

Reports

General Manager's Report
Committee Reports
President's Report
Treasurer's Report

Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

Board of Directors Meeting– Jan 15, 2025

General Manager's Report - Submitted on Wed, Jan 8, 2025

ADMINISTRATIVE

1) **Landscape & Grounds Manager Summary - Update:**

At the Board's request, management has been gathering information regarding what a Landscaping Manager-Director position will entail for Parkfairfax.

Below is a draft summary of what this position will do for our association and how it will integrate with our landscaping staff, management, and Landscape Committee:

The Landscape and Grounds Manager, under the direct supervision of the Operations Director, is responsible for planning, supervising, and leading the landscape team and contractors engaged in landscape preservation, restoration, construction, maintenance, beautification and management of the association grounds.

The Landscaping and Grounds Manager at Parkfairfax Condominium is responsible for leading the Landscaping team in maintaining key aspects of the landscape and outdoor grounds infrastructure.

This position requires an organized and collaborative leader who can prioritize in a dynamic environment to ensure the highest standards of landscape and ground maintenance are met. This position also oversees the organization's plants and tree health care, compost, and curb appeal improvement programs.

The ideal candidate will be an experienced professional with a proven track record in horticulture, landscape management, and team leadership. Working collaboratively with the Landscaping staff, management, and the Association's Landscaping committee, this role will be instrumental in maintaining Parkfairfax Condominium's grounds and curb appeal.

The landscape manager provides hands-on leadership with special projects and installing and maintaining the association's landscape collections.

A full job description of this position and a recommended salary range has been included to the Board package under Matters for Board Discussion - Landscape Manager Summary of Duties.

2) **Attic Inspections – UPDATE:**

Attic inspections are underway. The painting and exterior crew started the process on October 1st.

A significant challenge has been accessing several attics where homeowners are not cooperating with scheduling. Our service coordinators are trying to work with them and accommodate the inspection timeline. We hope everyone cooperates so that the inspections can be completed by the end of the month. Management will keep the Board updated as we progress. About 120 units are still scheduled for inspection.

3) **Maintenance Yard Trash Waste Management – Bids:**

Management is in the process of bidding out our yard’s waste management contract. This process aims to analyze current market costs based on the Association’s needs and see if there is room to save operation costs without jeopardizing quality.

The companies bidding are Roadrunner, Waste Management, and Zero Waste Solutions. We expect to have three bids for review at the February Board meeting.

4) **Roof Pilot Project:**

Management received the specifications draft manual from BECS on December 18, which was then turned over to the A&PB Committee for review and feedback. Once management receives the committee’s feedback, it will be turned to BECS for them to finalize the project specifications and move to the bidding phase.

5) **Building 317 Work (Exec. Session).**

FINANCIALS

The variance report is based on Barkan’s **November** financial statements.

NOVEMBER 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
Tree Pruning & Removal	\$21,240.00	\$12,500.00	(\$8,740.00)	\$151,044.00	\$75,000.00	\$150,000.00	Trimming of roof brushing trees
Legal Expense	\$5,281.00	\$20,853.00	(\$3,198.00)	\$14,951.00	\$12,499.00	\$25,000.00	Legal expenses due to Union grievance
Office Supplies	\$8,713.00	\$1,291.00	(\$7,421.00)	\$24,742.00	\$7,750.00	\$15,500.00	Accounting error. \$7k in credit card expenses GL to be reclassified.

MAINTENANCE

January 7, 2025

EMERGENCY WORK PERFORMED

- On December 12, 2024, Bldg. 537/3712 Mold Testing
- On December 18, 2024, Laundry/Storage room bike battery removal
- On December 16, 2024, Bldg.909 Water main break
- On December 17, 2024, Bike rack install meeting for 5 locations
- On December 17, 2024, Truck #2 floorboard repair
- On December 26, 2024, Updated gas riser tags for SCC

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.

On December 30, 2024, Bldg. 738 replaced damaged pole lighting

On December 31, 2024, Picked up truck #2 from repair shop

Plumbers continue to check boiler rooms and heaters for leaks.

Hot water heater maintenance

Sealing squirrel access points

Roofing inspections.

Association vehicles are 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

MAJOR PROJECTS

PEX Domestic Water Piping – Completed Property Wide

Asbestos Abatement (Crawlspace)

Gas Pipe Replacement 100's, 200's

Sewer line replacement

Stoop Replacement

Wood Trim Replacement

Building 909 Water main repair

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 05/2025. 14 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 gas pipe replacement/removal project. 255 buildings left for the completion of this project. 31 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. 118 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.

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- Association Owned electrical panel upgrades- Tree pruning and removal- Gym equipment repairs- Canopy delivered to Pool B- Property wide leaf removal- Key Track relocation- Ward 2 Trim Replacement- Monthly Safety Meeting- Building 109 Exterior door replacement- Bldg. 109 Interior repairs- Ward 2 Painting	<ul style="list-style-type: none">- Asphalt repairs- Gas riser decal installation- Sidewalk repairs

A & PB Committee Report

January 08, 2025

The A&PB held their monthly on Wednesday, January 8, 2025. In attendance were Valerie Hassett, Gary Hucka (Chair), Paula Martori, Ann McCord, Ann Wheaton, Lisa Harger (Recreation Committee), Starr Newlon (Recreation Committee) and Scott Mulroney (Liaison).

HVAC Specification

An additional item has been brought to the attention of the APB and that is requirement to install the Snowbirds with respect to cost and are they needed given our experience with prior installations. The package will be finalized in the coming months for review by the BOD.

These proposed changes will be review with the Covenants Committee to make sure they are in agreement.

Replacement Window Specifications

A&PB is reviewing a draft of the window diagrams which include awning windows as an option for the bathroom and kitchen windows. The diagrams and window specifications will be reviewed with the Parkfairfax Management prior to finalizing to makes sure those revisions don't adversely impact the approval process following when an application is made to replace the windows before submission to the Parkfairfax Board of Directors.

Exercise Facility Renovation

The draft report which outlines the existing conditions at the exercise facility is attached. At the last meeting there was extensive discussion when reviewing the report focusing on:

Immediate replacement of items that are at the end of their useful life:

- Exercise equipment that is broken and at the end of useful life: Recreation Committee attended to address this issue
- Replacement of Windows, window coverings, exhausts fans and bathroom fixtures.

