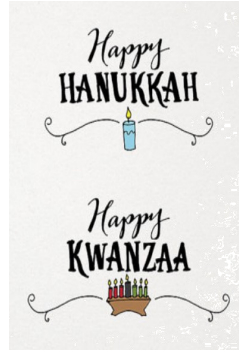
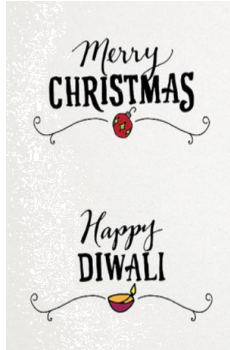


We wish you all the best the holidays can bring!



The holidays are upon us and our Ground Floor Project is well underway. As you come and go through the lobby on your way to or from holiday shopping and visiting, be on the lookout for active construction and follow detours, for your own safety. The long-form project update was issued on November 23; check your email or on the AKW web site; lots of important information to be had.

Enjoy the remainder of 2018! We wish you the best of holidays and a Happy New Year!

Board Meeting Highlights

Reported Financials

Delinquencies are concentrated in three accounts (\$31,450—79%), with the balance in smaller amounts over 18 accounts. Collection efforts are ongoing. Two short-term CDs totaling \$500,000 (rates: 2.00% and 1.95%) were purchased, both maturing in mid-December.

	<u>October 2018</u>	<u>September 2018</u>
Total Cash and Investment	\$1,621,414	\$1,681,100
Year-to-Date Income	\$1,633,825	\$1,454,413
Year-to-Date Expenses	\$1,627,503	\$1,427,504
Year-to-Date Net Income	\$6,322	\$27,222
Delinquencies \$	\$39,891	\$38,663
Delinquencies %	2.14%	2.08%
YTD Reserve Expenditures	\$249,225	\$194,462

Board actions follow:

- \$4,400 to VGS to replace both fitness center entry doors, frames and hardware.
- \$489 to replace the pool umbrella broken during a summer wind storm.
- \$250 to the Landscape Committee for lit garlands and wreaths for the exterior of the front and back entrances.
- 2017 audit prepared by Daly, Hamad & Associates was accepted and approved. AKW received a clean report with no recommended changes or modifications.
- The Parking Lottery was conducted with a number of owners entering for 5 parking spaces. Winners will be individually notified of the results.
- A “Squirrel Crossing” sign was approved for placement near the front entrance.

New mailbox keys will be distributed early in December, with each unit receiving 3 keys. Although owners may opt to receive all three of their mailbox’s keys, we strongly recommend that you leave one key with the office for placement in the key box. If you lose your key you will be responsible for the cost of replacing the lock, so take that into consideration when you decide whether you’ll take two or three keys. Watch for notice on how and when the keys will be made available.

Landscaping changes were made in the front entrance area, but are not up to expectations and will be addressed after the holidays.

Insurance Deductible Change - Helpful Information

Follow-up to the November 1, 2018 notice regarding the increase of the master insurance policy deductible to \$25,000: Feedback received from Board members indicated that most existing policies provided the required coverage. Another reported that insurance policy parlance defined the required coverage as “loss assessment” insurance instead of deductible. Owners are encouraged to use the original notice in conversation with their carrier to ensure the proper coverage. This policy change becomes effective January 1, 2019. We strongly urge you to contact your insurance carrier so you don’t leave yourself exposed to unnecessary risk.

Knives & Glass Again?! How Complicated is This?

Last month we mentioned an incident where residents had disposed of a knife in the trash chute. This occurred twice more recently. Employees were lucky enough to see the knives before they sustained any injuries. Sadly, a few days ago our longest-serving employee, Jose Castillo, was cut by a glass shard from a jar or bottle that a resident threw down the trash chute and had to be rushed to the hospital for stitches.

