



Board Meeting Highlights

Quade Whitmire reported that the **Handbook** has been receiving clean-up and updating and a draft should be ready for attorney review shortly. Comments from the attorney will be heard in a late February meeting. The goal is to publish and upload to AKWcondo.com in early March.

Quade also reminded the group that anonymous comments and complaints cannot be considered. He reiterated that the Board is happy to discuss issues of concern to residents, but cannot be in touch for solutions if we don't know the source.

Keltisha Zander has officially joined AKW as Assistant Building Manager and will work on Fridays and weekends. Her demeanor and helpfulness since arriving at AKW as a summer temp has garnered kudos and compliments from staff and residents alike. **Justin Grady** joined our Porter Staff early in January. He's settling into his role and quickly becoming an integral part of the staff. Justin will work Monday through Thursday. We are delighted to welcome **Keltisha** and **Justin** to the team.

Quade reminded attendees that Staff members are not permitted to do personal work for residents while "on the clock." If you wish to engage their services, it must be after scheduled hours, not in uniform, and you must sign a receipt indicating they worked for you as an individual. This protects AKW and the staff member in the event of any liability issues. Staff members have signed acknowledgements of this employment policy; please respect these limitations on providing assistance to residents.

BuildingLink has been up and running in the office for a number of months. Staff will receive **KeyLink** training soon. Rollout of the full system will be done floor by floor; announcements will be delivered via email, but will be door-delivered to those without email addresses.

Treasurer Sharon Grant reported the November 2016 financials:

Total Cash & Investments	\$1,294.958
Year-to-Date Income	1,656,185
Year-to-Date Expenses	<u>1,539,012</u>
Year-to-Date Net Income	\$ 117,173



Delinquencies were \$134,082; unchanged at 7.5%. Collection efforts continue for these unpaid balances. 2016 reserve expenditures totaled \$529,327

The **Landscaping Committee Chair, Dail Claridge**, presented a proposal to re-work the flowers beds along the West building entrance. Committee member **Myron Taylor** worked with **Dail** and **Kay Wilmoth**, who spoke to the details in the proposal: Working with a landscape architect, a design was created that offers plants of varying seasonal colors, meets our security requirements, are able to thrive in a low-light environment, easy to maintain, and that our neighboring deer will not find appetizing. The result will add beauty and curb appeal to the community. The project, anticipated in the 2017 budget, was approved by the Board at \$12,277.



Quade spoke on behalf of **Safety & Security Committee**, noting a single incident on property last month that occurred with no connection to our community. Details were door delivered to all units. Alexandria Police Department complimented the Association for the upgraded lighting and very good cameras around the property as extremely helpful in aiding their investigation.

The **Communications Committee** (Quade, Sharon Grant, and Joann Wray) will next work on integrating BuildingLink referencing and connections to www.akwcondo.com.

Fitness Committee Chair Bill Munson reported one meeting in mid-January. Temporarily on hiatus awaiting information, the next meeting is scheduled for February 13.

Becky Martin, By-laws Committee Chair, said the next meeting may be in March and will focus on changes to the Maintenance and Enforcement sections of our governing documents. Be in touch with Becky if you are interested in being notified of meetings.

Items to be addressed from Resident **Open Forum** comments: The north and south doors should not be propped open; alarms will sound in the office. Door closers on the south door will be adjusted. Contractors should be reminded to use main entrance/exit to avoid leaving debris in the hallways and to remove trash as directed. The master generator will only work manually and we are continuing a search for parts. If unable to source, we may need to consider replacing.

The Board approved the following proposals:

- Densel for installation of a closed loop water meter to be used for ongoing analysis. \$3,680.
- Densel to enlarge access panels for proper cleaning of corridor HVAC equipment. \$1,453.
- Associa will handle document collection and preparation of AKW's request for FHA recertification. \$1,000.
- Signs by Tomorrow to replace/refresh on-property signage (earlier approved but vendor went out of business). \$1,790.24.



