

PARKFAIRFAX UNIT OWNERS ASSOCIATION
Board of Directors Meeting and Budget Workshop
9:00 am, Saturday, January 24, 2026

AGENDA

9:00 AM	Call to Order	
	Approval of the Agenda	
	Resident Forum	
	Matters for Board Information	
	Budget Tools	Page 3
	FY 2027 Draft Budget and Narrative	(Separate Document)
	Reserve Study	Page 14
	Committee Budget Requests	Page 18
	Finance Committee Presentation	Page 64
10:00 AM	Matters for Board Discussion	
	Revenue Discussion	
	General Ledger Expenses	
	Utilities and Contracts	
	Landscaping – Non-Contract	
	Building Repair and Maintenance	
	Gym and Pool Expenses	
12:00 PM	Lunch Break	
12:30 PM	Matters for Board Discussion <i>(continued)</i>	
	General Ledger Expenses (continued)	
	Professional Services and Administrative Expenses	
	Taxes and Insurance and Other Expenses	

12:30 PM Matters for Board Discussion (*continued*)
FY 27 Reserve Contribution

1:30 PM Final Reconciliation and Remaining Items

1:45PM Executive Session
Payroll discussion

2:00 PM Adjourn

Prepared by: Robin Davis, Treasurer

Budget Tools

Succeeding Together

A board member's guide to association budget planning

Preparing your community's budget can be a challenging task. As a board member, you have to act in the community's best interests while considering homeowners' wants and needs. In this guide, we'll share the top things to consider for your community's budget process that will help guide your association to success.

Short- and long-term financial plans: Why you need both

An annual operating budget is the foundation of your community's financial management and operation. It's the tool that enables you to estimate your expenses and revenues and helps you measure and monitor your association's financial activities.

Annual operating budgets also help board members gauge spending and foster sound decision-making – while serving to establish sufficient, regular assessments. But what some associations don't consider is that having a longer-term financial plan (3-5-10 years) is just as important as having a short-term (1-2 year) operating budget.

By identifying and planning for your community's needs farther out, your association can better defend itself against significant, unexpected expenses and position itself to thrive well into the future.





3 main components of association budgeting

The budgeting process has three main components: operating costs, a reserve fund/reserve study, and revenue.

1. Operating Costs

These include “line items” or expenses necessary to keep your association functioning. For easy reference, they are typically categorized as follows:

- Vendor/Contractor services – Costs for services rendered contractually may include landscaping, snow removal, painting, pest control, trash removal, window cleaning, pool maintenance, mechanical/ technological systems, laundry services, etc.
- Professional services and administration – Money paid for professional services such as bookkeepers, reserve specialists, attorneys, etc., should be accounted for here. Other administrative costs are subscriptions, banking fees, professional member organization dues, and event registration fees.
- Insurance – Associations need both property and liability insurance. If you haven't had your community's insurance needs audited recently, ask your property management company to conduct one to verify you have the proper protection (coverage levels and endorsements).
- Utilities – Make sure the money you budget for electricity and water is based on the previous year's average consumption (kilowatts and gallons) instead of how much you paid because rates fluctuate regularly.

- Maintenance – Money allocated for maintenance is earmarked for the ongoing care and upkeep of common-area components. This category is essential and should be one of the top-line items you fund because maintaining or improving your community's physical property is one of your board's primary responsibilities. Another factor you should consider is when and how often maintenance must be performed on the assets in your community. Developing a maintenance schedule will help with this task.
- Office expenses – This line item represents the cost of doing business. It should include rent, office equipment and supplies, office cleaning services, furniture, phone and internet service, and postage.
- Collection costs/Bad debt – Delinquencies, overdue refunds, or any money owed that is unlikely to be paid should be estimated and factored into your budget.
- Miscellaneous expenses – This line item would include things like higher-than-projected snow removal costs, hidden mold, a lawsuit, taxes, transportation costs, etc.

2. Reserve Fund/Reserve Study

Your reserve fund is a budgetary component that is designed to grow over time to pay for big-ticket items such as the replacement of specific community components, such as balconies, mechanical equipment, and roofs, or the construction of a new community feature that will take place in the future, such as additional roads, gatehouses or amenity beautification.

Your reserves' annual funding contribution is determined by a reserve study, which is a comprehensive analysis of the current condition of your community's physical assets and what it will cost in the future to replace them. Your reserve fund and reserve study are essential undertakings that contribute to the long-term financial health of your association.


3. Revenues

Most associations' primary revenue source is regular assessments, and one of the main reasons your association establishes an annual budget is to determine the amount of that assessment. Your community's governing documents will outline the payment frequency (monthly, quarterly, or yearly) and how the assessment should be allocated to the units in your community (divided equally or on an ownership basis).

Other revenue sources can help augment regular assessments and offset operating costs:

- Fees charged for advertising or sponsorships.
- Leased units, parking spaces, and storage facilities.
- Recreational facility memberships.
- Miscellaneous fees (lost keys, guest parking, insufficient funds, etc.).
- Interest from investment accounts.

Budget planning considerations



Remember that your decisions should be informed as you embark on the budget planning process. You should consider several factors that directly or indirectly impact the amount of money flowing into your association and the amount going out.

- 1. Review trends in costs over time.**
This can be accomplished by conducting an expense-to-budget analysis to identify areas where costs and revenues have been steadily increasing or decreasing.
- 2. Anticipate increases and decreases in revenue and expenses.**
Speak with your contractors and utility providers about any anticipated changes in rates. And factor in how the economy is performing as well. Is unemployment rising? Are interest rates falling? Is inflation a concern?
- 3. Review your reserve study.**
This helps ensure that you are on target with funding your reserves as community replacement and enhancement projects draw nearer or are added.

Your budgetary decisions must also weigh how your community will be financially impacted. Be aware that your residents will have a clear memory of recent community investments and the reasons for them, so be mindful of how they will be affected as you move through the process.



How to prepare for the budgeting process

The key to your budgeting success is upfront planning. If you gather the data, documents, and insights you need early in the process, you'll enjoy greater efficiency and experience fewer pain points.

1. Identify goals and objectives.

Ideally, the budgeting process should begin with a goal-setting meeting attended by your board, property manager, and committee chairs. The objective of the meeting is to determine what expenses must be covered by the association for the budget's allotted timeframe and what costs might be covered to please residents and enhance the community.

2. Create a budgeting schedule

Your governing documents likely outline when budgets must be shared with association members and when approvals must be secured. We usually recommend starting six months before your upcoming fiscal year, allowing time for each step in the budgeting process.

3. Review governing documents

Your association's governing documents will offer detailed guidance on assessment payments and increases, reserve contribution amounts, whether the budget must be presented to and ratified by residents, etc.

4. Examine previous budgets

This exercise helps spot line items that are consistently over or under budget. And while you review them, think about line items that could be eliminated or added. Past budgets are a good starting point but do not depend on them exclusively.

5. Review financial statements

These documents should be provided to you by your property management company and include your association's income statement, the statement of cash flows, and the balance sheet.

6. Investigate legal requirements

These vary from state to state and are constantly changing, so it is important to contact your association's legal counsel to refresh yourself on your association's legal obligations — especially concerning conducting reserve studies and establishing or maintaining reserve accounts.

7. Conduct a community survey

Involve residents in the budget planning process by formally asking them to prioritize additions and improvements to the community, such as a dog park, better street lighting, speed bumps, and landscaping. The results of the survey will help you, in turn, prioritize items under consideration and incorporate them into the budget.



Budget communication essentials

You and your fellow board members play an important role in making the annual operating budget process a smooth one. The first step is to achieve alignment within your board as to where and how money is allocated. If there are disagreements between members, it will hamper your ability to achieve consensus outside of the board in getting your budget ratified. So, begin from within.

Next, you must secure buy-in among your residents. Start by soliciting their opinions and ideas via a residents' survey at the start of the process. After your operating budget has been drafted, consider holding a town hall with residents to review it. Include several board members in the presentation, or better yet, have your finance committee present part of it to demonstrate that the budget was developed by residents of the community who are not currently serving on the board.

You should also consider bringing in subject matter experts to address specific areas of your budgeting process, such as an insurance agent or reserve specialist. "We like to promote that we have guest speakers — experts in their fields who will come and present at meetings as part of the budget approval or project funding process. There, they can address questions from the entire ownership and help residents better understand what money is going where," said Stephanie Parker, president of South Florida Condo Division at FirstService Residential.

In addition, look at all the communication vehicles available to you and use them well. Trying to justify a significant budget increase in a letter or email is no substitute for holding an information session where concerns can be addressed in person or via a virtual meeting in real time.



Professional property management: What boards can expect

The type and degree of budgetary support board members receive from their property management company depends on its size, depth of knowledge, and resources.

At FirstService Residential, we have the expertise and solutions to anticipate needs and respond — no matter the property type. With our professional scale, we can make your budget go further. And our service-first philosophy means we don't stop until what's complicated becomes uncomplicated.

To make life, simplified.

Contact a member of our team to learn how we can support your community's vision.

About FirstService Residential

FirstService Residential is simplifying property management. Its hospitality-minded teams serve residential communities across the United States and Canada. The organization partners with boards, owners, and developers in an effort to enhance the value of every property and the life of every resident.

Leveraging unique expertise and scale, FirstService serves its clients with proven solutions and a service-first philosophy. Residents can count on 24/7 customer care and tailored lifestyle programming, amenity activation, and technology for their community's specific needs. Market-leading programs with FirstService Financial and FirstService Energy deliver additional levels of support.

Boards and developers select FirstService Residential to realize their vision and drive positive change in the communities in their trusted care.

FirstService Residential is a subsidiary of FirstService Corporation (NASDAQ and TSX: FSV), a North American leader in providing essential property services to a wide range of residential and commercial clients.

FY 2027 Draft Budget & Narrative
(this is a separate document)

Reserve Study

#3 - Table of Annual Expenditures and Current Funding Data - Years 0 through 39

Year	2025	2026	2027	2028	2029	2030	2031
Starting Balance	\$7,800,000						
Projected Replacements	(\$3,099,308)	(\$7,005,075)	(\$2,145,538)	(\$2,190,125)	(\$1,061,556)	(\$5,315,627)	(\$2,208,231)
Annual Deposit	\$3,878,941	\$3,878,941	\$3,878,941	\$3,878,941	\$3,878,941	\$3,878,941	\$3,878,941
End of Year Balance	\$8,579,633	\$5,453,499	\$7,186,902	\$8,875,718	\$11,693,103	\$10,256,416	\$11,927,126

Recommended
2027 Reserve
Contribution

Miller-Dodson Associates, Inc.
Parkfairfax Condominium

Replacement Reserve Analysis - Page C.3
October 14, 2024

PROJECTED REPLACEMENTS

Item	2027 - YEAR 2	\$	Item	2028 - YEAR 3	\$
10	Fitzgerald Lane, seal coat	\$7,068	60	Engineer's assessment, pools (allowance)	\$21,000
37	Stormwater management (20% allowance)	\$33,000	66	Pool A, furniture (allowance)	\$18,000
40	Irrigation, head (allowance)	\$45,000	95	Pool C, deck, concrete	\$144,784
41	Irrigation, pipe, valve, head (allowance)	\$20,000	96	Pool C, waterline tile (6x6)	\$6,160
90	Pool B, furniture (allowance)	\$15,000	98	Pool C, cover, safety mesh	\$13,600
159	Tot lot 7, border PTL	\$2,210	99	Pool C, pump (10 hp)	\$9,800
160	Tot lot 7, surfacing, wood mulch (3")	\$3,500	100	Pool C, filter, sand, 36" diameter	\$9,600
161	Tot lot 7, MP structure, 1 platform and 1 slides	\$20,000	101	Pool C, chlorinator and pump system	\$2,200
162	Tot lot 7, wood frame swing, 2 seat	\$2,800	120	Tennis court 2, single head (LED)	\$2,400
184	Roofing, terracotta , 3 building , phase 2	\$400,000	121	Tennis court 2, double head (LED)	\$6,400
186	Roofing, terracotta , 3 building , phase 4	\$400,000	139	Tot lot 1, surfacing, wood mulch (3")	\$4,490
189	Gutter and downspout , 3 building , phase 2	\$3,500	149	Tot lot 3, surfacing, wood mulch (3")	\$1,370
203	Future underpinning project funding (allownce)	\$312,900	152	Tot lot 4, surfacing, wood mulch (3")	\$4,500
211	Masonry, repointing (allowance)	\$250,000	156	Tot lot 5, surfacing, wood mulch (3")	\$4,800
221	Yard, metal door (allowance)	\$36,000	157	Tot lot 5, MP structure, 2 platforms and 2 slides	\$20,000
224	Yard, gaarage door, commercial, rolling	\$43,560	163	Tot lot 8, border PTL	\$2,366
225	Yard, garage door, commercial, operators	\$10,500	164	Tot lot 8, surfacing, wood mulch (3")	\$4,200
232	Mold removal from units (allowance)	\$20,000	165	Tot lot 8, MP structure, 2 platforms and 1 slides	\$20,000
251	Yard, Operations and Supply, offices, refurbish	\$15,000	166	Tot lot 8, T-frame swing, 2 seat	\$2,800
253	Yard, Operations, locker / shower room, renovation	\$60,000	168	Tot lot 9, surfacing, wood mulch (3")	\$5,000
254	Yard, Operations, restroom, renovation (allowance)	\$22,500	172	All tot lots, trash can and receptacle (allowance)	\$4,500
264	Water heater, gas, 100 gal, (6% allowance)	\$144,000	173	All tot lots, bench (allowance)	\$28,000
295	Plumbing infrastructure and drainage (allowance)	\$279,000	176	Fitness center, equipment (allowance)	\$60,000
			177	ADA Reconstruction, admin office (allowalnce)	\$129,470

Recommended 2027 Projects

**From October 2024
Miller Dodson
Reserve Study**

Reserve Projects			
	Projected per Miller Dodson Study	Recommended Adjustments	Notes
Fitzgerald Lane, seal coat	\$ 7,068.00	\$ 7,068.00	
Stormwater management (20% allowance)	\$ 33,000.00	\$ 33,000.00	
Irrigation, head (allowance)	\$ 45,000.00	\$ 45,000.00	
Irrigation, pipe, valve, head (allowance)	\$ 20,000.00	\$ 20,000.00	
Pool B, furniture (allowance)	\$ 15,000.00	\$ -	Tot Lot 7 has been decommissioned
Tot lot 7, border PTL	\$ 2,210.00	\$ -	Tot Lot 7 has been decommissioned
Tot lot 7, surfacing, wood mulch (3")	\$ 3,500.00	\$ -	Tot Lot 7 has been decommissioned
Tot lot 7, MP structure, 1 platform and 1 slides	\$ 20,000.00	\$ -	Tot Lot 7 has been decommissioned
Tot lot 7, wood frame swing, 2 seat	\$ 2,800.00	\$ -	Tot Lot 7 has been decommissioned
Roofing, terracotta , 3 building , phase 2	\$ 400,000.00	\$ 480,000.00	5 Roofs at an estimated \$96K each
Roofing, terracotta , 3 building , phase 4	\$ 400,000.00	\$ 480,000.00	5 Roofs at an estimated \$96K each
Gutter and downspout , 3 building , phase 2	\$ 3,500.00	\$ 3,500.00	
Future underpinning project funding (allownce)	\$ 312,900.00	\$ 1,400,000.00	Budgeting \$700K for each underpinning; this repersents Building 822 and Building 828
Masonry, repointing (allowance)	\$ 250,000.00	\$ 250,000.00	
Yard, metal door (allowance)	\$ 36,000.00	\$ -	Does not need to be replaced yet
Yard, gaarage door, commercial, rolling	\$ 43,560.00	\$ -	Does not need to be replaced yet
Yard, garage door, commercial, operators	\$ 10,500.00	\$ -	Does not need to be replaced yet
Mold removal from units (allowance)	\$ 20,000.00	\$ 20,000.00	
Yard, Operations and Supply, offices, refurbish	\$ 15,000.00	\$ 15,000.00	
Yard, Operations, locker / shower room, renovation	\$ 60,000.00	\$ 40,000.00	Have started pricing the work and it won't be anywhere near \$60K
Yard, Operations, restroom, renovation (allowance)	\$ 22,500.00	\$ 20,000.00	
Water heater, gas, 100 gal, (6% allowance)	\$ 144,000.00	\$ 144,000.00	
Plumbing infrastructure and drainage (allowance)	\$ 279,000.00	\$ 279,000.00	
		\$ 300,000.00	Addition:Self insured repairs to fire unit on Wellington
		\$30,000	Addition: EV Charging Station on Ravensworth
Total	\$ 2,145,538.00	\$ 3,566,568.00	
Recommended Contribution from Miller Dodson		\$ 3,878,941.00	

