

KNOLLS NEWS



Board Meeting Highlights

Ron Jones opened the meeting by reluctantly announcing Terri Hansen's resignation as AKW Board Treasurer. **Ron** applauded Terri's tireless efforts on behalf of our community and noted particularly the considerable support she provided during the transition between Building Managers. Her many contributions (such as the Financial Spring Cleaning tips on page 7), will be missed.

Quade Whitmire reported that the AKW web site is up and available to all. See more information in his column on page 2.

Dail Claridge happily reported two new members of the Landscape Committee: **Kay Wilmoth** and **Myron Thomas**. Spring means a new plan with **Environmental Enhancements** for clean-up and removal, and new plantings. More to come as the weather improves.

Mary McClelland reported that Gardner Engineering would begin inspections of the building structural defects found on some balconies when the balcony work was done. If you haven't been contacted, your balcony was not affected. Work continues on Elevator #1. Acacia Haze (darker green than the walls) was selected for painting of the stairwell and unit door frames, the trash room doors, and elevator doors. Work is now underway for this project. CertaPro's charge of \$25,380 was approved.

Information will be distributed soon on spring HVAC filter changes. Filters have been purchased for the **NEW** units; residents may purchase in the office if they wish to install, or make arrangements for payment when the filter changes are made in-unit. There are no charges for filters for the **OLD** HVAC units. Jammie will continue Spring and Fall maintenance; forms will be distributed soon.

The Board ratified an eVote to renew early AKW's master insurance policy for \$69,834. This was needed because a purchaser ran into issues with their lender requiring an insurance policy that was not due to expire.

The Board voted to engage Katchmark for a one-year maintenance and inspection plan for the newly installed roof at a cost of \$3,000 for twice year inspections. This will ensure that our investment and warranty are protected. The Board also agreed to settle with Katchmark for the cost for replacing clip and fasteners that did not meet requirements for lightening suppression. Our cost will be one-half, or \$4,000.

Three proposals have been submitted for changes/upgrades to lighting in the A, C and J garages. The Board requested that the vendors resubmit the proposals with like components and scope so that a better evaluation can be made.

Board Meeting Summary (cont'd)

The Board voted to accept a maintenance contract with DORMA for the front sliding glass entry doors at \$1,295.

You may recall that the portable pool umbrella last year was damaged in a significant wind storm. Attempts to contact the umbrella vendor for repair/replacement have been unsuccessful. Our attorney is now taking steps to get a response.

A representative from **Edward Jones** presented to the Board options for financial management of

AKW reserve funds and a possible 401(k) fund for AKW employees. The Edward Jones representative reported their condo clients choose a 'laddered' CD investment approach to maximize interest earned. Funds would be invested in FDIC-insured instruments and Edward Jones does not assess ongoing fees for maintaining an account. The Board asked for additional details on the 401(k) fund options. The information was appealing, but the Board felt it would be prudent to hear from another financial management firm.

It's Here: AKWcondo.com!

In the last edition of *Knolls News*, you read about the construction of AKW's new website. At March's Board of Directors meeting, the Communications Committee announced to the board that the website is live! You can find the site at www.AKWcondo.com. Please take a few minutes to have a look at the pages there. Here's a snapshot of what you'll find:

[The Homepage](#): your navigation tools are here, as well as the AKW newsfeed, streamed to the site via Twitter. Have a look at the newsfeed for the most timely information about things going on around the building. (For those of you on Twitter, follow the feed at @AKWcondo!) You can now also access the online version—in full color!—from the homepage.

[The About Page](#): here find information about AKW, its history, the governing structure of the community, official committees, and a map of the AKW tier structure.

[The Calendar Page](#): on this page you'll find a snapshot of upcoming AKW events, in a convenient Google calendar.

[The Amenities Page](#): there is a lot included in your condo fee, such as your electricity, heating, water, and community amenities. Use this page to learn more about those and other amenities. And, this is a great resource for potential residents as it lays out what AKW offers its residents.

