

# Alexandria Knolls West Resident's Handbook



March 2017

---

## Contact Us!

AKW Building Management Office 9:00 AM to 5:30 PM Daily 12:30 PM to 1:30 PM Lunch (including Federal holidays)	AKW Building Manager 6101 Edsall Road Alexandria, VA 22304 703-751-7541 Email: <a href="mailto:office@akwcondo.com">office@akwcondo.com</a> Website: <a href="http://www.akwcondo.com">www.akwcondo.com</a>
Community Management Corp. (CMC) Management Company Office  CMC Hotline for Emergencies	703-631-7200 Email: <a href="mailto:gita@akwcondo.com">gita@akwcondo.com</a>  301-446-2635
Guard's Cell Phone	571-565-5591
Police Non-Emergency Phone	703-746-4444
Towing Company A-1 Towing 5609 Vine St., Alexandria 22304	703-971-2600

This Handbook is a guide for all Co-Owners (and Lessees) for the peaceful enjoyment among this Community of 190 units, and gets its authority from the Master Deed and By-laws as originally written, as amended by resolutions, and currently amended by the Co-Owners to comply with the Virginia Condominium Act. See Appendix A for Index.

Cover photo: Bill Munson

# Quick Reference

## ***Medical or Police Emergency***

1. Dial **911** to request emergency services.
2. If time and the nature of the emergency permit, inform the Building Manager or Security guard on duty (numbers listed below) that you have called for emergency service so he or she can let emergency personnel into the building.

**IF YOU ARE INFORMED OF A FIRE, EVACUATE IMMEDIATELY.**

## ***Fire***

### ***If the Fire Is In Your Unit***

1. Dial 911 to summon the fire department.
2. Alert everyone in the Unit.
3. Leave your Unit and close the door.
4. Activate the nearest fire alarm in corridor (see floor plan on pages vii, viii, ix).
5. Give verbal announcement of "Fire" while heading towards stairwell.
6. Use enclosed stairways at north and south ends of the building for evacuation, if safe to do so. Do not use the elevators, which will go out of service during the fire.
7. Person who sounded alarm must meet Fire Department in main lobby and direct them to the fire.
8. Remain at Assembly Area until accounted for by Board Member on site.
9. Avoid running your automobile to reduce car fumes in assembly area.
10. Proceed to one of the covered parking garages, A, C or J.
11. Board Members will identify themselves to on-site Fire Department.
12. Resident who pulled the alarm and called 911 should identify themselves to the Fire Department.
13. Do not congregate at main entrances so as not to impede emergency personnel and vehicles.

### ***If You Are Informed of a Fire Elsewhere in the Building***

1. Turn off all appliances.
2. Touch your door to make sure it's not hot. If door is hot, do not open.
3. Check corridor for smoke and, if clear, exit via your primary stairway.
4. Proceed to one of the covered parking garages A, C or J.
5. If the corridor is impassable, remain in your Unit. Keep your Unit door closed but unlocked. Wait to be rescued.
6. Place a wet towel at bottom of door to help prevent smoke from entering Unit.
7. Stay on the balcony and close the balcony doors to prevent smoke inhalation.
8. Have a flashlight or something bright to make yourself visible to rescuers.

9. **Do Not Panic:** In a fire-resistant building, such as Alexandria Knolls West, you are safer in your own Unit with your doors closed than attempting to escape through fire conditions.
10. **DO NOT call the Alexandria Knolls West office as the staff will be using the telephone to notify appropriate entities as to exact cause of the activation.**

### ***If You Have Put Out a Fire in Your Unit***

Dial 911 and if possible report it immediately to the Building Manager or Security guard. The Fire Department will send qualified personnel to inspect your Unit in order to make sure that the fire is completely extinguished and not smoldering inside a wall or furniture and to identify hazards such as damaged wiring. This procedure is necessary for your own safety and that of your neighbors.

