

REPORTS

Committee Reports

A&PB Committee Report

September 11 , 2025

The A&PB held their monthly on Wednesday, September 10, 2025, via Zoom. In attendance were Valerie Hassett, Gary Hucka (Chair), Paula Martori, Ann Wheaton, Kate Mann, Brian Mullins and Scott Mulrooney (Board Liaison).

Update to Dry Vent Specification with New Vent Cover

The Dry Vent Specifications will be updated with the new dry vent cover. This will be the only change to the Dryer Vent Specifications.

Steel Window and Window Specifications

The language for the replacement steel windows was agreed on and will be included in the window specifications.

Replacement of existing casement windows with exact match can be approved by the Covenants committee. An application for substantially similar steel casement windows requires Parkfairfax Board of Directors approval.

Replace Window Diagram Exhibit

The replacement window diagram exhibit was reviewed by the entire committee. Upon review the slider option on two of the windows needed pattern a minor change. In addition the two bay window diagrams need additional work.

Request from Covenants Committee for Input on Application

Additional information will be required before a response can be given. The needed additional information will be requested from the Covenants Committee.

Request from Board Liaison: Narrow down the list of 20 High Priority Roof Replacement Building .

The APB will be reviewing and short listing of the 20 High Priority Roof Replacement Building to short list of 6 to 8 buildings over the next 30 days.

The October APB Meeting will be move to the first Wednesday in October.

Meeting adjourned at approximately 8:50 PM.

BUC Committee Meeting Report

September 10, 7:00pm

Present: Dan Ebeling (Chair), Lucille Eddy (Board Liaison), Heather, Jim, Mark, Mike, Scott

Meeting called to order at 7:06pm.

E-bike Subcommittee Report: Eric, Mike and Dan met with insurance broker this month. Subcommittee is still working on a draft proposal and will take into account information gained from this conversation.

Water Meter Usage Database: Jim has 5 months of water usage data in the database now. He has been dealing with reporting issues when meters go bad and are swapped out with meters that measure differently (per 100 vs. 1000 gallons). Meter swapping does not appear to be affecting usage or tracking of usage, but we may get back-billed if meters under-report when they go bad. This accounts for some variability in our fees month to month.

It's too early to tell if usage varies significantly based on weather or season, need at least 12 months of data to start getting a sense of patterns.

Next step is to work with Alonzo and Danny and start building in the circuits (loops) to Jim's system. This will let us review usage closer to the building level.

Capital Improvement Survey: Improvement survey was summarized and suggestion made that we develop a working group to make a plan for additional storage.

Dan shared info about storage bins received from staff. There is currently a waiting list for storage units, both for specific buildings and any building. Mold and mildew are common complaints, but theft is not.

Jim recommended that we consider replacing storage/laundry rooms windows with black trim to improve temperature and humidity control. This was proposed to a previous board for capital improvement, but was not taken up.

Location and geography may have an impact on mold/mildew. Above ground units may be less susceptible than those that are partially below ground. Installing fans may need to be considered.

A previous iteration of BUC had contractors quote for building additional personal storage, office space, and other projects. Contractors were not able to give quotes because there wasn't a budget allocated.

A subgroup was created last month to review small personal storage. Dan will reconnect with this group to try to discuss personal storage in general and consider developing recommendations.

Bike Storage Survey: A small group is completing a survey of all storage/laundry rooms looking specifically at bike storage capacity. 4 of 5 wards have been surveyed so far.

Laundry Room Signage on Decommissioned Laundry Rooms:

MOTION: *Scott motioned for the BUC to recommend that the Board of Directors instruct staff to remove any signs that say "Laundry Room" from all decommissioned laundry rooms. Motion was seconded by Jim. Passed unanimously.*

Draft Laundry/Storage Map: The laundry/storage room map on the website does not reflect that many laundry rooms have been decommissioned. Dan has revised the map and submitted a draft for feedback. It was suggested that this may be expanded to a map of all amenities and posted on all laundry/storage rooms. Also suggested that a QR code be placed to link to a digital version. Draft to be revised pending completion of Bike Storage survey.

USP Refresh: USP Program has been neglected and/or not promoted for the past two years and usage is slipping. This may be in the BUC's purview.

