

## **ADMINISTRATIVE RESOLUTION NO. 7**

### **PROCEDURES AND GUIDELINES RELATING TO TREE/SHRUB PLANTING AND/OR BENCH INSTALLATION AND PLAQUE REQUESTS SPONSORED BY UNIT OWNERS**

**WHEREAS**, Article III, Section 2 of the Parkfairfax Condominium Unit Owners Association Bylaws assigns the Board of Directors with "...all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association..." and further states that the Board of Directors "...may do all such acts and things as are not by the Condominium Act, the Declaration or by these By-Laws required to be exercised and done by the Unit Owners Association."; **AND**

**WHEREAS** changes to the common elements are exclusively within the discretion of the Board of Directors; **AND**

**WHEREAS** no changes to the Common Elements or Limited Common Elements may be made without written application to and approval by the Board of Directors, General Manager or Covenants Committee; **AND**

**WHEREAS** the Board of Directors recognizes that the enhancement of the Association's public spaces including trees, shrubs, and benches are essential and desired for the community ambience and property values of Parkfairfax as well as constituting good stewardship of the landscape; **AND**

**WHEREAS**, the Board of Directors deems it necessary to establish guidelines and procedures for unit owners wishing to financially sponsor planting of trees, shrubs, and/or the placement of benches on the common element, to enhance the beauty of the Community, and/or to honor loved ones or community members

**NOW THEREFORE, BE IT RESOLVED THAT** the following is adopted regarding this topic:

#### **I. GENERAL**

- A.** For the purposes of this resolution common element does not refer to designated patios appurtenant to a unit as shown on the plats and plans.
- B.** If a Unit Owner wishes to financially sponsor a tree, shrub and/or bench to be installed on the common element, all requirements of Administrative Resolution Number Two with regard to Landscaping and Planting must be followed and a Tree/Shrub Planting Request Form and/or a Bench Installation Form must be filled out and sent to the Association Covenants Director , or the General Manager in their stead.

- C. The Association reserves the right to refuse any requests to plant trees and/or shrubs or to install benches in any specifically requested location on the common element, including the limited common element.
- D. The Association will undertake the placing of a bench and planting of trees or shrubs and plaques. No planting or placement may be performed by the sponsoring Unit Owner.

## II. APPLICATION PROCEDURES

### A. Requirements for all Applications

1. Applicants wishing to make any of the changes allowed by this Resolution must submit proper written application form(s) with all appropriate sections completed, and include any required attachments, samples and additional information. An application is not complete until all necessary materials have been received. Application forms may only be submitted by a Unit Owner, who may also act as an applicant liaison for non-residents wishing to donate plants and/or benches to honor loved ones or other Parkfairfax community members.
2. Completed Tree/Shrub Planting Request Forms and Bench Installation Forms are to be sent to the Covenants Director at the Parkfairfax Unit Owners Association Office, 3360 Gunston Road, Alexandria, VA 22302. Decisions will be made by the Covenants Director in consultation with the General Manager and the Chair of the Landscape Committee.
3. Each tree, shrub, and/or bench must be specifically approved.
4. A Unit Owner may request a specific location/placement for the tree, shrub, or bench but that request may be denied and an alternative location suggested by the Association.
5. A Unit Owner may request a specific type of tree or shrub, but the Association reserves the right to suggest alternative plant materials and make the final decision based on landscaping and site considerations. In general:
  - a. Trees and shrubs are allowed on the common element, depending on site conditions and utilities.
  - b. At the time of planting, all trees are REQUIRED to have a minimum height of five feet (5') and a trunk caliper of at least one and one-half inches (1.5"). All shrubs must have been originally contained in pots of at least a 5-gallon size.
  - c. No trucks or other motorized vehicles are to be driven on any grass or sidewalk area while implementing any change, including delivery or

removal of material from the worksite for any reason unless authorized by Management.

6. All benches must be of a standard design and size approved by the Association Management and must be composed of non-biodegradable composite lumber with a steel or aluminum structural frame.
7. Dedication or memorial plaques may be installed on the bench or near the tree or shrub. The plaque will be paid for by the donor. Once installed, a tree, shrub and/or bench installed to honor a loved one or community member will be listed on the Parkfairfax web site with the honoree's information together with the GPS coordinated location of the installed material. Plaque design and specification to be provided to the Board for review and approval as needed.
8. The Unit Owner is responsible for assuring that any changes or additions are made in conformance with the Condominium Instruments and this resolution and all applicable codes and local ordinances. Failure to comply subjects the unit owner to the remedies set forth in the Condominium Instruments, the Book of Resolutions and the rules and regulations.
9. Until a planted tree or shrub is established, the Unit Owner is responsible for the watering and care of all planted vegetation that is within a serviceable distance of an outside water spigot.
10. For trees and/or shrubs donated by residents or non-residents, whether to honor loved ones or a community member, and for planting to a common element site that is not near a donator's residence, the Association will assume the planting and care of the planted vegetation.
11. Once the tree/shrub/bench has been approved by Parkfairfax, installation will not take place until payment for the donation (including the plaque) has been received by Management.

#### B. Administrative Approval

Wherever in this resolution it states that "Administrative Approval only is required," the following shall apply:

1. Routine administrative approval shall apply only to the extent that the item to be installed conforms with the standard Landscaping and Planting specifications contained in Administrative Resolution No. 2 and approved by the Board of Directors and on file in the Association Office.
2. The Covenants Director or the General Manager will ascertain whether the proposed change conforms to approved specifications.

