

# Bldg 317 Change Order Requests Resolution Worksheet

Date: September 17, 2025

## Suggested Motion:

“I move to approve building 317 Change Order Requests.”

2<sup>nd</sup>:

## Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Caitlin Counihan				
Lucille Eddy				
Elaine Lawler				
Jeff Lisanick				
Scott Mulrooney				
Mike Rothenberg				
Jim Wicker				

## Dana Cross

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**From:** Scott Mulrooney  
**Sent:** Thursday, September 11, 2025 10:33 AM  
**To:** Dana Cross  
**Subject:** Fw: Invoice 07322 from ServiceMaster NCR (supplement)  
**Attachments:** Bill\_288\_3014128042625504489\_3014127955783961450\_ibot\_Tem.pdf; Orlinpaintingandremodeling\_invoice\_Glass.pdf; orlinpaintingandremodelling\_invoice\_296.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

And here's a back & forth between their accounting dept and me on Aug 21 & 28. Including back up. Maybe u print the email exchange as well so the board sees the issue.

Get Outlook for iOS

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**From:** Accounts Receivable <ar@smncr.com>  
**Sent:** Thursday, August 28, 2025 5:09 PM  
**To:** Scott Mulrooney <smulrooneyatlarge@parkfairfax.org>  
**Cc:** Accounting Coordinator <accounting@parkfairfax.org>; Alonzo Alexander <aalexander@parkfairfax.org>  
**Subject:** Re: Invoice 07322 from ServiceMaster NCR (supplement)

Hi Scott,

Thank you for your note. Because our accounting system automatically generates invoices for ongoing clients, they may at times come across as less personal.

When you first inquired about costs, we had not yet received the subcontractor invoices, which is why they are only being submitted now.

You are correct that the fixed-price contract does not obligate payment for the windows or insulation. That said, these items were not part of the original project scope. When the inspector required them, we could have paused work and left the responsibility to you. Instead, we made the decision to move forward on your behalf to keep the project on schedule and prevent further issues, trusting this would be appreciated as an effort made in good faith.

For your reference, the subcontractor invoices are attached. We sincerely appreciate your help in processing them.

Please let us know if you need anything additional.

Best regards,

**Desiree McGeough**  
Financial Manager  
ServiceMaster NCR

[dmcgeough@smncr.com](mailto:dmcgeough@smncr.com)  
P: 571-858-9871

[ServiceMaster-NCR.com](http://ServiceMaster-NCR.com)



*"Demand the yellow van."*

[FIRE](#) | [WATER](#) | [MOLD](#) | [DISINFECTION](#)

On Thu, Aug 21, 2025 at 3:02 PM Scott Mulrooney <[smulrooneyatlarge@parkfairfax.org](mailto:smulrooneyatlarge@parkfairfax.org)> wrote:  
I'm not sure who this is, but don't just send me a bill without introducing yourself + the subject matter. That's unprofessional.

When I met w/ Dave on site on June 10th, I discussed these 2 change orders w/ him. And I followed up w/ an email the same day. I got no response. Francisco also followed up. Crickets. Now 2+ mnths later you send me a bill? That's unprofessional.

We don't have to pay you anything extra because we have a fixed price contract w/ you. However, I told Dave that I thought it was unjust what the City inspector forced you to do, so I was willing to take it to the board of directors and see if they are willing to reimburse you part or all of this cost. We have had 3 board mtgs since then - including last night - and you missed all of those. The next opportunity is Sept 17th. I will put it on the agenda.

But I need backup. I need scans of the 2 orig invoices to Service Master from the spray foam insulation co and the glass co. Not an invoice from you to me. Then I will share those w/ the Board and we will vote. TBD.

BTW Francisco no longer works for Parkfairfax. His last day was July 24th. So I have removed him from the cc: list. But I added Alonzo Alexander our Dir of Ops.

My name is Scott Mulrooney and I am the President/CEO of Parkfairfax.

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**From:** [BILL DEPT@smncr.com](mailto:BILL_DEPT@smncr.com) <[BILL DEPT@smncr.com](mailto:BILL_DEPT@smncr.com)>  
**Sent:** Thursday, August 21, 2025 1:57:21 PM  
**To:** Accounting Coordinator <[accounting@parkfairfax.org](mailto:accounting@parkfairfax.org)>  
**Cc:** Francisco Foschi <[ffoschi@parkfairfax.org](mailto:ffoschi@parkfairfax.org)>; Scott Mulrooney <[smulrooneyatlarge@parkfairfax.org](mailto:smulrooneyatlarge@parkfairfax.org)>  
**Subject:** Invoice 07322 from ServiceMaster NCR (supplement)

Charmay II LLC dba ServiceMaster NCR

**Invoice** *Due: 09/20/2025*  
*07322*

Amount Due: **\$5,720.44**

**\*\*Do not reply to this email, please send all billing inquiries to:**  
[AR@smnncr.com](mailto:AR@smnncr.com)

Dear Customer:

Your supplemental invoice-07322 for 5,720.44 is attached. Please remit payment within 30 days to avoid late fees.

