

# **Management Recommended Projects**

## **PARKFAIRFAX FINANCE COMMITTEE**

### **MEMORANDUM**

**TO:** Francisco Fochi, General Manager

**FROM:** Greg Drone

**CC:** Dave Bush, Treasurer

**DATE:** January 13, 2025

Francisco,

Thank you for meeting with the Finance Committee on January 10, 2025 to review the draft reserve study and discuss future plans for repairs and replacement of the infrastructure.

Based on our discussions the Finance Committee suggests the following:

1. Confirm the cost to replace laundry room doors. The reserve study lists this as \$5,150 per door.
2. Plan annual repairs/replacement of sidewalks and steps based on a 30-year lifespan (7k sq feet/year).
3. Initiate a program to replace all building shutters.
4. Develop a schedule for vehicle replacements based on a 15-year life span.
5. Initiate a plan to replace the following components based on the REMAINING ECONOMIC LIFE of each component.
  - a. Gas pipes
  - b. Sanitary sewer
  - c. Storm water

## PARKFAIRFAX CONDOMINIUM

### JOB TITLE: LANDSCAPING MANAGER

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Exempt (Y/N): No	OB CODE:
SALARY LEVEL:	DOT CODE: T406134014
SHIFT:	DIVISION:
LOCATION:	DEPARTMENT:
EMPLOYEE NAME:	SUPERVISOR:
PREPARED BY:	DATE:
APPROVED BY:	DATE:

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#### **SUMMARY:**

The Landscape Manager, under the 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.

The Landscaping 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 grounds 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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develop landscaping management plans, set annual goals, and prepare annual budgets for the Landscaping department in collaboration with the Director of Operations
- Plan, coordinate, and oversee daily work activities of the Landscaping department
- Ensure turf, landscapes, paths, lighting, parking areas and hardscapes are maintained to high standards and are safe and accessible
- Oversee plant and tree health care and other related programs
- Maintain Grounds infrastructure, including water features, underground irrigation, stormwater systems, and roadways
- Hire and supervise contractors and vendors performing work within areas of responsibility
- Ensure the integrity and accuracy of plant and trees records throughout the Grounds
- Recruit, lead, motivate, and develop employees who can successfully collaborate with internal and external constituencies
- Make personnel decisions to achieve core objectives
- Lead planning and execution of department initiatives and budget aligned with Mt. Cuba Center's mission
- Develop effective policies and procedures
- Work cooperatively with management to implement organization-wide systems and strategic goals
- Manage landscape staff (full-time, hourly, and seasonal), contractors, and volunteers to ensure the proper, efficient, and timely completion of department responsibilities
- Work in the field and sometimes in the office, providing hands-on completion of work as a

- mentor and an example for the rest of the team
- Daily inspection of the landscape to ensure the overall presentation and condition of the grounds and gardens meet Parkfairfax Condominium's standards and quality expectations
- Prioritize horticultural tasks and coordinate the implementation of work assignments with the team
- Assist in the preparation of work schedules and job assignments
- Lead snow and ice removal operations, creating on-call lists and being available to work some evenings and weekends
- Examine potential unsafe working conditions and recommend corrective actions
- Identify staff training needs and assist with developing training programs, including plant care and maintenance, proper use of tools and equipment, safety, etc
- Supervise contracted services and assist with the identification of the need for contracted services.
- As a manager, attend meetings as necessary, including but not limited to managers' meetings, committee meetings, and planning sessions.

