

General Manager's Report

Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

Board of Directors Meeting– Feb 19, 2025

General Manager's Report - Submitted on Wed, Feb 12, 2025

ADMINISTRATIVE

1) **Insurance Agent Recommendations:**

Management recently met with Jim Pates, the association's insurance agent, to discuss the Association's insurance policy and related issues.

The new policy regarding electric bicycle and scooter storage was also discussed during the meeting. Mr. Pates reviewed the challenges posed by storing these transportation methods in the community and how they could significantly impact the association's policy premium. He offered to provide insights to the Board at the next Board meeting so that the Board could understand better the current insurance market situation and make an educated decision before amending the policy.

Management and our insurance agent recommend that the Board allow him to speak at the next meeting in March. He should also have a proposed premium cost for the next Fiscal Year.

Management advises the Board to schedule the time for the Association's insurance agent, Jim Pates, to attend your next Board meeting and prepare any questions, comments, or suggestions you may have.

2) **Fannie Mae Change of Status for Parkfairfax:**

During a recent mortgage application review, Fannie Mae was informed that some crawlspaces contain hazardous material. While Parkfairfax provided documentation proving that almost all crawlspaces have been abated, 15 buildings remain to be abated.

However, Fannie Mae still changed the status from "Approved" to temporarily "Unavailable" until all buildings are completed.

The hazardous material abatement is scheduled to be completed by February 19. Once completed, an engineer will inspect the buildings, sign off on the project's completion, and notify Fannie Mae. Parkfairfax will send a follow-up update so that they can submit their loan applications to Fannie Mae and Freddie Mac.

3) 1403 Martha Custis Dr. Unit Sale

The **one-bedroom** unit located at 1403 Martha Custis Dr was sold on Monday, February 3, 2025.

The initial proposed sales price per **the** agent's proposal was \$309,000. The unit appraisal came at \$315,000. The **unit's** final sales price was \$322,000. Total commission paid (seller and buyer) 4%.

The total proceeds to Parkfairfax's Unit Owners Association after fees and commissions are \$307,416.

4) Reserve Study Completion Process:

Miller Dodson Associates wants to attend the next Board meeting to answer questions and discuss the Board's preferred approach to the roof replacement plan and other items the Board intends to incorporate into that discussion.

This critical step is crucial before finalizing the reserve study and making it valid and reliable for the association to plan for future maintenance, reserve expenses, and financial planning.

The reserve study must also be finalized to be available to lending institutions when requested during purchase transactions.

Please schedule the time for Miller Dodson to attend your next Board meeting and prepare with any questions, comments, or suggestions you may have.

5) Collective Bargaining Agreement Renewal Process:

The current CBA agreement with Local Union 572 expires May 31, 2025.

The Board can expect a series of meetings between the management, the association's labor attorneys, and the union representatives where both sides present proposals regarding wages, benefits, working conditions, and other employment terms, intending to reach a mutually agreeable contract through discussion, compromise, and potential concessions, often involving multiple rounds of bargaining until a tentative agreement is reached, which then needs to be ratified by the employees through a vote; if no agreement is reached, potential actions like mediation or strikes may occur depending on the situation and relevant laws.

These meetings and the process, in general, will be addressed as priority level one, as it is time-consuming and could take months until an agreement is finalized.

6) CLS Contract Update:

This update will be provided during the executive session due to our legal counsel's involvement in this matter.

7) **Staff Vacancies - Update:**

On Friday, February 7, the Covenants Director, Lora Reynaud, resigned. The employee accepted a position outside Covenants because she decided to work in a different area.

In addition, two other employees from our maintenance team have retired in the past few weeks: Lat Jones from carpentry and Luis Escobar from the Plumbing department.

Two new hires have joined the team in the past weeks: Wisdom's brother, Mohamed Razack, who is in plumbing, and Douglas Rivera for landscaping (pending background check).

Management is currently conducting interviews for the following positions: Plumber, Carpentry, Inventory Specialist, and Covenants Director.

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

Management has been working on bidding out our commercial waste needs.

During the process, one of the three 8-yard recycling containers was removed, and we believe two will be sufficient to fulfill Parkfairfax's needs.

During negotiations with our current provider, **Waste Management**, management intended **to renegotiate** a better and more **cost-effective** agreement than the one **previously** negotiated in 2021. Management negotiated approximately a 30% reduction in current rates and service fees.

