

Covenants Appeal Request Resolution Worksheet

Date: May 20, 2026

Suggested Motion:

“I move to approve to schedule a hearing on _____ in relation to the Covenants Committee’s decision disapproving the storage shed application submitted by the unit owner at 3329 Valley Drive.”

2nd:

Summary:

On April 14, 2026, the Covenants Committee disapproved the application for an existing storage shed because it is located in front of the building and its size exceeds what is allowed.

	In Favor	Opposed	Abstained	Absent
Caitlin Counihan				
Robin Davis				
Dan Ebeling				
Lucille Eddy				
Elaine Lawler				
Paula Martori				
Scott Mulrooney				
Jillian Sharples				
Jim Wicker				

- e. On stoops, outdoor furniture of a size appropriate to the stoop. (Indoor furniture is not permitted on the stoops overnight.)
- f. On breezeways, porticos and porches: 1 free standing swing, or 1 bench, or 2 outdoor chairs and a table not to exceed 24" in diameter are permitted for each unit.
- g. Directly outside the resident's front door: sealed compost bins only during the day of the pick-up, not to exceed 5 gallons.

C. Patio Areas

- 1. Certain items are allowed in patio areas but not on other parts of the limited, reserved, or general common elements. These include:

- a. Storage boxes.
- b. Sandboxes.
- c. Small toys.
- d. Bird houses and feeders.

Requirements for these items are described in section IV.C.2.

- 2. The following items are allowed on the patio areas without approval:

- a. Table with/without an umbrella; benches or chairs; chaise lounges; end tables; grills.
- b. One (1) large storage box not to exceed 2 1/2'H x 3'D x 5'W or two (2) small storage boxes not to exceed 2 1/2'H x 2'D x 3'W. Boxes must be painted to match the color of the building or with a natural wood finish or constructed of earthtone plastic or rust-free metal. If a natural wood finish is desired, the box must be made of a rot-resistant wood such as cedar or redwood.
- c. Sandboxes with a cover; not to exceed 18" in height.
- d. Toys during the period April 1 - September 30. Such items are to be placed against the building when not in use. Wading pools are not permitted.
- e. Tree bird houses, hanging bird feeders, standing bird feeders, and bird baths are permitted. No bird house or feeder may be attached to any part of the exterior of the building with the exception of bird feeders attached to windows by suction cups. No bird feeders may be nailed to trees. Only waste-free bird seed is allowed in bird feeders. Ground feeding of birds and animals is not allowed on any part of the general, limited, or reserved common element.

The following are examples of such exterior changes to the patio areas which require submission of a Covenants Application for Non-Routine Changes.

- a. Plantings.
- b. Plant containers.
- c. Installation of paving materials such as brick, slate, block, stone, etc.

To: Board of Directors, Attn.: Ms. Dana Cross
Park Fairfax Condominium Unit Owners Association
3360 Gunston Rd.
Alexandria, VA 22302-2198

From: Ms. Meredith Skeath
3329 Valley Dr.,
Alexandria, VA 22302

April 30, 2026

Re: Non-Routine Change Application for approval of garden shed

Dear Board Members,

I am submitting my appeal to you for the following reasons:

1. My original Non-Routine Change Application's arguments were not addressed in the Covenants Committee's rejection of my application. I expect a detailed response to each of my arguments in writing, not a rejection without explanation.
2. Two out of the five members of the Covenants Committee were absent from the meeting at which my application was rejected. This is an incomplete consideration.
3. Specific covenant rules must periodically be reviewed to see if they are consistent with the fundamental values of Park Fairfax. Reasons for reviewing and changing this particular covenant rule follow.

Background of my shed's installation: I was unaware of the height specifications for storage sheds when I installed my garden shed. I had seen several other sheds in Parkfairfax like the one I installed (photo enclosed).

I consulted all my neighbors before installing the shed with the help of my immediate neighbor at the time, Jim Cary, who lived at 3327 Valley Dr. My neighbors have all complimented me on it and appreciated my offering the space for them to store their shovels, etc. Emails from my neighbors are attached to this letter.