### **SUPERVISORY RESPONSIBILITIES:**

Manages a total of 4 to 5 employees in the Landscape Crew. Is responsible for this unit's overall direction, coordination, and evaluation.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **SKILLS & REQUIREMENTS**

- Successful completion of background and credit check.
- Degree in horticulture, floriculture, landscape preservation or related field.
- A minimum of five years of related work experience, including at least three years of supervisory experience.
- Considerable knowledge of horticulture and grounds maintenance procedures.
- Understanding of proper pruning techniques, rose care, turf management, planting, perennial and annual care as well as native plants and ecosystems.
- Understanding of irrigation systems' operation and repair.
- Ability to lift 55 pounds regularly; work outside for long periods in unfavorable conditions; perform strenuous manual labor requiring considerable walking, lifting, reaching, climbing, stooping, pushing, pulling, and carrying; work weekends, evenings, and holidays.
- Preferred to be recognized by ISA as a certified arborist.
- Preferred to be a certified pesticide applicator.
- Preferred to be trained to use a chainsaw.
- Ability to operate small power and hand tools and large equipment, including mowers, tractors, loaders, woodchippers, chainsaws, plows, and other snow removal equipment, among others.
- Perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency
- or composure.
- Familiarity with and comfortable using the Microsoft Office suite.
- Demonstrate natural leadership, and ability to communicate effectively, both orally and in writing, to establish and
- maintain effective relationships with coworkers, visitors, vendors, and others in the workplace.

## **WORK SCHEDULE AND OTHER INFORMATION**

- This is a full-time position with benefits.
- Must be able to work evenings, weekends and some holidays.
- Uniform and PPE will be provided, but some outerwear is not provided

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes, airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Recommended Annual Salary: \$80 – \$100k

**Total recommended addition to budget salaries: \$130,000.**



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## Touchless Access Proposal for ParkFairfax Condominiums

3360 Gunston Rd  
Alexandria, VA 22302  
03/08/2024



This Johnson Controls Security Solutions LLC Proposal (the "Proposal") contains Johnson Controls proprietary and business confidential information and may not be shared with third parties without the prior written consent of Johnson Controls. Johnson Controls' provision of the equipment, systems, and/or services described in this Proposal is expressly conditioned upon Company's acceptance of the terms and conditions of the standard Johnson Controls Security Solutions "AGREEMENT" COMMERCIAL TERMS AND CONDITIONS. The system design and specified equipment are subject to final approval by your local fire department or other authority having jurisdiction. This Proposal is valid for a period of thirty (30) days from the above date and any deletions or additions to this Proposal may result in changes to the pricing and/or terms and conditions.

**Inquiries regarding this proposal may be directed to:**

William Plunkett  
Johnson Controls Security Solutions  
Cell Phone #: (703) 344-5302  
Email: [william.edward.plunkett@jci.com](mailto:william.edward.plunkett@jci.com)

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**JOHNSON CONTROLS CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION**



Parkfairfax Condominiums  
3360 Gunston Rd  
Alexandria, VA 22302  
Estimate Name: Parkfairfax - OP - 5/23

DATE 03//2024

Dear Francisco Foschi:

Thank you for allowing Johnson Controls Security Solutions LLC (Johnson Controls) the opportunity to provide Parkfairfax Condominiums with our proposal for Touchless Access.

As an industry leader, Johnson Controls' desire is to bring experience, industry insight and value to our customers by providing solutions that deliver lasting results while help keeping risk to a minimum. Your business is our business and helping to reduce your losses while improving operations means Johnson Controls is consistently evaluating your issues and needs.

Johnson Controls provides integrated security solutions to businesses like yours throughout the world. In North America, Johnson Controls maintains over 200 full-service brick and mortar offices, staffed by more than 10,000 company-trained employees, including over 3,700 service personnel. With unparalleled presence across the U.S., Johnson Controls service and installation teams are specially trained and focused on our technology offerings.

We are proud of our history, financial strength and depth and breadth of services we offer and I look forward to discussing our proposal with you and showing you why Johnson Controls is the premier leader in the electronic security industry.

I offer you my personal commitment to help ensure Johnson Controls meets your business needs.

Sincerely,

William Plunkett  
Commercial Business Solutions

**JOHNSON CONTROLS SECURITY SOLUTIONS CONFIDENTIAL AND PROPRIETARY BUSINESS  
INFORMATION**



## SCOPE OF WORK

This proposal presented by Johnson Controls is being provided at the request of Parkfairfax Condominiums to successfully meet the specifications of the Access Project at the 3360 Gunston Rd, Alexandria, VA 22302 location.