Approved FY26 Projects that are on-going or did not get completed	Amount	Notes
Waterproofing: Mold Abatement	\$ 152,929	Ongoing project.
Waterproofing: Asbestos Abatement, Crawl Space	\$ 105,652	Ongoing project.
Special Project, Building Settlement	\$ 975,272	Ongoing project.
Building exterior: Wood Trim replacement, Fascia, Porch Collonade, Gable & louvers, Shutter replacement	\$ 334,677	Ongoing project - Ward 4 in FY26; Ward 3 in FY27
Roof maintenance: Roofing Tiles replacements, Rhino Guards, Copper Roof & Copper Roof Valley replacement	\$ 343,480	Ongoing project; will get more done in the spring
Riser replacement/repair: Sewer & Plumbing infrastructure/Drainage, PEX Domestic Water Piping, Hotwater line, Storm Sewer, Sanitary Sewer Crawlspace	\$ 1,575,808	Ongoing project - as needed.
Building interior: Attic Smoke Alarm allowence, Falling Ceiling repairs	\$ 48,999	on-going project
Special pr. #3: Gas Pipe Repair	\$ 161,590	on-going project
Special. pr#4: BLDG Stoop replacement, Hardrail at Stoon replacement Individual Stoon	\$ 196,339	On-going project: all out sourced

Stoop replacement, individual Stoop	\$ 150,339	On-going project, all out sourced.
Sidewalk Replacement: Asphalt, Paving, Mill, Private Street, Fitzgerald Ln. Mill & Repave, Valley Dr. Tennis Court (3 courts recoat), Parking lots Mill & Repave, Parking Lot Signs	\$ 65,039	Work on RFP and plan for Spring/Summer 2026
Gates, Fences, Retaining Walls: Mulch/other Landscaping repairs, Playground's maintenance, Park Banches, Timber Retaining Walls, Brick Retaining Walls, Brick Retaining Walls Tuckpointing, Fire Hydrants replacement	\$ 116,329	Need to replace 3-4 hydrants in spring 2026
BLDG Masonry Tuckpointing: Sandbrick, Brick Tuckpointing	\$ 264,000	On-going project. Ask Scott m.
HVAC:Boiler Room Pump & Water Heater replacement	\$ 56,480	Plan for 20 water heater replacements per year.
Swimming Pools: Pool Furniture, exterior Cement & Plaster resurfacing, Sand Filters for main and wadding pools, Pool Pump and other equipment, replacing old Diving Stand, replacement of Coping Stone, Caulk, Waterline Tiles, pool Light Fixture Covers, pool Parking Lot Fixtures, exterior Door Frames for oool building	\$ 28,180	Just finished white coating approx. 5 years ago. No other plans for work. Talk to Rec committee about the pool furniture or re-strapping Railings need to be installed at Pool C
Electric Switchgear: electric meter panels, boiler room panels	\$ 9,901	On-going project for boiler room panels and laundry room panel replacements.

Committee Requests

- Activities
- Landscaping
- Recreation
- TLUC

Proposed Parkfairfax Activities Committee Draft Budget

Submitted: December 5, 2025

Description of Event		FY 2026/27
1	Summer Concerts 6pm-8pm - June, July and August	\$4,000
2	End of Season Doggie Dip (Lyons Lane Pool) - September	\$125
3	Fall Yard Sale - September/October	\$110
4	Halloween Trunk R Treat (Parents Group) - October - Sponsored by the Activities Committee	\$150
5	Wine and Cheese Social (Party Room) including possible musician - November	\$1,150
6	Holiday Event (on the Island) 1st Sunday in December	\$800
7	Spring Event - Chili Cookoff, Pub Crawl or Happy Hour	\$600
8	Home and Garden Tour - June	\$800
9	Face Painting and Sno Cones (Martha Custis Pool) - To coincide with Pool Openings	\$700
Total		\$8,435

Parkfairfax Condominium FY 27 Budget Considerations (June 2026 – May 2027) from the Landscape Committee

Committee Initiatives

The Landscape Committee is committed to maintaining and enhancing the beauty, health, and long-term sustainability of our community's outdoor spaces while helping communicate initiatives to residents. Budget suggestions for volunteer programs include:

ADOPT-A-TREE SUPPLIES - \$50

With expected tree planting to take place this spring, we would like to continue our program for Adopt-a-tree, we would like to budget for tree tags, stakes and water bags.

LEAVE THE LEAVES SUPPLIES - \$50

With Lancaster Landscapes joining us in January, we would like to continue this initiative with signage for the "leave the leaves" areas with a communications campaign for residents.

GARDENS IN THE PARK SUPPLIES - \$500

Continuing our long-standing Gardens in the Park events, this would offset supplies for outreach and programs. Including year round education programs for the community, in the form of presentations and townhalls.

MOSQUITO BUCKETS OF DOOM - \$100

Building on the success of mosquito buckets (you can read more about what they are [here](#)) at the Parkfairfax pools, we'd like to continue the initiative and also set up a communications campaign.

Thoughts and Considerations for Next Fiscal Year

As we formulate the next budget, consider focusing on improving common-area aesthetics, continued invasive-species management, stormwater-friendly landscaping practices, and the introduction of native plants to promote biodiversity and reduce environmental impact. In addition, we would like to continue to work with management in addressing aging plantings, and investing in proactive maintenance that reduces long-term costs.

LANDSCAPE CONTRACTOR - \$409,800 (est. for next FY)

The contract with Lancaster Landscapes is on a calendar year, while our fiscal year is not, in FY26 - there will be a budget shortfall in the Contractor line item due to the contractor changing as of January 1, 2026. The line item for the Landscape Contract needs to be adjusted to include the contracted spend of: \$381,000 (to be locked in for

Landscape Budget Considerations

Page 2

two years) and includes 12 “Tree Days” that are anticipated at \$2,400 per day (discounted for bulk days).

We look forward to working with Management on revitalizing high-visibility areas with updated plantings, expanding seasonal color for year-round curb appeal. The committee also looks forward to working together on targeted improvements to turf health, soil quality, and irrigation efficiency to reduce water usage and ongoing maintenance needs through more organic practices like Compost-tea and the healthy bugs programs.

ITEMS IN BUDGET

funding levels should remain the same or may need to be increased

NATIVE PLANT LANDSCAPE DESIGN & INSTALL

Working with Management to revitalize high-visibility areas and improve stormwater management with updated plantings, we have paid for designs for enhancing two high-visibility and one stormwater management project. We would like to see at least one of these implemented each spring and fall (at least two installations per year).

OTHER LANDSCAPING ENHANCEMENTS

There are several areas which need attention and enhancement moving forward. These common areas, which are getting even more use for community events and programming, set the stage for our community to put its best foot forward for prospective residents and City leaders. Focal points, areas near the Management Office, Charles Barrett Island, and additional seating and plantings for Washington Island are among those on the short list.

LANDSCAPING CONSULTANTS

We would like to continue to work with Management and Landscape Consultants of their choosing on upcoming projects and programs to ensure the cohesiveness of the landscape planning and execution.

STORMWATER REMEDIATION PROJECTS

As we are an over 85 year old property, many of the issues we face are due to the uniqueness of the topography. With climate change impacting us in all areas, we are suggesting a comprehensive plan for stormwater issues, by forming a “punch list” of areas that need to be addressed:

- Hardpiping downspouts (started several years ago, but not completed)
- Review of drain schematics
- Review of Buildium and other requests due to ponding and water intrusion

INVASIVE REMOVAL AND REMEDIATION

With continued funding, we’d like to work with Management to continue to remove invasive plants and remediate the areas of disturbance. Invasive vines are strangling many of our trees and in many cases have climbed all the way up into the tree canopy. If these invasive plants are not removed, the trees will die (at an estimation, based on previous budgets ~ \$10k/tree for removal alone). Invasive bushes and plants are taking

Landscape Budget Considerations

Page 3

over the understory of many of our wooded areas and are killing off native species, which harms the ecosystem sustaining our wooded areas and which makes them inhospitable to wildlife.

In FY 24 and FY 25, with the help of a contractor, we began on the removal of all Tree of Heaven in Parkfairfax. Tree of Heaven, of which we have many mature specimens throughout Parkfairfax, attracts Spotted Lantern Fly, an invasive insect species that is known to destroy a wide variety of native and ornamental trees through its feeding practices and secretions (known to attract mold that harms the trees). This project requires a multi-year, multi-step approach for full remediation. This job is too large for a group of volunteers or staff, even if they are dedicated to this full time.

We'd like to investigate other areas and ways of taking care of highly invaded woodlands and other invasives. Thoughts on initiatives include:

- [sheep/goat grazing](#) as a tool for remediation (est. \$500-\$3000) per area,
- increasing the use of our current contractor and
- working with our new landscaping contractor.

TREE PRUNING/REMOVAL/MAINTENANCE

Trees are one of the highest value amenities in our community. Last fiscal year, we contracted with Davey Tree for a survey of the over 3,400 trees in Parkfairfax. The survey was extensive and for FY26 over 60 trees of critical concern were pruned, removed or given rejuvenation treatments. Over 300 trees are targeted as Priority 2 (defined as important but not as critical).

As is the norm, while handling the critical trees identified, other trees needed to be handled due to storms, roofing needs and other concerns. We'd like to work with Management to come up with a plan for the 300 Priority 2 trees.

We would like to suggest an update to the Davey Tree Survey at the end of FY27 to revisit the health of our trees. For this updated Survey, we'd suggest that the wooded areas of Parkfairfax (aka the Woodlands - approximately 22 acres) be also included.

TREE/HEDGE MAINTENANCE/PLANTINGS

Unfortunately, we are continuing to remove trees at a higher rate than replacement. Several years ago, the Board adopted a tree replacement strategy: 60% of the trees removed would be replaced, with 2/3 of the replacements being overstory (hardwood) trees. This strategy was set aside for the past couple of years and trees have been removed and not replaced at a sustainable or meaningful rate. Current data includes:

- *Tree replacements in FY 2021 – 13 trees (all donated)*
- *Tree replacements in FY 2022 – 25 trees (city replaced trees – no trees purchased by Parkfairfax)*
- *Tree replacements in FY 2023 – Est. 45 trees (32 donated or via grant)*
- *Tree replacements in FY 2024 – 16 (via VA Department of Forestry grant)*
- *Tree replacements in FY 2025 – 0*
- *Tree replacements in FY 2026 - 20 (anticipated)*

Landscape Budget Considerations

Page 4

While the committee continues to work with Management to find, apply, and get matching grants to help with tree replacement (through both the State and private entities) – we hope to find additional ways to replace trees in Parkfairfax.

In addition, we would like to work with Management and others as needed (consultants, contractors, etc.) on rejuvenation prunings and/or replanting of the common element bushes in Parkfairfax. Many of our plantings have gotten leggy and are dying off without maintenance.

NEW BUDGET ITEMS

estimates included if known

PROPERTY LINE ASSESSMENT - Consideration - est. \$25,000

Several communities that border Parkfairfax and many individual homeowners have inadvertently encroached or overrun our property lines. At some point the property lines were marked with signage and communicated with both Parkfairfax and adjoining property owners. A recent example is the 2 dozen trees that were snagged along the residents on Circle Terrace's property line. The trees that were cut down were the property of Parkfairfax.

IRRIGATION REVIEW - Consideration - est. \$5,000

While our maintenance of the irrigation systems in Parkfairfax is taken care of by staff and our Landscape Contractor we never have had Irrigation Contractor review the irrigation in Parkfairfax. We are suggesting having the Contractor come in once every 5 years to give an inspection of the irrigation systems and make recommendations.

DROUGHT PLAN - Consideration for funds

A preliminary plan was drafted in 2019 but not adopted by the Board. We would like to reconstitute and take a hard look at how best to implement a plan in both yearly and long term steps.

Recreation Committee Budget FY2026

Keeping Pool C open later during the Summer Concert series & Movie Night (primarily for bathroom access; requires a lifeguard for safety purposes)	200.00
Establish 3 walking trails with mile markers starting and ending at the Island	300.00
Pickleball Socials	600.00
Pickleball Instruction	1,000.00
Water Aerobics / Exercise Class Instruction ^[1]	1,000.00
Water Aerobics / Exercise Class Equipment	250.00
Swimming Lessons ^[2]	1,000.00
Requested Budget Totals	\$ 4,350.00

^[1] The Committee suggests that the residents pay a nominal fee per class to defray the cost to the Association.

^[2] The Committee suggests that the residents pay a nominal fee per lesson to defray the cost to the Association.

Recreation Committee Recommendations for Operating Budget Allocation

Pool Contract ^[1]

Pool A	65,700.00
Pool B	44,000.00
Pool C	44,000.00
Keeping Pool A open two full weeks in September ^[2]	8,730.00
Keeping Pools B & C open two weekends in September	7,320.00

^[1] These numbers are from last year's pool season and will need to be adjusted.

^[2] The Recreation Committee encourages the Board to consider and decide to extend the pool season sooner rather than later, as we have learned that delay drives the cost up.

Pool Contract Estimated Total **\$ 169,750.00**

Pool Maintenance & Repair

	<i>per unit cost</i>	<i>units</i>	<i>sub-total</i>
Install full-length mirrors in all pool bathrooms	50	6	300.00
Reverse the hinges to the bathroom stalls at Pool A (so you don't have to straddle the toilet to get the door closed)	0	0	-
Replace door knobs to the women's bathroom door at Pool A and both bathroom doors at Pool B (so they cannot be unlocked)	100	3	300.00
Install different locks at Pool A entrance (which would allow people to leave instead of being padlocked in)	300	2	600.00
Install stairs with handrails at Pool C (to reduce accidents on steep seating bank)		1	10,000.00
Install sun sails over the baby pool and in the corners of the Lyon Lanes side of Pool B (current umbrellas at baby pool to be moved to deck area)	150	7	1,050.00
Install umbrellas at Pool A (either using heavy weight base umbrellas (like at the baby pool), using planters as stands, or some combination of both)	700	7	4,900.00
Install bike racks outside Pools A & B (C already has one)	400	2	800.00
Add tables, chairs, umbrellas (all pools)	500	9	4,500.00
Utilize pool vacuums ^[3] (may require input from pool contractor for selection)	2,000	3	6,000.00

^[3] In previous pool seasons, one pool vacuum has been rotated among the three pools. It has a broken cord, which Alonzo has identified as a safety hazard and that requires two lifeguards to operate (one to hold the cord and one to vacuum). It's also unclear as to whether Parkfairfax or High Sierra owns it. The Committee recommends that management investigate this issue and that the pool RFP include advice from the pool management company to ensure that we have the correct equipment to keep all pools cleaned on the same day (and hopefully thus reducing lifeguard hours).

Pool Maintenance & Repair Estimated Total **\$ 28,450.00**

Tennis & Pickleball Maintenance & Repair

Install heavy-duty self-closing door springs at all courts	50	5	250.00
Repair/replace backboard at Martha Custis courts	1,000	1	1,000.00

Tennis & Pickleball Maintenance & Repair Estimated Total **\$ 1,250.00**

Gym Maintenance & Repair (Phase 1) ^[4]

	<i>per unit cost</i>	<i>units</i>	<i>sub-total</i>
Treadmills (if the belts cannot be fixed then the whole machine will need to be replaced, which is what we've estimated)	5,800	2	11,600.00
Recumbent Bikes (2 recumbent bikes are broken)	3,000	2	6,000.00
Cable Machine (probably \$5,000-10,000)	8,000	1	8,000.00
Dumbbell rack and dumbbells	4,000	1	4,000.00
Fitness Bench	500	1	500.00

^[4] The Recreation Committee has listed items above which needs to be fixed or replaced with urgency because they are broken and/or unsafe. After the immediate issues are addressed, we should repair or replace most equipment, starting with the cardio machines. These decisions will/may be further informed by a gym survey and/or in consultation with Heartline.

Gym Maintenance & Repair Estimated Total **\$ 30,100.00**

Katie Kight

From: Bob <bob2@comcast.net>
Sent: Saturday, December 6, 2025 9:18 AM
To: Dana Cross; Katie Kight
Subject: FY27 TLUC Budget Input
Attachments: Parkfairfax Safety Assessment - Report of Findings; Parkfairfax Survey & Lighting Assessment_07.09.2021.pdf; Safety Assessment Combined Wards final priority sorted.xlsx

Katie / Dana,

Here's my FY27 TLUC budget input.