Reasons for revising this rule:

I wish to respectfully point out several contradictions, which indicate this rule should be revised:

1. I have been cited for a violation because my shed is taller than the specified limit of 2 1/2 feet. My neighbor has been cited for having shovels leaning against the wall by her stoop. It is not possible to store shovels in the shed of the specifications given by Parkfairfax.
2. Nor is it reasonable to expect residents to store shovels indoors, given our condos' very limited closet space and the risk of bringing both dirt and microbes indoors.

3. I lent my shovels, which are stored in my shed, to several residents to help them after the snowstorm in January. I and the other residents of our building (702) pooled shovels to help several residents shovel out their cars. We also collectively cleared our common sidewalk, using the shovels you object to our storing or displaying, because the Parkfairfax staff was unable to clear our common sidewalk. Of special importance was our effort to ensure that our downstairs neighbor, Vicki Rutson, (3335 Valley Dr.), who is physically unable to shovel, had a safe sidewalk. I had requested in writing before the snowstorm that Parkfairfax shovel her out, but they were not able to help.

While your rejection of my application follows the letter of the rules, it contradicts the spirit of these regulations and your stated aim to "maintain the beauty and harmony of our shared community spaces." Park Fairfax encourages gardening, which requires having spaces to store tools, including shovels, safely outdoors and out of sight. The current rule encourages neither gardening nor helping neighbors, nor does it propose a reasonable alternative. Isn't having the tools to actually *help* our neighbors an essential feature of a harmonious community?

Your issuing citations for violations to several of my neighbors also suggests this is a current focus for Parkfairfax management. I and one of my neighbors have been waiting for months for work orders that have been accepted to be executed. Mine is for the installation of a railing on the front stoop, so I and older visitors can safely enter my condo. Wouldn't Parkfairfax be better served if fulfilling work orders in a more timely manner was given higher priority than issuing and deliberating on citations such as this one?

Request: I therefore respectfully request that you

- approve my storage shed and
- change the specifications for storage sheds to allow Parkfairfax residents to have sheds of sufficient height to store shovels and folding furniture.

Changing the allowable dimensions of garden sheds to the realistic dimensions necessary to store shovels and other tools needed for gardening and helping our neighbors will help us as a community prepare for future snowstorms and have a neat and unobtrusive way of storing folding furniture and garden equipment, including shovels.

I look forward to your deliberation and receiving a written explanation of your reasoning for your decision.

Sincerely,



Ms. Meredith Skeath

From: [Caleb Skeath](#)
To: [Dana Cross](#)
Cc: [Meredith Skeath](#); [Jordyn Phelps](#)
Subject: Re: request for appeal to be added to next Board of Directors" meeting
Date: Friday, May 8, 2026 11:53:57 PM

Dear Ms. Cross,

Meredith (our tenant in 3329 Valley Drive) alerted us that the appeal she sent to you below needs to come from Jordyn and I as owners of the unit. For purposes of the appeal, can you consider it as having been submitted by us on Meredith's behalf? Let us know if there is anything additional that you need from us.

Have a great weekend,

Caleb

----- Forwarded message -----

From: Dana Cross <dcross@parkfairfax.org>
Date: Wed, May 6, 2026 at 11:11 AM
Subject: RE: request for appeal to be added to next Board of Directors' meeting
To: Meredith Skeath <mbskeath@gmail.com>

Good morning, Meredith,

Your appeal has been received. I see in the documents that you are the tenant, not the owner. The appeal must come from the owner. Please have the owner send an email or letter to me, and I will add it to the documents you provided.

Once received, this item will be placed on the May 20, 2026, Board agenda. I advise that you and the owner attend the meeting either in person or via Zoom. If you wish to speak on your appeal, I suggest that during the resident forum, you ask the Board whether you should speak then or wait until your item is up for discussion.