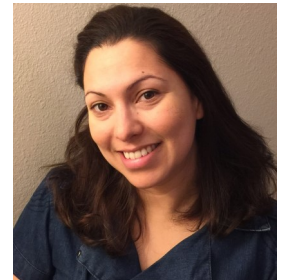
Quade presented these following draft policy documents, which were approved:

- Inventory & Asset Removal. All equipment will receive engraved ID. Disposal of any equipment and assets to follow outlined procedures.
- Guidelines for handling owner-to-owner leaks.
- Notification to residents regarding the oversight by AKW employees of children or other residents.

A resolution authorizing the 10% late penalty permitted by the recent By-laws amendments was also signed, and will be applied against April 2016 charges.

We have a new Director!

At the meeting on January 31, the Board chose **Deborah Miller** to fill the vacancy resulting from the resignation of Traci Templer in December. Having moved here about a year ago with husband Kristofer and toddler David, she is looking forward to meeting more residents and getting to know our Community better. Deborah obtained her Bachelor of Laws at Lille University (France) and a post-grad degree in Human Resources Management from the London (UK) Metropolitan University. In addition to English, she speaks Spanish, French and Portuguese.



Deborah describes herself as a great communicator with diplomatic manners; is organized, reliable and responsive. She's able to address multiple issues at a time and is a proactive problem solver. Deborah currently works for United Way Worldwide (UWW) in Alexandria as a Grants Manager focusing on international donations. Her professional experience includes five years in an HR department in the financial and legal industries, working in London, England.

The Board believes Deborah brings a diverse range of skills to support the direction and work the Board is spearheading in serving our Community. Please welcome her, both as a 'new' Board member and Co-Owner – and come to greet her at the February Board meeting.

We're so glad to have
Keltisha Zanders as an 'official'
member of the AKW team!



KNOLLS KNITTERS

Fay Menacher

Have you ever wanted to learn how to knit or crochet? The Knolls Knitters (Pam McCaffrey, Fay Menacher, Mary McClelland, and Barbara Righter) continue to meet the 1st and 3rd Sunday of each month at 2pm in the community room. Current projects include smaller versions of the Red Cross blanket (see Nov issue for a pic of the full sized blanket donated), blankets for homeless animals, and baby hats and blankets for newborns at Alexandria Hospital and for patients at St. Jude's Hospital.

All knitters and crocheters – experienced or wannabes – are welcome to join us. Beginners will receive instruction and support, including lending needles and supplying yarn! February's dates are Sunday the 5th and Sunday the 19th – *mark your calendar!*

Monday, January 9 was an interesting event

Our management company, CMC, met with members of the Board as well as some Residents to present a “Board Orientation Program.” EVP Tom Garver was the MC for this program and led us through some brief explanations of various laws we have to follow (like Fair Housing) as well as examining our Master Deed/By-Laws and the policy and administrative resolutions we live under. Reducing directors’ liability includes familiarity with those governing documents; being consistent in following policies and procedures, and using professional advisors (lawyer, auditor).

Board responsibilities center around establishing policies, maintaining community assets, ensuring a healthy financial position. Leadership is most noticeable by building a good advisory team, conducting business openly, and providing membership a voice for comment and opinions through committee or board venues.

The surprising part of the presentation was membership roles and responsibilities, to include promptly paying monthly dues; complying with rules established for a community of owners; attending committee and board meetings and providing positive feedback; voting on issues affecting all of the community members; and – my favorite – *volunteering that promotes improvements without incurring extra costs!*

It was interesting to learn things we hadn’t thought of before. If and when we have another of these programs (probably not until we have a new Board), we encourage you to participate with us and welcome your interest.

BUILDING & GROUNDS NEVER QUILTS!

