

## **REPORTS**

### General Manager's Report

---

---

# Parkfairfax Condominium

---

---

## UNIT OWNERS' ASSOCIATION

### Board of Directors Meeting— April 23, 2025

#### General Manager's Report - Submitted on Friday, April 11, 2025

1) **Hazardous Material Crawlspace Removal – Project Shortages Analysis Response:**

The analysis below was made to address some questions from the Board regarding deficiencies during the length of this project and how to prevent them from happening in the future:

1) Management believes that the inaccuracies in communication throughout this project were due to deficiencies in progress tracking and how the project was set to be managed from its start in 2017. When the association hired the contractor, our maintenance staff was tasked with "checking" and ensuring the job progressed accordingly. However, there was no tracking system and/or visual inspections to verify that the work had been completed, nor were there implementations of punch lists that summarized all issues the contractor must address after inspections. Staff took the contractor at their word.

To avoid this in the future, it is crucial that third-party inspections occur as an integral part of a project to verify progress and provide accurate progress reports until the project is completed. For example, projects such as foundation repairs or tuck-pointing produce accurate periodic reporting and updates since progress is measured by a third party after visual inspections.

2) I was made aware that E&G's work did not meet the expected results while Scott M. worked in the party room and brought it to my attention. At that time, I decided to wait until the project was 100% completed and then hire a **third-party** specialist to inspect all **crawl spaces** and provide a report of their findings and a punch list of deficiencies to be addressed and remediated.

When the results came in, management met with the contractor, expressed discontent with the report, and requested that all 50 crawl spaces be addressed no later than three days after receiving the report and at no cost. This was in the thick of the Fannie Mae issue, which needed a quick resolution. The contractor obliged and completed the work within the time frame, allowing us to quickly resolve our problems with the lender.

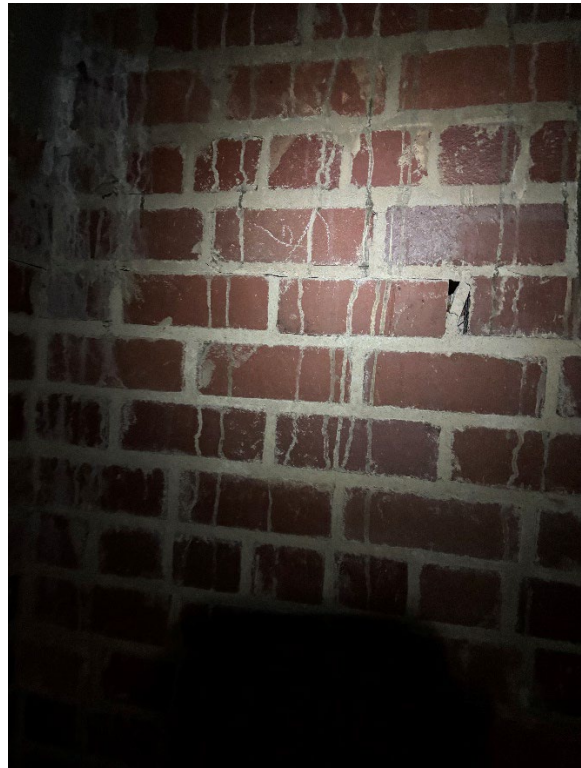
3) Regarding the signs at the entrances to the crawl spaces, because traces of this material may still linger throughout the dirty soil, we recommend leaving them as a precaution.

## 2) **Building 828 Differential Settlement Assessment – Update:**

Building 828 is currently a medium prioritization building per the January 24, 2022, global façade survey report.

In March 2025, Walker was informed that moisture intrusion and distress (cracks) in the interior finishes were reported in Unit 3127. Walker visited Unit 3127 and prepared a summary email of their findings, which was forwarded to the Condominium on April 1, 2025:

*We observed distress in the interior finishes throughout the unit. In addition, Walker entered the attic above Unit 3127 and observed separation between the masonry demising wall and the edge of the roof assembly. We also entered the crawl space below Units 3127 and 3129, and we observed step cracks in the foundation wall and demising wall. Additionally, cracking exists at the boiler room's exterior and interior. Please note that this is the first time we have experienced distress in the boiler room.*



*Based on our limited visual assessment while we were on-site, it appears there is moisture intrusion into the attic space due to the movement of the roof assembly and the cracks observed in the unit and crawl space appear to be due to differential settlement. There is the possibility that the movement of the roof assembly is related to the differential settlement of the building.*

Given that Building 828 has been prioritized as medium since the 2010 façade visual survey, management has authorized further investigation work to determine the extent of settlement and provide a letter report of their findings and conceptual recommendations.

3) **Collective Bargaining Agreement Negotiation Process - Update:**

On Tuesday, April 22, Management will meet with the association's labor attorney, representatives from Local Union 572, and Board liaison Scott Buchanan to discuss several proposed changes and clarifications the association seeks to incorporate into the new agreement.

The Board liaison, Scott Buchanan, will likely update the Board at the April 23 Board meeting.

4) **1405 Martha Custis Dr. Unit Sale – Updates:**

The association has retained Jennifir Birtwhistle to manage the listing of the three-bedroom unit it seeks to sell.

Since the listing went live, Jennifir has been providing weekly updates, which are being forwarded to the Board for awareness. These updates are regarding market activity and conditions and may contain suggested changes or recommendations for the future.

5) **Landscaping Manager - Management RFP Update:**

Management and the landscape committee are working to complete the draft of the new landscape manager's job description.

