

Reports

General Manager Report

Parkfairfax Condominium

General Manager's Report – January 21, 2026

From Action Item Report

Trees: General Manager and Landscape Manager continue to work on a plan to address the numerous tree issues throughout the community. In the past month, Ryan's Landscaping has come out to remove trees that presented a hazard to the community and grind stumps. Work was conducted at the beginning of January and additional work will take place January 22 and January 26. The Landscape Manager is currently working on pricing out new trees to be planted in the Community, based on conversations with the Landscaping Committee.

Additionally, a "Tree Day" was performed with the new landscaper, with clear direction on what 3 areas to focus on. While the work that was performed went well, we were underwhelmed with the amount of work accomplished in the single day. At this time, we do not recommend the purchasing of "credits" for Tree Days as was previously mentioned and will continue to bid out tree work as it comes up.

Landscaping Contract: The new contract with Lancaster Landscapes started January 1st and the kickoff meeting took place on January 9th. Management will continue to meet with the landscapers to ensure a smooth transition. Additionally, Management has been working with residents to swap out the garden stakes to indicate the landscapers should not touch maintained gardens.

Management Contract: We are still on track to transition February 1, 2026 from Barkan to FirstService Residential. There was a long delay with FirstService getting their welcome email out; they stated it was an issue with getting contact information from Barkan Management. Once Parkfairfax staff was made aware of this, contact information was provided to FSR.

Barkan Management: Management was contacted by numerous residents regarding a \$2.99 fee charged to their account for payment of their January assessments. The implementation of this fee was NOT communication to Parkfairfax Management and judging by the memo put out by Barkan, they failed to communicate this change to any of their clients. Barkan's official memo is included with this Management Report for further explanation.

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

the work in January. December 10th updated: we are still awaiting the report. // January Update: Triad Engineering confirmed on January 14th that the lab testing is now completed and they will provide the report to us and Walker next week. Walker has stated they are ready to turn their documents around as soon as they get the final report from the Geotech Engineer.

Window Inspections: The Parkfairfax staff is currently working on window inspections for all association owned dwellings (laundry rooms, gym, management office, buildings at the Yard) and compiling a list of windows that should be replaced. This report will be finalized by the end of January.

Additional Items

2026 Annual Meeting: The Annual Meeting will be on April 15, 2026.

The Committee has been formed, with the ratification of the vote taking place at the January 21st Board Meeting. The Call for Candidates will be sent out on January 16, 2026.

2026/2025 Budget: Budget season is upon us.

- Budget workshop meeting will be Saturday, January 24, 2026 at 9:00 AM.
- Budget Hearing will be Wednesday, February 25, 2026 at 7:00 PM
- Final Budget Adoption will take place at the March Board of Directors Meeting, Wednesday, March 18, 2026 at 7:00 PM.

Audit: The draft audit was provided in December and is included in the January 2026 Board packet for review.

Buildium: Management continues to work with Buildium on “fixing” the system so that it will make more efficient systems and processes with the Parkfairfax Teams. Management has sought input from the staff that use it on a daily basis. This project was temporarily put on hold until the transition of management companies and the draft FY 26/27 Budget could be completed.

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

January update: Management met onsite at the unit on January 6th with Walker and the contractor to discuss getting a proposal for the backfilling. Contractor was unable to provide the proposal prior to the Board Meeting for consideration and a vote, so the proposal will be presented at the February Meeting for consideration.

Fire Prevention Inspection: On December 19, 2025, the City of Alexandria Fire Marshall was out to do the annual Fire Prevention Permit Inspection. Parkfairfax passed and permits will be issued upon payment for invoice received.

Valley Drive Tennis Courts – Vandalism occurred in early January (in line with what is apparently an annual winter tradition). Area Safe & Lock will be out to install a more secure lock, based on Alonzo's recommendation, within the next week.

2026 Inspections: In an effort to take a more proactive approach to maintenance around the community, Management and Operations are working on a schedule for numerous inspections to take place this year. Inspections that will be conducted in 2026 are: laundry rooms, windows in all association owned dwellings, attics, stoops / railings, and concrete sidewalks.