You can tell that **Committee Chair Kay Wilmoth** has kept out of mischief by handling these things in addition to serving the Community on other projects as well:

- Dog waste pits were closed and a new metal dog waste station was installed.
- Densel replaced the float valve on the cooling tower.
- The lobby HVAC that was previously approved is on hold until Densel evaluates the physical plant after the water treatment.
- Bond Water company treated the water last week and it was running clearer by Friday. They will continue to monitor.
- Kay and Jose took inventory of supplies/ tools. We have one leaf blower and 2 snow blowers that have been added to AKW inventory in BuildingLink. Inventory of items in the C garage, i.e. pool furniture, etc. will be done.
- Will work with Jammie and Jose to see if any additional tools need to be purchased.
- Following items that were on contract were finished: Outdoor lighting, Eddy Test of cooler, Exhaust fan on the roof, and the #2 circulating pump for the boiler.

WHEW! And thanks, Kay!



Did you know we have a Library?

Barbara Richter

Yes, Virginia, there is Library (well, more of a book exchange) and you'll find it in the Billiard Room. We've got all sorts of fiction and nonfiction books and even limited audiovisual materials that have been donated by residents. Any of these items may be borrowed, kept, or given to a local library or charity. The **Volunteers** who maintain this AKW collection (Barbara Richter, Fay Menacher, Mary McClelland, and Bill Munson) try to keep things in order, but no record is kept of individual items. We can't accept textbooks or cookbooks because of limited shelf space. Magazines on the glass-top table are eventually recycled.

Books are shelved by Hardcover and Paperback Fiction (alphabetical by author), Biography (alphabetical by subject), Children/Teens, Audiovisual (e.g., DVDs, CDs, and software), Fantasy, Travel, History, Classics, Reference, Self-Help, and oversized books. Shelf space is limited, so older books are constantly being purged to make room for new arrivals. Check out our collection; you'll find some of the most popular fiction (and you don't have to worry about due dates)!

Be eccentric now.
Don't wait for old age
to wear purple!

The Ongoing Saga of Our Trash Room

It's hard to believe that there's anyone who hasn't paid attention to all the admonishments we've given about how to use our trash room, but there's another who "forgot" that their inconsideration impacts our Community!

On Friday the 20th we went in there and could barely get around for all the boxes! Our Staff should not have to break these boxes down for recycling because it takes hours away from their other assignments. It's up to you to make certain that your contractors or movers or parcel delivery folks take away all of these containers. If the boxes are the result of your ordering stuff, *it's up to you* to break them down and make a neat stack, etc. *Please pay attention to how your actions affect the rest of us.*

Must a trash
room look so
trashy??



Not exciting, but stuff you should know about!

We've been *diligently* working on getting the new **HANDBOOK** updated — to be of real interest and thoroughly informative for our Residents. One of the sections deals with Fire Alarms and how to respond to a possible event in the building. One part discusses the unit doors and hardware. Okay, this is the boring part, but it's stuff you should know about. (And thanks to *Baldino's* for the info!)

The original locks on our *steel* doors are for fire safety. The steel doesn't melt (at least not like a wooden door would), and the hardware is a "mortise" lock. Fire-rated because one hand can open-and-slide-the-deadbolt. The mortise lock is sturdy enough to last to 50 years; it can break before then. Replacement of a mortise lock can be *around* \$1300 (labor & material). *Phew! That's rough!*

Apparently this has happened, however, and some folks have just left that door handle in place and then installed a deadbolt above it. *If there isn't a "UL" on the faceplate (against the frame), it's not fire-rated.* This is the kind that has plastic interior parts that *will* melt in a fire situation. What happens in this case? You can't get out and the Fire Department can't get in without breaking your *steel* door — and replacement for that is generally in the \$1500 range!

Check your lock for the "UL" rating. If it's there, great! If it's not, please plan to have it replaced. Yes, it's going to cost you (Chris Leckey at the Baldino's over on Duke Street estimates) around \$400-ish for lock and installation. A bit expensive, but what is your life worth? (And make certain ALL keys to your unit are available in the Office for the Fire Department, just in case!)