1. I am requesting an annual operating budget of \$200 to cover expenses related to special events such as townhalls and hosting outside visitors.
2. I am resubmitting my request for funding safety improvements based on the **2022 Safety Assessment** conducted by TLUC and community volunteers. This funding should be considered maintaining our property in a state of good repair, and not a TLUC expenditure.
 - a. The Safety Assessment identified 288 discrepancies, of which 69 were considered high priority, 136 medium and 83 low. Assuming an average cost of \$500-\$1000 each to remediate over a phased three year program, VERY ROUGH guesstimates are:
 1. High – year 1 \$34.5K-\$69K
 2. Med – year 2 \$68K- \$136K
 3. Low - year 3 41.5K – 83K
 - ii. Three Year Total **\$144K - \$288K**
 - b. Note discrepancies range from raised sidewalk sections (trip hazard) to deteriorated concrete to lack of handrails in accordance with Virginia code. Above estimates are NOT based upon an RFP nor subject matter expertise nor do they take into account piecemeal remediation in response to resident requests (a.k.a. squeaky wheel).
3. I am also resubmitting my request for property-wide **lighting improvement**. A 2021 survey, conducted by an outside contractor, identified lighting deficiencies in most of our 36 Parkfairfax-controlled parking areas. Inadequate lighting on common element steps and walkways was not addressed in the survey. While a few lights were subsequently installed based on resident requests, it is estimated VERY ROUGHLY that **at least \$150K** will need to be invested for a comprehensive property-wide upgrade. Again, this estimate is NOT based upon an RFP, nor subject matter expertise. This funding should be considered critical to enhancing nighttime safety, and not a TLUC expenditure

Thanks very much.

Best regards,

Bob

Bob Gronenberg

PARKFAIRFAX SAFETY ASSESSMENT

Conducted October 2022

Summary:

The Parkfairfax Transportation and Land Use Committee (TLUC) launched an initiative to examine all buildings and common element areas in all five wards to identify and prioritize potential safety hazards. Nearly 300 issues were identified, the majority being common element exterior steps lacking handrails as well as uneven common element walkways and flagstones. TLUC members and outstanding community volunteers performed the inspections in October 2022.

The Inspectors:

Ward 1: Dave Bush (TLUC) and Anita van Breda

Ward 2: Mike Lyden

Ward 3: Bob Gronenberg (TLUC Chair) and Ruth Petzold

Ward 4: Bob Gronenberg (TLUC Chair) and Marene Loprete

Ward 5: Mary Ryan Connolly (TLUC) and Lori Hartmann (TLUC)

The Approach:

Following an organizational meeting and “dry run” walkthrough, inspectors examined every building and surrounding common element areas recording and photographing observed hazards and noting their severity. Six representative photographs are attached and photographs of specific areas of concern are available upon request.

The inspection focused exclusively on common elements, including sidewalks on Coryell, Fitzgerald, Holmes and Lyons Lanes and the 3100 block of Ravensworth Place, along with common walkways and steps from the sidewalks to buildings.

The team examined all steps leading to multiple units, laundry rooms and other common element areas and did NOT report steps (stoops) leading to individual units. Residents may request consideration of handrail installation for their individual unit through Buildium.

The inspection focused on primary access walkways while generally not examining secondary undocumented “shortcut” paths that have evolved behind some buildings.

The inspection did not evaluate traffic safety or pedestrian crossings.

While there was considerable subjectivity in the inspection process, the Virginia code for new construction, which requires handrails for 3 or more “risers” was a basic guideline followed. The team considered a single handrail to suffice.

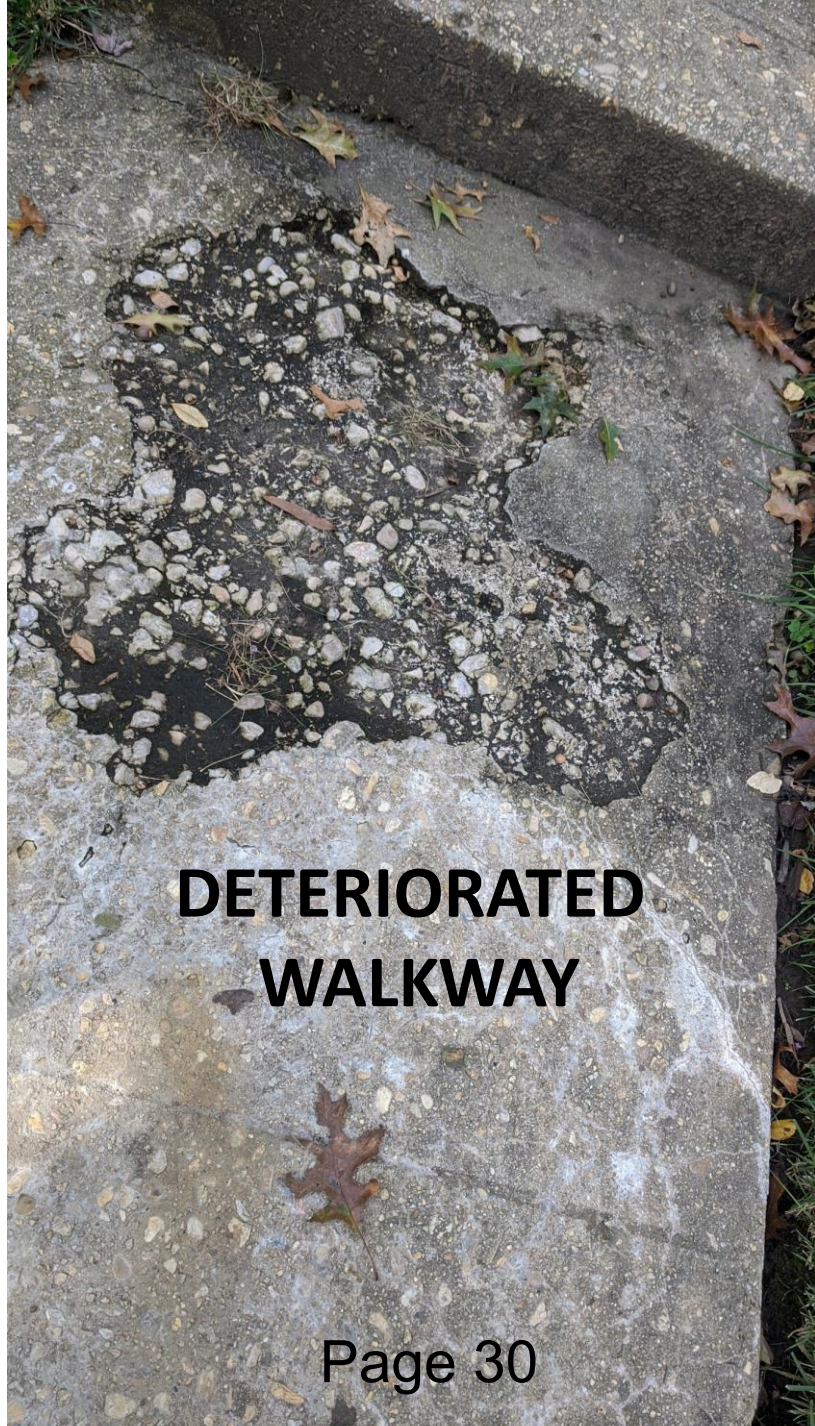
The inspections were conducted during daylight hours and favorable weather conditions. The additional hazards of inadequate lighting and slippery surfaces in many areas, while recognized, are not addressed herein.

As noted above, different volunteers examined different wards, and therefore the criteria applied and prioritization may not be 100% consistent. It is, however, believed that the findings are largely accurate and, when addressed, will substantially enhance safety for Parkfairfax residents and visitors.

Next Steps:

As Parkfairfax prepares a multi-year budget, the TLUC recommends a phased approach to correcting the discrepancies noted in this report. Attached are two spreadsheets documenting the findings, one sorted by ward and the other sorted by priority. As noted above, the priorities were assigned by the individual volunteer inspectors and opinions may differ. A professional review is recommended prior to developing a work package for remedial action.

Prepared by Bob Gronenberg, TLUC Chair, 21 December 2022



A photograph of a dark asphalt walkway with a significant horizontal crack and uneven surface. Yellow and brown leaves are scattered across the pavement. In the background, a white house and a dark car are partially visible under bright sunlight.

**UNEVEN
WALKWAY**

A photograph of a set of concrete steps leading up a grassy slope. The steps are uneven and lack a railing. To the left is a dense green hedge, and to the right is a brick house with a window. The steps are covered with some fallen leaves.

**TRICK
STEPS
(no railing)**

A photograph of a flagstone path where a large stone has cracked and shifted, creating a hazardous gap. The path is surrounded by green grass and some fallen leaves.

**BROKEN
FLAGSTONE**

Ward Location (bldg /address)		Concern	Priority
1	539 – 1416 – 1422 MC	two five step step sets leading to two front units	High
1	535/533 Lyons	Assn built steps to playground – need 1 rail	High
1	513 – 1216 MC through 1226	1216/18 three long riser step; 1222/1226 four long riser step	High
1	527 MC	sidewalk cul-de-sac not level	High
1	608 Valley	four riser set in front leading to bldg	High
2	907 - 1635 Fitzgerald Ln	Flagstone patio is not level	High
2	906 - 1631 Fitzgerald Ln	Uneven stone pathway	High
2	908 - 3748/3750 Gunston Rd	Missing handrail on six step rise, Uneven mixed material (wood and concrete)	High
2	921 (corner of Fitzgerald & M	Lose gravel path with tripping hazard stones	High
2	917 Laundry Room	Sloped steps	High
2	916 (corner of Fitzgerald & G	Lose gravel path with tripping hazard stones	High
2	912 - 1605/7 Fitzgerald Ln	Missing handrail on 3 step rise	High
2	912 - 1613/5 Fitzgerald Ln	Missing handrail on 3 step rise	High
2	923 - 3501 Martha Custis	Uneven flagstone path	High
2	925 - 3463 Martha Custis	Broken sidewalk	High
2	929 - 3427/9 Martha Custis	3 steps w/o handrail, badly sloped	High
2	308 - 3424 Martha Custis	Missing handrail on 5 steps, broken and uneven	High
2	310 - 3438 Martha Custis	Uneven sidewalk	High
2	307 - 3558 Martha Custis	Missing handrail on 5 steps	High
2	944 - 1613 valley	Uneven steps	High
3	713 3540	Uneven sidewalk	High
3	719 3500	Railing needed	High
3	721-723	Railing needed	High
3	729	Railing needed	High
3	729	Railing needed	High
3	730	Uneven sidewalk	High
3	101	Railing needed	High
3	101-103	Railing needed	High
3	109-106	Railing needed	High
3	106-108	Railing needed	High
3	730	Uneven sidewalk	High
3	726	Uneven sidewalk	High
3	724	Uneven sidewalk	High

3	710-708	Railing needed	High
3	704	Railing needed	High
3	702	Railing needed	High
3	705-707	Railing needed and asphalt restore	High
4	213 & 217 steps to Quaker	Crumbling concrete	High
4	223 3274 MC	Raised sidewalk	High
4	223 3284 MC	Cul de sac sidewalk	High
4	218 3103 Rav	Raised sidewalk	High
4	216 Laundry	Railings needed	High
4	818 Laundry	Railings needed	High
5	935 1631 Mt Eagle Pl	9 steps, no railing	High
5	935 1621 Mt Eagle Pl	7 steps, no railing	High
5	937 laundry room Mt Eagle F	7 steps, no railing	High
5	941 1577 Mt Eagle Pl	no handrail (see 1575, has one on the wall)	High
5	945 1559 Mt Eagle Pl	4 steps, no railing	High
5	945 1549 Mt Eagle Pl	7 steps, no railing, cracked cement (3 pictures?)	High
5	949 1523 Mt Eagle Pl	past unit on way to 1521 (Ford Unit) 7 steps, no railing	High
5	953 1504 Mt Eagle Pl	no handrail (see 1506, has one on the wall)	High
5	965 1582 Mt Eagle Pl	no handrail on wall to unit, others have one	High
5	964 laundry room Preston Rd	7 steps, no railing	High
5	958 1711 and 1713 Preston R	4 steps, no railing	High
5	952 1665 and 1663 Preston R	3 steps, no railing, mid-building	High
5	950 1657 and 1665 Preston R	6 steps, no railing, hole under top step (2 pictures)	High
5	950 1653 and 1651 Preston R	3 steps, no railing	High
5	807 1612 to 1614 Preston Rd	6 steps, no railing	High
5	807 1630 Preston Rd	3 steps, no railing	High
5	815 1712 and 1714 Preston R	3 steps, no railing	High
5	815 1718 Preston Rd	8 steps, no railing	High
5	823 1752 Preston Rd	4 steps, no railing	High
5	823 1772 Preston Rd	toward street, curved steps, 9 steps, no railing	High
5	825 3345 Martha Custis Rd	7 steps, no railing	High
5	827 3343 Martha Custis Rd	7 steps, no railing	High
5	207 3374 3372 Martha Custis	3 steps, no railing	High
5	207 sidewalk to street Marth	7 steps, no railing, cracks at bottom step	High

5	203 1925 Quaker Lane	5 steps, no railing	High
5	201 mid building Preston	both sides need railing, 3 and 4 steps, patched and chipping sidewalk in the	High
1	543 – 3761/3763 Gunston	two riser step set between units	Medium
1	402 – 1413 – 19MC	front of bldg – sidewalk two sets with three risers (1419) and 1 with two ris	Medium
1	535 – 3737/35/33/31 Lyons	Three riser sets of steps from front sidewalk serving all units; 2 sets of inter	Medium
1	550 – 3747/3749 Gunston	Bldg has two sets of stairs leading to units from public sidewalk with 3 & 2 r	Medium
1	548 – 544 – Gunston	Cul-de-sac parking – two long riser sets from public sidewalk to sidewalk be	Medium
1	548 – 3733 Gunston	Walkway – two slabs need replacement	Medium
1	546 Gunston	three riser stair in mid-bldg.	Medium
1	542 – bldg front Gunston	four long riser steps leading to bldg	Medium
1	514 – 3624/26 Valley	three long riser step sets leading to units	Medium
1	508/510/511 Holmes	center court three long riser step sets leading up hill to upper units	Medium
1	507 Holmes	two step sets of three risers leading to bldg	Medium
1	501 – 3748 – 3750	Two sets of two riser steps leading to 3748 and from 3750	Medium
1	515 MC	three risers mid-bldg – one step each	Medium
1	523 1318/1424 MC	two sets of three on sidewalk in front of bldg	Medium
1	527 MC	three risers one set	Medium
1	604 Valley	Front stairs of three long risers leading to bldg – no railing	Medium
1	527 (out of order – added)	three riser step set between 42/44	Medium
1	544 3713 Gunston	3 riser step set	Medium
2	904 - stairs to laundry room	Missing handrail on 4 step rise	Medium
2	902 - 3762/3764 Gunston Rd	Missing handrail on 3 step rise	Medium
2	901 - 3768 Gunston Rd	Missing handrail on 4 step rise	Medium
2	901 - 3774 Gunston Rd	Missing handrail on 4 step rise	Medium
2	903 - 3575 Martha Custis	Missing handrail on 5 steps rise	Medium
2	903 - 3671/3569 Martha Cust	Missing handrail on 3 step rise	Medium
2	903 - 3565 Martha Custis	Missing handrail on 5 step rise	Medium
2	905 - 3563 Martha Custis	Missing handrail on 7 step rise	Medium
2	911 laundry room	Missing handrail on 3 and 5 step landings	Medium
2	905 - 3553 Martha Custis	Missing handrail on six step rise, Uneven mixed material (wood and concrete)	Medium
2	913 - 1645 Fitzgerald Ln	Missing handrail on six step rise, Uneven mixed material (wood and concrete)	Medium
2	913 - 1649/1651 Fitzgerald Lr	2 steps w/o handrail, uneven	Medium
2	913 - 1657/9 Fitzgerald Ln	Missing handrail on 3 step rise	Medium
2	911 - 3533 Martha Custis	Missing handrail on 8 step rise	Medium