MOTION: *Scott motioned that the BUC contact the Communication Committee and gauge their interest in promoting the USP. If there is interest, the BUC should recommend to the Board to use available communications channels to promote the USP. Seconded by Jim. Passed unanimously.*

In-person Meeting: There was general interest in meeting in person, but some preferred the convenience of online. Dan to discuss with Dana the options for a hybrid meeting.

Meeting adjourned at 8:36pm.

Parkfairfax Covenants Committee
Report to the Board of Directors
September 9, 2025 – 7:00p

Attendees:

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

Applications Considered

Non-Routine Change	Address	Action Taken	Comments
HVAC	3404 Martha Custis Drive	Approved	Approved with the stipulation that the electrician's renewed license and the final permits are added to the application and that the wet signature of the resident is included on the covenants application page.
HVAC	1809 Preston Road	Approved	Approved with the stipulation that the electrician's renewed license and the final permits are added to the application.
HVAC	3484 Martha Custis Drive	Not Approved	The application was not approved because the masonry contractor listed is not pre-approved for work in Parkfairfax.

Other Matters

Elaine Lawler reported that there was a discussion at the most recent Board meeting about whether the Covenants Director can also serve as the notary for Non-Routine Change applications, and Board members stated that this is permitted.

During discussion of the application submitted by the resident of 3484 Martha Custis, a member of the Committee noted that the HVAC system had already been installed prior to the September meeting. Parkfairfax staff had not been informed of this by the resident. This poses a problem in that the work has already been completed (Parkfairfax staff will inspect to see if it was done properly), but the Covenants Committee cannot approve an application that is in clear violation of the Covenants. The Committee discussed possible solutions to this problem, including Board review of the application once a post-install inspection takes place.

There was a discussion of pros and cons of the Covenants Director taking a more active role in reporting covenants violations. The Committee also requested that the Covenants Director begin including the Covenants Violations Log in the Committee monthly meeting packet.

Per Committee terms of reference, which require an annual vote on Chair and Vice Chair of the Committee, the Committee elected Anita Van Breda as Chair and Kristine Miller as Vice Chair.

The meeting was adjourned at 7:53p.

Parkfairfax Condominium Landscape Committee Report September, 2025

Landscape Contractor Proposals

The majority of the Committee Meeting was a discussion on the proposals for a new Landscape Contractor (see separate Board Book tab). The Committee collectively is recommending Lancaster Landscapes as the new landscape contractor for Parkfairfax, taking the place of Community Landscape Services.

Tree Maintenance Update

The committee continues to work with management to systematically address critical prunings and removals as part of the finding of the Davey Tree survey conducted in December/January 2024.

Invasive Plant Control, Inc. (IPC) has been on the property in follow up to the initial Tree of Heaven treatments, some of the initial treated trees have been removed.

The Committee is working with management on selecting trees and site for new plantings to take place before the end of the year.

Tennessee Valley Focal Point

Plant installation scheduled for late September.

Landscape Manager Position

Patrick Falvey accepted the position and started with Parkfairfax on September 8. We look forward to working with Patrick!

Parkfairfax Committee for Review of Financial Services Management

The Committee has been formally established and has convened multiple times. During its initial meeting, the Committee identified key evaluation criteria based on the Request for Proposal (RFP) issued to several financial management firms. A comprehensive rating scale has also been developed to assess each proposal against the key criteria.

The Committee is currently engaged in an in-depth review of all submitted proposals, with the objective of completing evaluations by the end of the third week in September.

Parkfairfax Condominium Landscape Committee Report September, 2025

Landscape Contractor Proposals

The majority of the Committee Meeting was a discussion on the proposals for a new Landscape Contractor (see separate Board Book tab). The Committee collectively is recommending Lancaster Landscapes as the new landscape contractor for Parkfairfax, taking the place of Community Landscape Services.

Tree Maintenance Update

The committee continues to work with management to systematically address critical prunings and removals as part of the finding of the Davey Tree survey conducted in December/January 2024.

Invasive Plant Control, Inc. (IPC) has been on the property in follow up to the initial Tree of Heaven treatments, some of the initial treated trees have been removed.

The Committee is working with management on selecting trees and site for new plantings to take place before the end of the year.

Tennessee Valley Focal Point

Plant installation scheduled for late September.

Landscape Manager Position

Patrick Falvey accepted the position and started with Parkfairfax on September 8. We look forward to working with Patrick!

Recreation Committee Report

September 17, 2025

The Recreation Committee met at 7:00 p.m. on September 8, 2025, via Zoom.

