

President's Message

If you're anything like me, you're asking yourself "where did the summer go?!" It seems like just the other day we were opening the pool and looking forward to lots of warm, sunny days. As we slide into autumn, there are a few things going on around the community that you should be aware of. The 2018 AKW Annual Meeting is just a few weeks away. If you do not plan to attend, please get your proxy in, either to the office or to a neighbor who is planning to attend. The meeting cannot proceed unless we get proxies from enough of the ownership. And, if you are a renter, you are still welcome to attend the Annual Meeting—and any Board of Directors Meeting. Some of our renting neighbors have gone on to become owners; attending meetings is a good way for renters to understand how ownership works to decide if it's right for them.

Also going on is the Ground Floor Project, which will see renovations to the lobby, office, billiard room, party room, bar, and interior bathrooms. There is a write-up in this edition of Knolls News, and separate, long-form project updates and news on the [AKW website](#). Please follow the newsfeed, bulletin board and elevator postings to learn about construction disruptions. And, circling back to the end of summer, the Board of Directors has voted to extend the pool season this year by two weekends, so wring the last out of the 2018 pool season and enjoy, with a tip of the hat to the Pool Committee—thanks!

Board Meeting Highlights

Reported Financials

	<u>July 2018</u>	<u>June 2018</u>
Total Cash and Investment	\$1,682,926	\$1,624,267
Year-to-Date Income	\$1,131,283	\$965,282
Year-to-Date Expenses	\$1,070,756	\$921,150
Year-to-Date Net Income	\$60,527	\$44,132
Delinquencies \$	\$55,963	\$56,709
Delinquencies %	3.01%	3.05%
YTD Reserve Expenditures	\$136,265	\$136,265

Four accounts (\$52,718) are 94% of the delinquencies; another 16 accounts (6%) in smaller amounts totaling \$3,245.

Board actions follow:

- \$2,200 to VGS Design and Build to remove a failing brick wall at the main entrance to the electrical room.
- \$2,375 to Eko Smart Solutions to insulate HVAC wall cavities of five individual units (\$475 each).
- \$1,865 to VGS Design and Build to replace the door to the

IMPORTANT IMPORTANT IMPORTANT

The Alexandria Knolls West Condominium's Council of Co-Owners Annual Meeting will be held on Tuesday, September 25, 2018. Registration and Proxy verification will begin at 6:30pm, with the Annual Meeting convening at 7:00pm in the Community Room. Please plan to attend so that we achieve our quorum. Two new Board members will be elected during this meeting.



Maintenance Office with a fire-rated steel door, new metal frame, and installation of new locks and door stop.

Ground Floor Project contract awards and design decisions:

- \$18,000 to L&MA Construction, LLC for renovation of both bathrooms, including fire rated doors. Paper towel dispensers were selected over air dryers.
- \$98,646 in aggregate costs to execute the lobby design as presented in the Showcase on August 18. The non-reflective textured wall was selected to replace the mailbox wall, once removed. A bench seat will be provided as suggested by feedback provided at the Showcase at an additional cost of \$1,190.
- Skid resist lobby porcelain floor tiles will have a slight sheen instead of a matte finish.
- Ceiling tiles will be 2x6 in a white grid pattern. Lighting will be 'daylight' hue with low maintenance and long lasting LED bulbs.
- \$2,900 for lighting replacement in the Billiard Room, with approval of drywall treatment on the east wall and painting the rear wall billiard-table green to contrast with future mailbox area.
- Party Room design "Option 1" confirmed as presented in the August 18 Showcase, with addition of new carpeting, furniture and lighting. The existing furniture will remain.
- \$15,428 to Werco Carpeting for carpet in the corridor, Billiard Room and Bar Area and Party Room.
- \$2,944 for Bar Area ceiling replacement and lighting approved in advance of final design decisions on furniture and finishes at the September 25 meeting. The existing closet will remain due to excessive costs to relocate/replace existing wire and related building systems.
- \$5,735 to NOVA Painting Company for the Bar, Party Room, Billiards Room, Manager's office, and hallway.
- \$16,299 for new desk, credenza, shelving and storage in the Manager's office.

