

# Revision to AR # 7 - Tree, Shrub & Bench Memorial Plaque Specifications Resolution Worksheet

Date: January 15, 2025

## Suggested Motion:

“I move to approve the request forms to be included with the revised Administrative Resolution # 7 - Tree, Shrub & Bench Memorial Plaque Specifications.”

2<sup>nd</sup>:

## Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Caitlin Counihan				
Elaine Lawler				
Jeff Lisanick				
Scott Mulrooney				
Mike Rothenberg				
Jim Wicker				



ILLUSTRATION OF THE BENCH:



ILLUSTRATION OF THE PLAQUE:



# Tree & Shrub Plaque Request Form

UNIT OWNER or SPONSOR NAME(S): \_\_\_\_\_

ADDRESS(ES): \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

E-MAIL ADDRESS(ES): \_\_\_\_\_

LOCATION WHERE TREE OR SHRUB IS TO BE PLANTED: \_\_\_\_\_

TREE OR SHRUB (circle one) SPECIES REQUESTED: \_\_\_\_\_

**PLAQUE SPECIFICATIONS:**

A bronze garden plaque with a simple line border (see picture example). These plaques are 6 inches high by 8 inches wide and are mounted to a 24-inch stake, 45 degrees on post. The plaque will be installed a minimum of 12 inches from the base of the tree or shrub.

Line 1:  In Honor of       In Memory of       Other: \_\_\_\_\_

Each line on the plaque allows for 20 characters of text.

Line 2:																				
Line 3:																				
Line 4:																				



SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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# Parkfairfax Condominium

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A Historic District

**Unit Owners Association • Executive Offices**

3360 Gunston Road • Alexandria, VA 22302-2133

## Tree and Shrub Planting Requests

Follow these instructions if you want to plant a new tree or Shrub. Remember, unit owners may not plant or move any trees and/or shrubs in Parkfairfax without the approval of the Board of Directors. Choose one of the two ways to request a new tree or shrub, depending on where you would like it planted and who will pay for it.

### TYPES OF REQUESTS

If you want to suggest that a tree be planted and paid for by Parkfairfax on the common element\*, enter your suggestion in the Buildium system <https://parkfairfax.managebuilding.com>. Parkfairfax Management will consider your request but there is no guarantee that your tree will be planted.

OR

If you want to request that a tree or shrub be planted by Parkfairfax that you will pay for, on the common element, fill out the attached form and send it to the Covenants Director in the Parkfairfax Unit Owners Association Office, 3360 Gunston Road, Alexandria, VA 22302. You will receive a decision from the Covenants Director.

*Please note: Neighbors, the Landscape Committee and/or Management may be consulted on any of these actions.*

### Common Element\*:

All areas outside the individual units are Common Elements. These include the land, building structures and the utility infrastructure.

Areas designated Limited Common Elements for the exclusive use of individual unit owners include limited common element patio area (extending UP TO 20 feet out from the back door at the rear of ground floor units) and the immediate front of a unit out to 10 feet, not crossing sidewalks. See Parkfairfax Governing Documents, Administrative Resolution 2 (AR-2) for additional specifications for these areas.

# Tree and Shrub Planting Request Form

RESIDENT NAME(S): \_\_\_\_\_

BUILDING NUMBER(S): \_\_\_\_\_

ADDRESS(ES): \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

E-MAIL ADDRESS(ES): \_\_\_\_\_

LOCATION WHERE TREE IS TO BE PLANTED: \_\_\_\_\_

SPECIES REQUESTED: \_\_\_\_\_

## PARKFAIRFAX PLANTING ON COMMON ELEMENT\*:

Check as appropriate:

- I will pay for tree as a donation  
*Once placed, a notation will be made on the Parkfairfax website with your name and the GPS location of the tree. See following page for plaque inscription.*
- This is a memorial tree that I want placed on the common element.  
*Once placed, a notation will be made on the Parkfairfax website with your name and the GPS location of the tree. See following page for plaque inscription.*
- I prefer to not have a plaque.  
*Once placed, a notation will be made on the Parkfairfax website with your name and the GPS location of the tree.*

Care of Tree:

- I will care for this tree or shrub through the Adopt-a-Tree program  
(a Landscape Committee Representative will contact you)
- I would like Parkfairfax to care for this tree or shrub

BRIEF SKETCH OF PREFERRED LOCATION (use additional page if necessary):

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_