Thank you,

Dana Cross
Assistant General Manager – Parkfairfax Condominium
dcross@parkfairfax.org | P: 703-998-6315

3360 Gunston Rd, Alexandria, VA 22302

www.parkfairfax.org

From: Meredith Skeath <mbskeath@gmail.com>

Sent: Thursday, April 30, 2026 10:23 PM

To: Dana Cross <dcross@parkfairfax.org>

Subject: request for appeal to be added to next Board of Directors' meeting

Dear Ms. Cross,

Please add this appeal to the agenda of the next Board of Directors' meeting (link below).

I would also like to attend the meeting. Please let me know the date, time, and place.

I'm submitting hard copies of documents, including emails of support from my neighbors, to the Parkfairfax management office tomorrow, May 1.

Thank you for your help in this matter.

I wish you a good weekend.

Ms. Meredith Skeath

link to

appeal: <https://docs.google.com/document/d/17isAvCVJY2cOYWDqxqq8DqoOWnvkAngwCjgpRVhXYbg/edit?usp=sharing>

Ms. Meredith Skeath, M.A., M.F.A.

Tutor and Academic Coach for students with language-based learning disabilities, executive dysfunction, and attentional / self-regulation challenges.



Meredith Skeath <mbskeath@gmail.com>

In support of application for garden shed - 3329 Valley Dr.

1 message

Ruth Barwick <ruth.barwick@gmail.com>
To: "mbskeath@gmail.com" <mbskeath@gmail.com>

Fri, Mar 27, 2026 at 12:03 PM

Hello,

I am sending this in support of my neighbor Meredith's application for special permission to have an oversized garden shed. Meredith is at 3329 Valley Drive and I am her next door neighbor at 3327 Valley Dr. The garden shed has been in place for several years but Meredith received a violation notice due to its height. I have no objection to her keeping the shed. It helps to keep the area tidy as we can all store snow shovels and garden tools in it. I hope her application is approved!

Thank you!
Ruth Barwick

Garden Shed

1 message

Carly Moss <mosscarlyj@gmail.com>
To: Meredith Skeath <mbskeath@gmail.com>

Fri, Mar 20, 2026 at 8:00 AM

To whom it may concern,

I have no complaints regarding my neighbor Meredith's garden shed. I think it fits in well with the outdoor space, and I am happy for it to stay in place.

Sincerely,
Carly Moss
3331 Valley Dr



Meredith Skeath <mbskeath@gmail.com>

(no subject)

1 message

Vicki Rutson <rutsonv@gmail.com>
To: mbskeath@gmail.com

Fri, Mar 20, 2026 at 5:25 PM

I am Victoria Rutson, living at 3335 Valley Dr, Alexandria, VA 22302. Ms. Skeath is one of my neighbors. I have no objections to the shed. In fact, its slim profile makes it appear much smaller than those chunky containers.

To: Parkfairfax Covenants Committee

From: Meredith Skeath
3329 Valley Dr.,
Alexandria, VA 22302

March 26, 2026

Re: non-routine change application for approval of storage shed.

Dear Committee Members,

I was unaware of the height specifications for storage sheds when I installed my garden shed. I had seen other sheds in Parkfairfax like the one I installed (photo enclosed).

I consulted all my neighbors before installing the shed with the help of my immediate neighbor at the time, Jim Cary, who lived at 3327 Valley Dr. My neighbors have all complimented me on it and appreciated my offering the space for them to store their shovels, etc. Emails from my neighbors are attached to this letter.

