

## **REPORTS**

### Committee Reports

# **Parkfairfax Condominium**

## **Communications Committee**

### **Meeting Minutes**

07/24/25

#### **Attendees**

- Mark, Mike, Diana, Scott, Katie

#### **Discussion**

- We can move forward on gathering information regarding website stuff. Stockpile some tasks/ideas for when WP Tangerine starts.
- Office: Lolita will be working on covenants and communications
  - We should work on gathering information and come up with a gameplan on when/how the office wants to handle this
  - Dana's time will be limited; we can ask her what her and Lolita think is feasible/reasonable and when
- Content of the website should be mostly html (not pdfs); include more images
- The backend/dashboard should be user friendly and feasible for PFFX staff to use
- Having a more interactive updated map on the website of the neighborhood would be nice (embed a GoogleMaps that shows tennis courts, parking, laundry, etc.)
- Having fillable forms would be great!
- POCs for moving forward:
  - Lolita (PFFX Office)
  - Comms Committee (Project Manager type role)
- We need to write up some requirements for WPTangerine before we start
  - They can let us know their workflow expectations
- Does the board need to provide sign off on WPTangerine (\$5,000 budget; not a true contract, pay monthly) – we just need to report out to the board what we decided

#### **Prior Action Items and Status**

- Keyless entry for boardroom - Scott mentioned to Francisco; will raise with Dana next
- Mike hasn't yet reached out to writers group about submitting to the newsletter and also new resident video scripts for the AI
- We have a free sharepoint site set up (eventually can transfer all our google drive stuff into that)

## Action Items

- Talk to Dana and Lolita when they are back about WPTangerine and what we can expect from Lolita in regards to her time and what she knows or needs training on. Does anyone else on staff want or have the ability to also get training and be involved in website updates (Vee). → also mention Mailchimp/constant contact options
- Put together something for Scott to send out to the board.
- Get the contract going and set-up a kick off meeting with WPTangerine.
- Mike will talk to writers group



## **WP Tangerine - Company Backgrounder**

### **About WP Tangerine**

WP Tangerine is a dedicated WordPress and WooCommerce support service that helps business owners, marketers, and entrepreneurs improve, maintain, and grow their websites. Since 2016, we've assisted thousands of clients by providing expert development, design, and maintenance services under a simple monthly subscription model.

### **Our Services**

- WordPress development and customization
- WooCommerce support
- Website design and redesign
- Site speed optimization
- Security enhancements
- Bug fixes and troubleshooting
- Ongoing site maintenance and updates
- Everything and anything within WordPress

### **How It Works**

Once you sign up for a plan, you'll be assigned a dedicated team consisting of a Client Manager, Developer, Designer, and QA Specialist. You'll submit your website tasks, and our team will get to work right away. You can submit unlimited tasks and use a Project Management Tool such as Asana, Basecamp, Trello, etc. to manage these tasks and streamline communication with the team.

### **Why Choose Us**

- No freelancers - Everyone is in-house, hired and trained by the management team.
- Risk-free with a 30-day money-back guarantee
- No long-term contracts or commitment required

### **Get Started**

Visit [www.wptangerine.com/#pricing](http://www.wptangerine.com/#pricing) to view our plans. Use discount code **SHARELOVE** for 15% off your first month.

**Parkfairfax Covenants Committee**  
**Report to the Board of Directors**  
August 12, 2025 – 7:00p

**Attendees:**

Participant	Role	Present/Not Present
Eric Keber	Committee Chair	Present
Anita Van Breda	Committee Vice Chair	Not Present
Kristine Miller	Committee Member	Present
Angel Rivera	Committee Member	Present
Jay Figurski	Committee Member	Present
Elaine Lawler	Board Liaison	Not Present
Lolita Clark	Covenants Director	Present

**Applications Considered**

Non-Routine Change	Address	Action Taken	Comments
Common Element Planting	1702 Preston Road	Approved	
HVAC	1667 Preston Road	Approved	Approved with the stipulation that the owner submit a copy of the final permits to the Association office and, if the work extends beyond August, that the electrician submit up-to-date license and insurance documents.
HVAC	3330 Gunston Road	Approved	Approved with the stipulation that the owner submit a copy of the final permits to the Association office and, if the work extends beyond August, that the electrician submit up-to-date license and insurance documents.