2	919 - 1664/6 Fitzgerald Lane	Missing handrail on 3 step rise with corner	Medium
2	917 Facilities Room	Cracked step	Medium
2	917 Laundry Room	Uneven sidewalk	Medium
2	912 - 1603/5 Fitzgerald Ln	Missing handrail on 4 step rise	Medium
2	912 - 1609/11 Fitzgerald Ln	Missing handrail on 4 step rise	Medium
2	912 - 1615/7 Fitzgerald Ln	Missing handrail on 4 step rise	Medium
2	912 - 1619 Fitzgerald Ln	Missing handrail on 6 step rise	Medium
2	906 - 1621 Fitzgerald Ln	Missing handrail on 7 step rise	Medium
2	921 - 3527 Martha Custis	Missing handrail on 4 step rise	Medium
2	923 - 3519 Martha Custis	Missing handrail on 5 step rise	Medium
2	923 - 3501 Martha Custis	Missing handrail on 6 step rise	Medium
2	925 - 3445 Martha Custis	Missing handrail on 6 step rise	Medium
2	312 - 3448 Martha Custis	Uneven steps	Medium
2	314 - 3460 Martha Custis	Missing handrail on 5 step rise	Medium
2	314	Uneven sidewalk	Medium
2	317	Uneven sidewalk	Medium
2	317 - 3492/4 Martha Custis	Uneven sidewalk	Medium
2	317 - 3496/8 Martha Custis	Uneven sidewalk	Medium
2	315 - 3504 Martha Custis	Missing handrail on 7 step rise	Medium
2	315 - 3518 Martha Custis	Missing handrail on 7 step rise	Medium
2	313 - 3534 Martha Custis	Missing handrail on 7 step rise	Medium
2	309 - 3544 Martha Custis	Missing handrail on 7 step rise	Medium
2	307 Laundry Room	2 steps w/o handrail, uneven	Medium
2	305 - 3578/80 Martha Custis	Missing handrail on 3 step rise	Medium
2	303 Laundry Room	Missing handrail on 5 steps	Medium
2	303 - 3598 Martha Custis	Missing handrail on 4 steps	Medium
2	918 - 3728/30 Gunston	Missing handrail on 3 step rise	Medium
2	918 - 3720/22 Gunston	Missing handrail on 3 step rise	Medium
2	920	2 x 3 steps w/o handrail	Medium
2	922	2 x 3 steps w/o handrail	Medium
2	924	2 x 3 steps w/o handrail	Medium
2	928 laundry room	Uneven steps w/o handrail	Medium
2	928	Missing handrail on 3 step rise	Medium
2	930 - 3609/10 Gunston	Missing handrail on 3 step rise	Medium

2	930 - 3600 Gunston rd.	Missing handrail on 3 step rise	Medium
2	934	Missing handrail on 5 step rise	Medium
2	934 - 3544 Gunston	Missing handrail on 3 step rise	Medium
2	938 - 3512 Valley	Missing handrail on 5 step rise	Medium
2	942 - 1601 valley	Missing handrail on 7 step rise	Medium
2	942 - 1603 valley dr	Uneven sidewalk	Medium
3	711 steps	Railing needed	Medium
3	707-709	Uneven step	Medium
3	713-717=719	Railing needed	Medium
3	721	Railing needed	Medium
3	735	Railing needed	Medium
3	735-737	Uneven sidewalk	Medium
3	739	Railing needed	Medium
3	105	Railing needed	Medium
3	107	Railing needed	Medium
3	113	Railing needed	Medium
3	115	Railing needed	Medium
3	114	Railing needed	Medium
3	104	Railing needed	Medium
3	102	Railing needed	Medium
3	714	Railing needed	Medium
3	710	Uneven sidewalk	Medium
3	710	Gaps between slabs	Medium
3	704	Railing needed	Medium
3	704	Railing needed	Medium
3	802	Railing needed	Medium
3	801	Railing needed	Medium
4	217 3316/3314	Railings needed	Medium
4	223 3272 MC	Railings needed	Medium
4	210 3134	Flagstone repairs needed	Medium
4	206 3114	Railings needed	Medium
4	202 3106	Railings needed	Medium
4	824 3200	Railings needed	Medium
4	824 3208	Sidewalk needs repair (2 places)	Medium

4	810	3320	Railings needed	Medium
4	832	3141-3143	Flagstone repairs needed	Medium
4	832	3143	Railings needed	Medium
4	840	3232/3241	Flagstone repairs needed	Medium
4	842	Laundry	Railings needed	Medium
4	847	3251	Railings needed	Medium
4	835	1623/1625 Ri	Railings needed	Medium
4	839	1600/1601	Railings needed	Medium
4	843	1622/1624	Railings needed	Medium
5	931	1647 Mt Eagle Pl	cracked step (one)	Medium
5	931	1643 Mt Eagle Pl	raised sidewalk, tripping hazard, handicapped resident	Medium
5	937	1613 and 1611 Mt Eagle	raised sidewalk, tripping hazard (2 pictures)	Medium
5	943	945 Mt Eagle Pl	sidewalk to buidings - gas company raised lid, tripping hazard	Medium
5	941	behind boiler room Mt Ea	raised sidewalk, no railing	Medium
5	943	1565 Mt Eagle Pl	raised sidewalk, tripping hazard	Medium
5	949	1531 Mt Eagle Pl	raised sidewalk leading to unit, tripping hazard	Medium
5	951	laundry room path Mt Ea	raised sidewalk, tripping hazard	Medium
5	957	1526 Mt Eagle Pl	raised sidewalk, tripping hazard	Medium
5	959	1532 Mt Eagle Pl	patched sidewalk, crumbling, tripping hazard	Medium
5	959	1544 Mt Eagle Pl	raised sidewalk, tripping hazard	Medium
5	961	1548 Mt Eagle Pl	raised sidewalk, tripping hazard	Medium
5	961	1556 Mt Eagle Pl	going down to end unit, large raised sidewalk, cracked and crumbling, tripp	Medium
5	971	969 Mt Eagle Pl	curved stairway mid-bldg (close to 1618) crumbling patches	Medium
5	972	laundry room Mt Eagle P	steps going into laundry room, cracked	Medium
5	970	1656 Mt Eagle Pl	cracked sidewalk, raised, tripping hazard (2 pictures)	Medium
5	962	1741 Preston Rd	cracked sidewalk, raised, tripping hazard, large hole at intersection of bldgs	Medium
5	954	1671 Preston Rd	steps up to 1673, patch crumbling, raised edge, tripping hazard	Medium
5	954	from street Preston Rd	raised sidewalk, tripping hazard	Medium
5	809	inlet Preston Rd	sidewalk from street to 809, raised cracks in sidewalk	Medium
5	809	to laundry room Preston	steps crumbling	Medium
5	827	3331 Martha Custis Rd	raised sidewalk going up stairs to unit, tripping hazard	Medium
5	827	3325 Martha Custis Rd	before stairs, large raised crack, tripping hazard	Medium
5	207	3386 Martha Custis Rd	two areas - raised sidewalk, tripping hazard (2 pictures)	Medium
5	207	parallel to Quaker Marth	cracked, raised sidewalk toward bldg 207	Medium

5	203 laundry room Quaker Lar sidewalk has large hole		Medium
1	502 3740 Valley	One three step riser at 3740	Medium
1	545 – 3704/3706 Gunston	two riser step set between units	Low
1	405 – 1455 MC	One step set in sidewalk in front – two samples	Low
1	529 – 1402 – 1404 MC	two riser steps between these units	Low
1	531 – MC	Three sets of two risers each serving all units	Low
1	528 3627 Gunston	One long riser set of steps leading to 2 units – each step three slabs long	Low
1	520 – 3616/18 Valley	steps leading to two units – two slab risers	Low
1	520 – 3618/20 Valley	two long riser step sets leading to units from street sidewalk; 3624/26 mid	Low
1	504 Holmes	two step sets of two risers leading to bldg	Low
1	503 – 1200 MC	two risers leading to bldg	Low
1	602 1000 Valley	one riser step – pic shows trip hazard at riser	Low
2	902 - 3764/3766 Gunston Rd	2 steps w/o handrail	Low
2	907 - 1643 Fitzgerald Ln	2 steps w/o handrail	Low
2	911 - 3537 Martha Custis	2 steps w/o handrail	Low
2	915 - 1628 Fitzgerald Ln	2 steps w/o handrail	Low
2	921 - 3531 Martha Custis	2 steps w/o handrail	Low
2	304 & 306	2 steps w/o handrail	Low
2	308 laundry room	2 steps w/o handrail	Low
2	316 - 3478 Martha Custis	1 step w/o handrail	Low
2	316 - 3842 Martha Custis	1 step w/o handrail	Low
2	307 - 3570 Martha Custis	2 steps w/o handrail	Low
2	305 - 3576/8 Martha Custis	2 steps w/o handrail	Low
2	926	2 steps w/o handrail	Low
2	938 - 3512 Valley	2 steps w/o handrail	Low
3	727-731	Broken sidewalk	Low
3	727	Railing needed	Low
3	733	Broken sidewalk	Low
3	735	Railing needed	Low
3	107	Railing needed	Low
3	716	Railing needed	Low
4	211 1923 & 1913 Quaker	Railings needed	Low
4	216 3106/3104 Rav	Railings needed	Low
4	208 3126	Railings needed	Low

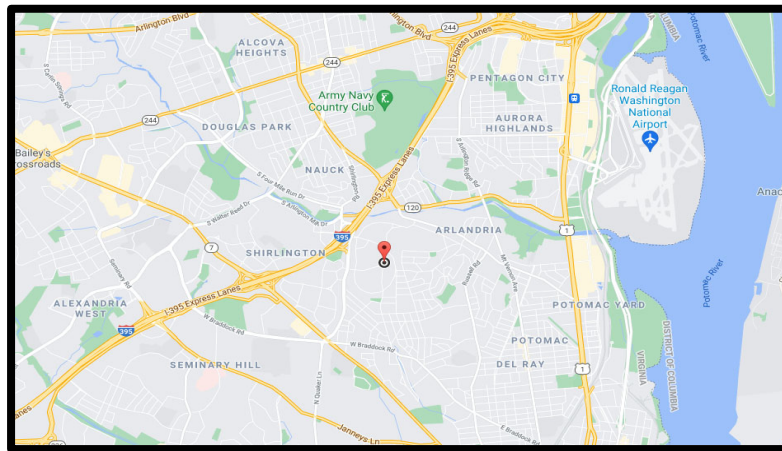
4	208	Laundry	Railings needed	Low
4	816	3252	Railings needed	Low
4	820	3234	Flagstone repairs needed	Low
4	834/836		Flagstone repairs needed	Low
4	848	3159/3161	Railings needed	Low
4	808	3326/3328	Railings needed	Low
4	808	3338/3340	Railings needed	Low
5	933	1635 Mt Eagle Pl	sidewalk has large cracks (2 pictures)	Low
5	939	1605 Mt Eagle Pl	cracked sidewalk	Low
5		Building sign Mt Eagle Pl	Building sign unreadable because its behind a large hedge, move to front of	Low
5	945	1551 Mt Eagle Pl	cracked sidewalk	Low
5	951	1517 Mt Eagle Pl	large crack in sidewalk	Low
5	957	1522 Mt Eagle Pl	cracked sidewalk, going down to lower end unit	Low
5	963	1562 Mt Eagle Pl	large crack in steps going down to end unit	Low
5	963	1570 Mt Eagle Pl	cracked sidewalk outside front door	Low
5	965	1578 and 1580 Mt Eagle	cracked sidewalk	Low
5	967	1600 Mt Eagle Pl	cracked sidewalk	Low
5	965 and 967	Mt Eagle Pl	steps between buildings, going to laundry room, cracked sidewalk	Low
5	967	1606 and 1608 Mt Eagle	crack at bottom of steps	Low
5	967	1614 Mt Eagle Pl	cracked sidewalk	Low
5	969	1618 Mt Eagle Pl	cracked sidewalk (2 pictures)	Low
5	971	1626 Mt Eagle Pl	patched sidewalk, crumbling	Low
5	972	1640 Mt Eagle Pl	erosion under sidewalk	Low
5	966	3411 Martha Custis Rd	cracked sidewalk	Low
5	966	3403 Martha Custis Rd	cracked sidewalk	Low
5	964	1759 and 1757 Preston R	raised sidewalk, tripping hazard and ice pools in winter	Low
5	962	sidewalk Preston Rd	cracked sidewalk going towards building	Low
5	962	960 1735 Preston Rd	cracked sidewalk	Low
5	960	walkway to bldg Preston	crack in sidewalk before 1719	Low
5	804	3311 Coryell Ln	cracked sidewalk	Low
5	804	3309 Coryell Ln	curb - large gaps/holes	Low
5	804	3303 Coryell Ln	curb crumbling, large gaps (2 places, also near 3301)	Low
5	804	3301 Coryell Ln	holes in slate pathway and going to 3344	Low
5	806	3302 Coryell Ln	curb cracked in 2 places	Low

5	806 3312 Coryell Ln	cracked sidewalk	Low
5	806 805 Coryell Ln	going to pool, cracked sidewalk	Low
5	805 3324 Coryell Ln	cracked sidewalk	Low
5	807 1614 Preston Rd	large gap in sidewalk	Low
5	807 1618 Preston Rd	large gap in sidewalk	Low
5	807 1628 Preston Rd	patched sidewalk, crumbling, large gap going to 1630	Low
5	813 1662 Preston Rd	sidewalk to inlet, large gap in sidewalk	Low
5	823 1754 Preston Rd	gaps in flagstone walkway	Low
5	823 1762 Preston Rd	patched sidewalk, crumbling	Low
5	827 3337 Martha Custis Rd	by 2 steps, cracked sidewalk	Low
5	205 3390 Martha Custis Rd	large areas without grout in flagstone pathway (the sidewalk, not the owner's)	Low
5	207 3384 Martha Custis Rd	large holes in sidewalk (2 pictures)	Low
5	209 parking inlet Martha Custis Rd	near 3352, cracked sidewalk	Low
5	205 parking inlet Martha Custis Rd	holes in sidewalk	Low
5	203 1929 Quaker Lane	cracked sidewalk going to unit	Low
1	529 MC	two riser step mid-bldg	Low
1	511 Holmes	one step riser from sidewalk to laundry	Low

SITE SURVEY & LIGHTING ASSESSMENT



Parkfairfax Condominium - Alexandria, VA



**3360 Gunston Road
Alexandria, VA 22302**

Inspection Date: 05.11.2021

Report Date: 07.09.2021

**On-Site Lighting
& Survey, LLC**

1111 Highway 25 North, Suite 201 . Buffalo, MN 55313 . Phone # 763-684-1548 . www.onsitelighting.com

Table of Contents

Summary 1

Wall Pack Replacement 2

Flood Replacement 3

Deco Post Top Option 4-5

Bollard Option 6-7

Site Map 8

Photometric Readings/Night Photos 9-21



SUMMARY

During our visit to Parkfairfax on May 11th, 2021, we confirmed that the parking lots and surrounding walkways have very low light levels. Besides just switching out your existing fixtures into more powerful and resourceful LED fixtures, there are a few different options that we can explore.

Option 1) Add more floods to the existing buildings to provide more light to wherever you want your needs may be.

Option 2) Add more of the decorative post top fixtures that would be similar to the existing ones that are by the pools.

Option 3) Add some decorative bollards throughout to light up those dark walkways. There are also solar bollards that could be an option we could explore if that's something that interests you.

***All of these options would be dependent on how accessible power will be. Labor costs for projects like this would be hard to estimate. So once we really figure out what type of project you want to pursue, then a scope of work and more accurate labor numbers can be gathered.**

Pages 2-7 are specification sheets and photos on what we recommend to replace the existing fixtures and the three options to add more fixtures.

Pages 8 will show the site map and pages 9-21 will show the footcandle levels found when we were on site. The table below is the IES Recommendations for lighting levels. Lighting zone 1 is the recommended light levels for the residential use of these areas. Comparing these recommended numbers to what we were reading, you can see that your existing light levels are much lower.

	Average Maintained Footcandles (Horizontal) (FC)	Range of Maintained Footcandles (Horizontal) (FC)	Average Maintained Footcandles (Vertical)(FC)	Range of Maintained Footcandles (Vertical) (FC)
Parking (Open) (Medium Activity)				
Lighting Zone 3 (Urban)	1.5	.75 - 3	0.8	.4 - 1.6
Lighting Zone 2 (Suburban)	1	.5 - 2	0.6	.3 - 1.2
**Lighting Zone 1 (Residential)	0.5	.25 - 1	0.4	.2 - .8

****RECOMMENDED MINIMUM LIGHT LEVELS**

Shown below, is the specification sheet for the Sylvania UltraLED Mini Wallpack.

This would be for the 50 existing wallpacks like the one shown in the photo to the right. We recommend the 15-watt wallpack that is priced at around \$55 per fixture.



www.sylvania.com/luminaires

SYLVANIA Luminaires

UltraLED™ Mini Wallpack

Application

The UltraLED Mini Wallpack luminaires are environmentally preferable LED alternatives to traditional HID luminaires, offering up to 70% in energy savings. Ideal in place of traditional luminaires, or as new installations, the Mini wall pack series is offered in several wattages/lumen packages for illuminating building exteriors, outdoor corridors, walkways, and stairwells.