I wish to respectfully point out several contradictions:

1. I have been cited for a violation because my shed is taller than the specified limit of 2 1/2 feet. My neighbor has been cited for having shovels leaning against the wall by her stoop. It is not possible to store shovels in the shed of the specifications given by Parkfairfax.
2. Nor is it reasonable to expect residents to store shovels indoors, given our condos' very limited closet space and the risk of bringing both dirt and microbes indoors.
3. I lent my shovels, which are stored in my shed, to several residents to help them after the snowstorm in January. I and the other residents of our building (702) pooled shovels to help several residents shovel out their cars. We also collectively cleared our common sidewalk, using the shovels you object to our storing or displaying, because the Parkfairfax staff was unable to clear our common sidewalk. Of special importance was our effort to ensure that our downstairs neighbor, Vicki Rutson, (3335 Valley Dr.), who is physically unable to shovel, had a safe sidewalk. I had requested in writing before the snowstorm that Parkfairfax shovel her out, but they were not able to help.

While your violations follow the letter of the rules, they contradict the spirit of these regulations and your stated aim to "maintain the beauty and harmony of our shared community spaces." Isn't having the tools to actually *help* our neighbors an essential feature of a harmonious community?

Your issuing citations for violations to several of my neighbors also suggests this is a current focus for Parkfairfax management. I and one of my neighbors have been waiting for months for work orders that have been accepted to be executed. Mine is for the installation of a railing on the front stoop, so I and older visitors can safely enter my condo. Wouldn't Parkfairfax be better served if fulfilling work orders in a more timely manner were given higher priority than issuing and deliberating on citations like the one you've issued to me?

Request: I respectfully request that you

- approve my storage shed and
- change the specifications for storage sheds to allow people to have sheds of sufficient height to store shovels and folding furniture. This will help us as a community prepare for future snowstorms and have a neat and unobtrusive way of storing folding furniture and garden equipment, including shovels.

I look forward to your deliberation and decision.

A handwritten signature in black ink, appearing to read 'Meredith Skeath', written in a cursive style.

Ms. Meredith Skeath

Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

3360 GUNSTON ROAD • ALEXANDRIA, VIRGINIA 22302-2198

TELEPHONE (703) 998-6315 FAX (703) 998-8764

Non-Routine Change Application

April 21, 2026

Caleb Skeath (Owner)
Meredith Skeath (Tenant)
3329 Valley Dr.
Alexandria, VA 22302

Re: 3329 Valley Dr. – Storage Shed Application

Dear Caleb Skeath & Meredith Skeath,


We regret to inform you that the Covenants Committee of the Parkfairfax Condominium UOA has denied your arbor application for the following reason:

- Storage Shed is located in front on the building and excess the size of storage boxes allowed. Reference AR #2 IV (B&C)

You are welcome to submit an amended application or to appeal this decision by writing a letter to the Board of Directors within 10 days of receipt of this letter. Please include your reason why you think it should be considered and any further information that might improve their ability to make a decision on your behalf. Send this letter c/o Dana Cross at the address provided above.

If you have any questions or concerns, please do not hesitate to contact me at the contact information provided below.

Sincerely



Lolita Clark

Covenant Director

lclark@parkfairfax.org

Enclosure

COVENANTS APPLICATION FOR NON-ROUTINE CHANGES

Date: 3.23.20 Unit Owner(s): Caleb Skeath, Jordyn Phelps rented by Meredith Skeath Phone#: 301.537.9145
 Building # 702 Unit Address: 3329 Valley Dr. Model: Madison
 OWNERS ADDRESS (if different from above):
412 North View Terrace, Alexandria, VA 22301

I WISH TO DO THE FOLLOWING (Please mark the appropriate box)

BE SURE TO READ THE APROPRIATE SPECIFICATIONS FOR THE WORK BEING PERFORMED

For the following changes an illustration or detailed description is required.