The estimated reserve budget for the Ground Floor Renovation project was \$246,000. Contracted expenditures now total \$236,905. Decision on direction for the Bar Area will be made in September.



CANDIDATES FORUM

You are invited to come to our CANDIDATES FORUM, to be held on **Tuesday, September 18th, at 7:00pm** in the Community Room.

This is your opportunity to see and hear the folks you'll be voting for as the next Board of Directors. *Be sure to put this on your calendar in advance of our Annual Meeting on the 25th!*

If you can't come to the Annual Meeting to cast your vote, be SURE to use your Proxy so that Your Voice can be heard!

A small sound system with speakers and microphones was acquired for \$300 and will be available for the Annual Meeting and hopefully will improve acoustics in the Party Room.

Future Board Meeting Dates

September 25	October 23
November 27	December 18

ANNUAL MEETING ANNOUNCEMENT

Documents for the Notice of **Annual Meeting** will be distributed next week; all of our Co-Owners should have theirs (and if not, contact the Office now!).

Candidate information will be included, but there may be others who have thrown their hat in the ring in the meantime – so plan to come to the **Candidate’s Forum** on Tuesday the 18th for a Q&A period. We strongly encourage everyone who wants to know what’s going on to come down on the **25th at 7pm**. The regular Board Meeting follows, and of course you’re encouraged to stay, learn, and contribute, whether you’re an Owner or the Lessee.

Come on down and make a difference!



Barbara Righter’s LIBRARY NEWS for Bibliophiles

If you were a book in the AKW Library, what sort of book would you most want to be? We asked that question recently in a survey, and got answers from you, the readers.

Let’s step back first and review: The extensive first floor renovations, particularly the relocation of mailboxes to the Billiard Room, will eventually force a reduction in the space available for the Library by as much as 50%. We don’t have unlimited (or any) storage space, so we will have to donate or recycle a lot of our inventory.

Now, back to our question. What sort of book did you say you would most like to be? Well, you’d aspire to be any number of things, so we’ll take it by percentages.

- You would be **71% fiction** (29% nonfiction). Fiction could be mainstream mystery authors or other general fiction categories, no preference. Nonfiction could include biography and history (21%), or other genres.
- You would be **62% hardcover** (38% paperback).
- You’d be a wee bit happier not to have too much age on you.

By participating in the survey, you have made it easier for the Library Committee to maintain a collection that suits you, the reader, when it comes time to roll up our sleeves and purge! So thank you, all you lovely book wannabes.

Have YOU been doing YOUR part to reduce expenses?

(continued thanks to Terri Hansen)

Running the Association is a business, where the Owner/Shareholders watch the 'bottom line.' The Board is responsible for a million-dollar budget, and works to adjust for fixed and variable costs. Fixed costs are determined annually and include insurance, taxes, annual management and other contracts such as landscaping and pool services. Variable costs are determined throughout the year and change depending on usage – utilities, for instance -- and fluctuating circumstances – repair and replacement of worn-out or broken equipment. Some ways to help with these variable costs would include:



Just Wondering...

- Original HVACs may not be repairable. A new unit will be energy efficient, run smoother and quieter, and actually heat and/or air condition your home!
- Operate your dryer like your washer – don't overload it and dry clothes faster.
- If you have your original 'fridge, or one that's 20 years old, get a new one that's guaranteed to be energy efficient, using less electricity, saving us all at budget time.
- If your original glass doors are admitting cold air so that your heat can't keep up, consider installing energy efficient windows.
- Check with the Office for HVAC and Window replacements to match what many Co-Owners now have.



POOL SEASON EXTENDED!