**Other Matters**

The Committee discussed the Board's request to submit an updated document listing the most common covenants violations. There is consensus that regardless of whether the Board decides to have staff engage in pro-active enforcement, there should be more frequent communication through various media (newsletter, emails, etc.) from Parkfairfax to residents about frequently violated covenants.

The meeting was adjourned at 7:37p.

## PARKFAIRFAX FINANCE COMMITTEE MEETING

August 7, 2025

Attendees:      Committee Members:      Greg Drone, Tim Buzby, Gary Hucka  
                         Board Members:              Mike Rothenberg, treasurer/ liaison, Dave Bush

Agenda:           Inspect: A Pool, Boiler Room #523, Fitness Center

The Finance Committee inspected A Pool, Boiler #523 and the Fitness Center.

A Pool was placed in service in the late 1960s. The pool has been in service for nearly sixty years. The 2020 DMA Reserve Study has the pool scheduled for a major renovation in 2026 at a cost of over \$1M. The pool has structural/settlement issues that can be seen from the sagging roof line and front façade. The floor shows settlement of up to four inches.

The Fitness Center was placed in service at the time of conversion. A major renovation was planned for 2021-2022 which did not occur. There are concerns about the soundness of the structure given it is a wood framed building that was not designed to support heavy fitness equipment nor associated activity.

Boiler Room #523 is one of the 42 boiler rooms in the community that supplies hot water to seven adjacent buildings. The boiler room contains three high efficiency boilers. The boilers are checked daily by the plumbing crew. The room contains a considerable amount of abandoned equipment/boiler, electrical panels.

# Parkfairfax Condominium Landscape Committee Report August, 2025

## **Landscape Contractor RFP Process**

- 6 companies invited and; 5 responses received.
- Committee leadership will narrow it down to 3 finalists and in-person interviews will be scheduled with the final three candidates, with both committee and board members invited to attend.
- Committee review and recommendation process planned for September.
- Selection emphasis: contractor knowledge of environmentally friendly practices, high quality care for our landscape as well as knowledge of invasive species control and native plant landscaping.

## **Tree Maintenance Update**

The committee continues to work systematically through the Davey Tree survey conducted in December/January 2024.

- **Priority 1 Work**
  - **Removals:** Approximately 12 high-priority trees have been removed.
  - **Prunings:** 8 trees were identified and pruned to address immediate safety and health concerns.
- **Priority 2 Work**
  - Removal and pruning of Priority 2 trees are now underway.
  - Ten areas have been identified for enhanced mulching to improve tree health.
- **Additional Items**
  - Storm-damaged trees requiring removal and pruning have been identified beyond those listed in the original survey.
  - A noticeable impact of climate change has been observed, especially on older trees that are not adapted to the increasingly harsh summer conditions. Large boughs are breaking without the presence of storms, often necessitating full removal.
  - Young trees planted in today's climate will develop vascular systems better suited to withstand our increasingly harsh summers. Once established, these newer trees will be more resilient and better adapted to local conditions.

# Landscape Committee Report

## August 2025

### Page 2

#### **Tennessee Valley Focal Point**

- Work scheduled for late August to early September.
- Removal phase has begun, including the euonymus bushes around the bus stop and a rose bush that does not fit the design. The existing redbud tree will be preserved and moved near the 395 on ramp.

#### **Landscape Manager Position**

- A highly qualified candidate—described as a “unicorn” in terms of expertise and cost—has been identified.
- Committee recommends proceeding without waiting for the new General Manager.
- Benefits: The landscape manager can become familiar with the property and collaborate with current staff immediately.

#### **New Business Items**

##### **Landscape Ambassadors Program**

Modeled after the Bird Alliance ambassador program. Designed to address residents' challenges with the garden approval process (covenants and AR-2). Committee members would volunteer to visit residents and recommend appropriate plantings, with a focus on native and suitable species.