Install or Replace:

- 1) Brick Patio
- 2) Flagstone Patio
- 3) Alteration to A/C Sleeve
- 4) Wooden Deck
- 5) Plantings
- 6) Garden
- 7) Landscaping
- 8) Gate
- 9) Arbor
- 10) Trellis
- 11) Resident Installed Walkways
- 12) HVAC/Central System Package
- 13) Brick Modifications
- 14) Subdivision of Units
- 15) Combine two units into one storage
- 16) Other: garden/shed

Please notify the Covenants Director in writing within 30 days of installation to allow for a follow-up inspection to ensure compliance with our outlined specifications. BY MY SIGNATURE BELOW, I AFFIRM THE FOLLOWING:

1. The change identified herein and the manner of installation of that change meets all applicable codes and ordinances of the City of Alexandria.
2. I understand maintenance and repair of changes by me is my responsibility and I am obligated for all expenses relating to maintenance and repair.
3. I understand that I am personally liable for all damages and expenses to my unit, other units and/or the common elements resulting from improper installation or failure to properly maintain such changes by me or at my direction.

4. I understand changes are subject to inspection by the Association Management up 30 thirty days after changes are completed.

5. I affirm that I am installing/replacing the above items exactly as represented here. I understand that any variation from the above constitutes any variation from the above constitutes a violation of the architectural guidelines and automatically voids approval.

6. I understand and agree that no work on this proposed change shall commence without prior written approval of the Covenants Committee.

6. I understand asbestos is present in Parkfairfax units and the common elements. If the change I am proposing requires work which may disturb asbestos, I agree that I must specifically advise the Covenants Committee of the nature and extent of this work in writing prior to commencement of such work. I also agree I will endorse a separate indemnification agreement if such asbestos disturbing work is necessary. I also agree I and my contractor (if appropriate) will abide by all Federal, State and Local ordinances regarding the disturbance and removal of asbestos containing materials and will agree to have air testing conducted at my expense.

Date: Mar. 26, 2026

Unit Owner: Caleb Skeath

Date: _____

Unit Owner: _____

Action Taken: Approved
 Deferred

Disapproved
 Acknowledged

_____ Preliminary Approval, subject to receipt of City Permit and Inspection

_____ Final Approval, copy of City Permit and Inspection received

Stipulations/Reason for Denial: _____

Date: 4/14/26

Signature: _____
Covenants Committee Chair

INDEMNIFICATION AGREEMENT AND COVENANT

THIS INDEMNIFICATION AND COVENANT AGREEMENT is made this
 day of March, 2026, by and between
Caleb Skeath ("OWNER"), and the PARKFAIRFAX
 CONDOMINIUM UNIT OWNERS ASSOCIATION, ("ASSOCIATION").

WITNESSETH: WHEREAS, Owner is the Unit Owner of condominium
 Unit No. 3329 in Parkfairfax Condominium located at (address)
3329 Valley Dr. Alexandria, Virginia; AND
 WHEREAS, the Association is charged by the Condominium
 Instruments for Parkfairfax Condominium (recorded on February
 7, 1977 in Deed Book 847 at Page 72 among the land records of
 the City of Alexandria, Virginia) with responsibility for
 maintaining the Common Elements of the Condominium and
 enforcing the provisions of the Condominium Instruments; AND
 WHEREAS, the Condominium Instruments require the approval of
 the Board of Directors of the Association prior to the making
 of any alterations by the Unit Owner affecting the Common
 Elements; AND WHEREAS, Owner wishes to make alterations
 affecting the common Elements and has approval therefore; AND
 WHEREAS, The Board of Directors of the Association will not
 approve such alterations in the absence of an indemnification
 against damages and assumption of responsibility by Owner; AND
 WHEREAS, In order to induce the Board of Directors of the
 Association to grant such approval owner is willing to
 indemnify the Association and affected Unit Owners and assume
 responsibility for damages. NOW, THEREFORE, IT IS AGREED AS
 FOLLOWS:

1. Installation, alteration or removal of garden^{storage} shed (specify) must be in accordance with any and all Guide Specifications and Exhibits approved by the Board of Directors, including this non-routine change application.
2. Owner undertakes, of himself and his heirs, successors and assigns, to indemnify and hold harmless the Association and any Unit Owner from and against any loss or damage which the Association or any Unit Owner may suffer as a consequence of such improvements and alterations; including without limitations: (i) loss or damage caused by negligence in the design, construction or maintenance of such improvements and alterations; ii) loss or damage not the result of negligence but caused by the effect of such improvements and alterations on the structural components previously existing; (iii) expenses and consequential damage caused by or resulting from such improvements and alterations; and, (iv) fees, costs and expenses of any claims or suits arising as a result of such improvements and alterations.

