

Reports

General Manager Report

Parkfairfax Condominium

General Manager's Report – March 18, 2026

Follow Ups from Last Meeting

Snowstorm Report

A Debriefing Report was provided to the Board of Directors in the Executive Session Packet due to information pertaining to employees.

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

2026/2025 Budget: Will be approved the night of the Board Meeting!

Assessments / Management Contract: As a reminder, the transition to FirstService Residential happened on February 1st and late fees were not applied to accounts in February or March but will start to be applied in April again. Additionally, individual monthly statements will continue thru May 2026. Coupon books will be mailed for the new fiscal year starting in June.

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.

By-Law Review & Revision Task Force: During the Budget Townhall in January, the idea of a Task Force to review and revise the Parkfairfax Bylaws was discussed. Management spoke with legal counsel and was informed at a minimum, this would require at least \$15,000 in legal fees and no less than a year worth of work.

Fire Alarm Testing: Completed on March 9th and 10th; passed with two small repairs needed.

Insurance: The majority of the insurance policies will renew on April 1st. Jim Pates, the insurance Broker with Preferred Insurance will be attending the March 18th board meeting to go over the renewals. We expect around a 24% increase for the overall Insurance package.

Landscaping Contract: Lancaster Landscaping re-started their arrival in Parkfairfax at the beginning of March. The Landscape Director has been working closely with the crew to ensure smooth operations.

Reales: In January, there were 11 and in February, there were 9 Resale packets completed.

Reserve Study: The contract for a new Reserve Study was signed after the last Board Meeting. Required documents have been sent to Reserve Advisors and they expect to come out in late April or early May to do their inspection.

Stormwater Credits: With help from the Board Treasurer & Landscaping Committee Liaison, Parkfairfax submitted an application to the City of Alexandria to participate in the Stormwater Credit program. After the application was submitted, the landscaping team took photos of approximately 175 trees (with a ruler to reflect the size) which were then submitted for verification. The application was approved and Parkfairfax will receive a 16.2% reduction on the Stormwater Fee on the city tax bill that comes out twice per year, on all association owned units. The credit will be applied for two years, so a total of four rounds of tax bills. This will save the Association approximately \$250.

Trees: At the end of February, ten trees were trimmed as a result of inspections & reports from residents. Additionally, proposals have been received for planting new trees around the Community to replace trees that were removed over the last 18 months. We expect the planting to occur in April.

Vehicles: (almost all) Association owned vehicles are on schedule to get necessary repairs done over the course of the next two months. 1-2 vehicles will be repaired per week. These are preventative maintenance repairs that will ensure longevity for the association's fleet. Total cost of repairs should be within the budget of the current fiscal year.

Inspections

In an effort to take a more proactive approach to maintenance around the community, Management and Operations are working on numerous inspections to take place this year.

2026 Completed Inspections:

- **Asphalt** – After the snow and ice melted, the asphalt around the community was inspected. Potholes on City-owned streets have been reported to the City for repairs and the list of potholes on Association-owned streets will be turned into a proposal for repairs once the weather is warm enough for asphalt work.
- **Nighttime Lights** – A nighttime inspection of the lights throughout the Community was conducted on Wednesday, March 11th. Lights near Building 718 and Building 543 were reported as out and reported to Dominion for repairs.
- **Windows** – Inspections on the windows in association owned buildings were completed in mid-March. A final count of which windows may need to be replaced is currently be worked on and then proposals will be obtained.

2026 Inspections to be done: Stoops & Railings, Attics, and Concrete Sidewalks

Electrical Panels: There are approximately 375 units that still have an outdated electrical panel in their unit. Letters will be sent to each of these owners, noting the safety concern these panels present to their units. There will be a push to get these completed, as most insurance carriers are going to stop offering insurance coverage for associations that still have these panels on the premises.

Reserve Projects

Roof Replacements: Parkfairfax Management will be meeting with the representatives from Prime Roofing on March 17th to discuss the scheduling for the 2026 roof replacements. Once a schedule is finalized, notices to residents in effected buildings will be sent out.

2026 Painting & Facia Board Replacements: Alonzo is currently working on getting proposals for these two projects. Proposals will be in the April Board Packet for review and consideration so work can commence after June 1.

Buildings 822 & 828: Proposals for the General Contractor selection and Construction Administration will be included in the March Board book for review and approval. Once a GC is selected, Parkfairfax will meet with them to determine the schedule and commencement of work.

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. An onsite meeting took place in January to review the scope of work based on the test samples. Proposals have been obtained by Parkfairfax but pricing seemed extremely high for the scope of work; additional proposals are being obtained to ensure competitive pricing.