

REPORTS

General Manager's Report

Parkfairfax Condominium

UNIT OWNERS' ASSOCIATION

Board of Directors Meeting— July 16, 2025

General Manager's Report - Submitted on Wednesday, July 9, 2025

1) **Building 828 and 822 – Settlement Report and Background:**

On June 17, management shared the engineers' report regarding the condition of building 828 with the Board via email.

The engineers' recommendations based on their field survey **were to address 828 and 822 simultaneously to save costs on mobilization:**

“Based on our observations from our field work that was performed at the subject building as well as our experience with Parkfairfax Condominium, it is our opinion that the cracks observed within the individual units, crawl spaces, and boiler room appear to be occurring due to differential movement/settlement.

These cracks are similar to cracks we have observed at Building 822 in the same location, and Building 822 received a recommendation for foundation stabilization work back in February 2025.

Additionally, Building 828 is in close proximity to Buildings 822 and 830. Building 830 had partial foundation stabilization performed in the mid-2010s.”

After the report was shared, some Board members requested additional information regarding past work performed in or close to these buildings.

Here are the findings:

From Avon:

On June 27, 2018, we did mainly drainage work and concrete restoration (Repairs) to the crawl space.

Repairs were done to both the crawl space and the exterior elevations of building 828, including brick replacement, re-pointing, and stabilization. No underpinning took place.

Avon also responded to the email referring to a *major project of underpinning, which was not fully successful, causing Avon to return.* That was done in 2012/2013 for Building 849, not 828.

Walker Consultants also confirmed that partial underpinning of Building 830 was done in 2013/2014 by Avon, which is right next door to Building 828.

Walker was asked to start drafting the specifications for this project (Action Item)

2) **Send Corrected GM Report to Dana (June Action Item):**

The corrected version was sent to Dana on June 23.

3) **Landscape Committee Bid Review and Provide Finalists (June Action Item):**

The landscaping committee will receive and review all six bids for the landscaping service contract and provide a recommendation of the final three to the Board, which will then proceed to an interviewing phase.

The bids are due on July 31st, and the committee will present them at the August meeting.

4) **Vent Caps Program (June Action Item):**

After lengthy discussions between the A&PB Committee, the Operations Director, the A&PB Committee Board Liaison, and management, the following vent cap was chosen as a model to be installed throughout the community.



Parkfairfax management suggests that the **Board consider adopting the following so we can notify the maintenance staff and resume the program:**

The Association will not charge for labor installation, only for the part. If the installation is above 10 ft, Parkfairfax will hire a contractor to do it. According to the CBA, our maintenance staff is not permitted to climb buildings that are over ten feet tall.

5) **Building 317 – Update (June Action Item):**

Building 317 Repairs Expenses Summary			
Description	Vendor	Amount	Comments
Clean Up & Demo	Service Master NCR	\$17,225.00	50% Deposit
Clean Up & Demo	Service Master NCR	\$17,225.00	50% Balance
Asbestos Tests & Removal	Service Master NCR	\$2,200.00	Change of order to remove asbestos
Restoration and Construction	Service Master NCR	\$85,407.95	50% Deposit
Restoration and Construction	Service Master NCR	\$85,407.95	50% Balance Pending
		\$207,465.90	

Change of order to remove Asbestos:

The abatement crews discovered (after ceiling demolition) 70 linear feet of pipe and 22 fittings affected with **asbestos-laden** TSI. This was running along the ceiling cavity joist system and is very uncommon to find in an insulated space.

The change order to remove the wrap and fittings was \$2,200.

6) **Request Improvement in Operations Director Maintenance Monthly Report (June Action Item):**

On June 24, management held a meeting with Alonzo Alexander and instructed him to put more effort into his monthly maintenance report, including verified information and more accurate updates.

7) **Recreation Committee Chair- Pool Update (June Action Item):**

At the July meeting, Lisa Harger, Chair of the Recreation Committee, will propose extending pool hours for two additional weekends.

Extended season options:

Parkfairfax A extended season 2 weekends only, lifeguard coverage and 3hours of mid-week maintenance (includes Chemicals) 72h \$ 2,160.00

Parkfairfax B extended season 2 weekends only, lifeguard coverage and 3hours of mid-week maintenance (includes Chemicals) 63h \$ 1,890.00

Parkfairfax C extended season 2 weekends only, lifeguard coverage and 3hours of mid-week maintenance (includes Chemicals) 59h \$ 1,770.00

8) **Landscaping and Financial Mgmt. RFP – Update:**

Requests for Proposals for the landscaping contract have been sent out to all six service providers previously agreed upon.