3. Owner undertakes, for himself and his heirs, successors and assigns, to maintain and pay cost of maintaining such improvements and alterations, and all other appurtenant components.

4. Owner hereby warrants that the improvements and alterations have been and will be made in compliance with all applicable requirements of insurance policies covering the condominium and all applicable laws, governmental regulations, ordinances and codes. Owner hereby indemnifies the Association and any Unit Owner from and against any loss or damage attributable to the incorrectness of such warranty. Further, Owner hereby agrees to pay any increase in the cost of insurance coverage occasioned by the construction or maintenance of the improvements and alterations.

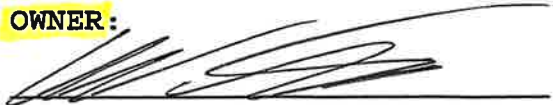
5. The approval by the Board of Directors of the Improvements and alterations set forth in paragraph 1 above does not constitute approval of any other improvements and alterations made without obtaining the express prior written approval of the Board of Directors pursuant to the provisions of the Condominium instruments and the procedures of the Board of Directors.

6. The parties agree that this Indemnification Agreement and Covenant shall be filed in the unit file at the Association office, and shall operate as a covenant running with the land, forevermore encumbering the condominium unit and binding Owner's heirs, successors and assigns, including without limitation all future owners of the condominium unit.

7. Wherever used herein the singular shall include the plural, the plural the singular, and the use of any gender shall include all genders, as context may require.

IN WITNESS WHEREOF, The parties have executed this instrument as of the date first written above.

OWNER:

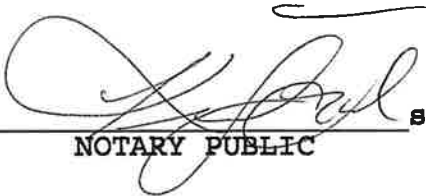


STATE OF VIRGINIA)

CITY OF ALEXANDRIA)

I, the undersigned, a Notary Public in and for the State and City aforesaid, do hereby certify that Caleb Skeath, whose names are signed to the foregoing instrument bearing date on the 26 day of March, 2026, have acknowledged the same before me in the aforesaid jurisdiction to be their act and deed.