Thank you for your business - we appreciate it very much.

ServiceMaster NCR  
Headquartered in Alexandria, VA  
855-957-6627  
[www.SMNCR.com](http://www.SMNCR.com)

[View & Pay Invoice](#)





ServiceMaster National Capital Restoration

# Invoice

Terms	Date	Invoice #
Net 30	8/21/2025	07322

Bill To
Parkfairfax Condominium 3360 Gunston Road Alexandria, VA 22302

Job Site
Parkfairfax Condominium 3492 + 3494 Martha Custis Dr Alexandria, VA 22302

Job Number
241818-STR2

Item Code	Description	Service Type	Serviced	Amount
1980 COM Construction	Supplemental Invoice	Construction	8/26/2025	5,720.44

## Remit Payment:

**ServiceMaster NCR**  
**7551 Fordson Rd.**  
**Alexandria, VA 22306**

<b>Total</b>	\$5,720.44
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$5,720.44



## ServiceMaster National Capital Restoration

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ServiceMaster NCR  
7551 Fordson Rd  
Alexandria, VA 22306  
703.212.7000

Insured: Park Fairfax Condominium  
Property: 3492/3494 Martha Custis Dr  
Alexandria, VA 22302

Home: (703) 998-6315  
E-mail: rfoschi@parkfairfax.org

Estimator: Mike Sipple

Contractor:  
Company: ServiceMaster NCR  
Business: 7551 Fordson Rd  
Alexandria, VA 22306

Business: (703) 212-7000  
E-mail: info@servicemaster-dc.com

### Claim Number:

### Policy Number:

### Type of Loss:

Date of Loss:  
Date Inspected:

Date Received:  
Date Entered: 12/2/2024 4:17 PM

Price List: VAAR8X\_DEC24  
Restoration/Service/Remodel  
Estimate: 241818-SUPPLEMENT



ServiceMaster National Capital Restoration

ServiceMaster NCR  
7551 Fordson Rd  
Alexandria, VA 22306  
703.212.7000

241818-SUPPLEMENT

Wall Insulation

DESCRIPTION	QTY
1. Insulation (Bid Item) The nature and condition of insulation in interstitial cavities is unknown; insulated areas will be replaced with a like-kind material.	1.00 EA

Window pains reolacement

DESCRIPTION	QTY
2. Reglaze 1" laminated glass - single pane	21.00 SF

Grand Total	\$5,720.44
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Mike Sipple

Orlin Painting and Remodelling  
(BILL)  
3809 Redondo Place  
Alexandria, VA 22309  
7037322805

# INVOICE

Invoice #: 288  
Invoice Date: 05/21/25  
Amount Due: \$2,121.00

**Bill To:**

ServiceMaster NCR  
7551 Fordson Rd.  
Alexandria, VA 22306  
United States

Due Date
05/21/25

Item	Description	Quantity	Price	Amount
Exterior work	3492 MARTHA CUSTIS DR ALEXANDRIA VA 22302  Parkcondo job  Extra work : Windows glass replaced Price \$2,121.00 Labor and materials included	1	\$2,121.00	\$2,121.00

3492 MARTHA CUSTIS DR  
ALEXANDRIA VA 22302  
Parkcondo job  
  
Extra work : windows glass replaces  
Total price \$2,121.00

Subtotal: \$2,121.00  
Sales Tax: \$0.00  
Total: \$2,121.00  
Payments: \$0.00  
Amount Due: \$2,121.00

Orlin Painting and Remodelling  
(BILL)  
3809 Redondo Place  
Alexandria, VA 22309  
7037322805

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Extra work : windows glass replaces  
Total price \$2,121.00

Subtotal: \$2,121.00  
Sales Tax: \$0.00  
Total: \$2,121.00  
Payments: \$0.00  
Amount Due: \$2,121.00

# INVOICE



## Bill To

Parkfairfax  
3492 MARTHA CUSTIS DR  
Alexandria , VA 22302  
(703) 622-2685

## Orlin Painting and Remodelling

3809 Redondo Place  
Alexandria, Virginia 22309  
Phone: (703) 732-2805  
Email: orlinmgonzales@gmail.com  
Fax: (888) 473-2963  
Web: www.orlinpaintingandremodelingllc.us

Payment terms Due upon receipt  
Invoice # 296  
Date 08/28/2025  
Business / Tax # 82-1980497 & License # 420322000038

Description	Total
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interior insulation.	\$2,500.00
Spray insulation all the walls	
Main level and second levels	
Total price \$2,500	
Labor and materials included	

<b>Subtotal</b>	<b>\$2,500.00</b>
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<b>Total</b>	<b>\$2,500.00</b>
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By signing this document, the customer agrees to the services and conditions outlined in this document, any adjustment that the client wants to make outside the contract will be taken in a new contract

orlin painting & remodeling LLC can not perform any service outside of the contract our policy is to give each of our customers a positive experience on every project ,.

#### Forms of payment

we accept checks ,credit card and debit cards .note that there is a 3% processing fee when pay with credit or debit card

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orlin gonzales

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Parkfairfax