Future improvements:

- Wall renovations
- HVAC rearrangements of existing ductwork, method of operation
- Equipment layout
- Survey

Meeting adjourned at 9:00 PM.

Parkfairfax

Exercise Room – Current Conditions

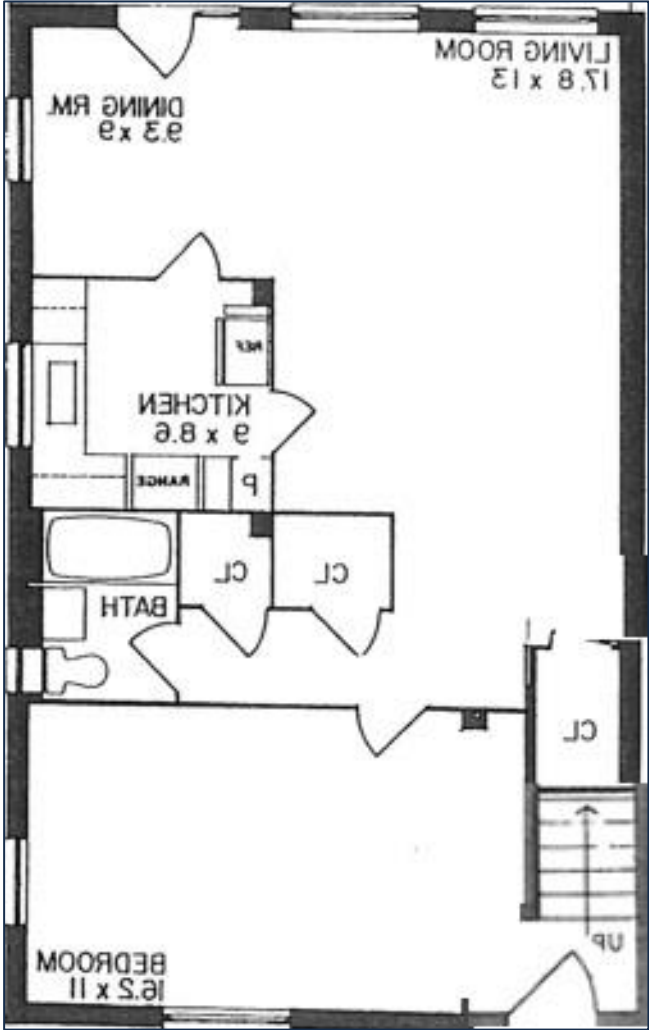
ARCHITECTURE AND PLANNING BOARD (APB)

Purpose

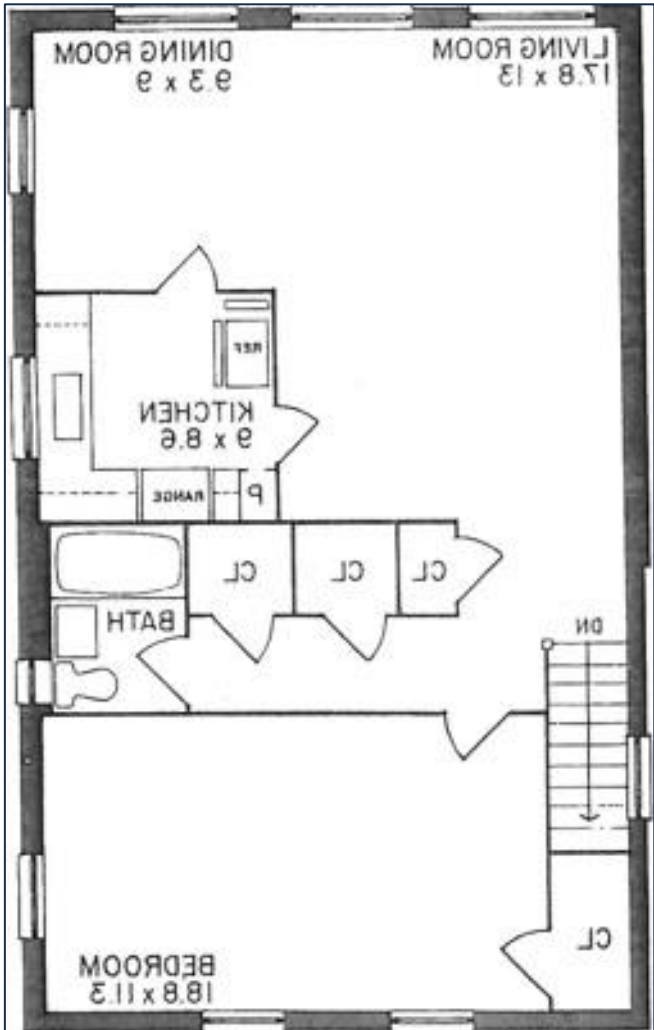
- To document current conditions of the Parkfairfax exercise room in order to provide potential future recommendations for improvements to make the space more usable for the community.

Floor Plan

- First Floor



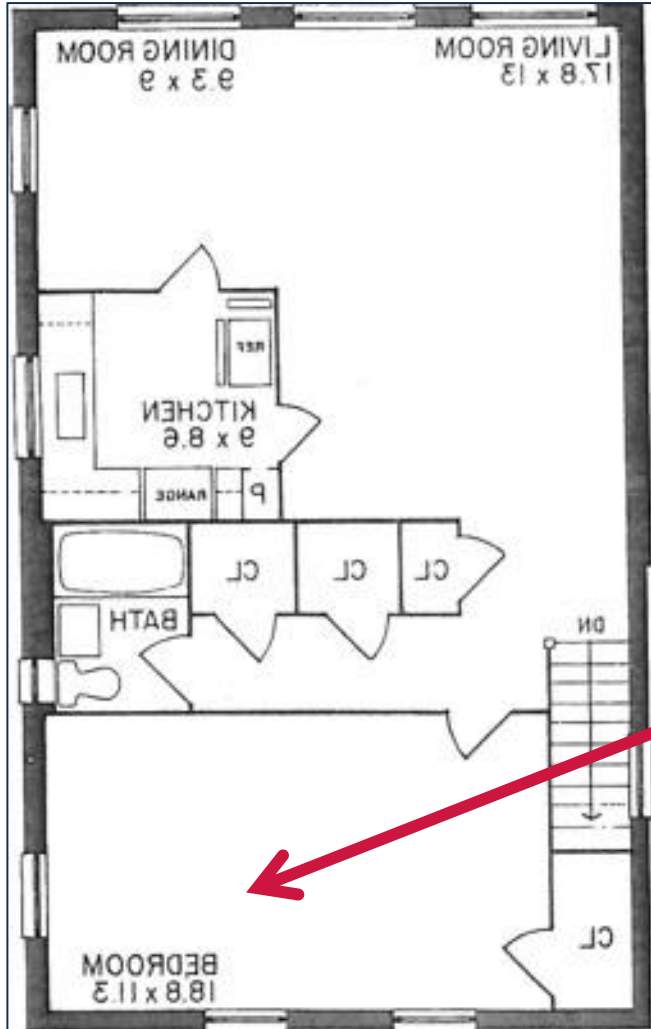
- Second Floor



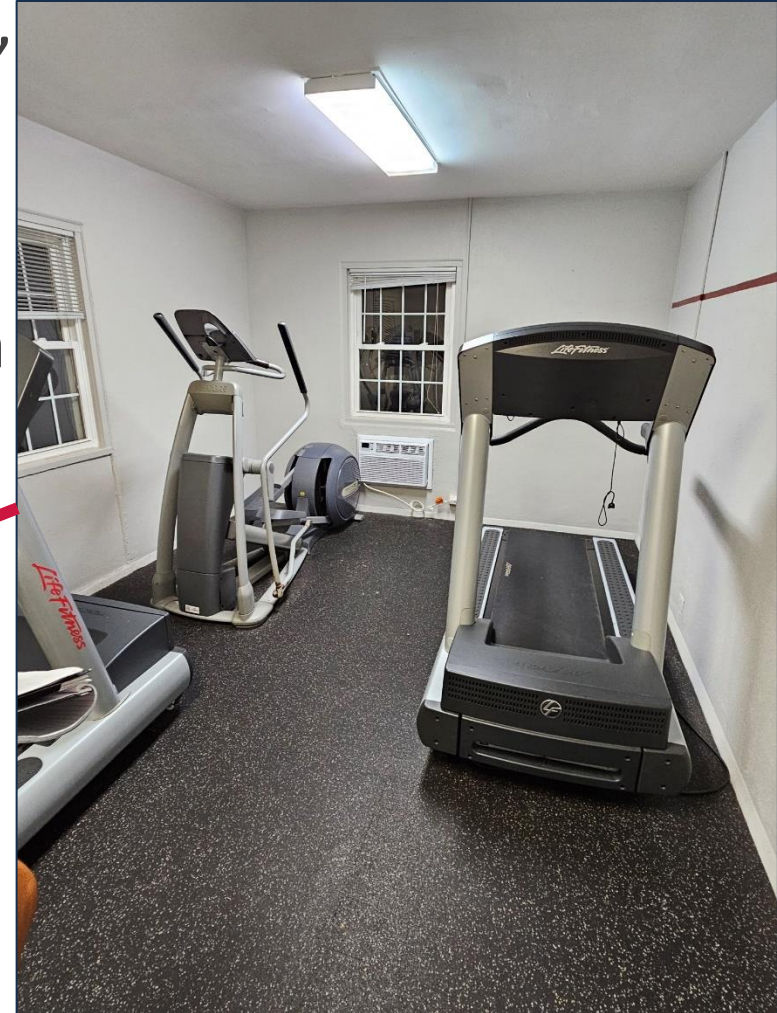
Findings

- Current usage: XX
- While functional, many items in the exercise room are in disrepair and need updating.
- Infrastructure improvements could be made to maximize capacity and use of the space.
- Cleanliness of the space needs improvement.
- Many items, such as hallway clearances, bathrooms, smoke detectors, etc. may not be code compliant.