3. If a proposed change or addition conforms to approved specifications and is found to meet the Association's site placement and landscaping considerations, the Covenants Director or the General Manager may approve the application. The Chair of the Landscape Committee may be consulted on an as needed basis. One copy of the approved application shall be returned to the applicant, and the original shall be maintained in the Unit Owner's file.
4. If the Covenants Director and/or the General Manager does not approve the application, the Unit Owner will be informed of the disapproval and be given the right to appeal that decision to the Board of Directors.
5. The Association reserves the right to remove any tree or shrub that is aesthetically compromised due to unforeseen damage of any nature or that has died.
6. The Association reserves the right to relocate any bench whose location compromises future maintenance needs or to remove any bench that has become unsafe or an eyesore.

---

# Parkfairfax Condominium

---

A Historic District

**Unit Owners Association • Executive Offices**

3360 Gunston Road • Alexandria, VA 22302-2133

## Tree and Shrub Planting Requests

Follow these instructions if you want to plant a new tree or Shrub. Remember, unit owners may not plant or move any trees and/or shrubs in Parkfairfax without the approval of the Board of Directors. Choose one of the two ways to request a new tree or shrub, depending on where you would like it planted and who will pay for it.

### TYPES OF REQUESTS

If you want to suggest that a tree be planted and paid for by Parkfairfax on the common element\*, enter your suggestion in the Buildium system

<https://parkfairfax.managebuilding.com>. Parkfairfax Management will consider your request, but there is no guarantee that your tree will be planted.

OR

If you want to request that a tree or shrub be planted by Parkfairfax that you will pay for, on the common element, fill out the attached form and send it to the Covenants Director in the Parkfairfax Unit Owners Association Office, 3360 Gunston Road, Alexandria, VA 22302. You will receive a decision from the Covenants Director.

*Please note: Neighbors, the Landscape Committee, and/or Management may be consulted on any of these actions.*

### Common Element\*:

All areas outside the individual units are Common Elements. These include the land, building structures, and the utility infrastructure.

Areas designated Limited Common Elements for the exclusive use of individual unit owners include limited common element patio area (extending UP TO 20 feet out from the back door at the rear of ground floor units). See Parkfairfax Governing Documents, Administrative Resolution 2 (AR-2) for additional specifications for these areas.

# Tree and Shrub Planting Request Form

RESIDENT NAME(S): \_\_\_\_\_

BUILDING NUMBER(S): \_\_\_\_\_

ADDRESS(ES): \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

E-MAIL ADDRESS(ES): \_\_\_\_\_

LOCATION WHERE TREE IS TO BE PLANTED: \_\_\_\_\_

SPECIES REQUESTED: \_\_\_\_\_

## PARKFAIRFAX PLANTING ON COMMON ELEMENT\*:

Check as appropriate:

- ☐ I will pay for tree as a donation  
*Once placed, a notation will be made on the Parkfairfax website with your name and the GPS location of the tree. See following page for plaque inscription.*
- ☐ This is a memorial tree that I want placed on the common element.  
*Once placed, a notation will be made on the Parkfairfax website with your name and the GPS location of the tree. See following page for plaque inscription.*
- ☐ I prefer to not have a plaque.  
*Once placed, a notation will be made on the Parkfairfax website with your name and the GPS location of the tree.*

## Care of Tree:

- ☐ I will care for this tree or shrub through the Adopt-a-Tree program  
(a Landscape Committee Representative will contact you)
- ☐ I would like Parkfairfax to care for this tree or shrub

BRIEF SKETCH OF PREFERRED LOCATION (use additional page if necessary):

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

# Tree & Shrub Plaque Request Form

UNIT OWNER or SPONSOR NAME(S): \_\_\_\_\_

ADDRESS(ES): \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

E-MAIL ADDRESS(ES): \_\_\_\_\_

LOCATION WHERE TREE OR SHRUB IS TO BE PLANTED: \_\_\_\_\_

TREE OR SHRUB (circle one) SPECIES REQUESTED: \_\_\_\_\_

## PLAQUE SPECIFICATIONS:

A bronze garden plaque with a simple line border (see picture example). These plaques are 6 inches high by 8 inches wide and are mounted to a 20-inch stake, 45 degrees on post. The plaque will be installed a minimum of 12 inches from the base of the tree or shrub.

Line 1: ☐ In Honor of      ☐ In Memory of      ☐ Other: \_\_\_\_\_

Each line on the plaque allows for 20 characters of text.

Line 2:																			
Line 3:																			
Line 4:																			



SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

# Bench & Plaque Installation Request Form

Please note: Benches are agreed to be financially sponsored in full by the Unit Owner and/or the Sponsor.  
Bench installation to be on the common element, NOT including any limited common element.

UNIT OWNER or SPONSOR NAME(S): \_\_\_\_\_

ADDRESS(ES): \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

E-MAIL ADDRESS(ES): \_\_\_\_\_

### BENCH SPECIFICATIONS:

6-foot bench with a contoured seat and backrest made of recycled plastic slats and a cast aluminum frame, powder-coated black. Once installed, the Association will assume reasonable care of the bench but reserves the right to relocate any bench whose location compromises future maintenance needs or to remove any bench that has become unsafe or an eyesore.

### PLAQUE SPECIFICATIONS:

A bronze plaque with a simple line border. Plaques are 3 inches high by 8 inches and affixed to the center backrest of the bench. Once installed, a notation will be made on the Parkfairfax website with the name on the dedication and the GPS location of the bench.

Line 1: ☐ In Honor of ☐ In Memory of ☐ Other: \_\_\_\_\_

Each line on the plaque allows for 36 characters of text.

[illegible]

LOCATION WHERE BENCH IS TO BE INSTALLED: \_\_\_\_\_

SKETCH OF SUGGESTED LOCATION (use additional pages as required; please include location and label nearby numbered buildings, streets, and other landmarks):

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



ILLUSTRATION OF THE BENCH:



ILLUSTRATION OF THE PLAQUE:

