
Parkfairfax Condominium

A Historic District

Unit Owners Association • Executive Offices

3360 Gunston Road • Alexandria, VA 22302-2133

Tree and Shrub Planting Requests

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

TYPES OF REQUESTS

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

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

OR

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

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

Common Element*:

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

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

Tree and Shrub Planting Request Form

RESIDENT NAME(S): _____

BUILDING NUMBER(S): _____

ADDRESS(ES): _____

PHONE NUMBER(S): _____

E-MAIL ADDRESS(ES): _____

LOCATION WHERE TREE IS TO BE PLANTED: _____

SPECIES REQUESTED: _____

PARKFAIRFAX PLANTING ON COMMON ELEMENT*:

Check as appropriate:

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

Care of Tree:

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

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

SIGNATURE: _____

DATE: _____

PRINT NAME: _____