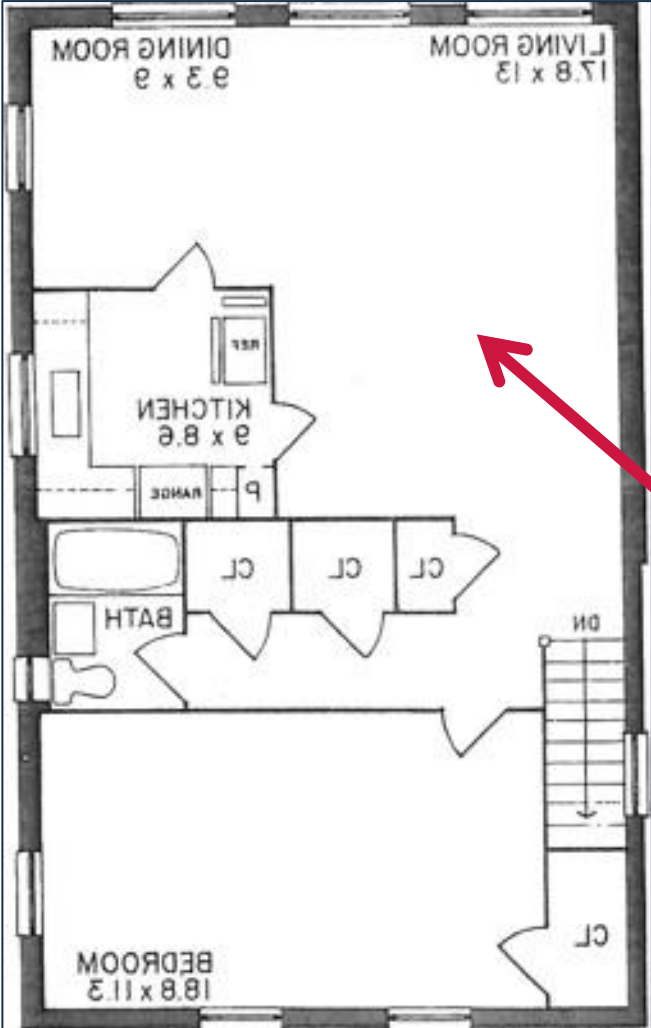
Upstairs Cardio Room



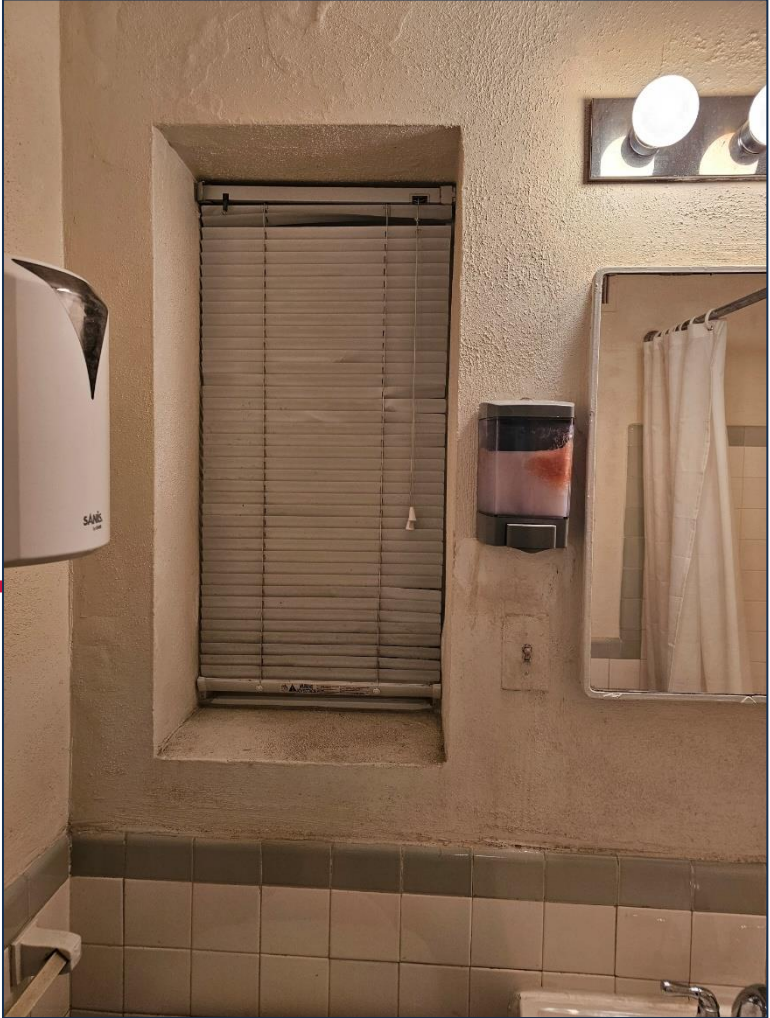
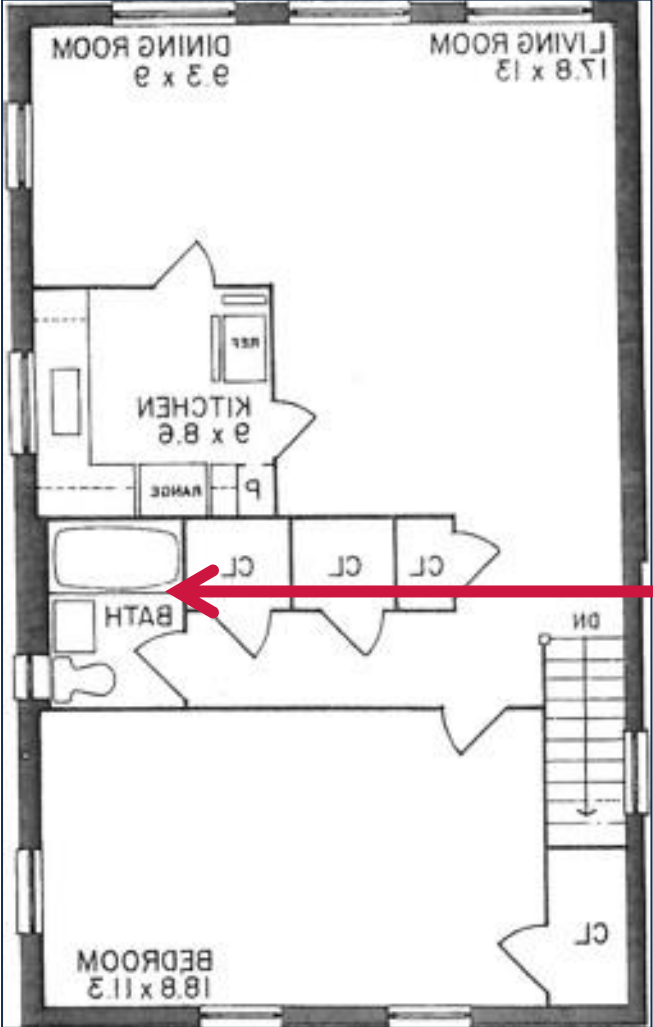
- Wall HVAC unit, no outside air so members often open windows which makes the space humid.