We propose to install and maintain an Access system which will consist of the following:

1. System Operation: A new **Touchless Access** system will be installed at each pool and the fitness center. 1,500 mobile credentials will be provided (more available upon request).

### Scope of Work

#### Location: Pool A - 1117 Martha Custis Drive

The existing panel & (3) existing readers will be replaced with new Panel & Readers, existing network, power, locks and wires will be reused.

#### Location: Pool B - 3715 Lyons Lane

The existing panel & (2) existing readers will be replaced with new Bluetooth capable Panel & Readers, existing network, power, locks and wires will be reused.

#### Location: Pool C - 3314 Coryell Lane

The existing panel & existing reader will be replaced with new Bluetooth capable Panel & Reader, existing network, power, locks and wires will be reused.

#### Location: Fitness Center - 1409 & 1411 Martha Custis Drive

The existing panel & existing reader will be replaced with new Bluetooth capable Panel & Reader, existing network, power, locks and wires will be reused.

#### Location: Leasing Office Receptionist Wall

JCI Electrician will run new access wires to the Clubroom exterior door. JCI Tech will install a 4-door access panel with integrated PSU & battery-backup on the wall and connect to existing power and high-speed internet.

#### Location: Clubroom exterior door

JCI Locksmith will install a new handset, closer and electronic strike. JCI Tech will install a touchless reader and door contact.

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This system will be protected by JCI's **EXPERT** maintenance plan including:

- All parts & Labor to maintain the system.
- Proactive Battery Replacements.
- All OpenPath Subscriptions

2. Existing Equipment: JCI will dispose of old boards and readers.
3. Training Expectations: Customer to be trained on how to deploy and use mobile credentials.
4. General Comments: No Permit Required.  
Customer to deploy Upload database.

## BILL OF MATERIALS

QTY	DESCRIPTION
1	OpenPath Hosted Access Service PROVIDED
1	Datasource Access PROVIDED
1	Expert Maintenance PROVIDED
1	Proactive Battery Change PROVIDED
40	Regular Labor
8	Standard Smart Reader V2 in black
500	Network Cable
250	Access Cable
1	Door Contact
5	CORE SERIES 4 PORT 12/24V SMART HUB, 4 ENTRY +2 CAPACITY POWER SUPPLY: OP-ECL1-PS, OP-ECL-C4, OP-ECL
5	Backup Battery
1	JCI Locksmith to install electronic strike, handset & closer on Clubroom Door
1	JCI Electrician to run wire for clubroom door
1	Programming
1	Training Customer
1	Removing existing panels & readers
1	Miscellaneous Hardware

**JOHNSON CONTROLS SECURITY SOLUTIONS CONFIDENTIAL AND PROPRIETARY BUSINESS INFORMATION**



Parkfairfax Condominiums  
3360 Gunston Rd  
Alexandria, VA 22302  
Estimate Name: Parkfairfax - OP - 5/23

**Current Monthly Payment Including Preferred Services: \$ 533.00/month**

## **PAYMENT OPTIONS**

### **Security-as-a-Service – Option 1**

Provides ownership and eligible for a FREE Technology Refresh after (60) months.

**Installation Investment Package: \$ 0.00**  
**Total Monthly Payment Including Preferred Services: \$ 1,100.00/month**

### **Security-as-a-Service – Option 2**

Provides ownership and eligible for a FREE Technology Refresh after (60) months.

**Installation Investment Package: \$ 16,000.00**  
**Total Monthly Payment Including Preferred Services: \$ 690.00/month**

### **Outright Sale – Option 3**

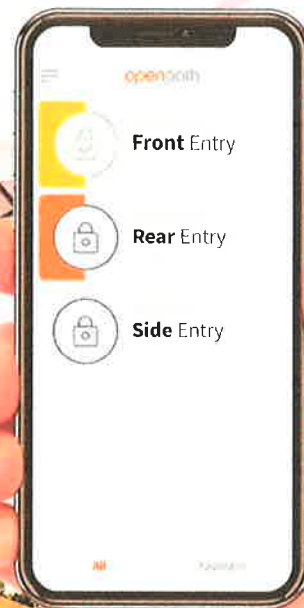
Provides your business with ownership of the electronic security equipment upon purchase.