Every single thing you send down the trash chute gets compacted and must be managed in the trash room by our Porters. Everything you throw down the chute is pushed into large plastic tubes, which the Porters must handle. Anything sharp will come through the bag and has the potential for serious harm—even small jars and bottles. When it hits the ground floor it breaks and the shards are sharp, dangerous for our employees, and damaging to the compactor.

Separate your glass items and either take them to the ground floor trash room or leave them in the trash room on your floor. Porters visit the trash room on each floor daily to retrieve glass bottles and jars; this service is to make it easy to properly dispose of glass items.

Please use common sense and help protect our employees.



'Tis the Season

Some of our neighbors are already looking ahead to the holiday giving season and asking about resident gifts for employees. Although our Personnel Policy forbids gratuities or tips to employees for services rendered on behalf of the Association, holiday bonuses of cash or gifts are allowed. If you've been looking for a chance to show your appreciation for work well done throughout the year, the holidays are a perfect time for that. Residents are, of course, under no obligation but our employees do appreciate being recognized.

For those of you who are new to AKW or who aren't familiar with all of our staff, here are their names and roles, by years of service.

* Jose Castillo	Porter
* Devon Datcher	Maintenance Manager
* Kim Lee	Office Manager
* Douglas Campos	Porter
* Sam Blair	Assistant Office Manager
* Robert Thompson	Maintenance Technician



In an emergency, what should I keep in my car during Winter?

A **shovel** to clear snow from tailpipes and tires; **scrapers** to remove ice and a **brush** to clear it away; **gloves and hand warmers**; a **hat** to keep your ears covered; a **blanket** inside the car; **flares or reflective triangles** in case you break down; a **bag of sand or kitty litter** to spread around tires in icy patches; a spray can of **de-icer** for door handles, locks, windows, headlights, and windshield wipers. **Jumper cables** can be life-savers; too many of us don't have them! **Flashlight and batteries** for nighttime emergencies; **water and snacks** would be good, too. And of course your **cell phone and recharger cord!** The best idea: **NEVER, EVER HAVE LESS THAN A HALF-TANK OF GAS!**



Foxy Things (Dog Owners, This is For You!)

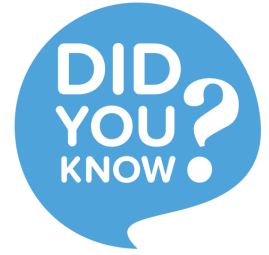
This is important information for dog owners, so take note.

Several residents have reported sightings of foxes in the woods near the dog run. Now, in addition to dodging you-know-what from some of our less-considerate neighbors, dog owners need to be on the lookout for foxes. Here's what the Humane Society has to say about the risk: "Foxes have a natural fear of people. If you see one outside during the day, it's no cause for alarm. They will usually run away ..." Their website states that a rabid fox could be dangerous though, thankfully, that is rare. If you are out walking your dog after dark, be vigilant and, if you see a fox, make noise and it should flee. If you observe a fox that seems to be aggressive, report that to the office or guard immediately. If your dog is bitten, rush him or her to the vet immediately; there are 24-hour vet hospitals within a ten-minute drive of AKW.

A Happier Happy Hour

The Happy Hour Club (HHC) is excited to provide you a little tease. Once the construction is done in the bar, Happy Hour will relaunch. Those who have been around a while will recall that Happy Hour used to operate as a dues-paying club. When relaunched in a few weeks, Happy Hour will return to that model. Watch out for that news. If you want to get on the HHC mailing list, stop our neighbor **Dail Claridge** when you see her about the property. Of course, residents can participate in Happy Hour through BYOB or by joining in and not imbibing. Happy Hour is all about the company and conversation and all AKW residents are welcome, Thursdays at 6:30.





“I’ve fallen and I can’t get up!”
. . . a look-back at your Handbook for “Knox Box”

The Knox Box is that strange container on the wall to the right as you enter at the canopy. It is from the Fire Department and **only** the Fire Department can access keys in that container [Handbook pg. 25] for them to have a way to get to a person who would (or might have) trouble leaving the building in an emergency, such as those who can’t walk the stairs to exit.