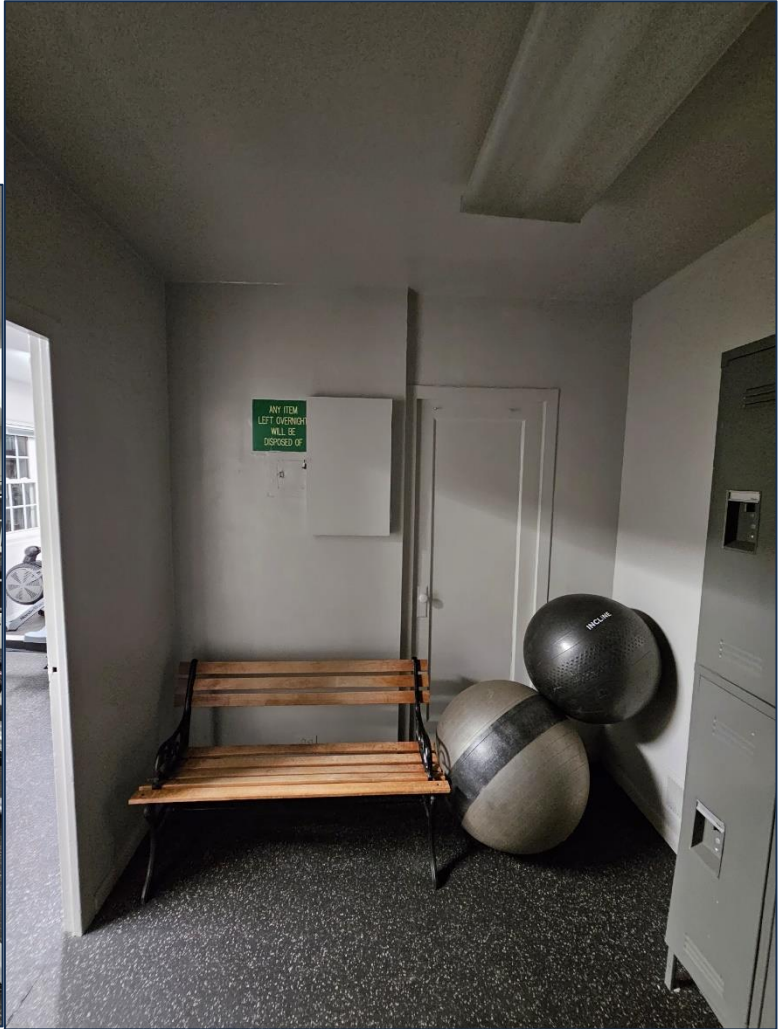
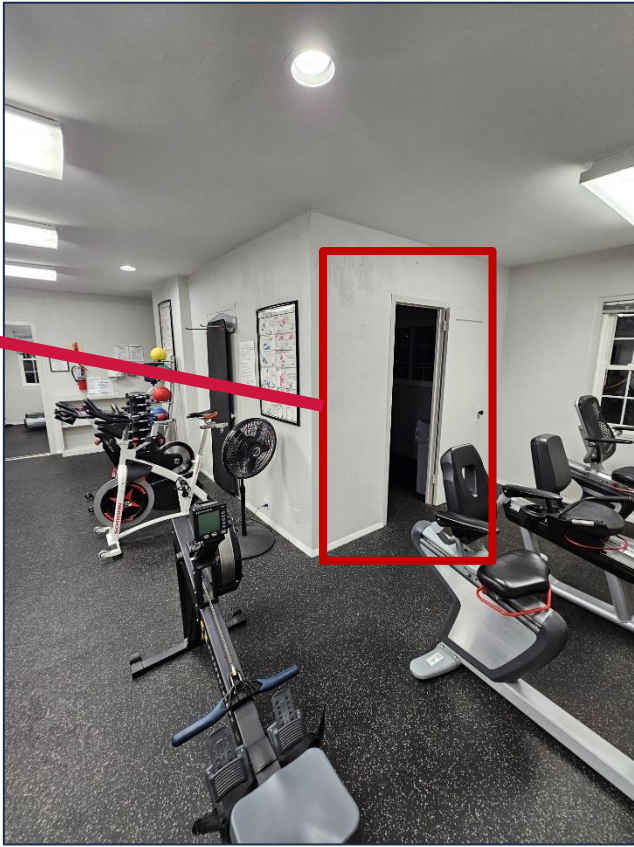
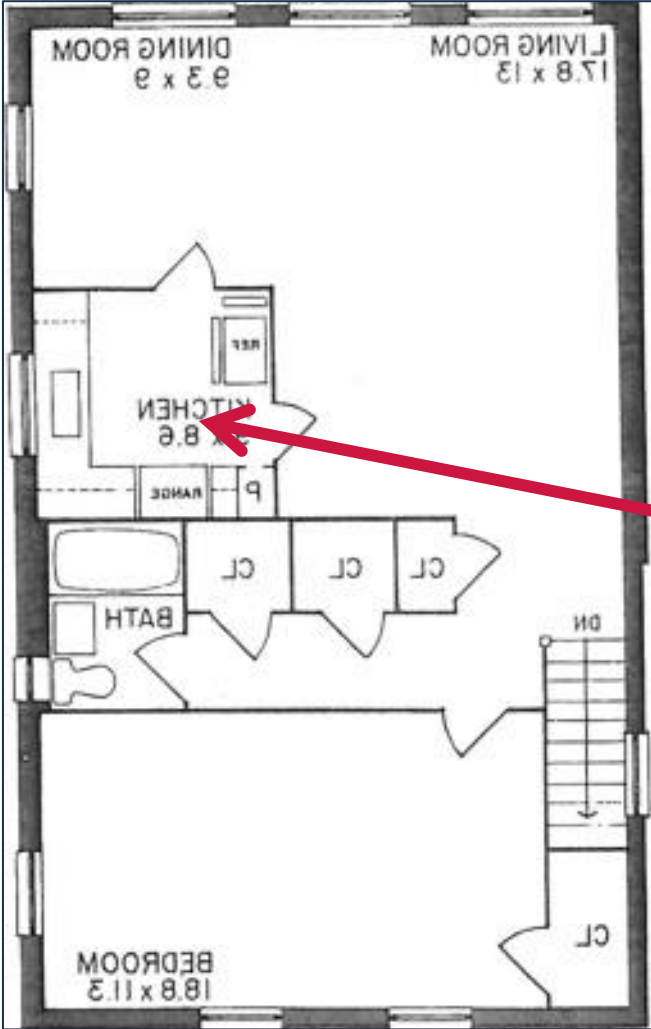
Upstairs Exercise Area