Katie Kight

From: Dana Cross
Sent: Thursday, January 15, 2026 9:37 AM
To: Katie Kight
Subject: FW: One-Time eCheck Fee

See below.

Dana Cross
Assistant General Manager – Parkfairfax Condominium
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www.parkfairfax.org

From: Felix Bursucanu [REDACTED]
Sent: Thursday, January 15, 2026 7:36 AM
To: Dana Cross <dcross@parkfairfax.org>
Subject: One-Time eCheck Fee



Good morning,

Over the past week, I have received several questions regarding one-time eCheck payments and the fee implemented on January 1, 2026, for owners utilizing this feature.

As part of Barkan's ongoing efforts to provide high-quality service and reliable resources to our clients, we regularly review our processes to ensure accuracy, efficiency, and compliance with industry standards. After careful review with our software partner, CINC Systems, we determined that one-time eCheck payments generate a disproportionate number of errors and follow-up corrections compared to the limited number of owners who use this option.

As a result, effective **January 1, 2026**, CINC Systems implemented a **\$2.99 processing fee** for owners who choose to submit **one-time eCheck payments** through the payment portal. This fee will apply only to owners who elect to use this option.

Recurring eCheck payments, which do not present the same issues, will **remain free of charge**. In addition, owners may continue to submit payments at no cost by mailing a check or using their bank's online bill-pay service. In total, owners will continue to have **three free payment options** available:

- Recurring eCheck payments
- Traditional paper checks
- Online banking bill-pay through their personal bank

Please note that this processing fee applies **only to one-time eCheck payments** and is paid directly by the owner using that option. There is **no cost to the Association**. We encourage you to help inform owners of the free payment options available to them.



Thank you for your understanding and cooperation.

Sincerely,

Felix

FELIX BURSUCANU

Vice President, Systems and Strategy

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ACTION ITEMS

Parkfairfax Board of Directors

Last Updated: 1/15/2026

Next Meeting: January 21 @ 7 PM

#	ACTION ITEM	PRIORITY	OWNER	ASSIGNED	COMPLETED	STATUS	NOTES
1	Capital Improvement Survey follow-up	MEDIUM	BUC, APB, Rec, TLUC	8/20/2025		Not Started	Asked by Scott M. on XXX -
2	Mitigate damage/injury from hazardous trees	MEDIUM	Management	8/20/2025		In progress / On-going	Resident Forum issue. What steps are we taking to identify, trim or remove hazardous trees --> This is an ongoing matter this will be a work in progress between Management, the Landscape Director, and landscaping professionals; suggest closing this action item
3	Covenants violations	MEDIUM	Scott B./Covenants Committee	8/20/2025		25%	Management and staff to proceed with addressing violations. Committee to write article for the Forum with common violations.
4	Share information on training program with City of Alexandria for Emergency Preparedness	MEDIUM	management/ resident	9/17/2025		On Hold	Resident's Forum issue - Reba Winstead -- Presentation from Unit Owner is scheduled for February 2026 Board Meeting
5	research on other pest control rather than black boxes/poison	LOW	management	9/17/2025		In progress	Suggestion from Heather Rodgers - resident's forum October: discussion of findings --> Mgmt met with Exterminator and is awaiting on pricing for more eco-friendly options for the community. to be added to October agenda for discussion --> Not yet added to an Agenda; should it be added for December? Direction during Nov. Board meeting: Discussion previously - could the window replacement fix the humidity issues in the laundry rooms/storage rooms - suggestion or inspection needed. Review BUC suggestions on which laundry rooms should close - over 50 point inspection were done on each room. // Window inspection being conducted by PFX staff January 2026
6	windows in laundry rooms/storage rooms - need assessment on replacement - could it be done in this budget cycle	MEDIUM	management	9/17/2025		In progress	in re: building 317 change orders --> Management met with Scott to discuss this topic. Management understand what the issue was and will be aware of it with future projects. Recommend closing this Action Item, as it's hard to connect with the City without an existing project to discuss.
7	When new GM is in place - to meet with the city on building inspections	LOW	management/Scott M.	9/17/2025		Recommend closing	
8	for reserve expenditures - expand to show what the special projects are and what is included	LOW	management/ treasurer	9/17/2025		Completed	expand description on reserve expenditures for future "special projects" --> Management put definitions of each "Special Project" in the Reserve Expenditures report, in red-bolded letters.
9	update TOR for committees on voting on committee chairs	LOW	management	17-Sep		Completed	all standing committees are required to have the chairs approved/voted on by the board // Completed by Dana in December
10	Verizon proposal	MEDIUM	BUC, APB, Landscape	17-Sep		In progress	Group to make a recommendation at November Board Meeting // Meeting with Committee Members, PFX Staff, and Verizon will take place on Friday, January 16th.

