

## **REPORTS**

General Manager's Report

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# Parkfairfax Condominium

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## UNIT OWNERS' ASSOCIATION

### Board of Directors Meeting– May 21, 2025

#### General Manager's Report - Submitted on Thursday, May 15, 2025

##### 1) Employee Retirement Recognition Research and Recommendations:

**At the April Board meeting, management was tasked with researching and making recommendations regarding recognition for long-standing employees at the time of their retirement, to discuss the possibility of adopting a policy in the future.**

Currently, Parkfairfax UOA does not have a policy in place that outlines the different manners of recognition for long-standing employees at the time of their retirement.

In the past, the association recognized retirement through various approaches tailored to each individual's specific circumstances.

#### **Why do employers recognize retirement?**

Employee recognition in retirement enhances the work culture and strengthens the association's ties with its workforce. It is an excellent motivator for work performance. Moreover, happy employees are also the most productive ones. It also boosts the morale of other employees, reinforcing the values of loyalty, trust, and years of service.

However, a workforce that feels unappreciated is more likely to consider quitting in the coming months or years. Even if they stay, the quality of their work may significantly decline. These feelings of detachment can spread rapidly throughout the team or even the entire company. However, when they feel valued, they recognize their responsibilities and safeguard the organization's interests and intentions. This leads to increased productivity.

#### **Considering Community Perception & Fiduciary Duty**

Since the Board is the gatekeeper of the association's funds, it must consider how these resources are used to recognize employees in general. In the eyes of the community, making gifts from community funds to retiring employees for private purposes should be carefully considered.

The key to recognizing employees' longstanding service to the community is striking a balance between what is being recognized and what is appropriate to offer as a form of recognition. Most community associations do not have a large workforce like Parkfairfax, so there are no set standards for recognizing retiring employees in the community associations industry.

However, below are several classic ideas based on what non-profit organizations, small government agencies, and other organizations that share a similar structure to Parkfairfax typically do in most cases.

## Retirement Recognition Ideas

1. Retirement Recognition Plaque
2. Retirement Card
3. Retirement Recognition Letter
4. Retirement Gifts:
  - Gift Baskets
  - Travel Gifts
  - Gift cards to their favorite stores
5. Retirement Party or event. For example: A gold tournament outing.

## Final Recommendations

Based on the research conducted, if the association decides to create and implement a policy for recognizing long-standing employees' retirement, the policy should emphasize that all recognition will be granted at the Board's discretion and on a case-by-case basis, considering several factors such as tenure with the association, merits, and the positive contributions of the employee throughout their years of service.

### 2) City Bike Station Installation:

On Thursday, May 1st, the city of Alexandria was on site installing Parkfairfax's **first** Capital Bike Share station. The station was installed in the parking lot close to Building 401, where the Gym is located.



3) **17 Trees Removal Plan- Update:**

Management is in the process of summarizing a list of the seventeen trees categorized as “risky” in the tree survey study. The list will provide us with the appropriate data to implement a removal schedule that will start on June 1<sup>st</sup>.

Management plans to tackle all removals in a span of 2 months, depending on costs and feasibility, based on the urgency of this situation.

4) **Attic Inspections – Update:**

The **attic** inspection program has been completed. Except for **twenty-one** units, for which the association does not have entry keys.

The homeowners have been notified that they are required to submit a set of keys to the office, as mandated by the Bylaws.

The office has notified these owners to provide keys and suspended the amenities cards for all twenty-one homeowners until we receive a set of keys for each unit. We will inspect these remaining attics once we start receiving the keys.

5) **Roof Replacement Project – Update:**

On Monday, May 12, Management held a meeting with representatives of Absolute Roofing, the contractor firm hired to conduct the roof replacement on Building 849, which will use the composite tile brand Brava.

The project is scheduled to commence on Tuesday, May 27, and is expected to be completed by Friday, June 6. The entire parking area in front of buildings 849 and 850 will be closed during the project and **will be used** strictly **for** roof materials and machinery.

The rear **portions** of Building 849 will be closed during construction for safety, as scaffolding will be installed around most areas throughout the building.

Working hours will be from Monday to Friday, 8:00 a.m. to 6:00 p.m. Notifications will be sent out on Tuesday, May 13.

6) **Building 950 – Update:**

All roof repairs have been completed according to the timeline previously provided via email. All city inspections have been passed, including those for truss and electrical work.

The interior work is scheduled to start on May 8 and is expected to be completed by Wednesday, May 14. This will be followed by a cleaning crew **that** will mark the completion of the repairs.

7) **Building 317 – Update:**

Permits and inspections took place the week of May 5. Currently, ServiceMaster NCR is working on the interior of both units and estimates the work will be completed by the end

of May. The homeowner and management have been in constant communication with the project manager, and all parties are currently satisfied.