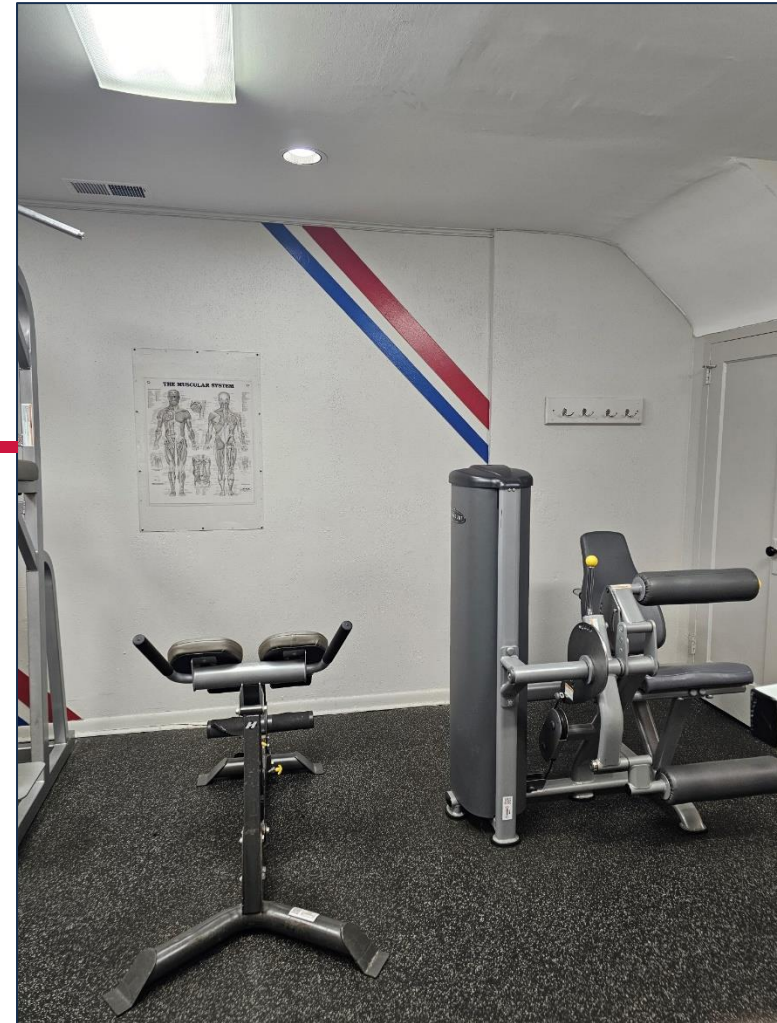
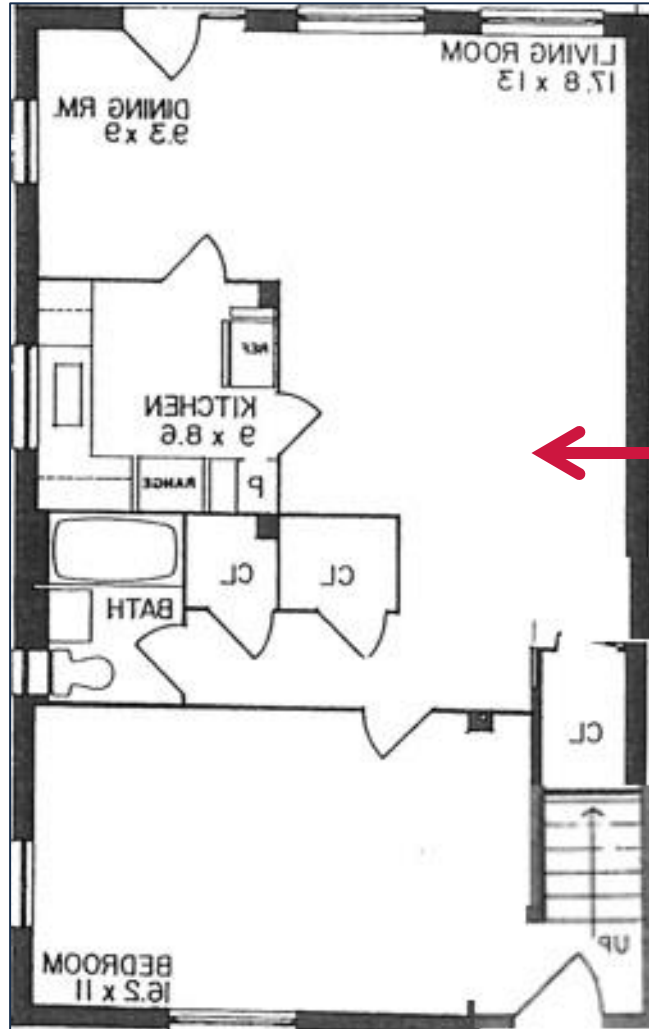
Upstairs Bathroom