[The Visit Page](#): this is intended to be an indispensable tool for your visitors. Here they can learn about guest parking, building access, and, most importantly, how to find AKW!

[The Residents Page](#): this area of the website is under construction and is where all of the action will be in the next phase of the site's evolution, coming later this year.

[The Contact Page](#): want to send an email to the office? There's a contact form on this page to let you do that. (Of course, you can still use AKWmainoffice@gmail.com.) Also on this page are important numbers, like the towing company and the guard's mobile phone.

What you're seeing now at [AKWcondo.com](http://www.AKWcondo.com) is just the start: in Phase Two, there'll be a password-protected, residents-only section. There you'll find the community's handbook and other governing documents, archival information, and other important things.

The website has been a big undertaking, and thanks go to Wendy Shelley for resuscitating the effort. Special thanks to Communications Committee members Sharon Grant and Joann Wray, without whom the site would likely still be an ambition, rather than a reality.

There's lots more to do and more great things ahead, so stay tuned. And, please feel free to give us your feedback via the comment form on the site; mark it "ATTN Comm Comm," and it will be forwarded to the Communications Committee.





B & G Chair Mary McClelland says --- *Spring is here!*

Closets are calling! "STUFF" has moved in and wants to stay. Not gonna happen! If anyone's interested in sharing the cost, I'll contact 1-800 Got Junk, Trash Away, and another junk removal company and see what it would cost to have a truck for one day to haul off all that evil stuff we want to get rid of but don't take the time to do. This would include things that some folks have sneaked down to the trash room in the middle of the night: burned-out charcoal grill; mattresses; wall-size mirrors. *If you'd like to participate, put a note in my folder or send an email to the office. It's not a bad idea!*

This is really important! Speaking of "Stuff," now's the time to look at your storage bin for any items that "extend above the partition wire-wall." As stated in the Handbook, "By order of the City Fire Marshall **NO** items will be allowed to extend above the partition wire-wall." Section 315.2.1 Ceiling Clearance, states "Storage shall be maintained 2 feet (610 mm) or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings" (this applies to us!). ***The City will be inspecting soon so, please, clean up your bin, or at least rearrange it so nothing is over the top!***

The next Building & Grounds meeting is Monday, April 18th! See you there!

Setting the Record Straight

Dear Wendy and Sharon:

As Co-Chairs of the triumphant Jose's Retirement Party, we appreciate the splendid coverage of the event in KNOLLS NEWS. We would be remiss, however, if we didn't give a "shout out" to all those who made Jose a very happy retiree, indeed.

Ninety residents and two former residents contributed to a Cashier's Check of \$3,100; five residents contributed to the plaque; and, one resident, the head table flower arrangement. By category our thanks to the following:

- ***Program Printing and Envelop Addresses:*** Quade Whitmire and Sharon Grant
- ***Decorating Divas:*** Pam McCaffrey, KC Snyder, Jules Kolberg, Connie Blood, Kay Wilmoth
- ***Serving Wenches:*** Fay Menacher, Barbara Easterling, Jules Kolberg, Terri Hansen, Connie Blood, KC Snyder, Pam McCaffrey
- ***Photographer:*** Philip Ellis
- ***Dream Cookies:*** Maggie McCauley
- ***BJ's Delivery Service:*** Jammie Marshall

Joan Culkin and Dail Claridge, Co-Chairs
Jose Castillo Retirement Party

Safety & Security

Chair **Traci Templer** reported that the outdoor lighting was again the topic of discussion during the **Safety & Security Committee** meeting this month. Proposals for new lighting for the garages have been requested and are being received. The Board still needs an opportunity to review and approve one of the proposals before there will be a start date for the lighting project. We have ample lighting around the property. However, if you see a light out, please say something. Inform the guard or even better send an email to AKWmainoffice@gmail.com and Micha'lyn can track the outage for repair.