Update on the HVAC Installations

Actually, not much to tell! There were only a dozen or so Co-Owners who made the purchase this time, so Dylan Deloatch has been working with those folks in arranging their installations. Certainly *nothing* like what we went through last year! Their work started on January 23rd (Mondays, demolishing the drywall) and continuing with one installation per day (Tues-Wed-Thu) through about mid-February. Except that we see their trucks, they have been pretty much invisible to the rest of us! So that's the update; nice that it's going smoothly!



Whatever he saw... plan for 6 more weeks of winter

Let's see if we can avoid another big problem ...

From before Thanksgiving until a final solution in early January, we all put up with the eyesore of the washing machine dumped in the main trash room. That's always been an absolute no-no since our regular pick-ups don't include such. But there it was. And it was miserable getting rid of it. The Association (meaning *out of your dues!*) paid TrashAway to *finally* haul it. And by then, someone had deposited a vacuum cleaner in this space. Here's what you want to do if you ever have "stuff" you want to get rid of but it ISN'T part of the regular trash:

Electronics and hazardous waste (paint, solvents) – take to the facility on Colvin Ave. on Monday or Saturday. Info from the City operator at 703-838-4000. Go East on Duke St. to Roth (just past "Generous George's Pizza Palace" now called "Yates Pizza"), turn right and right again on Colvin. Up a couple of blocks on the left. Easy to find; easy to drop off.

Since we use a *private* hauler for our trash, we have to use a **private hauler for METAL collection**. TrashAway is available to do this, for a fee. Get the number from Chae, but make your own arrangements and payment. BTW, all of this stuff has to go to Davis Industries, 9920 Richmond Highway, Lorton.

Wood, drywall, sinks, porcelain, ceramic stuff (all used in construction) goes to 625 Burnside Rd. This is NOT a City collection point and they WILL ask for proof of residency in the City (*this is where we are, in the "West End"*). 703-823-5009. There will be a *small* fee to use because it isn't a City affiliate. Come to think of it, your *contractor* should be taking all this stuff with him!

When in doubt, take
the next small step

Invitation to land a starring spot in Knolls News

We've love to have you join us in creating an article for **Knolls News**. If you feel we've missed something, or you'd like to pass something on to your neighbors, *please* send your submission to us at wendy@akwcondo.com, or drop something in my folder in the Office. *Many thanks!*

Don't forget Happy Hour!

We know we don't have to remind The Regulars, but we'd love to have some new folks come down on Thursday evenings from 6:30 – 8:30 for a pleasant time to get acquainted with your neighbors! As of last Fall it's been "free", so BYOB and come join us! (Your stash can remain in the bar area, so you don't have to lug it each week.) We'll continue to have the all-important and *highly remunerative* 50/50 raffle that pays for napkins, snacks, etc. For a *very* nominal \$5 on the last Thursday of the month we'll have pizza delivered. *Put it on your calendar so you don't forget!*

Editor's Correction

I was SO excited about our By-Laws Amendments passing, I got carried away with the length of time our committee spent on this endeavor! Erroneously I said "*nearly three years*" when it should have been "*nearly two years!*" (It only *felt like* three years!) Sorry about that! Don't let that exaggeration deter you from volunteering for the next bits; it should be a LOT shorter since we've already got our attorney working on it!

Building Policy Reminder — Large-item Deliveries or “Carry-ins”

To accommodate working Residents’ schedules, following is the policy:

- ◆ Saturday deliveries are extended to between 9am and 4:30pm
- ◆ Sunday and holiday hours for “carry-ins” are permitted between 9am and 4:30pm. This is to allow bringing home items purchased/transported in personal vehicles.
- ◆ The *freight elevator* **only** should be used for these items. Pads will be routinely hung in this elevator during these hours. To prevent damage to the walls, carry-in items should not be brought in after the pads are removed.

All other restrictions and definitions remain unchanged. Move-ins and Move-outs are NOT AFFECTED by this change and REMAIN RESTRICTED TO WEEKDAYS ONLY. See the Resident’s Handbook for move-in and move-out rules.

Showing our Age

Most everyone is familiar with the term “blueprint.” Seeing a blueprint is a fair indicator of the age of the building or structure it represents: current documents are more commonly referred to as “plans” and are typically black on white paper, often with color elements.