Benefits and Features

- CCT Selectable (3000K, 4000K, or 5000K) enabled through switch located inside fixture
- IP65 rated body with aluminum backplate and polycarbonate lens offers easy mounting, reducing installation and maintenance costs
- High color rendering and DLC Premium listing ensure energy efficiency and provide uniform and even lighting
- Photosensor included provides additional energy savings
- Up to 130 LPW
- Selectable CCT of 3000, 4000, or 5000K
- CRI >80
- Offered in 15 and 30 watts
- Non-cutoff distribution
- Energy savings up to 70%

Electrical

- 120-277VAC
- Power Factor >90%
- THD <20%
- 0-10V dimmable

Rated Life

- 150,000 hours (L70)

Warranty

- 5-year

Ambient Operating Range

- -40°F to +104°F (-40°C to +40°C)

Item #

Type

Project

Notes

Date



Wattage Comparison

Traditional Source	Traditional System Wattage	LED System Wattage	Energy Savings
23W CFL	23	15	35%
35W HPS	45	15	67%
42W CFL	46	15	67%
100W Incandescent	100	30	68%
150W Incandescent	150	30	70%

Certifications and Listings

- cULus
- RoHS
- FCC
- DLC Premium
- IP65

Installation

- Luminaire mounts to recessed outlet box or can be surface mounted



LEDLUM093R1 5-21



Shown below, is the specification sheet for the Sylvania ValueLED Slim Floodlight. This would be for the 309 existing flood fixtures like the one shown in the photo to the right. We recommend the 50-watt flood that is priced at around \$125 per fixture.



www.sylvania.com/luminaires

SYLVANIA Luminaires

ValueLED™ Slim Floodlight

Application
The Slim Floodlight luminaires are lightweight, compact and designed for landscape, flood and signage applications.

Benefits and Features

- Compact profile for discrete exterior illumination
- IP65 rated with wide flood distribution
- Adjustable 1/2" NPS knuckle arm
- Meets DLC Premium requirements to maximize rebate opportunities
- Up to 117 LPW
- 4000K and 5000K color temperature
- CRI >80
- Offered in 30 and 50 watts
- Energy savings up to 80%

Electrical

- 120-277V_{ac}
- Power Factor >90%
- THD < 20%

Rated Life

- 150,000 hours (L₇₀)

Warranty

- 5-year

Ambient Operating Range

- -40°F to +104°F (-40°C to +40°C)

Certifications and Listings

- cULus
- RoHS
- FCC
- DLC Premium

Item #

Type

Project

Notes

Date

Wattage Comparison


Traditional Source	Traditional System Wattage	LED System Wattage	Energy Savings
150W Inc	150	30	80%
50W HPS	62	30	52%
70W HPS	91	30	67%
100W HPS	120	30	67%
100W MH	130	30	69%
300W Inc	300	50	83%
150W HPS	170	50	71%
150W MH	188	50	73%
175W MH	210	50	76%

Installation

- ValueLED Slim Floodlight luminaires can be knuckle mounted with included 1/2" NPS for mounting to junction box (please see Ordering Information).

LEDLUM061 2-20

This is the NLS Classic 1 fixture that we recommend as an option to getting better light levels throughout the walkways on the property. We would need to get confirmation that power would be able to be provided before we start specifying locations for them. These are priced at \$745 per fixture, along with about \$600 per pole. The next page is a glimpse at what it would possibly look like with these installed in the walkways between buildings.




CLASSIC 1

ARCHITECTURAL LIGHTING


The Classic LED Post Top Lantern blends traditional design with modern LED and optical technology. The Classic is able to provide illumination at (70) seventy percent energy savings compared to previous technology. The Classic LED is also virtually maintenance free with the LEDs lasting up to 483,000 hours and beyond.

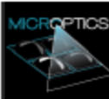
The Classic is Dark Sky Friendly and features a full cutoff optical reflector system. Micro Optics—recessed within the fixture's surface and can distribute light up to five times the mounting height, creating powerful uniformity. The Classic LED provides uniform illumination with up to four to five mounting heights. The optical system is completely concealed inside the fixture top eliminating glare. The Classic is available in 3000, 4000 and 5000 Kelvin and is available from 18-71 watts. The Classic LED Series is the perfect luminaire for traditional American neighborhoods.

The standard Classic LED comes with flat glass lens in the top of the fixture with open sides. Opal, Frosted, and Clear side lenses can be ordered as options.



*Standard Clear Top Lens





MICRO OPTIC SYSTEM

Our new cell-enclosed, Micro Optic silicone modules produce high clarity and outstanding performance.

LED WATTAGE CHART

	16L	32L
350 milliamps	18w	-
530 milliamps	28w	-
700 milliamps	36w	71w
1050 milliamps	55w	-

Project Name:

Type:


Cat #	Light Dist.	No. of LEDs	Milliamps	Kelvin	Volts	Color	Mounting	Options
Classic 1 (CLA-1)	Type 2 (T2)	16 (16L)	350 (35) <small>*16L Only</small>	3000K (30K)	120-277 (UNV)	Bronze (BRZ)	Post Top Over 2-3/8 OD (T2R)	Marine Grade Finish (MGF)
	Type 3 (T3)	32 (32L)	530 (53)	4000K (40K)		White (WHT)	Post Top Over 3 OD (T3R)	Photocell (PC)
	Type 4 (T4)	<small>*16L Only</small>	700 (7)	5000K (50K)		Silver (SVR)	Arm Mount (AM)	*Universal Voltage 120-277 Photocell + Receptacle (PCR)
	Type 5 (T5)	<small>*16L Only</small>	1050 (1)	Graphite (GPH)		Pendant Mount (Comes with 1/2" Coupling)	Receptacle + Shortening Cap (PER)	
	<small>*16L Only</small>	Grey (GRY)	1' (PM1) 2' (PM2) 3' (PM3) 4' (PM4) 5' (PM5)	NEMA 7 Pin Receptacle + Shortening Cap (7PIN)				
			Custom (CS)				Surge Protector (10K) House Side Shield (HSS) Opal Side Lens (OSL) Clear Side Lens (CSL) Frosted Side Lens (FSL) Terminal Block (TB) Toolless Entry (TE)	

154

The photo below is a similar look at what the Classic 1 fixture would look like installed in the walkways from the parking lots to between the buildings.



This is the NLS Radian Bollard that we recommend as an option to getting better light levels throughout the walkways on the property. We would need to get confirmation that power would be able to be provided before we start specifying locations for them. These are priced at approximately \$635 per bollard. The next page is a glimpse at what it would possibly look like with these installed in the walkways between buildings. Another route that could be specified would be a solar bollard. If this is something that would interest you, options can be looked into.





RADIAN BOLLARD


BOLLARD + LANDSCAPE LIGHTING

The Radian Bollard is a fusion of contemporary design and state of the art lighting technology. The performance of this bollard produces a smooth uniform light pattern at a broad angle at extremely efficient low wattages.

The Radian is available in 3000, 4000 or 5000 Kelvin temperatures to blend with any residential, retail, or pathway environment. The lens is standard clear with Paracline Optic.







STAR POWER OPTICAL SYSTEM

The Star Power reflector is an excellent system which provides great value and performance.

LED WATTAGE CHART

	16L
360 millamps	17w
630 millamps	26w
700 millamps	35w

Project Name

Type:

Cat #	Length	Shaft Dim	Light Dist.	No. of LEDs	Millamps	Kelvin	Volts	Mounting	Color	Shields	Options
Radian (RDN)	20" (2)	6" Round (6R)	Type 3 (T3)	16 (16L)	350 (35)	3000K (30K)	120-277 (UNV)	Anchor Base (AB)	Bronze (BRZ)	House Side Shield (HSS)	Photocell (PC) <small>*Universal Voltage 120-277</small>
	30" (3)		Type 5 (T5)		530 (53)	4000K (40K)	347-480 (HV)		White (WHT)		Dimming Ballast (DB)
	40" (4)				700 (7)	5000K (50K)			Silver (SVR)		Surge Protector (10K)
									Hunter Green (HGN)		Marine Grade Finish (MGF)
									Black (BLK)		Vandal Resistant Base (VRB)
									Graphite (GPH)		
									Grey (GRY)		
									Custom (CS)		

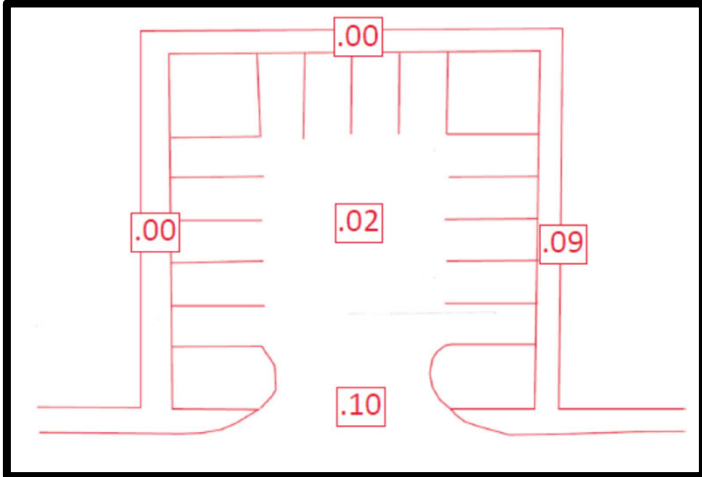
The photo below is a look at what the Radian bollard would look like installed in the walkways from the parking lots to between the buildings.