On Saturday March 26th, you may have notice more than just one security guard on the property. Actually we had all four guards here for some refresher training. James Creegan, the US Security Associates Branch Manager was on property to facilitate a property-specific training for the guards. As we walked the property, Mr. Creegan pointed out areas in which the guard would need to pay extra attention, as well as areas where AKW could make security improvements (one area that was not a surprise was the lighting in the garage). Even the guards had some suggestions to improve communications on the weekends and overnight in order to maintain our safe peaceful environment.

Final note to ponder..... AKW is a safe and secure community and you can help keep it that way. You have heard ***See Something, Say Something***. Now the next step: If you ***See SomeONE, Say Something***. A simple hello as you walk by may be just enough to let a person who does not belong on the property know that we are all alert. If they DO belong here, you may meet a new neighbor or make a new friend in the building.

See Something, Say Something!!!

Emergency Police: 911
AKW Office: 703-751-7541

GUARD cell phone: 703-635-6668
Non-Emergency Police: 703-746-4444

Put these numbers in your cell phone Contacts, or at home on Speed-Dial.

Which leads us to other Spring Safety Tips

- Enjoy your balcony but don't throw cigarette butts (or anything else) off
- Don't let plant-watering dribble down to your neighbor's balcony
- Wear bright, easily visible clothing when you walk in the evening
- If you're driving, watch out for those walkers, bikers, joggers, animals
- If you're bicycling, wear an approved helmet
- Keep pets under leashed control when out of your unit
- Large BBQ tanks and wood fires are not permitted on our balconies; only small electric grills and one-pound propane bottles are permitted

BE AWARE, BE ALERT, and report suspicious activity to the Office or Guard or Police.



FIRE SAFETY

Several years ago we had fire hardware installed in every unit – a small square alarm (*boy, is it!!*) in the ceiling near the bedrooms. **IT IS AN ALARM**, not a smoke, heat or carbon monoxide detector. Should you see a fire, exit your unit if it's safe, **pull the fire alarm in the hallway** and call **911** on your way out. This alarm will sound in every apartment and will not be turned off until the Fire Department clears the building. *Remember, elevators are out-of-service at this time; use the stairways!*

We love our Volunteers!

In addition to directing the *Decorating Divas* and the *Event Divas*, **Dail Claridge** now has an *actual committee* to help her with Landscaping! **Myron Taylor** and **Kay Wilmoth** are AKW's latest Volunteers! They've met with the **Environmental Enhancements** landscape specialist as well as their Chief Groundskeeper. After that walk-through, the Committee will draw up ideas for spring/summer plans for the property. Their first order of business, however, was getting the canopy entranceway ready for Easter, so we hope you noticed and enjoyed that! This is a committee that can always use an extra volunteer or two --- talk to Dail or leave her a note in the Office (this is a *fun* place to "work"!!).

Volunteer needed – a.s.a.p.!

Because of work and other issues, **Terri Hansen** has had to resign from the Board and various committees – including those marvelous renditions on the bulletin board! We need someone who's artsy-craftsy and has a wonderfully creative mind who can step in and take over. Wish we could have had some advance notice, but here it is! With prior requests in **Knolls News** for a back-up person, we haven't had any takers. There **MUST** be SOMEone who can do this for the rest of us! Check with Chae in the Office; she has a lot of the stuff that might be used immediately. *Thank you!*



Two lovely arrangements for our lobby compliments of Pam McCaffrey and KC Snyder.



MORE ON PHONE ENTRY....



In March's *Knolls News*, you read about AKW's new entry system. We've received positive feedback on the upgrade; if you are having any issues with the new system, be sure to let the office know so they can address your issue. Here are a couple of tips to help your visitors as they enter the building:

When scrolling through the list of residents, just hold down the A or Z button to scroll up or down. There's no need to push it over and over if you're scrolling.

Each resident has a 3 digit dial code next to their name in the call box's list (When possible your original dial code from the old call box was retained). Have a look next time you're downstairs and make a note of the number. If you know your number, visitors can simply dial that into the call box and avoid scrolling altogether. Have a delivery coming? Just tell them what your three-digit call-up number is and it'll save them time!

A Primer for New Residents re Happy Hour

The AKW community hosts a Happy Hour every Thursday evening 6:30 to 8:30-ish in the Bar Room. It's open to everyone and all are encouraged to attend. New folks are welcome for 'free' on their first night. **Steve Colodner** asks, "Why not come down and see what you're missing?" Happy Hour offers an open bar and good conversation with your neighbors. The price is right: \$10 a month or volunteering to tend bar gets you in on the weekly **Pot Luck** (your neighbors' favorite recipes) or **Pizza** the last Thursday of the month. We also have a 50/50 drawing.

Come meet your neighbors – visit, make new friends, and enjoy what we offer!

Courtesy in a Shared Community

One of the nice things (other than the Thank Goodness Elevators) about living in a hi-rise like ours is that we have lots of **grocery carts** available for toting everything from groceries to furniture to pets/children in carriers from the curb to "home." One of the lousy things about (all of those things) is that some folks have difficulty returning them to the trash or storage room so others can use them!

Have you seen a cart all by itself next to the elevator? Or just left in the middle of the hallway? Some folks think this is okay. It isn't! If you use it, it's your responsibility to return it to the trash room. Same thing with the **hand truck** (dolly) or **luggage cart** – those are supposed to be *signed out* and then returned to the storage area.

These items are for everyone's use on a short-term basis. Please make sure you return them after use, not keeping them overnight. Thanks!

Financial Spring Cleaning Tips

Terri R. Hansen

1. Review Your Credit Report. By law, you're entitled to order one free credit report yearly from each of the three major credit bureaus. You can get yours at no cost from www.annualcreditreport.com. Make sure your credit reports are free of mistakes. Under the Fair Credit Reporting Act, both the credit reporting agency and the information provider (that is, the person, company, or organization that provides information about you to a credit reporting agency) are responsible for correcting inaccurate or incomplete information in your report. To take advantage of all your rights under this law, contact the credit reporting agency and the information provider.

2. Organize and/or Shred Old Financial Documents. Sort through your statements, pay stubs, bills and other financial records, and keep only the documents that are absolutely necessary. Since the IRS has up to six years to audit you, keep your tax returns, canceled checks and receipts, and any records supporting your tax deduction for at least six years. If you're unsure about whether you should get rid of certain types of receipts, scan them or make a copy, then go ahead and shred the rest. But don't simply toss paperwork in the trash. Leaving important documents in the trash without properly shredding them is a bad idea. They are just waiting to be picked up by an identity thief.

Reducing paper clutter will not only help you stay more organized, it will also put your mind at ease. Plus, since the IRS accepts scanned copies of receipts, having those records available could come in handy in the event of an audit.

3. Record Your Financial Passwords and Store Records in a Safe Place. Make sure you're not using the same password and log in information for all your online bank accounts and other financial accounts. Even though you might be logging in over a secure Internet connection, there's still a risk that someone who figures out your password will attempt to access other accounts with the same log in information.

Protect yourself against identity theft by logging your financial passwords in a password protected or encrypted document and storing it in a safe place. Also, important financial documents like a will, stocks certificates or bonds should be put in a safe place like a locked box or an online secure vault.

4. Review your Budget. Is your budget up to date? Have you incorporated any increases or decreases in your income? Take a close look at your budget to see if you need to make any modifications. Make sure you're reporting expenses accurately and have made some room for savings account contributions. Use a Personal Budget Worksheet to help organize your finances.

5. Set up Automatic Bill Pay. Spring cleaning isn't only about de-cluttering - it's also about making things more efficient. Set up automatic bill pay, and link it to your primary checking account. Automatic bill pay will eliminate the chances of missing a payment and paying those pesky late fees.

6. Pay off Holiday Debt Once and for All. What does your current debt load look like? Spring is a good time to look at your total outstanding debts and see which loans or credit cards you could pay off entirely this year. At the very least, put yourself on a stricter debt payoff plan, and pay off any debt you accumulated over the holidays. Cleaning up this debt quickly can put you in a much better financial position for the rest of the year.