The keys allow the Fire Department to enter your unit (1) if you are not at home during a unit emergency (water leak, e.g.), or (2) they can’t get a response from you if you have called them for assistance (or a friend wonders about your safety). If they don’t have a key they may have to knock the door down — these are steel doors and replacements run north of \$1,300 (plus fire-rated hardware starting at \$400)!

If you have an ongoing medical condition, will need assistance related to an upcoming surgery, or an injury that renders you temporarily handicapped, please contact the Office. You will complete a form and provide a key for the Knox Box which will be noted in BuildingLink. ***This MAY save your life!***

Just so our Office knows what’s going on



Reminder to Residents that we’re each obligated to make arrangements with the Office for our vendor deliveries. Most often there’s not a problem. But when a move-in or -out has been scheduled, your furniture or appliance may be turned away. **TIP:** when you’re making your purchase, give the Office a buzz to reserve your space – and know you’ll get the delivery when you want it! [Another reminder: hours for deliveries are **9-12:30 and 1:30-4:30, Monday thru Saturday.**] [Handbook pg 17.]

Need Volunteers

We need volunteers to join and have fun with the **Holiday Divas**, to decorate whatever we can for the new and incredible Lobby – as well as in the Billiard, Party, and Bar rooms – and maybe even something glorious for the outside entrances!



Check with **Dail Claridge** for when they will make their plans, and then help create the beauty for our holiday season. Our Office Manager, Kim, can take names and numbers. This is a really fun committee to be on, so we encourage your participation at this special time.

<u>Future Board Meeting Dates</u>	
January 29	February 26
March 26	April 23
May 21	June 25
July 23	August 27
September 24	October 22
November 26	December 17

NEIGHBORHOOD NEWS

Washington Business Journal, Nov 15, 2018 (abridged)

At the November 14 meeting of the Eisenhower West/Landmark Van Dorn Implementation Advisory Group, a Howard Hughes Corp. senior vice president announced they now control the 51-acre Landmark Mall property in its entirety. It appears that a partnership between Howard Hughes and Seritage Growth Properties (owner of the Sears store) is now in place.

Howard Hughes became the Landmark owner in 2010, but only owned a third of the buildings; Macy's and Sears owned their stores and redevelopment required agreement among all three groups. In 2013, Howard Hughes received City of Alexandria approval to replace the central mall with a mix of uses, largely residential and retail, and a theater. The plan was amended in 2015, but the project languished.

Hughes' senior vice president said while the delay has been frustrating, but is probably for the better. Hughes now has the ability to plan a wholesale, market-driven overhaul of the massive property on Alexandria's West End. The plan, expected to encompass nearly 5 million square feet, will take several years to complete.

The next meeting and open house of the Advisory Committee is scheduled for Dec. 12, 2018, 7 – 9 pm at Brandywine Living (5550 Cardinal Place). Visit the City's web site at [Landmark Project](#) or for past meeting info, see [Project History](#). A video of the [November 14 meeting](#) is also available.



ALERT ALERT ALERT

We publish this for our Christmas edition because some of our residents have been affected at this Holiday time. Please pay attention so you won't be disappointed or scammed.

There is the possibility that shippers may be opening up avenues of mischief, as they have, even in mid-day, left packages in front of our doors or (remarkably) outside the building where they may be picked up by someone else. Our suggestion is to use reputable and reliable carriers: **US Postal Service, DHL, UPS, FedEx.**

An even better suggestion might be that you ask that packages be held at those facilities for your pick-up using your own picture ID, or directing purchase *to your office* during this away-time or holidays. (And consider keeping your credit cards in an RFID (metal frame/lined) holder instead of a wallet or purse.)

Remember: Packages that arrive after Office closing will NOT be accepted by the guard and WILL BE directed to leave at your Unit door. BTW, the Office can't accept packages unless you've signed that form for us! [Handbook pg 16.]