The AKW Pool season will be extended for two additional weekends (only) —

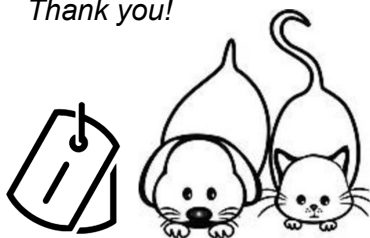
9/8 and 9/9 and 9/15 and 9/16!

Last chance to extend your summer fun!

Enjoy!

PET REGISTRATION

The City of Alexandria requires dogs and cats to be registered and licensed, meaning that all vaccines must be up-to-date. AKW requires this, too, asking that you report your pet(s) (maximum of two, remember!) residing in the building. Please stop by the Office and have the proper notations made. (See the Handbook, pg 22.)
Thank you!



budget

For those interested in the 2019 AKW Operating Budget...

A review of the draft budget will be held following the **Meet the Candidates Forum** on Tue, September 18 in the Party Room.

POLICY CLARIFICATION

Approved at the August Board meeting with hopes this answers the questions we receive on an ongoing basis. This will be incorporated in the to-be-updated HANDBOOK but you should be aware of it now.

Handbook Page 16:

4. Moving

General: *Move-ins and Move-outs REMAIN RESTRICTED to WEEKDAYS ONLY, between 9:00am and 4:00pm, excluding holidays. Prior arrangements must be made with the Office.*

Delivery/Removal of Large Items “Large items” shall mean and refer to oversized items including but not limited to major appliances; carpets larger than a ‘runner’; mattresses larger than crib size; bulky furniture such as sofas, entertainment centers, or china cabinetry, which are often (but not required to be) delivered by outside vendors. “Carry-ins” and “carry-outs” are items transported by your personal vehicle; *see examples below.*

- Saturday deliveries of large items are allowed between 9:00 am and 4:30 pm.
- Large item deliveries and removals must be scheduled with the Office to ensure the freight elevator is not already reserved by another resident.
- ONLY the freight elevator shall be used for these items. Pads will be hung routinely in the elevator during these hours. To prevent damage to the walls, items shall not be brought in when the pads are not installed.
- Delivery of large items via U.S. Postal Service, UPS, or other delivery services are subject to this policy and must be delivered to the resident’s unit. Such items will not be accepted by the Office.
- The Office is not equipped to receive large items: (such as those mentioned above), or smelly, excessively dirty, packaging falling apart, or otherwise objectionable items, or anything weighing more than 20 pounds. The Manager on duty has the right to refuse anything he/she feels would degrade the habitability of the Office.

If you have questions, verify with the Office before arranging delivery.

Carry-ins and Carry-Outs The following rules apply to items transported in your personal vehicle, that you carry in and out of the building:

- Saturday, Sunday and holiday hours for carry-ins or carry-outs are also between 9:00am and 4:30pm.
- “Carry-in” and “carry-out” items are smaller than “large items” (described above), and are easily carried in your personal vehicle, such as decorative items from a flea market or yard sale, or those items to be taken to the City facility for hazardous material discard. Residents may use a grocery cart or other small handcart to transport these items to or from your unit. *Any question should be clarified with the Office.*

If you have questions as to the acceptability of an item, verify with the Office before arranging delivery.

No changes made to subsequent paragraphs (beginning with “Advance Notification”), except for any update, like accepting credit cards.

The [Handbook](#) is available on the web site.

FIRE SAFETY

Building alarms are set off ONLY by pulling the fire alarm, at each end of the hallways by the stairwells.

Before opening your door, check with your hand. If it's hot, *don't open it*. If not, check through the door peephole for smoke in the hallway before exiting your Unit.

If there's smoke in the hallway, put a damp towel against the bottom of the door to block, and go to your balcony.

If you stay in your Unit, call 911 to let them know you're "sheltering in place" or "need help." Your info will be relayed to the fire chief on site here.

If you stay in your Unit, *unlock the door!* If you leave your Unit, close the door but *keep unlocked*. The firemen may try to enter but may have to break down the door if it's locked. (Replacement doors cost in the \$1500 range, with fire-rated hardware at about \$500.)