Building plans are technical drawings of each component of a building: structural, electrical, ventilation, heating, plumbing, etc. It details the specific items installed (make/brand of boilers, air conditioning systems, etc.). This information is critical to understanding what goes on behind walls and how to identify and resolve problems. It’s like having a set of x-rays or ‘images’ of each layer of the building.

Over time the AKW building plans have deteriorated from use. They are an important part of our history, provide crucial information on our systems. As a result, we are launching an effort to restore and replicate these plans. Our ultimate goal is to create a digital copy of each page that can be reproduced as needed.

This project will require mostly hand labor to affix each page to a sturdy supporting page. Envision taping your receipts onto a plain piece of paper; that’s essentially what is needed, but we are mostly concerned about fraying edges and at larger scale. Initially we would select a handful of pages, digitally copy and reproduce to determine the validity of our approach.

There are several hundred pages that will have to be copied, so this project will take time. It is also something that volunteers can work on occasionally as time permits. If you are interested in lending a hand (literally), contact sharon@akwcondo.com. Details on project kick-off will be forthcoming.

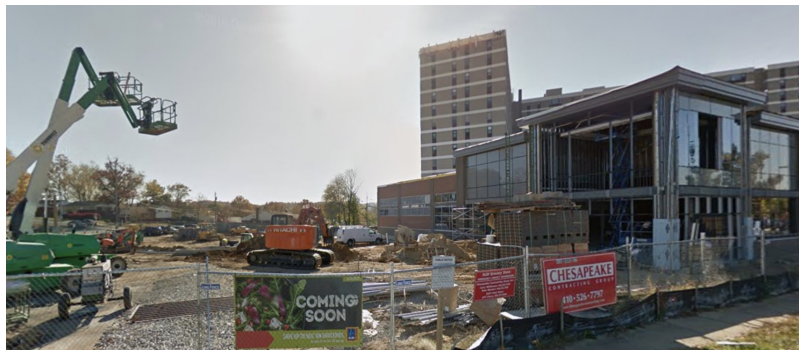


Neighborhood Changes

By now most everyone has heard about the closure of Macy's and the kick-off of the renovations at Landmark Mall. Below are images of the planned end results, which we are not likely to see these changes for some time.



More imminent is the planned opening of the new **ALDI's** grocery store at 4580 Duke Street on Thursday, Feb. 23. According to www.patch.com, "The brand-new store opens in a spot familiar to many Alexandrians: The former location of Mango Mike's restaurant. This will be the City's third ALDI, and with more than 1,600 stores in 35 states, serving more than 40 million customers each month, the new Alexandria store promises to bring high-quality, affordable groceries to even more customers, the company said in its announcement. To celebrate the opening of the new Alexandria store, ALDI will host a ribbon-cutting ceremony at 8:25 a.m., at the grand opening on Thursday, Feb. 23. The public is invited to attend. Following the ceremony, the first 100 customers will receive a golden ticket, each containing ALDI gift cards of various amounts. Customers can also tour the store, sample ALDI exclusive brand products and enter an on-site sweepstakes for a chance to win a year's supply of ALDI produce." ALDI's does not offer courtesy shopping bags. Plan to bring yours or purchase there.



*When it comes to chocolate,
resistance is futile!*



IMPORTANT DATES IN FEBRUARY

- ◆ **Knolls Knitters** Sun, 2/5 and Sun, 2/19, 2 PM
- ◆ **Fitness Center Committee** Mon, 2/13 and Mon, 2/27
- ◆ **Super Committee** To be scheduled
- ◆ **Board of Directors Meeting** Tue, 2/28

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

The “Board Book” (containing what’s on the agenda) is available in the Office for Residents’ perusal on the Friday before the Tuesday Board meeting.

IMPORTANT PHONE NUMBERS

Guard Mobile	571-565-5591
AKW Office	703-751-7541
Email: office@akwcondo.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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See the Knolls News in color at www.akwcondo.com

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