Waste Management's new proposal has the lowest average monthly costs and is for a two-year term compared to the other two, which are for five years. This two-year term allows our Association to assess results in a shorter term rather than being locked into a five-year deal.

The three bidders are Roadrunner, Waste Management, and Zero Waste Solutions. As their proposals differ due to their business model, each provider was asked to calculate and provide their monthly cost. According to each bid, below are the monthly costs proposed for each provider:

- 1) Zero Waste: \$6,518.
- 2) Waste Management: \$ 5,945
- 3) Roadrunner WM: \$7,333

Management recommends that the Association renew its two-year agreement with Waste Management, its current service provider.

9) **Roof Pilot Project:**

Management received the final specifications sets from the A&PB and has already submitted RFPs for the following three companies:

- 1) Katchmark In.
- 2) Ruff Roofers
- 3) Maggio Roofing.

The work under this contract entails removing and replacing existing materials with new specified materials for all roof coverings, flashings, and vent stack collars, as well as estimating the per-square-foot unit cost of sheathing on all roofs.

This is being conducted as a pilot project before initiating a more extensive property-wide roof replacement program.

Work will take place at two designated addresses: Building 849 (3223 Martha Curtis Drive) and Building 953 (1500 Mount Eagle Place).

10) Building 317 Restoration Work:

The restoration work on Building 317 has already begun. The contractor estimates the completion date to be 60 days from the date of this report.

Management will notify the Board should issues arise that need Board attention.

FINANCIALS

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

DECEMBER 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
Utilities - Water	\$112,260.00	\$43,537.00	(\$68,723.00)	\$411,805.00	\$304,759.00	\$522,445.00	Two months of service paid during December
Repairs- Plumbing	\$4,035.00	\$583.00	(\$3,451.00)	\$48,475.00	\$4,083.00	\$7,000.00	Accounting error. Expenses to be reclasses to Plumbing Supplies
Uniforms	\$5,133.00	\$2,000.00	(\$3,133.00)	\$14,995.00	\$14,000.00	\$24,000.00	Winter Uniforms for Maintenance

MAINTENANCE

February 10, 2025

EMERGENCY WORK PERFORMED

On January 10, 2025, the Water main broke at Bldg. 909

On January 12 – 17, 2025 Property wide snow removal

On January 14, 2025, Gas riser removal at 107, 208, 511, 535, 707

On January 22, 2025, Bike racks were installed at 107,535

ROUTINE MAINTENANCE

Daily policing of grounds for falling limbs and bulk trash. Over the past few weeks, the Operations Department completed equipment maintenance, shop cleaning, and safety inspections.

On January 29, 2025, Replaced the hydraulic on New Holland (Backhoe)

On January 29, 2025, Replaced rear tire on truck #8

On January 21- 31, 2025 Bldgs. 922,924,926,930 Trim Replacement

Plumbers continue to check boiler rooms and heaters for leaks.

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

Asbestos Abatement (Crawlspaces) Scheduled completion date 02-14-2025

Gas Pipe Replacement

Sewer line replacement

Wood Trim Replacement

Building 909 Water main repair

Project Description: Asbestos Abatement

The Association is undergoing a multi-year project to Eliminate all ACM crawlspaces. This project is being funded through the Reserves Account and is on track to be completed **by 02-14-2025**.

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 the gas pipe replacement/removal project. **252 buildings left for the completion of this project. 34 buildings have been completed**

Project Description: Building Wood Trim Replacement

The Association is undergoing a multi-year project to replace the building's wood trim with PVC. This project is being funded through the Reserves Account. Completion is based on funds allocated to this project. **110 buildings are left for completion of this project. This work is underway in Ward 2**

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 the Reserves Account. Ten stoops are replaced every year from a priority repair list.

Project Description: Gutter Guard

The Association is undergoing a multi-year project to replace the foam guard on its buildings with a stainless rhino guard. This project is being funded through the Reserves Account, and the replacement is on an as-needed basis. There are 27 buildings left to complete.

Work Performed:	Work Anticipated:
<ul style="list-style-type: none">- Snow Removal- Association Owned electrical panel upgrades- Tree pruning and removal- Gym equipment repairs- Canopy delivered to Pool B- Property-wide leaf removal- Key Track relocation to Maintenance Yard- 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- Gas line replacement- Buildings Tuckpointing- Ward 5 Painting- Roof Pilot Project