean or install gutter guards.
- Eliminates damage to roofs from falling limbs, leaves and debris.
- Safeguards building foundations, stoops and sidewalks.
- Allows exposure to sun which reduces moisture retention.
- Reveals the character and beauty of the buildings.

From: [C. Scott Knudsen](#)
To: [Dana Cross](#)
Cc: [Robin Davis](#)
Subject: Committee report for 10/16 Board meeting
Date: Friday, October 11, 2024 11:56:40 AM

Dear Dana,

I apologize for going past the deadline to send this report to you. Thank you for accepting it.

Below is my report to the Board regarding the October 2024 Landscape Committee meeting.

Best regards,
Scott Knudsen
Chair, Landscape Committee
571-232-0375

At our Tuesday 10/1/24 meeting, the Landscape Committee discussed the following business:

1. Revisions to Tree Removal Form made since September's committee meeting:
 - Susan's initial edit to remove references to "Landscape Director"
 - Robin's edit to Susan's edit to remove wordiness and clarify decision process
 - discussion at St. Elmo's on Saturday 9/14 to clarify language from previous edit and add initial paragraph to give overall context for the process
 - revised "final-to-date" Tree Removal Form will be sent to committee members for additional comments in advance of discussion in November meeting to potentially wrap up revisions to form

2. Discussion of Scott's meeting on Thursday 9/5 with IPC representative Kayla Cross
 - upcoming work to remove Tree-of-Heaven (ToH) trees on property after receiving quotation for work from Kayla
 - upcoming work to remove large stand of running bamboo behind unit on Gunston Road where new sewer line work was done
 - update expected to earlier IPC quotes to treat/manage invasive vines in the several separate woodland stands in Parkfairfax (primary change will be increased labor rates)

3. Discussion of Scott & Robin's meeting on Monday 9/9 with General Manager and Head of Landscape Crew
 - contractors wounding trees on property and repercussions of this (especially given comments from local arborist in August)
 - desire for management communication of tree work/removals by Davey and Ryan's on property with Robin and Scott for them to be generally aware and to answer questions from residents
 - importance of professional landscape design for proper implementation of a

successful stormwater remediation project in 100s

- Fall projects to be done in several (non-focal-point but rather "high visibility") areas by local landscape designers to use native plants in landscape designs
- upcoming removal of ToH trees on property and large stand of running bamboo in 700 woods pending quotations from Kayla Cross/IPC

4. Continued discussion of a new 5-year budget request to the Board by the Landscape Committee, after several Committee members attended the Finance Committee meeting on Thursday 9/5 to hear their discussion on this subject

Also discussed:

5. Dead trees on property and prioritization of their removal

6. Marcia's native plant contributions to plantings in two areas where Landscape Committee members cleared invasives beside Valley Drive tennis court parking lot in 2023 and in "Oasis beds" near Quaker Lane in 2022

7. Several committee members carpooling to attend first annual Fredericksburg Native Plant Festival on Saturday 10/5

[end of October meeting report]

Dana Cross

From: Bob <bob2@comcast.net>
Sent: Tuesday, October 8, 2024 2:20 PM
To: Dana Cross
Subject: Minutes of Parkfairfax Transportation and Land Use Committee (TLUC) meeting of 07 October 2024

A diminutive but vibrant TLUC gathered in the Community Room on October 7th for our monthly meeting.

A major focus was traffic calming. As previously reported, the City has established a budget this fiscal year for additional traffic calming treatments throughout Parkfairfax, and the TLUC has invited representatives from Transportation and Environmental Services (TES) to present possible improvements at an in-person community Townhall on Tuesday, November 12th at 7PM in the Community Room. Earlier this year traffic volume, speed and vehicle type data were collected on major streets in Parkfairfax, which TES traffic engineers have analyzed and are developing strategies to make our streets safer for pedestrians, bicyclists, motorists and even our canine friends.

The TLUC will soon advertise the November 12th Townhall, and will host an informal reception after the briefings, so no one goes home hungry 😊🍷, Details forthcoming.

The TLUC has changed its meeting pattern to the first Monday of each month in order to support Board Book submission deadlines. The next regular TLUC meeting will therefore be held on November 4th at 7 PM in the Community Room. At that meeting, we will review final plans for the Townhall and reception. Volunteers are most welcome!

Best regards,

Bob

Bob Gronenberg
Chair
Parkfairfax Transportation and
Land Use Committee

Appointment of the Recreation Committee Chair Resolution Worksheet

Date: October 16, 2024

Suggested Motion:

“I move to appoint _____ as the Chair of the Recreation Committee”.

2nd:

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Caitlin Counihan				
Robin Davis				
Jeff Lisanick				
Amanda Mullan				
Scott Mulrooney				
Mike Rothenberg				
Jim Wicker				