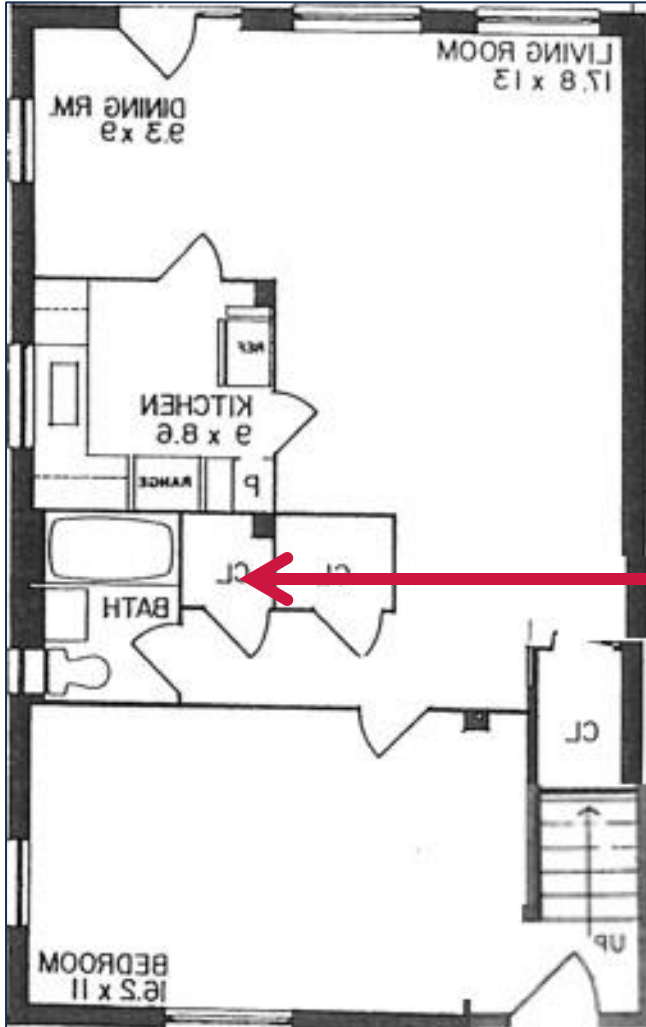
Upstairs Locker Room



Downstairs Exercise Area



HVAC

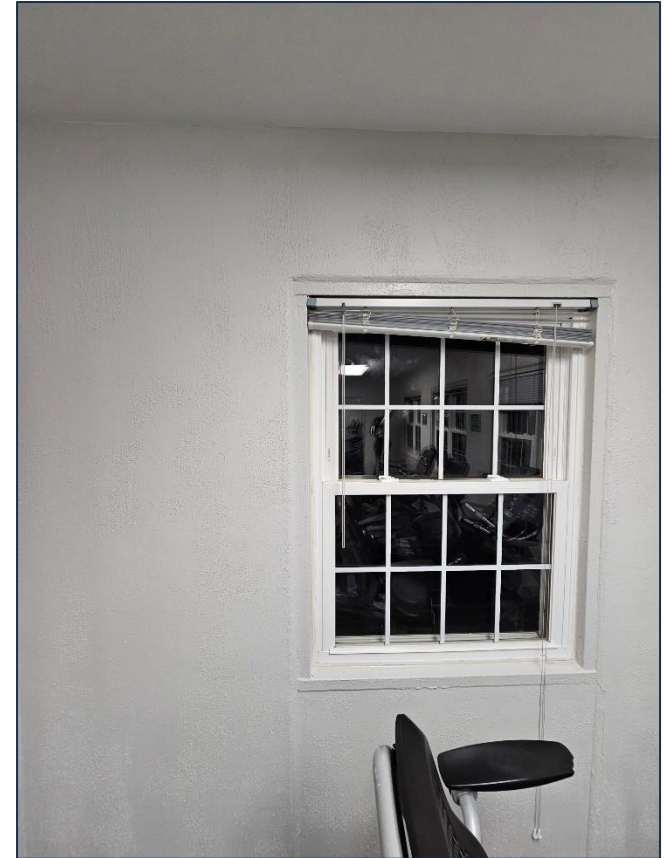


- The inside and air handler and outside condenser were replaced in Aug 23.



Windows

- The windows appear to be at the end of their life span and need to be replaced.
- The majority of the windows are inoperable and cannot open, others open slightly, some cannot stay up, creating safety issues.



Walls

- Uneven surfaces, different levels, rough, and scraped.



Flooring

- Mats placed over floor area, uneven in certain spots, worn.



PARKFAIRFAX FINANCE COMMITTEE MEETING

Board Room, 6:30 pm

January 2, 2025

Attending Members: Greg Drone, Tim Buzby, Gary Hucka
Dave Bush, Treasurer and Board Liaison

Guests: Jeff Lisanick, Board Member
Starr Newlon, owner

Agenda: Treasurer's Report
Gary Hucka's update on APB plans to renovate exercise facility.
Review reserve components in POOR CONDITION
Review vehicle replacement schedule

PARKFAIRFAX FINANCE COMMITTEE
January 2025

Components in poor condition

Comp #

2025

1	Holmes Ln		
2	Lyons Ln		
4	Coryell Ln		
5	Ravensworth Pl		
6	Parking areas		
7	Yard pavement		
16	Paths		
18	Concrete flatwork	<i>30yr sch</i>	7k sqft
19	Concrete Steps		
46	A Pool deck		
72	B Pool deck		
95	C Pool deck		
251	Supply office		
	Trucks		
305	2000 S-10	25 years	
307	2003 C-35	22 years	
314	2004 van	21 years	
316	2003 G150	22 years	

PARKFAIRFAX FINANCE COMMITTEE
January 2025

Vehicle replacement dates

	<i>15 year lifespan</i>	Replacement year
304	2009 Isuzu	2024
305	2000 S-10	2015
306	2010 CC 1500	2025
307	2003 C-35	2018
309	2010 Tacoma	2025
310	2010 Tacoma	2025
311	2009 Tacoma	2024
312	2017 F250	2032
313	2010 CK2500	2025
314	2004 van	2019
315	2021 van	2036
316	2003 G150	2018
317	2014 van	2029
318	2010 van	2025
319	2015 van	2030

Elections Committee Report
Parkfairfax Unit Owners Association
January, 2025

In Attendance: Paula Martori, Alexandra Swan, Angel Rivera, Robin Davis

Absent: Dana Cross

Alexandra Swan was elected Chair of the Committee

The Committee discussed and reviewed the following:

- the election packet, which will be sent out on January 12 to all Unit Owners.
- current election materials and last year's Election Committee Report.

The Calendar of the Committee and Parkfairfax Election Schedule is as follows (includes dates set by the Board of Directors, Parkfairfax Bylaws):

- Call for Candidates: January 12, 2025
- Elections Committee Meeting: January 23, 2025
- Candidate Education Session: February 11, 2025
- Elections Committee Meeting: February 20, 2025
- Candidate Application Deadline: March 12, 2025
- Meet the Candidates Night: March 13, 2025
- Annual Meeting Notice: March 21, 2025
- Annual Meeting Night: April 16, 2025

The Committee looks forward to this year's election cycle.

Parkfairfax Landscape Committee
January 2025

Members present: Scott K, Robin D, Kristen B, Sally B, Susan C, Marene L, Kim S, Marcia T
Board members present: Dave B, Mike R

At this month's meeting, the Landscape Committee discussed the following business:

1. Landscape Committee Budget Proposal:
 - members told proposal (based on input gathered from several previous meetings) was sent to Treasurer and to expect an emailed copy to be sent to them soon
 - all members encouraged to speak at either Wed. 1/15 Board meeting or Sat. 1/25 budget workshop in support of Parkfairfax hiring a qualified person for a Landscape Staff Position with Oversight and Management Responsibilities
2. Tree Removal Request Form:
 - members told that "coffee shop workshop" draft had been revised and re-revised and to expect an emailed copy to be sent to them soon
3. Tree of Heaven Update:
 - Contractor will treat the Tree of Heaven trees in Parkfairfax before spring, as the first year's treatment in a multi-year process to eradicate the trees from our property
4. High-Visibility Non-Focal-Point Areas:
 - Committee leaders met with a landscape-design-and-installation contractor to appropriately landscape a "hi-viz" area on Gunston in front of building 725, as the first of several projects by several such contractors to beautify our community with attractive and sustainable native plantings in "hi-viz" areas
5. Committee Planning for 2025:
 - Discussion of the various "Gardens in the Park" events for June
 - Brainstorming of issues to address in future committee meetings this year

Recreation Committee Report

The Recreation Committee met at 7pm on January 6, 2025, via Zoom.

Members:

Lisa Harger, Chair
Starr Newlon, Alternate Chair
Paul Friedman (absent)
Paula Martori
Michelle Wagner

Liaison:

Jim Wicker (absent)

Discussion:

1. Report from Liaison

n/a

2. Residents Forum

n/a

3. Gym Discussion

Starr Newlon and Michelle Wagner summarized the finance meeting they attended.