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Parkfairfax Board of Directors

Last Updated: 1/15/2026

Next Meeting: January 21 @ 7 PM

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11	Construction Documents for Walker Consultants to redo Construction documents for Bld. 822 and 828	HIGH	New GM/Scott M	15-Oct		In progress	approved at the 10/15 Board Meeting; contract sent to Walker 2025-10-222; Additional geotechnical investigation is required at 828 by another firm; Lab results were finalized week of January 12th; Geotech Engineerf will provide their report to Walker week of Jan 20th
12	Waterwise Revisited		BUC/GM	19-Nov		On Hold until Spring 2026 after speaking with BUC	Request from the BUC to revitalize the Waterwise Program and what that might look like. // Management will meet with BUC on April 8th to discuss plans to move forward with program with recommendations
13	Dryer Vent Specs		BOD	19-Nov			update to change the vent caps with the city and state code to the next meeting - Dec. 17
14	Covenants violations and citations		Management/Covenants Director	19-Nov		Started in Dec; ongoing	Work on a covenants violation list that will be added to the Board Book under Executive Session. // Management worked with Covenants Director to format chart each month for the Executive Session. This is an ongoing matter & Mgmt recommends closing
15	Put together RFPs for the EV charging station associated with EV Charging Station on Ravensworth		Scott M	19-Nov		In progress	GM advised that the RFP won't be available until January Board Meeting / Scott M. offered to take on this task // Scott M. has stated this will be on Feb. Agenda
16	Develop smoke detector replacement plan for the 350+ attics identified in attic inspections	HIGH	Katie	17-Dec		In Progress	Per BOD discussion re: recent unit fire // Management is working with Maintenance to order smoke alarms & batteries to install in units without smoke detectors. Maintenance will start installing smoke detectors in any attic that does not have one, with no charge to the unit owner.
17	Set up meeting with Verizon Engineering re: fiber optics	HIGH	Management	17-Dec		In Progress	Per Verizon Task Force request. // Meeting scheduled for Friday, January 16th (Recommend closing this Action Item as it is a duplicate)
18	Ask Paul Friedman to come up with a plan for a movie night and volunteer engagement on movie night (to be presented in January)	MEDIUM	Katie	17-Dec		Completed	Per December Board discussion // Emailed Paul 12/22 but stated it did not have to be done in January, as we have a lot of time before the event. // Paul submitted a Project Proposal for January 2026 Board Book
19	Request for information: exhaust fans - which crawl spaces get it, which don't?	MEDIUM	Katie	17-Dec		Not Started	Per discussion on APB specs. -- Management will work with Maintenance on this.
20	Get additional bids for trash contract (should they be able to meet their specs)	HIGH	Katie	17-Dec		Completed	per board discussion at December meeting. Want to double check that there are comparable vendors and competitive pricing. // Proposals are in January 2026 Board Book
21	Get final pricing on trash contract from Capital	HIGH	Katie	17-Dec		Completed	Confirm pricing for 5 day vs. 6 day proposals // Revised Proposals in January 2026 Board Book
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23							
24							