

Reports

General Manager's Report

Parkfairfax Condominium

General Manager's Report – November 19, 2025

Questions from November Board Meeting

What is the pulmonary testing listed on the Maintenance Report – This is testing required by OSHA; anyone who works with asbestos is required to get this test done annually. Our team will be getting theirs done the first week of February.

What was the update done at the gym – This was nothing to do with the equipment, but the keycard swipe on the door was updated, as it had stopped working.

From Action Item Report

Trees: General Manager and Landscape Manager are working on comprehensive plan to address trees in the community, including, but not limited to the trimming, pruning, removal, and replacement. The Tree Survey that was completed in January 2025 will be turned into a physical book that can be used, with additional location information provided in it. Also, the map provided as part of the survey will be blown up and printed for the Landscape Manager. These tools will allow better tracking of work that has been done and needs to be done regarding the trees.

Additionally, the new landscaper, Lancaster Landscapes, offers “Tree Days”, where a large crew comes out and does an extensive amount of pruning and trimming (not full removals). We will be testing this out early in the new year.

Landscaping Contract: Contract with Lancaster was signed in the first week of December and the contract will commence January 1, 2026. An onsite kick-off meeting will take place after the New Year.

Management Contract: Due to an issue with the notice of termination to Barkan, the start of the contract with FirstService has been pushed to February 1, 2026. Please see the attached supplemental document containing the timeline for the transition

Construction Documents for Buildings 822 & 828: The Board initially approved documents that would be a partial repair but then selected to move forward with 100% underpinning of these buildings. Walker had prepared to complete these documents prior to Thanksgiving but spoke with the Board President & General Manager on November 7th regarding an issue with Building 828. (See explanation below). Due to this, an outside geotechnical investigation will need to be conducted on the soil; once the report is provided to Walker, then the documents can be completed. We hope to have this all completed by the end of 2025 and can begin bidding out the work in January. December 10th updated: we are still awaiting the report.

Window Inspections: Management spoke with Alonzo about this and he confirmed the inspections were done approximately 7 year ago, with windows that faced the streets being replaced, but windows on the side and backs of the rooms being untouched. Because the initial inspections were done so long ago, we will be discussing a plan to do a new round of inspections to produce updated recommendations in 2026.

Additional Items

2026 Annual Meeting: Requests have been published in the weekly announcements and monthly newsletters – volunteers are needed for the Election Committee. The Call for Candidates will be sent out on January 16, 2026.

2025/2026 Budget: Budget season is upon us. The Budget workshop meeting will be Saturday, January 24, 2026 at 9:00 AM.

Proposals: In an effort to start preparing for Budget season, some contracts will be bid out, as they are up for renewal. The following is a list as of December 2025 of contracts that will be bid out:

- Pool (proposal provided by High Sierra Pools)
- Exercise Equipment Maintenance (proposal provided by LIV)

Audit: Management has been working with Goldklang Group to provide necessary documentation needed for the audit of the 204/2025 fiscal year. The draft audit will be provided prior to end of December.

Buildium: Management continues to work with Buildium on “fixing” the system so that it will make more efficient systems and processes with the Parkfairfax Teams. Management has sought input from the staff that use it on a daily basis. We expect changes to happen in January; residents will be notified, but they will see very little changes on their end.

Blink EV Charging – The account had been under the previous GM’s name and contact info; we were finally able to unlock the account, add additional users, and will be able to pull reports when needed. Staff will have training on how to pull and read reports, as well as system readings for the charging stations.

1340 Martha Custis – Field work was conducted at the end of October where soil samples were taken for testing. Results were provided at the end of November and forwarded to Walker for review. Triad’s report noted that the underlying soils at test pit #2 have settled 1 to 2 inches along one side of the test pit. Triad also noted that the moisture content varied throughout test pit #1 location. Walker recommends the pavers of the patio be compacted in an effort to help prevent settlement. Once this work is performed, Walker recommends that a periodic (every 3 months to start) spot-check elevation monitoring program of the patio as well as the first and second floor of the subject unit occur for a minimum of one (1) year in an effort to help determine if there is another contribution to the reported settlement of the patio at the subject unit.

Walker is preparing the specification requirements for the backfilling now.

Routine Change Order Applications: Approximately 6 applications were reviewed and approved in the past four week.

Management Transition – Schedule

Dana and I met with two members of the FirstService Residential team on Monday, December 8th to discuss the transition. Below is the timeline we have come up with regarding the transition:

- **Monday, December 15th** – A notice will be sent by the General Manager to residents via Buildium about the change in management companies and the upcoming transition to FirstService and what they can expect for a timeline. The email will include a Census Form FSR typically snail mails to residents. We will ask residents to fill out and return them to the management office or via email.
- **Tuesday, December 16th** – FirstService will send a Welcome Email to all residents they have email addresses for; it will be short and sweet.
- During the month of December and into January, onsite management will continue to collect the Census Forms and help ensure the records FSR starts with continues the most up to date information.
- **Monday, January 5, 2026** – FirstService will send a packet of items to unit owners. This will have a more detailed explanation about the transition, information about signing up for their online assessment payment portal, as well as a paper invoice. This invoice will *only* include the January Assessment due and will *not* include any balance forward; it does not mean the unit owners don't owe their balance.
- **Friday, January 30, 2026** – Will be fully transitioned from Barkan to FirstService Residential.

Other Important Dates:

- Tuesday, December 30 – General Manager will be having a preliminary budget meeting with FirstService. We expect this meeting to be mainly to do the set up and formulas and basic information.
- Saturday, January 24 – FirstService will be attending the Budget Meeting; they understand PFX expects them to run the laptop during this meeting.
- Date TBD – We will be setting up a meeting with FirstService Financial Managers + Robin to discuss the investment strategies for Parkfairfax. Hoping to have this done early in the new year.
- Date TBD – I have asked that FirstService determine a specific day each month when the invoices for March, April, and May will be mailed. I have asked that it be the same date, so it is consistent and residents will know when to expect it.
- April 1, 2026 – All coupon books for the new fiscal year commencing June 1, 2026 will be mailed out to residents who opt into coupon books no later than April 1, 2026. FSR only mails coupon books to resident who do NOT sign up for their online payment system.