Pet Registration

The City of Alexandria requires dogs and cats to be registered and licensed, meaning that all required vaccines must be up-to-date. AKW requires this too, asking that you report your pet(s) residing in the building. Please stop by the Office and have Chae make the proper notations for us. Thanks!



New Residents

506 Patricia Quinn
512 Kristofer & Deborah Miller
610 Tracy & Lisa Coyle
804 Valine Doucette
1010 Alexander Hammock
1402 Chester Butler
501 M/M Donnie Gilliam
202 Sia Vue
1805 Catherine Mogan

And you already know about *Kay Wilmoth* and *Tia Green* from our February edition.

If and when you meet any of these folks, give them a Big Welcome!

Bylaws Committee Update:

Crickets!
(chirrup! chirrup!)

Stay tuned; maybe April!

Hi-Rise Windows

As you're aware, the campaign by HRW ended on April 1st (instead of the 30th), so if you're quick the opportunity is still there for you. HRW uses exclusively commercial grade AAMA standard materials, engineered specifically to AKW's property specifications. Measuring and ordering will take place after the campaign is closed. Amanda Bonatz will send an email to all prospective purchasers to arrange a time for onsite measurements. Amanda can be reached at 301-881-8500.

And as you also know, this is not an AKW building project, but one contracted with each owner. We will, of course, cooperate in rescheduling the "Vendor Parking Lot" (north cul-de-sac "F" spaces) when the time comes for installation. HRW expects material lead-time to be 7-9 weeks, therefore installation in the June/July period. We're hoping that these windows, combined with those from two years ago, will have a *huge effect on our utility usage and bills (i.e., enough to consider lowering expenses in our monthly fees??!!)*.

It's finally here ...

The "Directory of Resources for Older Adults and Adults with Disabilities" has finally arrived and can be picked up from the Office. It's 55 pages of all that's available in subjects such as day services centers, adult protective services, assisted living placement, caregiver support, meals on wheels, pension rights center, transportation ... all categorized, alpha-listed with brief explanation of each, plus phone numbers. If you need this, or know of someone who does, pick one up. It's free; we can order more if necessary! (It may be that Chae will eventually place this in our "library" room.)

VISITOR PARKING REMINDER

Visitors are always welcome, but remind them about available, unreserved parking.

Visitor Parking spaces:

B visitor spaces (along Edsall Road)	B42, B43
D visitor space (by the tennis court)	D17
C visitor spaces (under the tennis court)	C13 C20 C33 C34 C35 C37 C38 C39
V visitor spaces (across from pool)	Spaces 5-22
F visitor parallel spaces	V-1 to V-4

(No parking during snow events; may be taken for long-term vendors)

Remind your visitors to register, **including** the parking space they are using, in the log in the lobby. The sign-in sheets have been revised to include a mobile phone number so they can be reached quickly in the event of an issue.

Reminder about Water Shutoffs ...

Note that Chae has to give 4 business days notice to Tier Residents. In addition:

- Jammie has to be present to do the shutoffs.
- If a Resident requests shutoff on the scheduled "routine" day, there is no charge (it's *free!*).
- If a Resident requests shutoff on a different day, payment of **\$50** is required as soon as the day is confirmed, because the same 4-day notice must be distributed to the Tier.
- If no one requests it, the Tier is not shut down.
- All shutoffs come *after 9am*, and are routinely finished before 4pm.

Shutoffs are generally *not* done on Mondays or Fridays. Emergency shutoffs will require a \$50 payment to AKW (and still require Jammie's presence). Advance planning required all around!

IMPORTANT DATES IN APRIL

- ◆ **Building & Grounds** **Mon, 4/18**
- ◆ **Board of Directors** **Tue, 4/26**

**Unless indicated otherwise, meetings begin at 7:00 PM
in the Community Room**

Keep your eye on
the tax deadline:



IMPORTANT PHONE NUMBERS

Guard Mobile	703-635-6668
AKW Office	703-751-7541
Email: akwmainoffice@gmail.com	
AKW Fax	703-751-2136
A-1 Towing	703-971-2600
Police non-emergency	703-746-4444
Police emergency	911

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