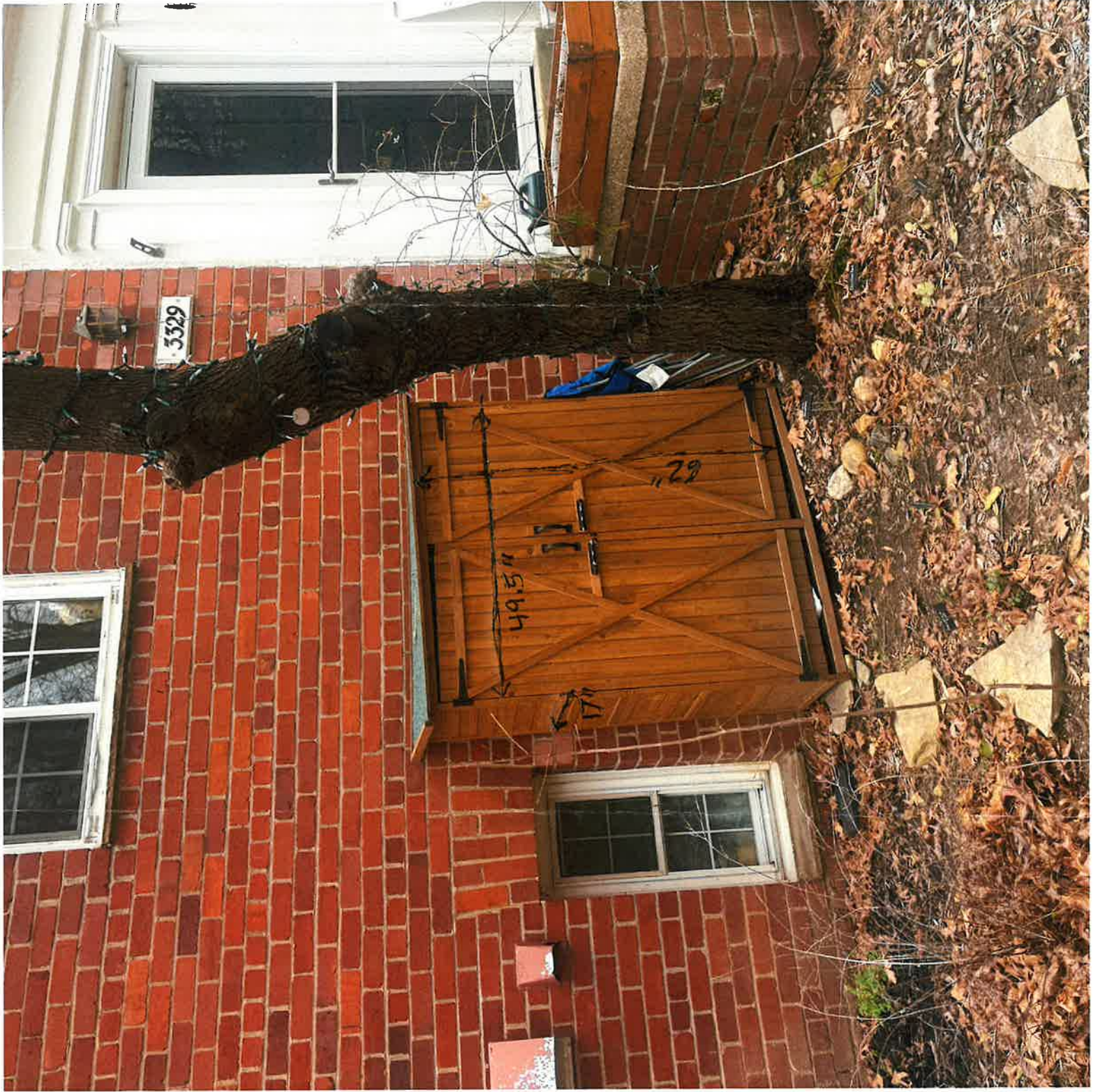
GIVEN under my hand and seal this 26 day of March 2026.


_____) seal)
NOTARY PUBLIC

My commission expires:

6/14/2027





To: Parkfairfax Covenants Committee

From: Meredith Skeath
3329 Valley Dr.,
Alexandria, VA 22302

March 26, 2026

Re: non-routine change application for approval of storage shed.

Dear Committee Members,

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I consulted all my neighbors before installing the shed with the help of my immediate neighbor at the time, Jim Cary, who lived at 3327 Valley Dr. My neighbors have all complimented me on it and appreciated my offering the space for them to store their shovels, etc. Emails from my neighbors are attached to this letter.

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While your violations follow the letter of the rules, they contradict the spirit of these regulations and your stated aim to "maintain the beauty and harmony of our shared community spaces." Isn't having the tools to actually *help* our neighbors an essential feature of a harmonious community?

Your issuing citations for violations to several of my neighbors also suggests this is a current focus for Parkfairfax management. I and one of my neighbors have been waiting for months for work orders that have been accepted to be executed. Mine is for the installation of a railing on the front stoop, so I and older visitors can safely enter my condo. Wouldn't Parkfairfax be better served if fulfilling work orders in a more timely manner were given higher priority than issuing and deliberating on citations like the one you've issued to me?

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I look forward to your deliberation and decision.

A handwritten signature in black ink, appearing to read "Meredith Skeath". The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

Ms. Meredith Skeath

example: another shed at Parkfairfax