Site Map: Parkfairfax- Alexandria, VA



Parking Area # 1

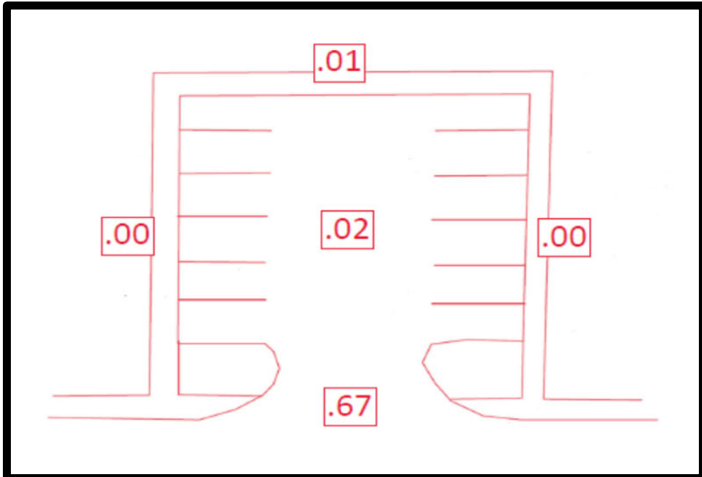


Footcandle Readings Found



Night Photo

Parking Area # 2

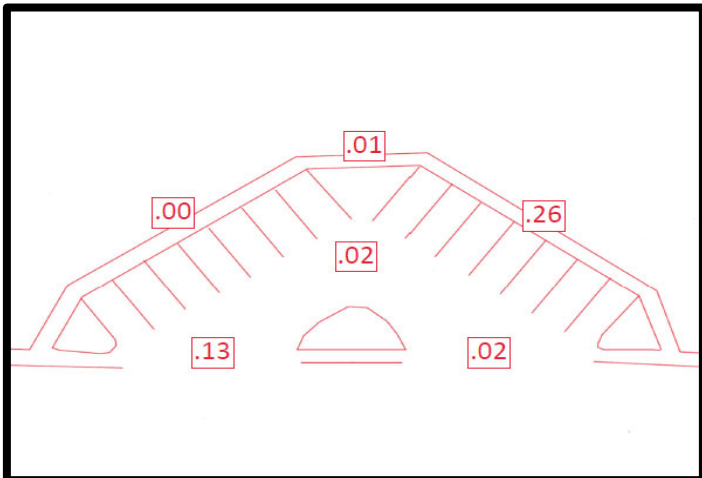


Footcandle Readings Found

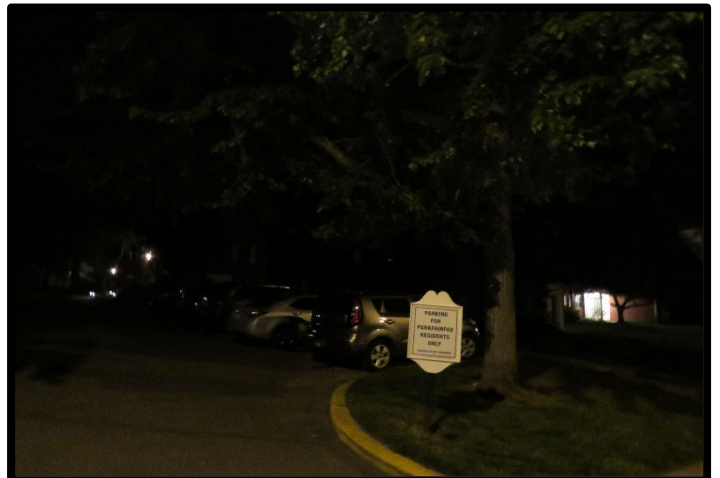


Night Photo

Parking Area # 3

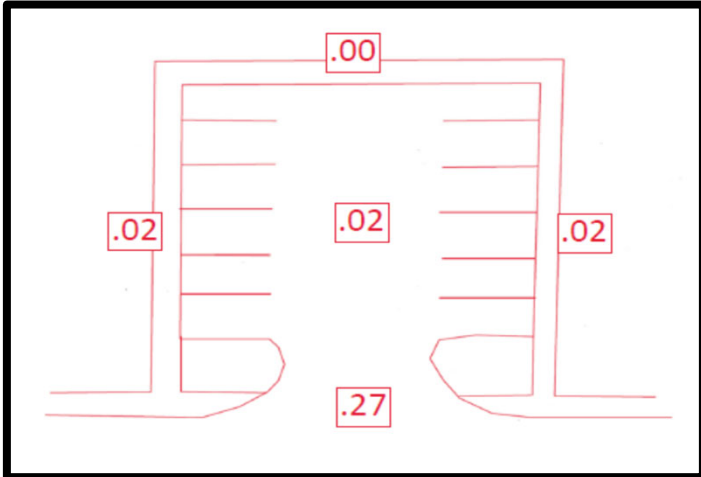


Footcandle Readings Found



Night Photo

Parking Area # 4

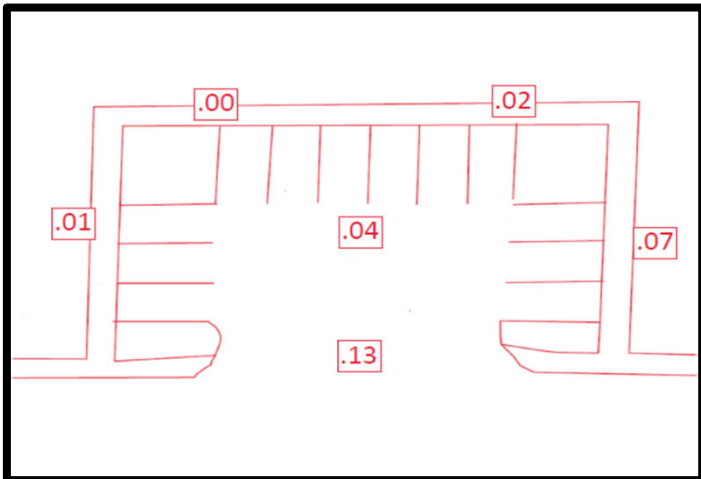


Footcandle Readings Found

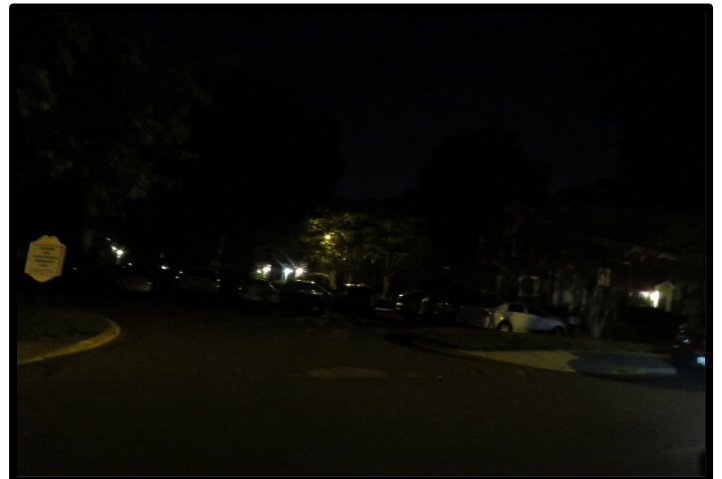


Night Photo

Parking Area # 5

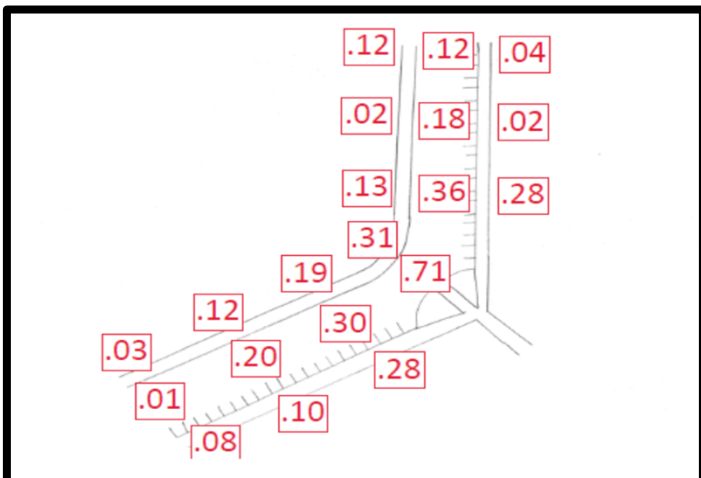


Footcandle Readings Found



Night Photo

Parking Area # 6

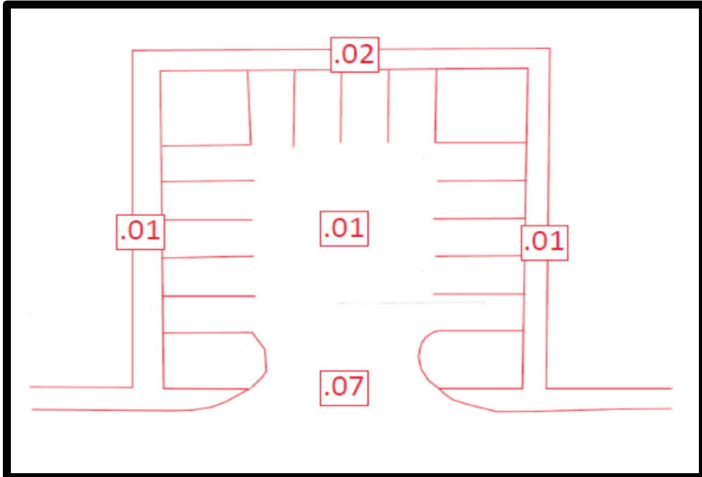


Footcandle Readings Found



Night Photo

Parking Area # 7

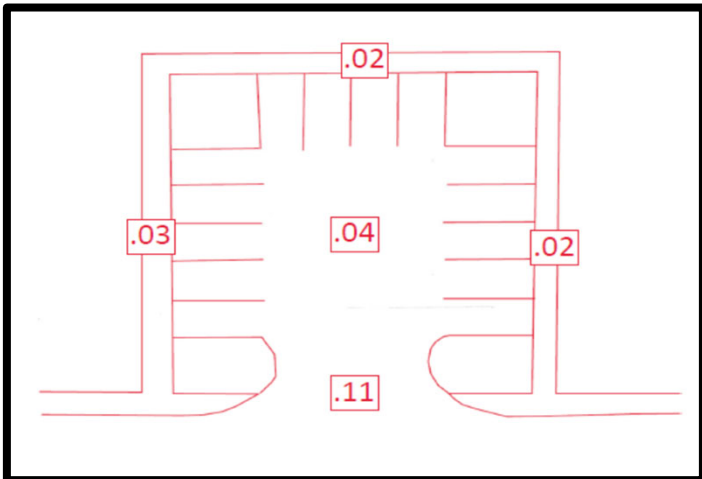


Footcandle Readings Found

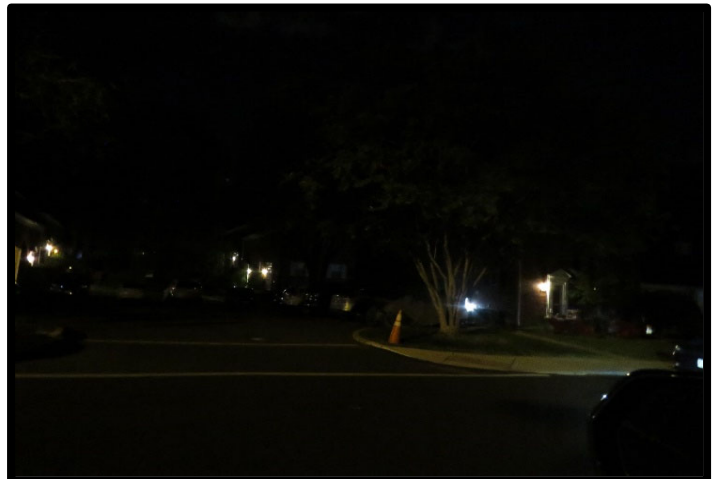


Night Photo

Parking Area # 8

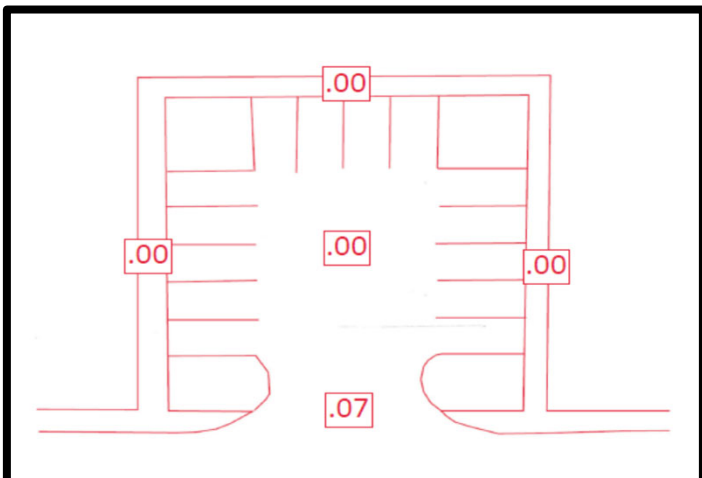


Footcandle Readings Found

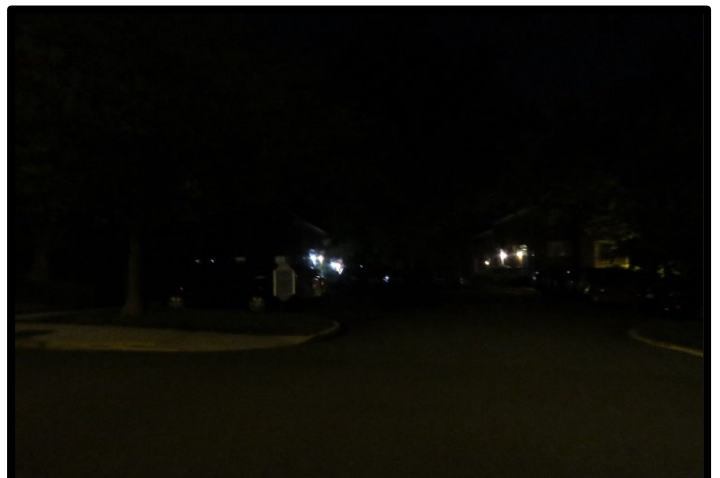


Night Photo

Parking Area # 9

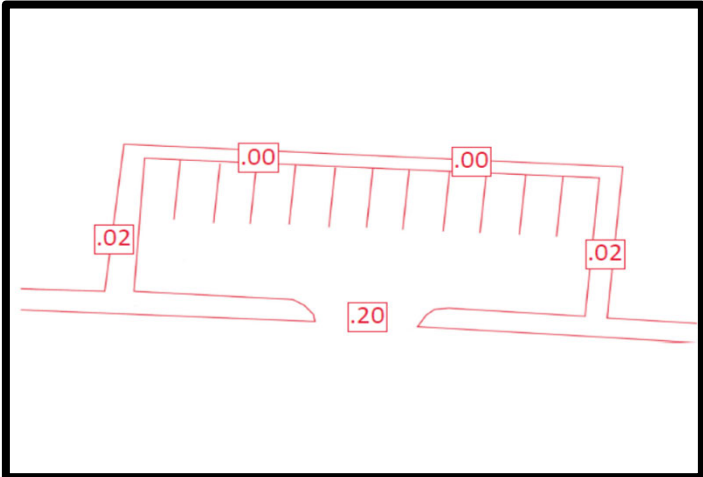


Footcandle Readings Found



Night Photo

Parking Area # 10

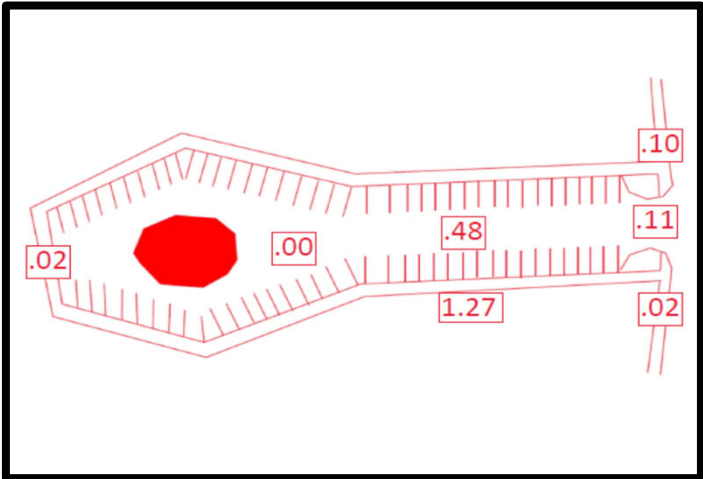


Footcandle Readings Found



Night Photo

Parking Area # 11

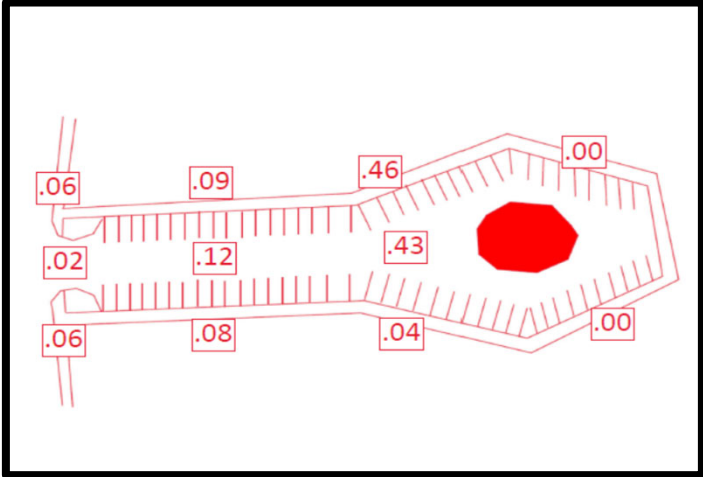


Footcandle Readings Found



Night Photo

Parking Area # 12

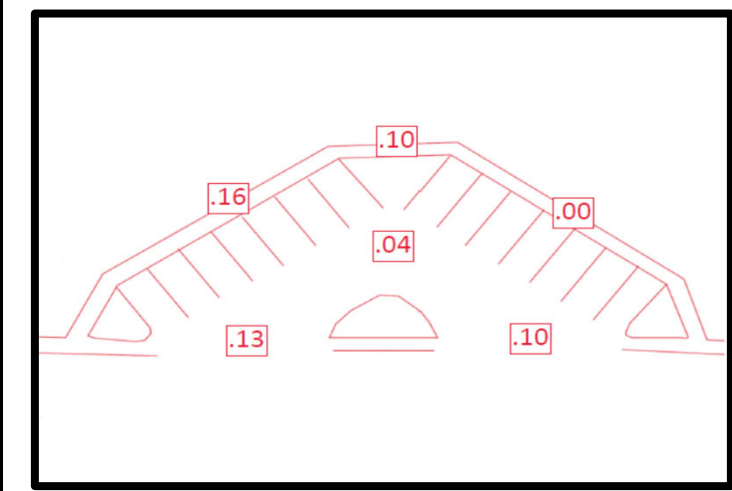


Footcandle Readings Found

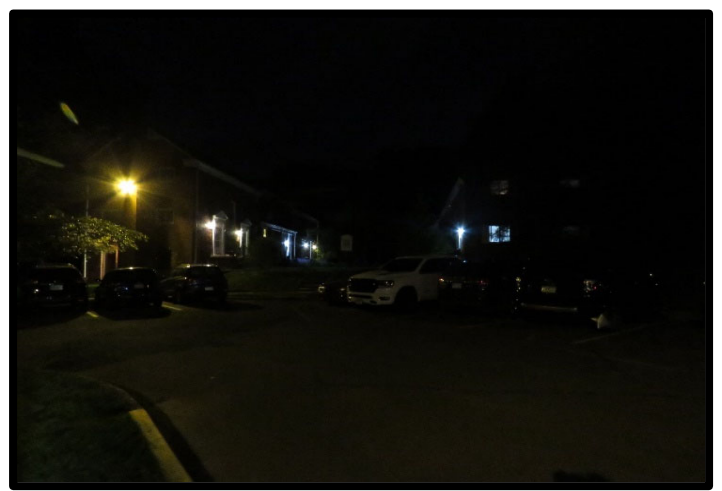


Night Photo

Parking Area # 13

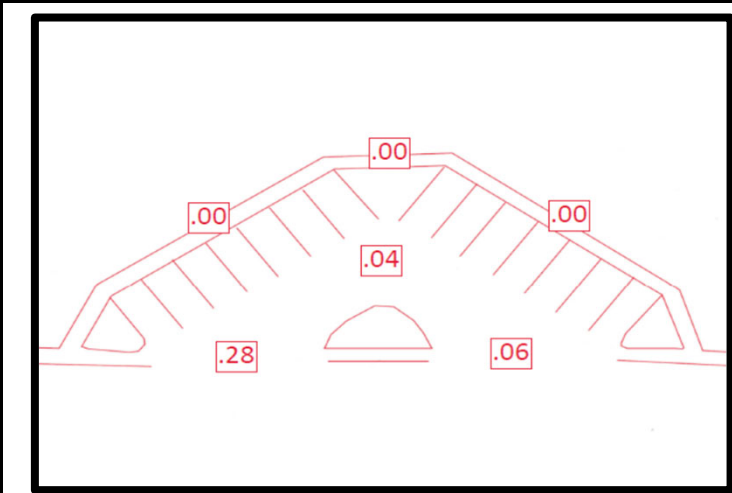


Footcandle Readings Found	
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100	1.0