Note that the Ground Floor Project interruptions will bring some additional restrictions. Stay up to date on those restrictions so that you receive your packages as expected. Read the Ground Floor Project Update and watch for and read notices on the construction project.

Contractors ... or Do-It-Yourself?

We all have things in our apartments that need doing. Upgrades and renovations, necessary upkeep and maintenance: from time to time the work just has to be done. When it comes time to do it, keep in mind that any contractor you hire must be *licensed and bonded* to do the work they are performing on your unit. Why? Well, if someone performs work in your unit and a problem arises from that work, you are responsible for any damage caused to your neighbors' units. This is especially important to remember if you have a friend or relative who is "helping you out." A licensed, bonded, insured contractor is liable for any damage their work causes; your brother-in-law's or friend's work is ... well, it's *your* problem!



So, when you're having work done, make sure your contractor is a professional and is licensed, bonded and insured. This Board has passed a policy and guidance document on the subject and it's available to you in the Office and in the BuildingLink library.

After you've finished, it's still your responsibility

Electronics & hazardous waste: (paints, solvents, old TV and computer) – take to the City of Alexandria facility on Colvin Ave (7:30-3:30 **only on Monday AND Saturday**). Further Info from the City operator at 703-838-4000. Go east (toward Old Town) on Duke to right on So. Quaker Lane (opposite the fire station) and one block to left onto Colvin. (Alternate: right onto Sweeley St. (next to CVS), right onto Colvin; up a few blocks on the left.) Easy to find; easy to drop off.

Since we use a *private hauler* for our trash, we must use a **private hauler for METAL collection**. This would include appliances that for some reason haven't been taken by those who delivered your new ones. **TrashAway** is able to do this, *for a fee*. Phone them at **703-339-4560** and speak to **Neena** to make your own arrangements and payment. BTW, all of this stuff has to go to Lorton.

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

This is a good time to remind everyone: all of those boxes from holiday ordering and giving HAVE TO BE broken down to a flat surface! This will allow hundreds of those boxes in the trash room, and will save dozens of hours of our Staff from having to do this chore. Please help us out!



These Compact Fluorescent Bulbs (CFLs) contain 4 mg of mercury, which — we hope everyone knows — is toxic to humans and in the environment. As long as the bulb is intact, the mercury is safely contained.

A broken CFL bulb requires special handling. If you break a CFL, air out the room for 15 minutes. Approach the cleanup carefully, following the Environmental Protection Agency's [recommended procedure](#).

Needless to say, all bulbs WILL break if disposed with your trash into the chute. Thankfully, our neighborhood Home Depot accepts these bulbs for recycling. Simply drop off when you're next in the area.

HOLIDAY SAFETY TIPS

Everyone wants to have a safe and happy holiday season, but a simple mistake can ruin your holiday. Here are some hints for a safe and enjoyable season:



- Be sure your holiday lights are turned off when you aren't at home and before you go to sleep. Keeps a possible fire from happening AND can lower our electric bill!
- Be sure to get a **tree disposal bag** from the Office if you have a live tree. Slipping it over the trunk before attaching it to the stand means you just pull the bag up to have it all enclosed, eliminating needles all over your floor/carpet, the hallway, the elevator and the lobby! The Office will let you know when you should have your tree at the trash room for special pick up.
- Remember that in our heated units, moisture evaporates quickly so your tree needs plenty of water to keep it fresh; check it daily.
- When you're out shopping, keep your car locked and gifts/valuables out of sight. Shopping bags in the back seat are an invitation to mischief!
- Keep your pets in mind when leaving goodies out for Santa. Some stuff, especially chocolate and poinsettias, are dangerous for them.
- In addition, pets can choke on small ornamental tinsel, bows, and other glittery things as well as light cords.