We expect to share this with the Board before the May meeting so that all members can have the opportunity to provide feedback or discuss it further if necessary.

After the Board meeting, management plans to post this position on the job market in the last week of May.

6) **Tuckpointing Phase III – Update:**

Phase III of the mid-priority buildings' **brick masonry façade repairs** program will start on Wednesday, April 30.

It is anticipated that the 2025 phase for the Medium Priority buildings will start with the buildings in the 700 block (Buildings 712, 720, 721, 722, 724, 726, 729, 730, 732, 734, and 737) and then proceed to start the 200 block (Buildings 205, 207, 213, 214, 218, 226, and 230). The following scope of work will be performed:

Removing and replacing face brick, mortar joint **tuck-pointing** (vertical and horizontal) for brick façade, furnishing and installing Heli fix masonry repair ties, and installing Heli fix crack stitching repair system removing and replacing exterior perimeter sealant around openings (doors, windows, and PTAC units).

Walker consultants will conduct periodic inspections while the project takes place and advise the Board and management of any unforeseen discoveries that may suggest additional repairs or change of orders.

The project should be completed between 60 and 80 days, weather permitting.

7) **Building 317 Restoration Work:**

Permits were approved on Monday, April 7. ServiceMaster NCR, the restoration company hired to restore the unit, will resume work on Friday, April 11. All plumbing, electrical, and framing work has been completed, and the city has scheduled an inspection to approve the work so the contractor can start closing the walls.

The estimated completion date is mid-April.

8) **Building 950 Tree Damage Update:**

The ceilings were dropped during the first week of April, allowing Paul Davis to measure all the trusses and place the order with the manufacturer. The new trusses are expected to arrive directly at Parkfairfax around the last week of April.

Paul Davis applied for permits with the City right after the trusses were measured and asked for a quick response since they considered this urgent. However, they expect the licenses to be approved by the end of April. They will notify us of any developments in the permit process.

Paul Davis conservatively proposed a 2-week completion timeline after permits are received. However, it all depends on how quickly the city responds.

Ruff Roofers replaced the roof covers with a higher-grade tarp to better protect the area while the work is completed.

**FINANCIALS**

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

<b>FEBRUARY 2025 VARIANCE REPORT</b>							
<b>Expenses Negative Variances Over 10 % of the Annual Budget</b>							
<b>GL-ACCOUNT</b>	<b>Mthly Expenses</b>	<b>Mthly Budget</b>	<b>Mthly Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual Budget</b>	<b>Comments</b>
Landscape Repairs	\$41,676.00	\$10,416.00	(\$31,260.00)	\$54,306.00	\$93,750.00	\$125,000.00	Completion and payment of tree assessment survey
Vehicle Maintenance	\$16,748.00	\$4,166.00	(\$12,581.00)	\$55,433.00	\$37,500.00	\$50,000.00	Truck repairs and floor replacement
Computer Expenses	\$11,215.00	\$1,750.00	(\$9,465.00)	\$19,462.00	\$15,750.00	\$21,000.00	M-Files Data storage annual payment

## **MAINTENANCE**

April 10, 2025

### **EMERGENCY WORK PERFORMED**

On March 3, 2025, Valley Drive Tennis Court Drain Restoration

On March 6, 2025, Bldg. 929 Main Sewer Drain cap replacement

On March 18, 2025, the Exercise room door was installed

On March 20, 2025, Pool pumps installed

### **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.

Staff continue to clear storm drains in assigned areas.

On March 1-31, 2025, Bldg. 849,911, 912,913,915,919, 953 Trim Replacement.

On March 31, 2025, Mulch Delivery to Maintenance Yard

Plumbers continue to check boiler rooms and heaters for leaks.

Hot water heater maintenance

Sealing Squirrel Access Points

Roofing inspections.

Association Owned vehicles cleaned weekly.

### **INSPECTIONS**

Declining tree inspections (Arborist)

Terracotta roofing tile inspection.

Attic Inspections

Declining Stoops

Parking inlet striping

Vinyl fencing

Asphalt and concrete inspection

Crawlspace gas line inspection

Building trim inspection

### **MAJOR PROJECTS**

Gas Pipe Replacement

Sewer line replacement

Wood Trim Replacement

**Project Description: Building Gas Pipe Repair/Replacement**

The Association is undergoing a multi-year project to replace the old declining gas pipes with 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 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 wood trim with PVC. This project is being funded through Reserves Account. Completion is based on funds allocated to this project. **95 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 Reserves Account and replacement is on as needed basis.

**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.

<b>Work Performed:</b>	<b>Work Anticipated:</b>
<ul style="list-style-type: none"><li>- Trim Replacement</li><li>- Tree Removal</li><li>- Exercise Room rear door</li><li>- Fire Alarm Testing</li><li>- Ward 2 Trim Replacement</li><li>- Monthly Safety Meeting</li><li>- Hydrant Flushing</li><li>- Valley Drive Tennis Court Drainage</li><li>- Delivery of Mulch</li><li>- Exercise room duct work</li><li>- Pool cover removal</li></ul>	<ul style="list-style-type: none"><li>- Asphalt repairs</li><li>- Sidewalk repairs</li><li>- Gas line replacement</li><li>- Pool prepping</li><li>- Bldg. 919/1670 Foundation Repairs</li><li>- Bldg. 950/1647 Roof repairs</li><li>- Pilot Project</li><li>- Pool Health Inspections</li><li>- Pool Electrical Inspection</li><li>- Bike Share</li></ul>