4. Pool Discussion

The Committee celebrated the success of receiving over 500 responses to the pool survey as well as revisions to pool hours and pool rules in response thereto. The Committee will circulate will summary in the next week.

Dana Cross

From: Bob <bob2@comcast.net>
Sent: Wednesday, January 8, 2025 11:02 AM
To: Dana Cross
Subject: Minutes of Parkfairfax Transportation and Land Use Committee TLUC) meeting of 06 January 2025
Attachments: Parkfairfax Traffic Calming updated.pdf

The first TLUC meeting of 2025 was convened virtually on 06 January owing to the significant snowstorm that occurred that day. A big “shout out” to Dana for providing the ZOOM link that morning to facilitate the TLUC meeting that we previously expected to convene in-person.

While we definitely favor face-to-face communication, we covered many relevant topics during the call:

1. The social media chatter about DASH and Metrobuses speeding through our community is most disturbing. My assumption is that those who complain are not regular passengers, and find buses to be an annoyance. Ditto for delivery vehicles of all shapes and sizes. The reality is that buses are wider and longer than most cars, and do occasionally cross the yellow line to avoid hitting parked vehicles. But as a frequent bus rider, I must observe that most buses are driven cautiously and responsibly. Agree or not, the pending traffic calming measures planned for Parkfairfax this fiscal year will slow down ALL vehicles, including buses. So there’s light at the end of the tunnel.
2. Alexandria TES officials made adjustments to the traffic calming plan, based on feedback received during the 12 November Townhall, hosted by the TLUC. Please see attached. While additional engineering is still underway, I prepared the necessary letter of endorsement for consideration by our Board of Directors. A similar letter was issued in December 2023 resulting in the installation of an all-way stop at Preston Rd. and Valley Dr.
3. Several concerned citizens joined us to discuss the surprise 19 December announcement that no “Electronic Transportation Device” could be stored or charged inside any building “effective immediately!” While not specifically aligned with the TLUC charter, a worthwhile discussion ensued. As a charter member of the Alexandria Electric Vehicle (EV) Charging Station Peer Group, I synopsised a presentation given by Chief Deputy Fire Marshal Russell Furr on 11 June 2024. While EV batteries are substantially larger than those used in e-scooters and e-bikes, there had been no EV fires in the City of Alexandria as of last June, and nationwide data show a lower incidence than from internal combustion and hybrid vehicles. Nevertheless, the Alexandria Fire Department is receiving specialized training and equipment (including fire blankets) to deal with that eventuality. As of now, EVs may be stored and charged in parking garages, including underground facilities. Marshal Furr’s interesting talk begins at about minute 7 in this video:
https://alexandria.granicus.com/ViewPublisher.php?view_id=29&coa_view_id=29&coa_clip_id=62
- 94 *Marshal Furr indicated he or his colleagues are available to meet with condo associations upon request.*
4. Last week’s weekly announcement email included a reference to the 17 May 2023 revision to PR#6, Parking Policy. Unfortunately PR#6 still calls for residents to display a “city license plate, windshield tag or decal!” Although I’ve lived in Parkfairfax continuously since 1978, I’m not familiar with city license plates nor windshield tags, and City Council voted unanimously to eliminate vehicle decals

on 16 March 2019. While some may be comfortable living in the past, I don't comprehend why a toothless parking policy, updated 4 years after decals were eliminated, is still calling for them to be displayed. The City no longer produces vehicle decals and more modern methods for property tax collection have been implemented. And the updated parking policy, which was not reviewed by the TLUC, identifies applicable areas as our parking lots and the four "Lanes," completely overlooking the 3100 block of Ravensworth Place where 68 association-controlled parking spaces can be found.

5. VDOT is holding yet another virtual public meeting to discuss the "Route 1 Multimodal Improvements Feasibility Study" on 14 January, more than 18 months since the last event. This project calls for the demolition of the elevated section of US 1 from 12th St. S to 18th St. S. (Crystal City) and replacement with a surface boulevard. The link to participate can be found on the project page: <https://www.vdot.virginia.gov/Route1MultimodalStudy>.
6. The TLUC mourned the "suspension" of the monthly "All Fairlington Bulletin," generally regarded as the gold standard of community newsletters. Following resignation of the long-serving President of the Fairlington Citizens Association, their Board is deciding whether to reduce the frequency of publication, or go all-digital. Based on the sharp decline in advertising and resident awareness in Parkfairfax, it might be worthwhile to determine whether our "Forum" remains relevant going forward.
7. The next TLUC meeting is planned for 03 February at 7PM in the Community Room and all are encouraged to attend.

Best regards,

Bob

Bob Gronenberg
Chair
Parkfairfax Transportation and
Land Use Committee

Neighborhood Transportation Improvements Program Parkfairfax

A Martha Custis Drive & Gunston Road
Painted curb extensions

I Gunston Road & Lyons Lane
Painted curb extensions, High-visibility crosswalk, Remove 4 parking spaces

H Gunston Road
Speed cushion

B Martha Custis Drive & Fitzgerald Lane
Painted curb extensions, Bus stop improvements

C Martha Custis Drive & Mt Eagle Place
Painted curb extensions, Remove 1 parking space, Bus stop improvements

G Gunston Road
Speed cushion

J Preston Road
Speed cushion

F Gunston Road & Chalfonte Drive
Painted curb extensions, Stop Sign, Remove 1 parking space, Bus stop improvements

D Martha Custis Drive
Speed cushion

E Martha Custis Drive
Speed cushion

Three changes following the townhall meeting with Parkfairfax residents:

1. Explore painted-curb extensions at intersection of Valley Drive, Gunston Road, Martha Custis Drive.
2. Collect parking utilization data at Gunston Road and Lyons Lane.
3. Consolidate Speed Cushion D & E and relocate mid-block, ideally between Ripon Place and Ravensworth Place.

Traffic data from June 2024 shows that most drivers exceed the 25 mph speed limit by over 5 mph on **Martha Custis Drive**, **Gunston Road**, and **Preston Road**. This traffic calming project aims to make Parkfairfax streets safer by reducing speeds in the neighborhood.

Proposed safety improvements include speed cushions and painted curb extensions. These curb extensions visually narrow the road and encourage slower driving. Combined with parking removal, they will make it easier and safer to access bus stops.