**Installation Investment Package: \$ 27,000.00**  
**Total Monthly Payment Including Preferred Services: \$ 470.00/month**

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INFORMATION**

# You just got upgraded

In an effort to continue delivering the latest and greatest in community amenities and modern conveniences, we are excited to announce a very important upgrade to the community access control system.



## openpath

Openpath is an award-winning access control leader offering a best-in-class platform that elevates both security and convenience, making it an ideal way for residents to enjoy a frictionless experience while prioritizing safety.

### Learn about the benefits of your new system:

#### Core Product Features

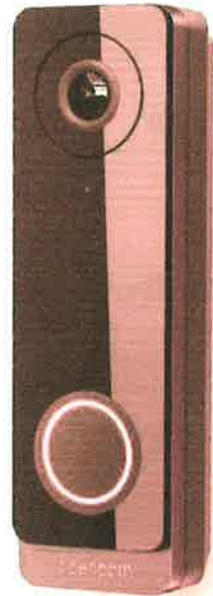
- ✓ **Wave to unlock.** The completely touchless system lets you unlock the door with a quick wave of your hand. You don't even need to take your phone out of your pocket or bag.
- ✓ **Mobile credentials.** Your smartphone is your key. Unlock the door via the mobile app for iOS, Android, or Apple watch.
- ✓ **End-to-end encryption.** Secure communication channels prevent key cloning and improve safety.
- ✓ **Remote unlock.** Unlock a door via the Openpath app anytime from anywhere.
- ✓ **Guest pass.** Send a temporary "key" to a visitor via text or email.
- ✓ **Supports keycards and fobs.** Openpath provides encrypted keycards and fobs, which work alongside the mobile credentials on the same system.
- ✓ **Enhanced security.** Enable two-factor authentication for an extra layer of security.



a Motorola Solutions Company

# Video Reader Pro

The Openpath Video Reader Pro combines the heightened security of a built-in high resolution camera with the form factor of a mullion door reader. Automatically associate video footage with access events and visually monitor entries in the Openpath Control Center. The Video Reader Pro is a multi-technology reader that supports both low (125 kHz) and high (13.56 MHz) frequencies. The camera angle is adjustable during installation, ensuring optimal video footage.



## Features

### Fast & Reliable

Patented Triple Unlock with Bluetooth, WiFi and cellular data

### Touchless Access

Supports hands-free Wave to Unlock, mobile or watch app, tablet, HF and LF keycards, fobs, and Cloud Key

### Video at the door

Associate video with access events or alerts and visually monitor entries from the app or Control Center

### Cloud Security

Encrypted end-to-end communication, strong public key cryptography

### Interoperability

Easily integrates with physical on-premise systems and logical software systems

### Simple Management

Software runs in the cloud, no need to set up or maintain local servers and software

### Capacity Tracking

Track occupancy and enforce capacity limits with innovative BLE functionality

### Monitoring

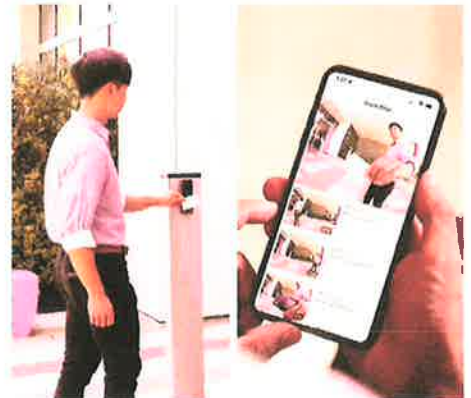
Built-in diagnostic and real-time troubleshooting insights

### Reliability

Instant software upgrades ensure consistent, high-quality performance

### Works Offline

Use Standalone Mode\*\* and Wiegand wiring to connect to existing legacy systems, no Openpath subscription or Internet required



## Choose your way in