**8) Building 828 Differential Settlement Assessment – Update:**

On Wednesday, May 28, Walker Consultants will be performing the following field evaluation as part of a comprehensive assessment to understand and recommend next steps for building 828:

1. Perform a spot-check visual survey from the ground level of the visually and physically accessible portions of the exterior façade of the subject building to observe and document any findings relative to façade distress and potential differential movement.
2. Perform a spot-check visual survey from the ground level to observe the general slope/profile of the site on which the subject building is constructed.
3. Access the interior of Unit 3123 to perform:
  - a. A spot-check visual survey of the visually and physically accessible portions of the interior finishes (wall, ceiling, and floor) to document any findings relative to potential differential settlement.
  - b. Spot-check the relative levelness of the floor and/or walls within the interior of the unit at/adjacent to any findings relative to potential differential settlement using carpenter's levels and rotatory laser level.
  - c. Access the attic space above Unit 3123 via the access ladders on the 2nd floor of the unit to perform a spot-check survey of the visually and physically accessible existing attic framing conditions.
4. Access the interior of the boiler room of Building 828 to perform:
  - a. A spot-check survey of the visually and physically accessible portions of the exposed structural elements as well as interior finishes (wall, ceiling, and floor) to document any findings relative to potential differential movement.
  - b. Spot-check the relative levelness of the floor and/or walls within the boiler room to any findings relative to potential differential settlement.
5. Coordinate the services of Parkfairfax Maintenance to assist Walker with the following:
  - a. Perform up to four (4) shallow (less than two feet deep) test pits around the perimeter of the subject building to help us better understand the as-built construction of the exterior walls below grade and any below-grade waterproofing provisions that may exist.
  - b. Removal of interior wall finishes at up to four (4) locations within the interior of Unit 3127 at/adjacent to the reported distress. The intrusive sampling of interior finishes will be approximately one to two square feet at each location, not to exceed six square feet in any one room.



Once completed, their findings will be shared with the Board at the June meeting.

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

The negotiations are undergoing. We should receive a response from the union **by** May 19. If no agreement is reached between the parties before May 31, the existing agreement will remain in effect until a new one is signed.

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

Phase III of the mid-priority buildings' **brick masonry façade repairs** program started on Monday, May 5. The following Medium Priority buildings will participate in this project: 712, 720, 721, 724, 726, 729, 730, 732, 734, 737, 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 during the project and advise the Board and management of any unforeseen discoveries that may suggest additional repairs or changes to the order.

The project is expected to be completed between 60 and 90 days, weather permitting.



## **FINANCIALS**

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

<b>MARCH 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>
Printing	\$2,425.00	\$1,083.00	(\$1,342.00)	\$12,766.00	\$10,833.00	\$13,000.00	Elections Printing Material

## **MAINTENANCE**

May 15, 2025

### **EMERGENCY WORK PERFORMED**

On April 17, 2025, Brivo Mother Board was replaced at Pool A

On April 17, 2025, Bldg. 962/1743 Fascia notched above the casement window

### **ROUTINE MAINTENANCE**

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

Staff continue to clear storm drains in assigned areas.

On April 2, 2025, City mulch delivered

On April 4, 2025, Fire Alarm Testing

On April 5, 2025, Association Owned Hydrant Flushing

On April 1-30, 2025, Trim Replacement 849,953,908,910,901,902

Plumbers continue to check boiler rooms and heaters for leaks.

Hot water heater maintenance

Sealing squirrel access points

Roofing inspections.

### **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

Buildings Tuckpointing

<b>Project Description: Building Gas Pipe Repair/Replacement</b>
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 contingent upon the funds allocated to the gas pipe replacement/removal project. There are 246 buildings remaining for the completion of this project, and 40 buildings have been completed.

<b>Project Description: Building Wood Trim Replacement</b>
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, and completion depends on the funds allocated for it. There are 95 buildings remaining for the completion of this project, which is currently underway in Ward 2.

<b>Project Description: Building Stoop Replacement</b>
The Association is undergoing a multi-year project to replace declining stoops affected by poor pitch or water infiltration. This project is being funded through the Reserves Account, and replacements are carried out on an as-needed basis.

<b>Project Description: Gutter Guard</b>
The Association is undertaking a multi-year project to replace foam guard with a stainless steel rhino guard. This initiative is being funded through the Reserves Account, and replacements are carried out on an as-needed basis. There are 27 buildings remaining to complete.



Work Performed:	Work Anticipated:
<ul style="list-style-type: none"> <li>- Trim Replacement</li> <li>- Bldg. 602 Irrigation system installed</li> <li>- Building 950/1647 Roof repairs</li> <li>- Pool deck washing</li> <li>- Fire Alarm Testing</li> <li>- Bike Share</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 pumps installed</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 Interior repairs</li> <li>- Pilot Project 849, 953</li> <li>- Pool Health Inspections</li> <li>- Pool Electrical Inspection</li> <li>- Pickle ball court striping/Valley Drive</li> </ul>