Requests for Proposals for the Financial Services have been sent initially to 6 management companies. Later, another four were added, bringing the total to 10.

All bids should be received by July 30th.

9) **Attic Inspections – Letter to Outstanding Attics (June Action Item):**

A letter was sent to the owners of the units with outstanding attics, along with a deadline for submitting keys to the office by July 16.

The spreadsheet data has been compiled and tabulated and is included in the meeting package under Matters for Board Discussion.

FINANCIALS

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

MAY 2025 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
Pool Supplies & Equipment	\$4,970.00	\$1,541.00	(\$3,428.00)	\$18,107.00	\$18,500.00	\$18,500.00	Supplies for Opening All Three Pools.

Operations Director – Maintenance Report

Submitted on July 7, 2025

EMERGENCY WORK PERFORMED

On June 7, 2025, Bldg. 931 Tree Fell
On June 16, 2025, Bldg. 512 Tree Fell
On June 19, 2025, Bldg. 227 Tree Fell
On June 19, 2025, Bldg. 848 Tree Fell
On June 24, 2025, Bldg. 935 Tree Fell
On June 24, 2025, Bldg. 216/3102 Bedroom Ceiling Fell
On June 27, 2025, Bldg. 536 Water Main Break
On June 30, 2025. Bldg. 814/3278 Bedroom Ceiling fell

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.

On June 1, 2025, Ward 5 Contracted painting
On June 1, 2025, Ward 5 Contracted trim Replacement
On June 3, 2025, Valley Drive Parking lights repaired
On June 3, 2023, Bldg. 828 Test Pits
On June 5, 2025, Bldg. 214 Gas Line Replacement
On June 10, 2025, Bldg. 215 Gas Line Replacement
On June 10, 2025, Bldg. 216 Gas Line Replacement
On June 12, 2025, Bldg. 723/3472 Trim Repair
On June 12, 2025, Bldg. 211/1913 Trim Repair
On June 16, 2025, Bldg. 203/1929 Waterproofing
On June 23, 2025, Bldg. 109 Retainer wall railing repaired
On June 23, 2025, Pool A, Cleared Backwash pit drain
On June 23, 2025, Bldg. 537 Installed an exhaust fan in crawlspace
On June 24, 2025, Bldg. 936 Placed fallen boulder back on corner of Valley/Gunston
On June 30, 2025, Bldg. 520 Installed railing in common element
On June 30. 2025, Bldg. 814/3276 Installed ceiling jacks
Plumbers continue to check boiler rooms and heaters for leaks.
Staff continue to clear storm drains in assigned areas.
Hot water heater maintenance
Sealing squirrel access points
Association Owned vehicles cleaned weekly.

INSPECTIONS

Declining tree inspections (Arborist)
Terracotta roofing tile inspection.
Bldg. 527/1340 Rear patio inspection
Bldg. 203/1925 Split System Inspection
Roofing inspections.
Attic Inspections
Declining Stoops inspection
Parking inlet striping
Vinyl fencing inspection
Asphalt and concrete inspection
Crawlspace gas line inspection
Building trim inspection

MAJOR PROJECTS

Gas Pipe Replacement
SCC Documents Updated
Sewer line replacement
Ward 5 Wood Trim Replacement
Ward 5 Painting
Waterproofing

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 Reserves Account. Completion is based on funds allocated to gas pipe replacement/removal project. 237 buildings left for the completion of this project. 49 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. 84 buildings are left for completion of this project. This work is underway in Ward 5

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 foam guard with a stainless rhino guard.. This project is being funded through Reserves Account and replacement is on as needed basis. 27 buildings left to complete.

Work Performed:	Work Anticipated:
<ul style="list-style-type: none">- Trim Replacement- Railing Installation- Monthly Safety Meeting- Building Tuck pointing- Tree Removal- Roofing Repairs	<ul style="list-style-type: none">- Asphalt repairs- Bldg. 919/1670 LUX, Grounds Stabilization- Sidewalk repairs- Gas line replacement- Pilot Project 953- Pickle ball court striping/Valley Drive- Bldg. 814/3276 Ceiling Replacement- Bldg. 814/3278 Ceiling Replacement- Bldg.216/3102 Ceiling Replacement- Ward 5 Trim Replacement- Ward 2 Paint Warranty Inspection