- Five committee members have volunteered for ambassador roles.
- Discussion scheduled in September for program development.

##### **Washington Island Plant Replacement**

- Current plantings are failing due to environmental mismatch (e.g., hellebores dying in full sun).
- Plant quantities are insufficient and will not fill in soon.
- Consensus: address all three island circles simultaneously rather than sequentially.





## **Recreation Committee Report**

August 20, 2025

The Recreation Committee met at 7:00 p.m. on August 4, 2025, via Zoom.

### **Members:**

Lisa Harger, Chair  
Bob Brown  
Karen Terry  
Michelle Wagner  
Cindy Engelhart (absent)  
Paul Friedman (absent)  
Neel Lassetter (absent)  
Sara Rasmussen (absent)

### **Guests:**

none

### **Liaison:**

Jim Wicker

### **Discussion:**

#### **1. Report from the Liaison**

It was a very short report.

#### **2. Movie Night**

Movie Night was a success! According to resident Matt G., it was the most people he's ever seen at a movie night event. We think this was due in large part to the *amazing* weather as well as the movie night vote and costume contest which piqued interest. There were over 125 people watching the movie and goodness knows how many visited the food trucks beforehand. We've attached some photos shared by the community for those who weren't able to make it.

The Committee would like to thank to volunteers Zack Budryk, Joyce Frank, Catherine Kitchell, and Kay Maddux, as well as Parkfairfax employees Alonzo Alexander, Lolita Clark, Dana Cross, and Zak Mohammed – all of whom helped make this event run smoothly.

#### **3. Pool**

The Committee celebrated the pool season extension. Yay!

The bathhouses were cleaned the week previous to the Committee meeting, and they really needed it. However, the issue of trash management continues to be a problem. Right now, it is only being emptied once a week and it needs to be emptied every day.

A report will be produced at the end of the pool season, which includes (among other things): (1) feedback that it would be nice to know if the pools are open or closed before trekking over (with the stormy summer weather, closings can result in people walking back and forth multiple times to see if it's been designated safe to swim post-thunder); (2) a resident's interest in teaching a water aerobics class; and (3) a resident's Facebook post about adding handrails to the "insanely steep steps to the shaded chairs" at the Coryell pool.

#### **4. Pickleball**

Lisa spoke with Donna Hunter (the mother of Parkfairfax resident Jenny Hunter) who won gold in pickleball singles at the Maryland Senior Olympics in 2022. Donna said that she would love to do a few pickleball sessions for Parkfairfax in late September/October. Those dates will be announced as soon as they are finalized with Donna.

The Recreation Committee also received a request from a resident to replace dilapidated pickleball nets and paint additional courts. As the Board may already be aware, the pickleball courts are almost always in use; this is a very popular activity among residents and additional courts and proper nets would be appreciated. The Committee is discussing the placement of additional court(s).

#### **5. Gym**

A committee member asked if the results of the capital improvements survey had been released yet. Earlier in the year, the Recreation Committee prepared the gym survey, which may want to be adjusted based on comments in the board survey. Also, the release of those results would dovetail nicely with releasing the gym survey.

The Recreation Committee received an email from a resident inquiring about the status of the gym renovation. We would appreciate guidance from the Board on how to respond to the resident's inquiry.

The Recreation Committee previously made a recommendation to Francisco Foschi to hire an outside company to manage the gym. The recommendation was based on a few factors: (1) learning how much staff time is spent trying to fix the gym equipment; (2) replacing the machines we currently have would be very costly; and (3) because no one maintains the equipment, Parkfairfax would be in the same position it is now within a few years. Outsourcing this job means that, for a nominal cost, residents would have well-maintained equipment, and staff could focus on other things. The Committee is not aware of further action following this recommendation.

#### **6. Miscellaneous/Outstanding Items**

The Committee has been working on a list of amenities for the website. Lisa will go to the next Communications Committee meeting to get additional information about what they want for the website.

Lisa was not able to connect with Francisco prior to his departure about an RFP for the pool contract. She will reach out to Dana about same.