Night Photo

Parking Area # 14

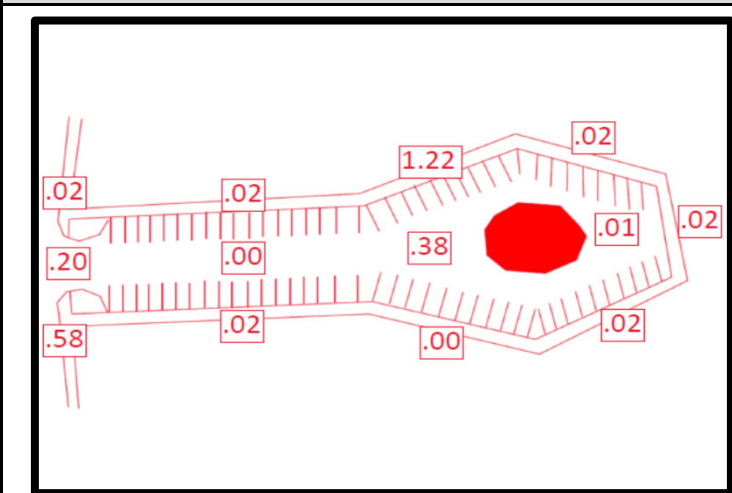


Footcandle Readings Found



Night Photo

Parking Area # 15

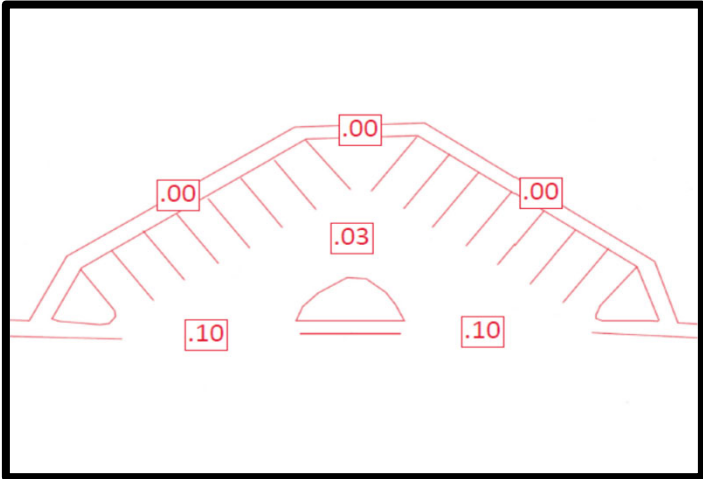


Footcandle Readings Found



Night Photo

Parking Area # 16

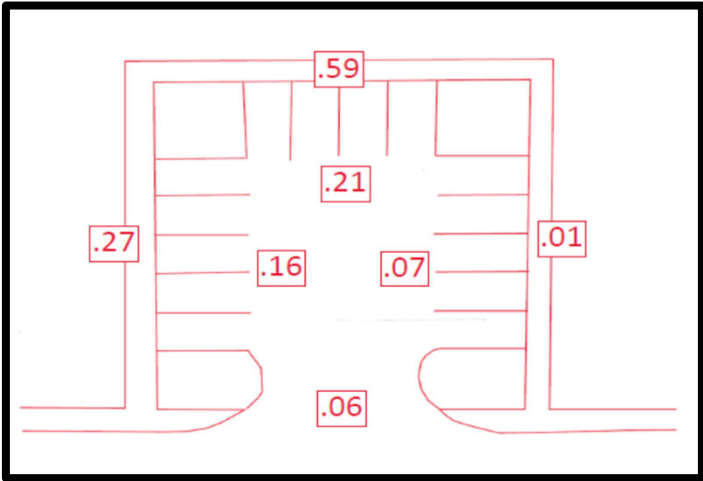


Footcandle Readings Found



Night Photo

Parking Area # 17

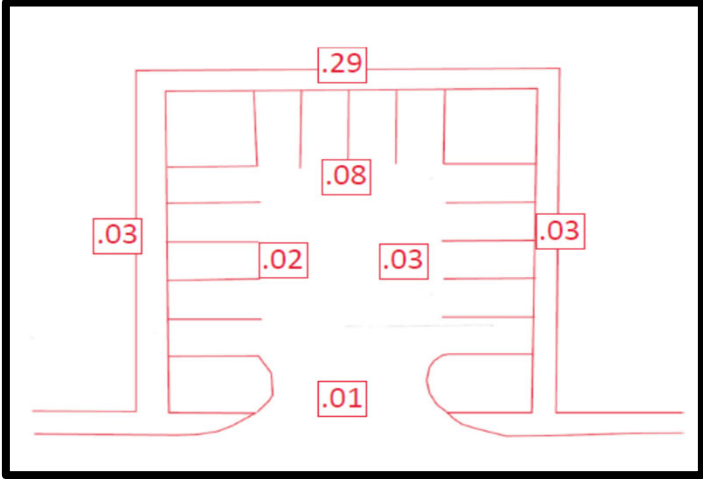


Footcandle Readings Found



Night Photo

Parking Area # 18

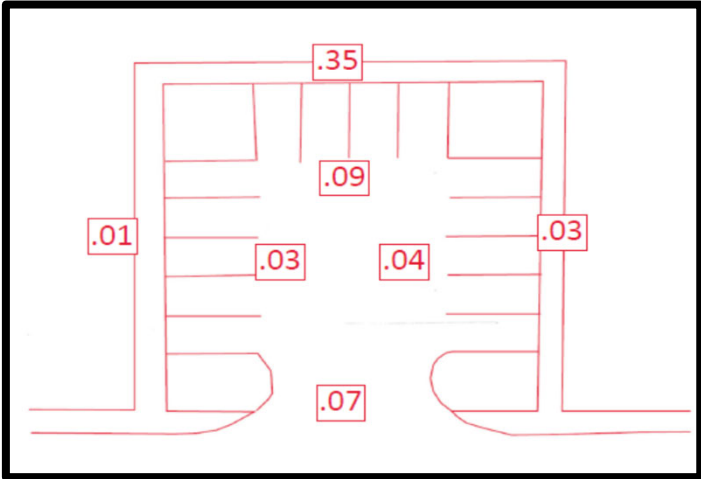


Footcandle Readings Found



Night Photo

Parking Area # 19

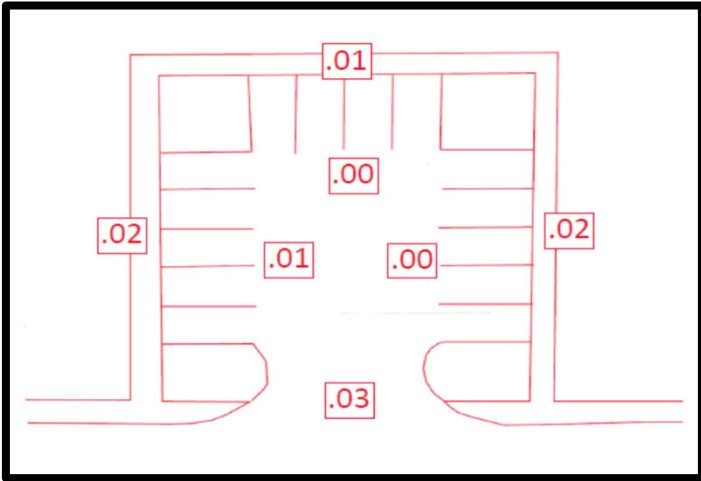


Footcandle Readings Found



Night Photo

Parking Area # 20

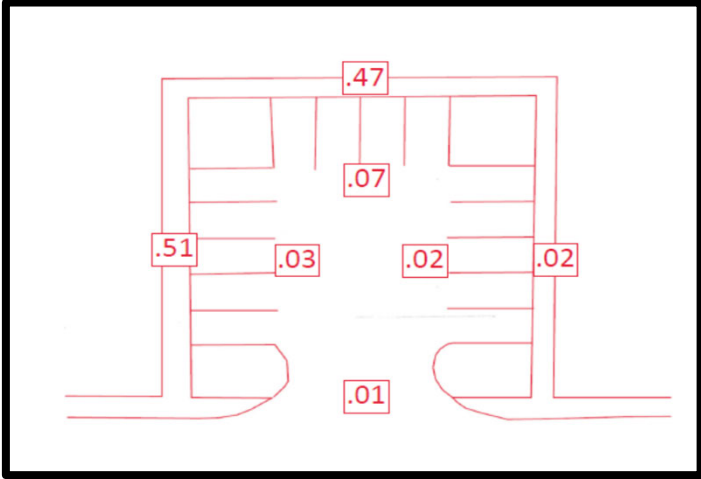


Footcandle Readings Found



Night Photo

Parking Area # 21

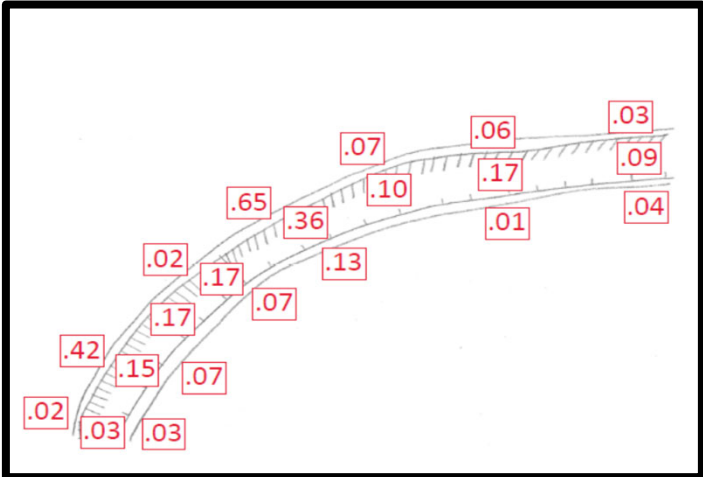


Footcandle Readings Found



Night Photo

Parking Area # 22

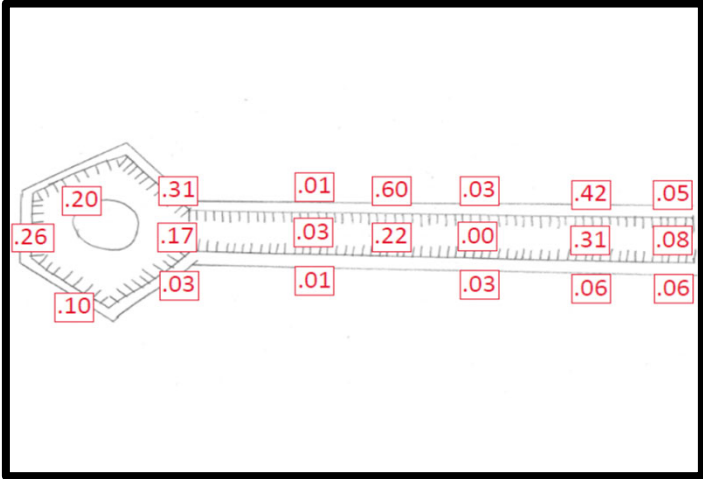


Footcandle Readings Found



Night Photo

Parking Area # 23

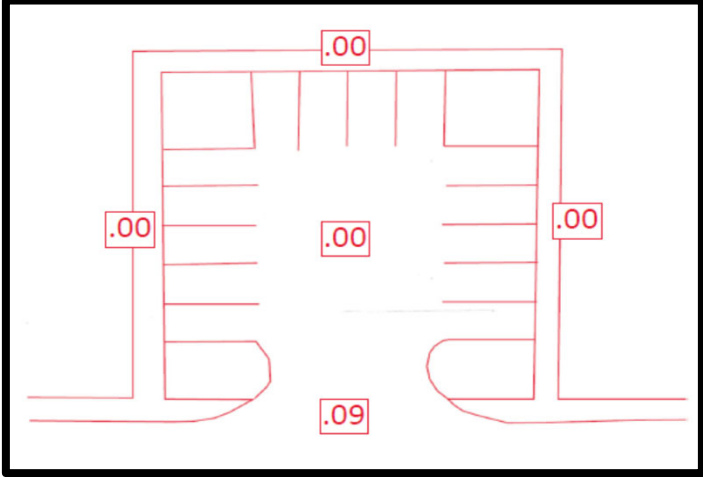


Footcandle Readings Found



Night Photo

Parking Area # 24

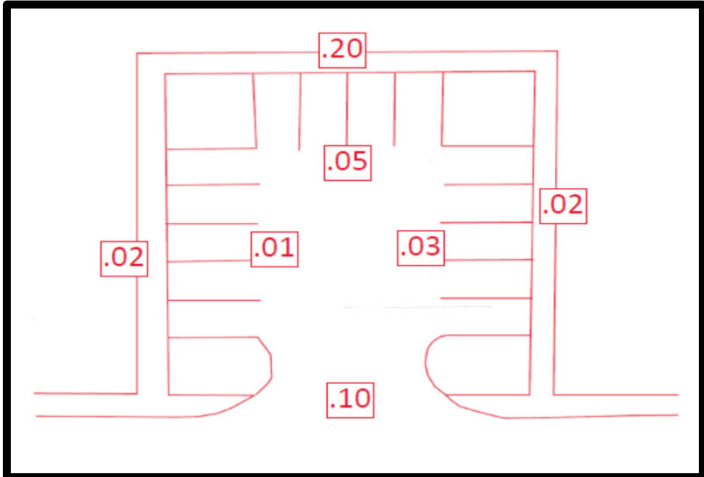


Footcandle Readings Found



Night Photo

Parking Area # 25

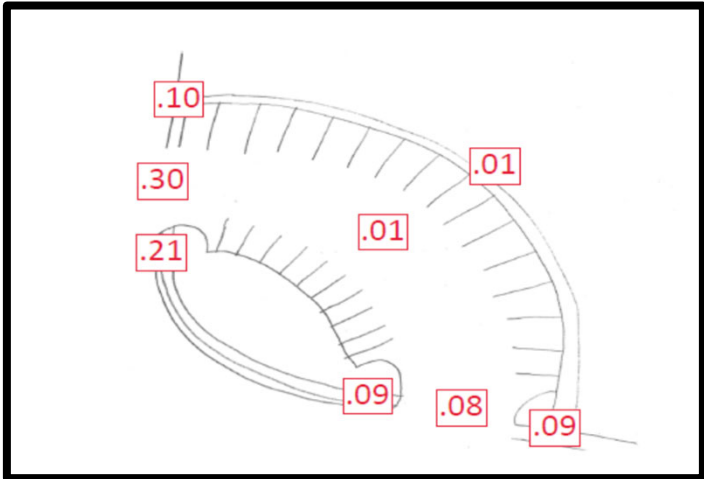


Footcandle Readings Found



Night Photo

Parking Area # 26

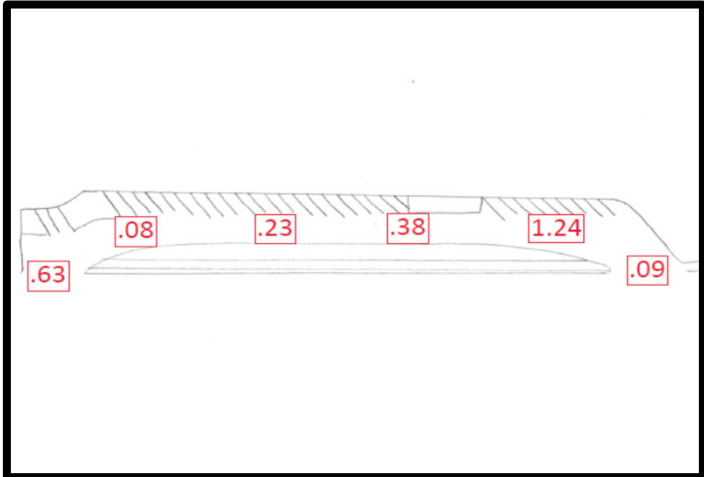


Footcandle Readings Found



Night Photo

Parking Area # 27

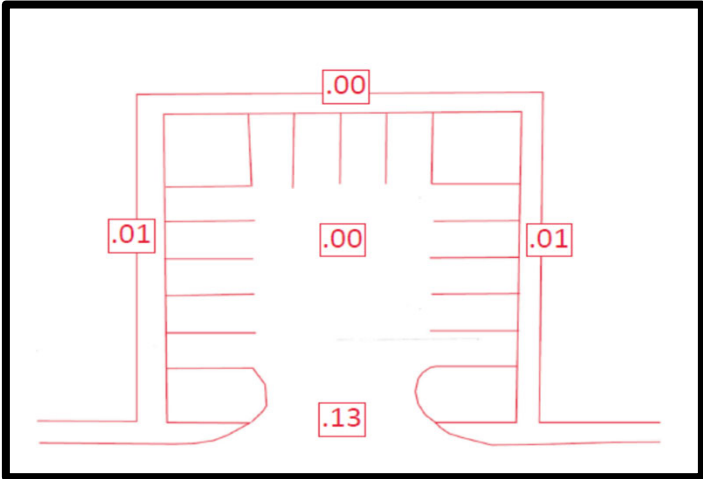


Footcandle Readings Found



Night Photo

Parking Area # 28

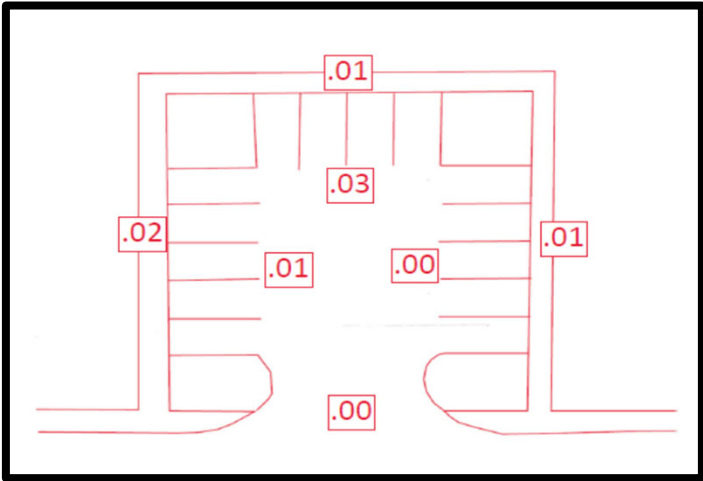


Footcandle Readings Found



Night Photo

Parking Area # 29

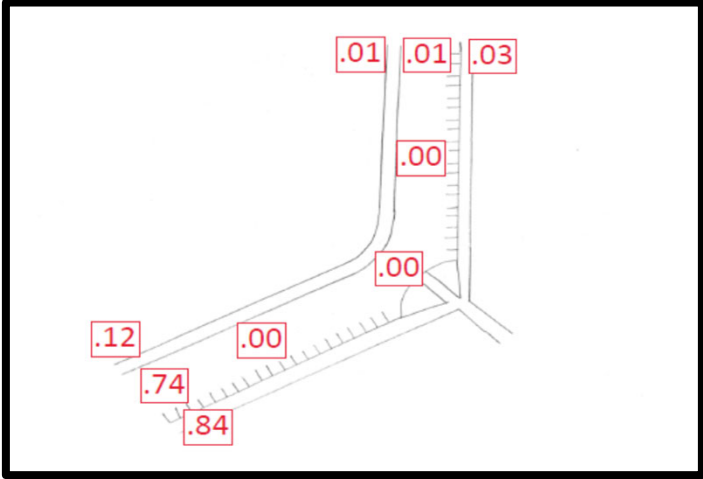


Footcandle Readings Found



Night Photo

Parking Area # 30

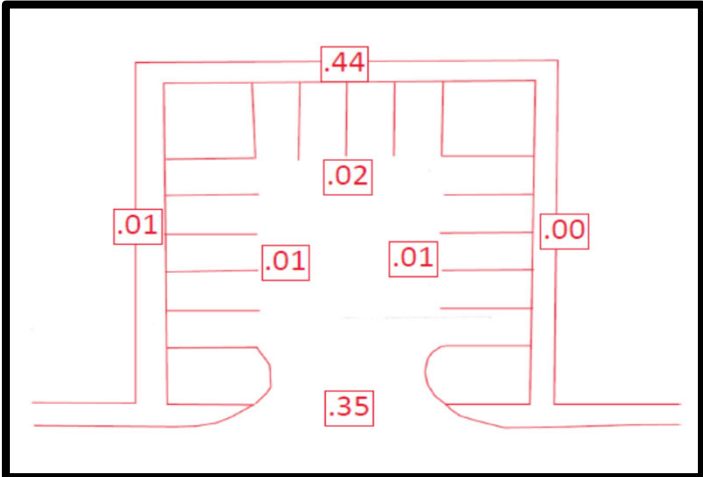


Footcandle Readings Found



Night Photo

Parking Area # 31

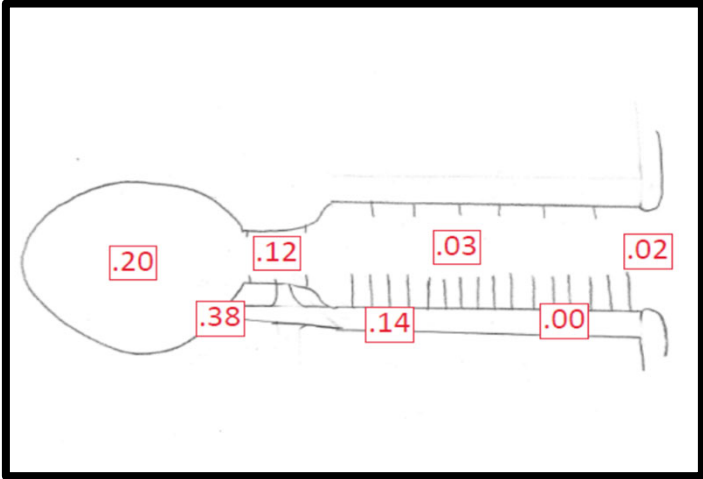