Members:

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

Guests:

none

Liaison:

Jim Wicker

Discussion:

1. Report from the Liaison

Jim highlighted Recreation-related themes and comments in the Capital Improvement Survey and shared news about the bulletin board and the landscape manager. Lisa added action items for the Recreation Committee from the Board at their last meeting: recommendations for (1) a bike rack for the gym; (2) the location of additional pickleball courts; and (3) gym equipment.

2. Pool

Lisa has requested two items from Dana Cross: the last pool RFP and the last couple of recommendations from High Sierra Pools.

The Committee anticipates preparing a post-season report and pool survey.

3. Pickleball

The Board requested that the Recreation Committee make a recommendation about where to paint the pickleball courts. As the Board may be aware, there have been some noise complaints about pickleball. Sara reported that pickleball noise is a universal issue and that new balls are being designed to mitigate complaints, which may help at some point in the future. But we have people waiting in line to use the pickleball courts now, so it doesn't make sense for this community to wait.

Cindy has been working on an analysis of where the next pickleball courts should go based on minimizing the noise. The details are appended to this report, but it can be summarized as follows: sound waves primarily move horizontally and can cover more area if they are elevated. Moving pickleball to the Martha Custis courts means that the distance to the pool, school, and nearest condo are greater – and the ground is flat. For example, the MC courts are three times farther away from the nearest unit than the Valley Drive courts are. In addition, sound curtains

can be used at the MC courts (to minimize noise heard at the maintenance yard offices and/or the pool), but that isn't an option at the Valley Drive courts (for safety reasons).

On the flip side, Paul points out the noise of pickleball will disturb the fundamental quiet essential to the game of tennis – similar to golf – and that there is nothing to block noise from the pool.

Other considerations include that painting pickleball courts at Martha Custis may allow players access to courts who have trouble navigating the hill at Valley Drive, but it could be an inconvenience to trek between both locations if courts are occupied at one location.

Our understanding is that Alonzo Alexander is ready to paint pickleball courts wherever the Board may decide they should go.

With regard to pickleball sessions, Lisa has reached out to the potential pickleball instructor but has not heard back from her yet. Megan said that, if we want to host a session on the basics of playing pickleball, she feels comfortable leading that. A skills workshop for intermediate players may happen later.

4. Website

Lisa attended the last Communications Committee meeting in the hopes of gaining more insight or guidance into what they wanted from other committees. She will prepare a document to convey the Committee's ideas.

5. Bike Rack

Cindy has prepared the attached recommendation on the bike rack after speaking with Alonzo Alexander and the Committee about placement and other practical concerns.

6. Gym

With thanks to Mike Rothenberg for flagging the existence of the gym management company, the Committee has met with Alonzo Alexander regarding same. Lisa has requested from Dana Cross the last few recommendations/reports from Heartline. Lisa has also requested from Guy Andrew a report from Buildium regarding reported gym issues.

The Committee anticipates revising the gym survey based on the Capital Improvement Survey and the aforementioned reports and then making recommendations to the Board.

Pickleball Court Placement Considerations

Sound waves primarily move horizontally but we know they can also cover more area if elevated (think of cell/radio towers). While foliage or topography can help dampen sound waves, distance has the biggest effect on reducing sound.

Unfortunately, the courts on Valley Drive are the closest to our buildings *and* they are elevated. It's only 125 feet from the current pickleball court to building 608. And the distance drops to 95 feet if the next set of courts is placed at the lower back court. At Valley Drive, the topography hurts and it loses the foliage buffer from December to mid-April .