Fire-rated doors and hardware are important. If hardware is not original to the door, it might have plastic parts that can melt and prevent the door from opening. Check on the lock's faceplate for the "UL" symbol that tells us it's fire-rated.

Recommendations re Fire Extinguishers:

- ◆ Get a small one (5 lbs or less) with the "UL" marking
- ◆ Home Depot carries Kidde brand extinguishers
- ◆ Extinguishers should be checked monthly to ensure they are properly pressurized
- ◆ Read the instructions on Use and Activation
- ◆ Extinguishers should not be stored under the kitchen sink or near the stove
- ◆ Mount extinguisher on the wall where access is easy, in a safe location
- ◆ If fire takes more than this small extinguisher, *call 911 immediately*

Courtesy in a Shared Community

One of the nice things (other than the Thank Goodness elevators!) about living in a hi-rise like ours in 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 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!



See something. Say something.

entry into the building, notify the Office (or Security) immediately.

This security message applies to AKW as well as elsewhere! If you see someone attempting to gain access to the building without authorization, or trying to “tag onto” your

If neither is available and you have reason for concern, consider calling the police.

We want to keep our building safe and secure! Often we don’t recognize new folks or others not seen regularly. **ASK** if they live here (*they should have their key fob out!!*) and then ask them to use the vestibule phone for entry. (Yes, we know that’s hard to do.)

SAFETY TIPS FOR YOU ...

Enter the **Police Non-Emergency number (703-746-4444)** in the “Contacts” on your cell phone. (Then you don’t have to remember it when a stressful situation arises!) If you have speed-dial on your land line phone, enter that so you push only one button to be connected!

If you’ve entered the number for **A-1 Towing (703-971-2600)** in your Contacts, you won’t have to come back to the building before calling for relief of the “someone’s in my space” situation. (You still DO have to stay to identify yourself. *Remember: the guard can’t tow from your private space!!*)

*If you ever feel unsafe at night coming home from the parking areas, do call the **Guard (571-565-5591)** and ask for an escort. Put THAT number in your Contacts, too!*

Hints, Advice & Friendly Reminders

- ◆ Do you have a smoke alarm? City of Alexandria ordinance requires you to have one (Handbook, pg 27). The ceiling sensor in your unit is a horn, not an alarm or smoke detector. It sounds only when someone pulls the alarm switch in the hallways. Our security system calls the fire department, *but the alarm continues until the fire department turns it off!*
- ◆ If you get a new washing machine, make certain to get a heavy duty hose from your vendor for installation. The building’s water pressure may split flimsier hoses, causing catastrophic flooding in your and other apartments. If necessary, AKW can provide heavy-duty hoses at a cost of \$35 plus Staff Installation charge, through the Resident Services Program. Arrange with the Office to schedule this safety amenity for your machine installation if your vendor doesn’t supply it to you.
- ◆ Batteries should be recycled, especially the small button batteries. More information about this and all kinds of City rules, regulations, hints and directives can be found at www.alexandriava.gov.
- ◆ *See Something, Say Something* doesn’t apply to just Safety & Security. We can’t fix it if we don’t know it’s “broke.” Comments, questions, problems should be put in writing (it’s easy to forget when it’s spoken!) to the Office or email at office@akwcondo.com.



IMPORTANT DATES IN AUGUST

- ◆ **Knolls Kneedlers** **Sun, 9/2, 2 PM**
- ◆ **Meet The Candidates** **Tue, 9/18**
- ◆ **Budget Review** **Tue, 9/18 (follows Candidate Meeting)**
- ◆ **ANNUAL MEETING** **Tue, 9/25**

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 Board meeting.



NEED A NOTARY?

Sharon Grant is a Virginia Notary and offers services to AKW residents by appointment at no charge. Email sharon@akwcondo.com.

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
CMC Emergency	301-446-2635
Police non-emergency	703-746-4444
Police emergency	911



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See **Knolls News** in color at www.akwcondo.com

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