Footcandle Readings Found



Night Photo

Parking Area # 32

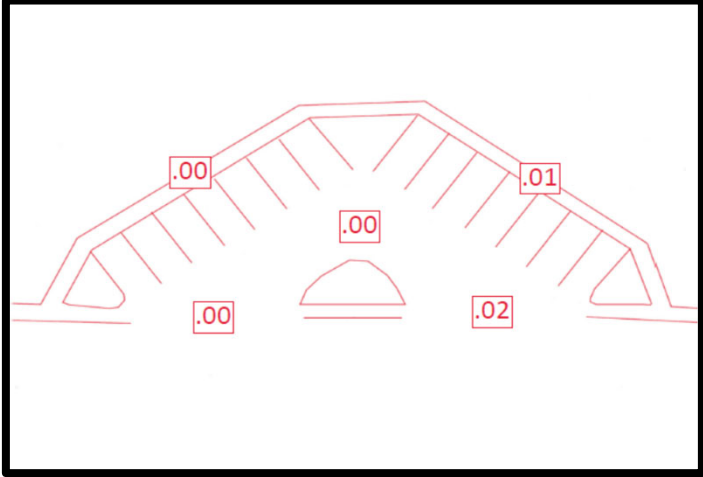


Footcandle Readings Found



Night Photo

Parking Area # 33

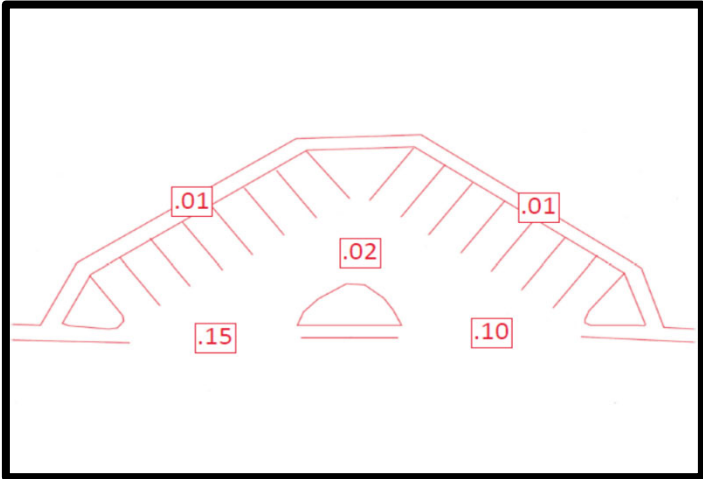


Footcandle Readings Found



Night Photo

Parking Area # 34

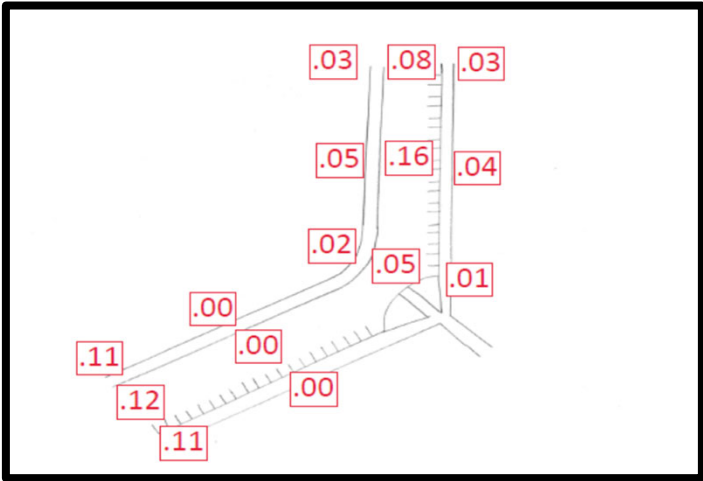


Footcandle Readings Found



Night Photo

Parking Area # 35

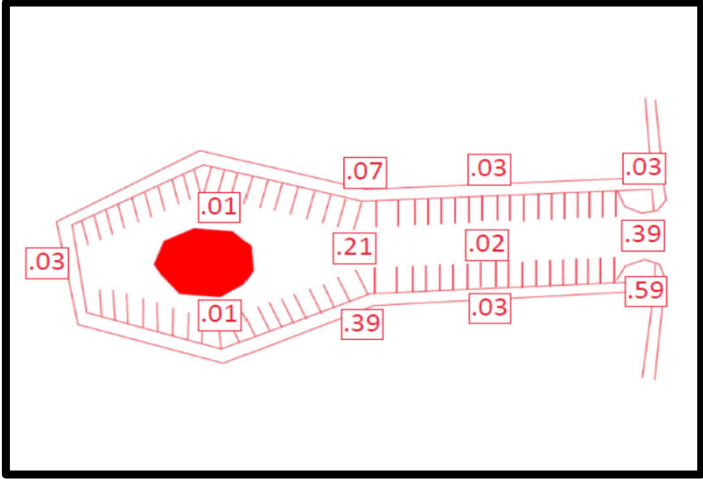


Footcandle Readings Found



Night Photo

Parking Area # 37



Footcandle Readings Found



Night Photo

Parking Area # 36



Footcandle Readings Found



Night Photo

Finance Committee Presentation

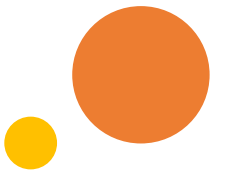


Parkfairfax Finance Committee

2026 Budget Workshop

January 24, 2026

Reserve Account Update.

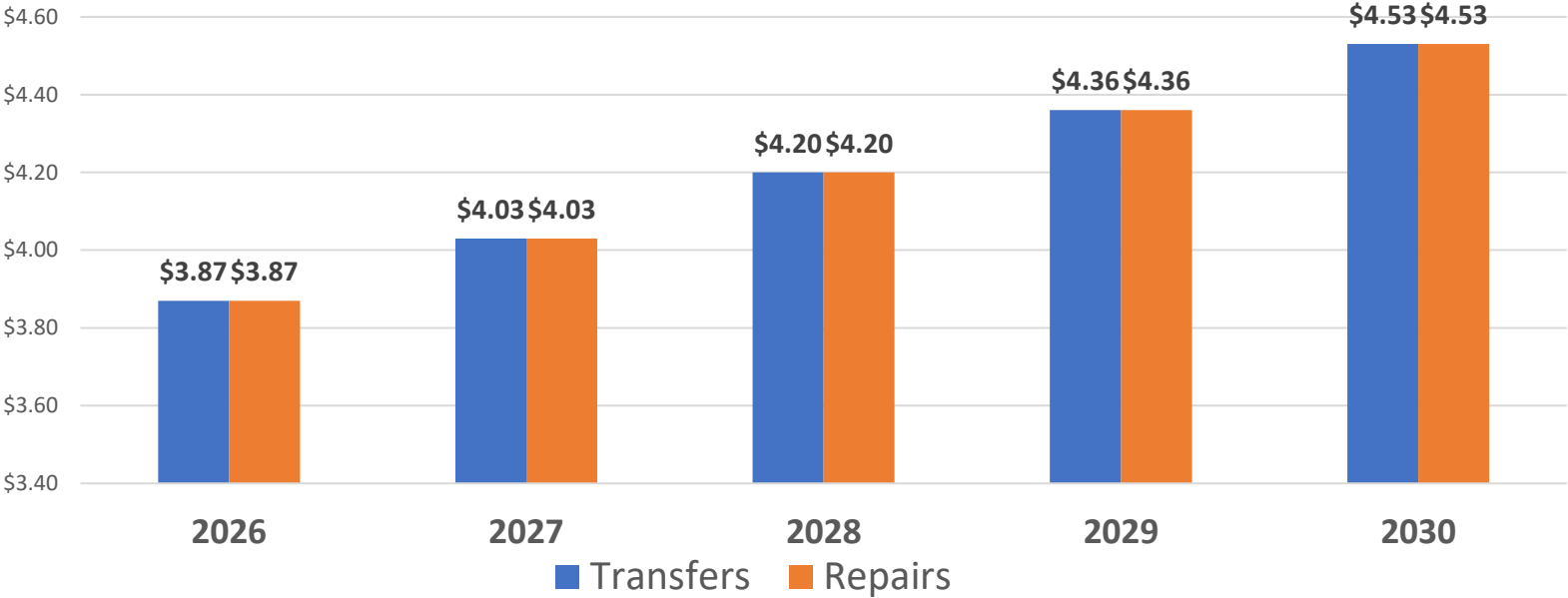


Reserve Account is \$3.3 Million above threshold.

As of October 2025, the Reserve Account balance is \$ 3,327,320 above the Miller Dodson recommended threshold.

October 2025 Reserve Fund Balance	\$7,627,320
Miller Dodson Threshold	\$4,300,00
\$\$ Above Threshold	\$3,327,320

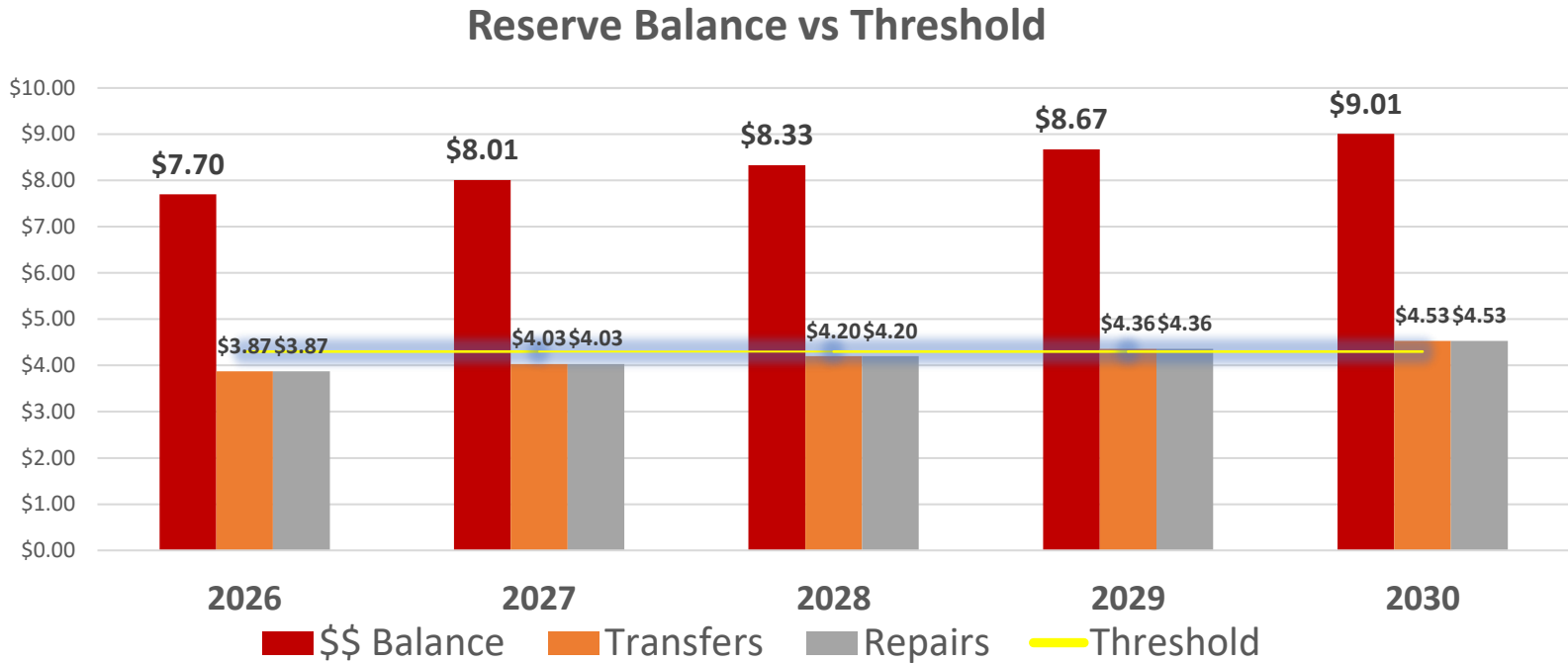
Projected Contributions vs Repairs 2026-2030



Reserve assessments and repair expenses increasing at 4% per year 2026-2030

Projects 4% interest income and 4% inflation for repairs.

Projected Reserve Balances 2026-2030



Minimum Threshold \$4.3M

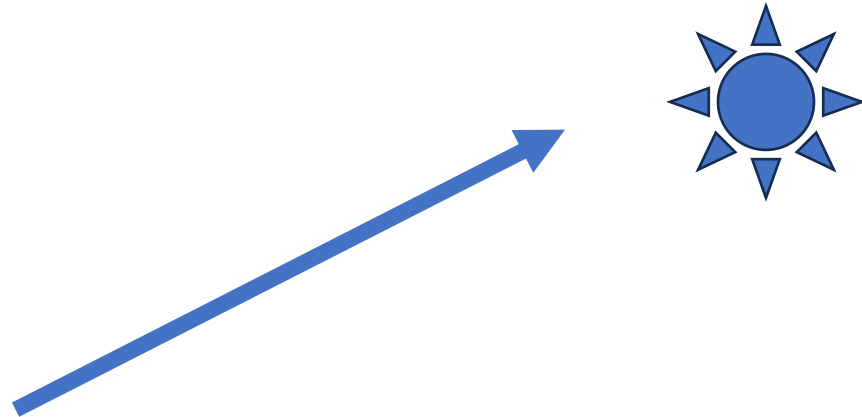
If we continue to limit repairs to what is funded annually, the reserve account balance may exceed \$9M by 2030!

Projects 4% interest income and 4% inflation for repairs.

Volunteers Needed!

If you enjoyed this presentation, please join the Finance Committee.

If you disagree with this presentation—even more reason to join the committee!



Make Parkfairfax Good Again

2026 *MPGA*



Finance Committee: Greg Drone, Tim Buzby, Gary Hucka