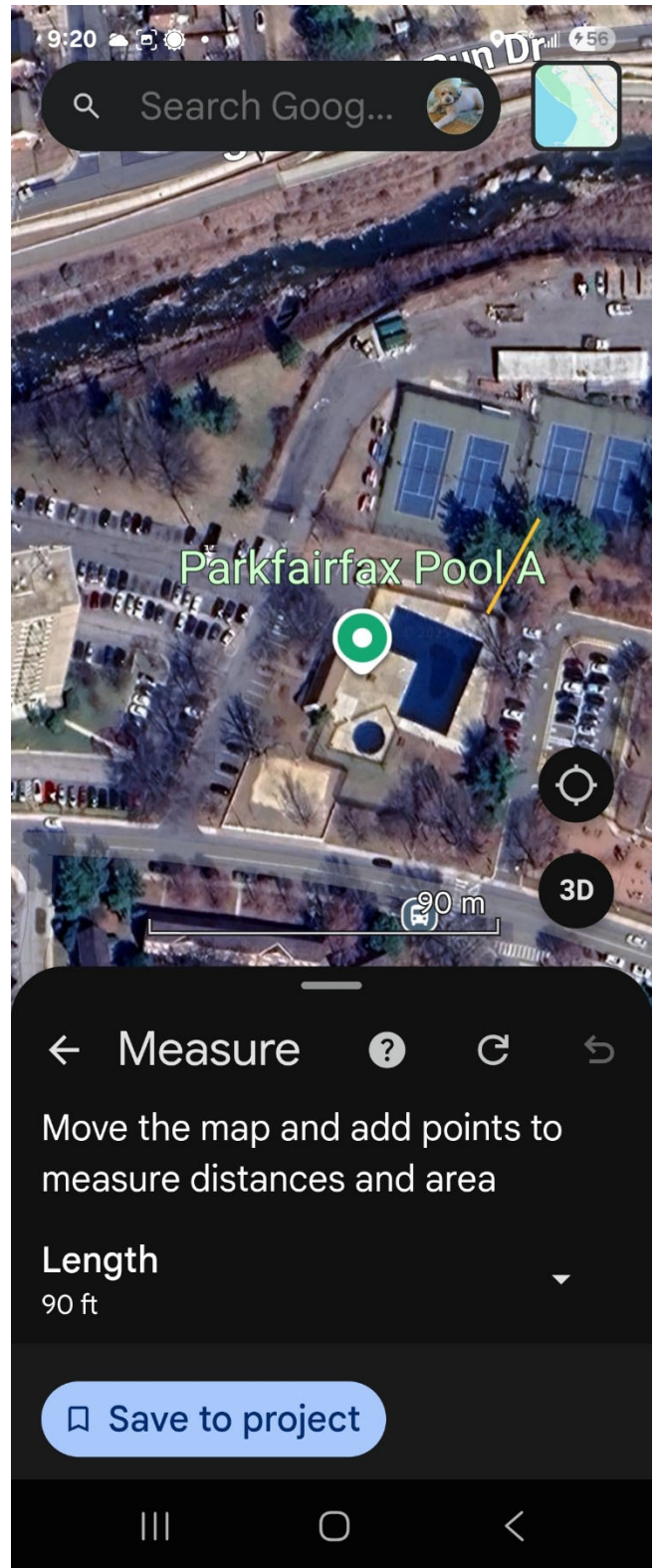
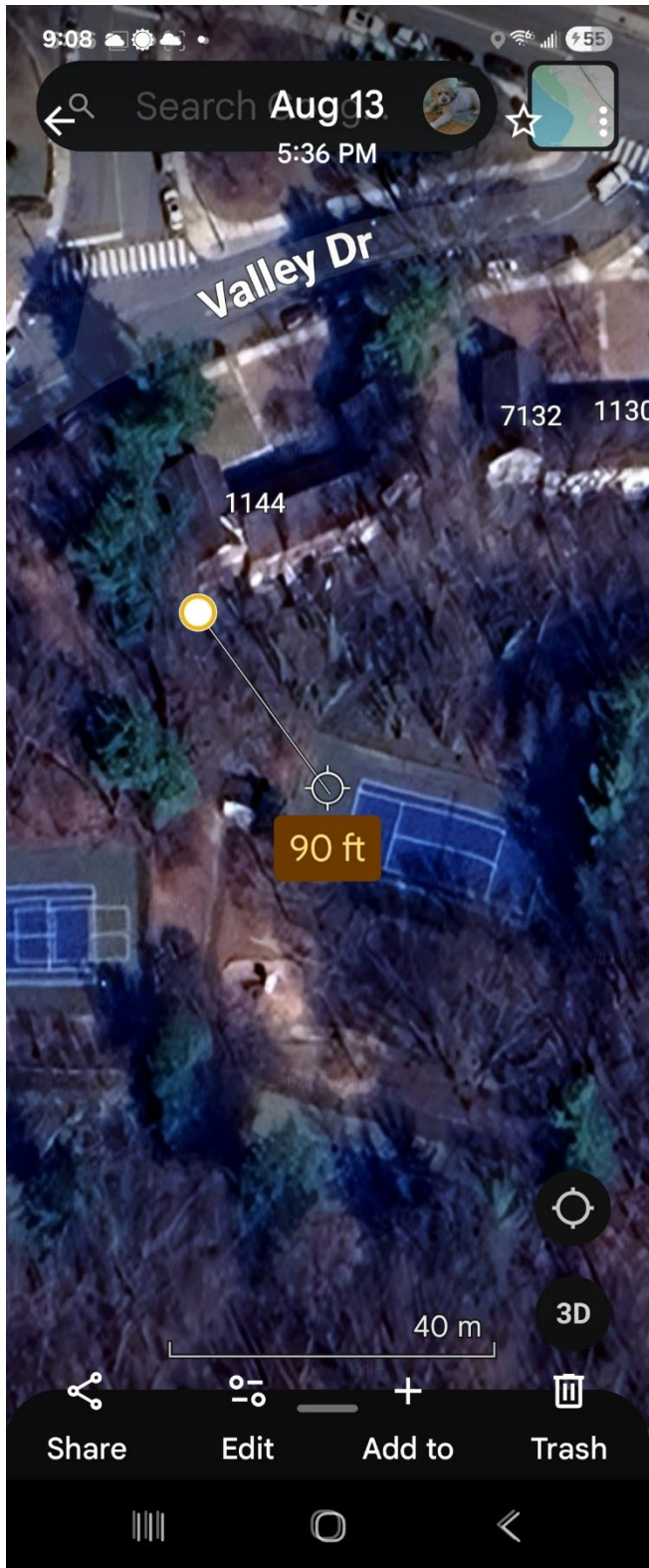
Comparing the two locations, it is clear that at the Martha Custis courts:

- The distance to the pool is farther (between 90 and 200 feet).
- The distance to the school is farther (155 feet).
- The distance to the nearest condo is three times farther (375 feet).
- The topography is fairly flat.
- Mobile court dividers can be used to contain errant balls from interfering with other games.
- Sound curtains can be erected to dampen sound waves.

The only downfall is the distance to the maintenance building, which is only 25 feet away. The sound might be muffled by the greenhouse and air conditioners. If not, pickleball sound curtains can be hung between it and the court. In addition, if sound is an issue at the pool we can also plant more evergreens or add a sound curtain there too since security is not an issue.

Therefore, Cindy recommends adding the next pickleball courts to the Martha Custis location instead of increasing the impacts to the same residents living across from the school.

Please see the attached aerials for the two locations.



Bike Rack Recommendations

Bike Rack options for outside of the exercise room.

Proposed site: The racks should be installed in front of the exercise room, between the weight room window and the evergreen bushes. This space has sufficient space for 2 racks (12' × 6.5') that will not conflict with a new ADA entrance and proposed sidewalk by the APB.

Product Brand: Dero. This company has been providing a very durable product for 30 years. Both options below provide 2 points of attachment for security. They also are wide enough to secure both wheels as well as the frame as shown in the photos.

Models:

Option 1: Heavy Duty U-rack with 2 anchors, 36"x22", Schedule 40 pipe, 2.375"O.D. (J. Lisneck specified U-racks. These are like the racks at the Valley Drive bus stop..)

Option 2: Bike Hitch with 1 anchor, 35"x 18", Schedule 40 pipe, center post 2.375" O.D., 1.5" ring 11 gauge.

Installation and Maintenance: Since the proposed site does not have sidewalks both models will utilize an "in-ground mount" instead of a "surface mount" with anchor bolts. Maintenance staff has verified that they can provide installation with Quickcrete. Both models will be "powder coated" brown to blend with the building's red bricks. They will not need any annual painting.

Estimate (numbers are rounded up)

Customizing with bike symbols costs \$322/U-rack or \$269/hitch.

Option 1: Heavy Duty U-racks >> 2 racks x \$251/rack + 2 x \$40 shipping + 2 × \$18 taxes + 2 × \$6/sack of Quickcrete contingency = **approximately \$750 (plain) or \$1400 (w/ symbol) + labor digging four holes.**

Option 2: Bike Hitches >> 2 racks x \$229/rack + 2 x \$40 shipping + 2 × \$17 taxes + 2 × \$6/sack of Quickcrete + 15% contingency = **approximately \$700 (plain) or \$1250 (w/ symbol) + labor digging two holes.**