And this is a good time to remind you FOR your housekeepers: They should take ALL trash from the holidays down to the trash room outside the canopy. All boxes are to be flattened. Smooth out all the paper and fold or roll into a nice bundle. Tape the bundles and the boxes so they're easier to carry and discard properly in the trash room! Remember that the bottom of the trash chute is a **compactor** so it's going to put the chute out of commission to throw cans and bottles and wooden or wire hangers and cardboard boxes down there – which means each of us pays in increased condo fees for those repairs.

There's no business like snow business ...



It's the time of year when we have to keep our eyes on the weather forecast and be ready for the eventuality of snow. Life on the Knoll can mean pretty slippery-going, so always exercise caution when you venture out during or after a "winter event."

The Office has a set of procedures to refer to in the lead-up to snow and ice, including pre-treating sidewalks and steps and outreach to the owners of particular parking spots that are identified for snow storage or that are likely to be blocked in by the plows. Additionally, the four visitor spaces in the "F" cul-de-sac may be cordoned off to keep the driveway clear. If you park in B-1, B-41, D-1, D-16, F-11,

H-1, H-31 or K-1, be sure to stop in the Office the day before moderate snow (more than 2 inches) for arrangements for an alternate parking spot.

Parking spaces are **privately owned property**. Do not shovel snow from your space onto someone else's spot. You are ungenerously gifting them the task of shoveling twice as much snow. We're all in the same boat; let's get through winter storms together!

Wanted to, but never did?

Here's a present to keep or give! A new Iyengar Yoga class will start in December with instructor Leah DiQuolio. Reach out to Leah at leah@iyengaryogawithleah.com for details. Classes are held in the small Fitness Room on the first floor.





Celebrating Volunteers!

2018 VOLUNTEERS

Joan Culkin	Dail Claridge	Connie Blood
Will Godfrey	Pat Quinn	K C Snyder
Myron Taylor	Barbara Righter	Rick Trevino
Larz Pearson	Jules Kolberg	Ron Jones
Fay Menacker	Brian Lee	Kay Wilmoth
Becky Martin	Pam McCaffrey	Wendy Shelley
Mike Sullivan	Sharon Grant	Philip Ellis
Rose Munson	Quade Whitmire	Bill Munson
Sally Elnasser	Traci Templer	Joann Wray
Terri Hansen	Laura Rodriguez	Ellen Pearson
Patsy Feinberg	Kay Vander Ven	Mary McClelland
Valmy Awasom	Fanny Felipe-Morale	Marcos Souza

It does take a Village! Each of these individuals, and anyone who has contributed as “Seat Warmer” in the office or as one of the “Decorating Divas,” has played a part by taking on a task, offering an opinion, and participating in the conversation. We owe much to all the Residents who contributed to planning our Ground Floor renovation. And heartfelt thank-yous to those Mostly Anonymous who volunteer to take folks to doctor and other appointments. You know who you are, and we salute you for your contributions!

This is a GREAT group, but we need even more folks for 2019!
Come to a committee meeting and get yourself involved!
Every person counts!
Everyone has something to contribute!



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 to 12:30 pm and 1:30 to 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.

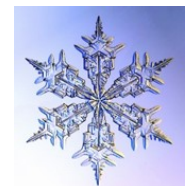
Carry-ins and Carry-Outs The following rules apply to items transported in your personal vehicle, that you carry in and out of the building:

- 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.



IMPORTANT DATES IN DECEMBER

- ◆ **Knolls Kneedlers** **Sun, 12/2, 2 PM**
- ◆ **Board Meeting** **Tue, 12/18**

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



Board of Directors

Quade Whitmire, President (Historian, Communications)	quade@akwcondo.com
Becky Martin, Vice President (By-Laws)	becky@akwcondo.com
Pat Quinn, Secretary (Pool)	pat@akwcondo.com
Sharon Grant, Treasurer (Budget & Finance)	sharon@akwcondo.com
Kay Wilmoth (Building & Grounds, Landscaping)	kay@akwcondo.com
Bill Munson (Fitness Facilities)	bill@akwcondo.com
Valmy Awasom	valmy@akwcondo.com

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