

## **REPORTS**

General Manager's Report

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# Parkfairfax Condominium

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## UNIT OWNERS' ASSOCIATION

### Board of Directors Meeting– August 20, 2025

#### Acting General Manager's Report – Prepared on August 14, 2025

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

Walker was tasked with beginning the drafting of the project specifications. As of August 14, 2025, management is still awaiting the drawings and specifications.

2) **Landscape Committee Bid Review Update:**

The landscaping committee has received five bids for the landscape service contract. The committee will review the bids and present its top three choices for the Board to review at the September meeting.

3) **Building 317 – Update:**

Service Master is making significant progress on the project. All tasks are on track for completion by the close of business on Friday, August 15, 2025. The front door was delivered and installed on Thursday, August 14, 2025, while appliances arrived on Wednesday, August 13, 2025. Service Master is set to conduct their final inspection on Monday, August 18, 2025, ensuring quality and completeness.

4) **Attic Inspections – Letter to Outstanding Attics:**

A letter was sent to the owners of the units with outstanding attics, informing them that keys must be submitted to the office by July 16. The attic inspections are expected to be completed by Friday, August 22, 2025, which will conclude the project.

5) **Building 950 – Update:**

All roof repairs and interior repairs have been completed.

6) **Wood Trim Replacement Project - Update:**

Kolas has completed the trim replacement of the following buildings: 956, 958, 960, 962, 964, and 966.

The following buildings remain:

952	954
968	970
972	971
969	967
965	963
961	959
957	955
953	951
949	947
945	943
941	939
937	935
933	931

During the project, Kolas Contracting Inc. will continue to notify management if any issues are discovered (i.e., damaged brick/mortar/wood, rotted/gutters or downspouts).

## **MAINTENANCE**

August 11, 2025

### **EMERGENCY WORK PERFORMED**

On July 1, 2025, Bldg. 603/1012 Removed dead tree  
On July 15, 2025, Bldg. 542/3709 Removed dead tree  
On July 25, 2025, Bldg. 401 Removed dead tree  
On July 29, 2025, Bldg. 943 limb fell on the roof  
On July 29, 2025, Bldg. 970/1648 Tree Removal  
On July 30, 2025, Bldg. 943 Terracotta roof repairs  
On July 31, 2025, Bldg. 711/3525 Removed dead tree

### **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 July 1, 2025, Ward 5 Contracted painting  
On July 1, 2025, Ward 5 Contracted trim Replacement  
On July 15, 2025, 602/1002 Saw Cut  
On July 15, 2025, Bldg. 402 Pruning  
On July 17, 2025, Bldg. 817 Chimney Capped  
On July 17, 2025, Bldg. 708 Common area step replacement  
On July 23, 2025, Bldg. 817/ 1720 Pruning  
On July 24, 2025, Bldg. 405 Volleyball court decommissioned

On July 24, 2025, Bldg. 220 Gas Line Replacement  
On July 25, 2025, Bldg. 221 Gas Line Replacement  
On July 30, 2025, Bldg. 102 Crawlspace Exhaust Fan  
On July 31, 2025, Bldg. 952/1665 Removed overhanging limb  
On July 15, 2025, Bldg. 956,958,960,962,964,966 Trim Replacement  
On June 12, 2025, Bldg. 723/3472 Trim Repair  
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 are cleaned weekly.

## INSPECTIONS

Declining tree inspections (Arborist)  
Terracotta roofing tile inspection.  
Bldg. 102/3251 Floor Inspection  
Bldg. 102/3249 Floor Inspection  
Roofing inspections.  
Attic Inspections  
Declining Stoops inspection  
Parking inlet inspection  
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. <b>230 buildings left for the completion of this project. 55 buildings have been completed</b>

**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 the Reserves Account, and replacement is on an as-needed basis. **27 buildings left to complete.**

**Work Performed:**

- 950/1647 Electrical Repairs
- SCC Documents
- Trim Replacement
- EV Station Meeting/200's
- Obtained Permits/Move Night
- Landscaping Meeting
- Bldg. 953 Roofing Meeting
- Ward 2 Paint Warranty Inspection
- Ward 5 Trim Replacement
- Railing Installation
- Monthly Safety Meeting
- Building Tuck pointing
- Tree Removal
- Roofing Repairs

**Work Anticipated:**

- Asphalt repairs
- Bldg. 317/3492-3494/ Completion Date 8-15-25
- JD Rellek Employee Gas Training
- Employee Asbestos Training
- Tot Lots 2,3,4,7 removed
- Bldg. 405 Volleyball court grading
- Association-owned Hydrant Replacement
- Bldg. 919/1670 LUX, Grounds Stabilization
- Sidewalk repairs
- Gas line replacement
- Pilot Project 953
- Pickleball court striping/Valley Drive