### ***Residents Requiring Assistance***

Residents who are physically unable to exit the building by the stairwells should remain in their Units until emergency personnel assist them out of the building. All residents requiring such assistance must ensure that Unit keys are securely placed in the Alexandria Fire Department's Emergency Key Box to afford emergency personnel the ability to enter your Unit without damage to your door. **If possible, unlock your door to allow Fire Department access to your Unit.**

### ***Fire Alarm***

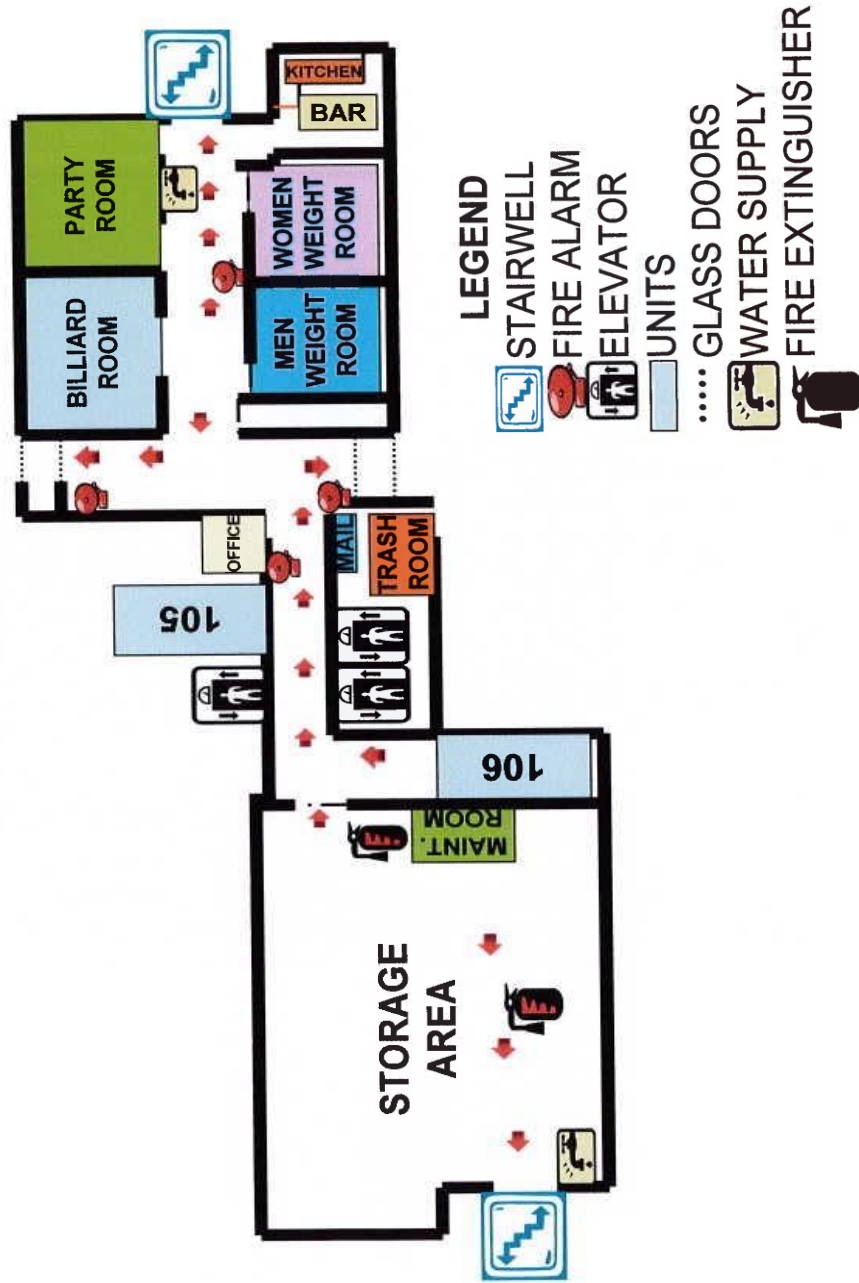
Periodic testing of the Fire Alarm system is required and advance notice will be given each resident prior to the test. However, if the fire alarms are activated without notification, consider such activation as a real event and follow the procedures outlined above. **IF YOU ARE INFORMED OF A FIRE, EVACUATE IMMEDIATELY.**

**DO NOT call the Alexandria Knolls West office as the staff will be using the telephone to notify appropriate entities of a fire or working with them on the testing.**

See Floor Plans on pages vii-ix for stairwell and fire extinguisher locations.

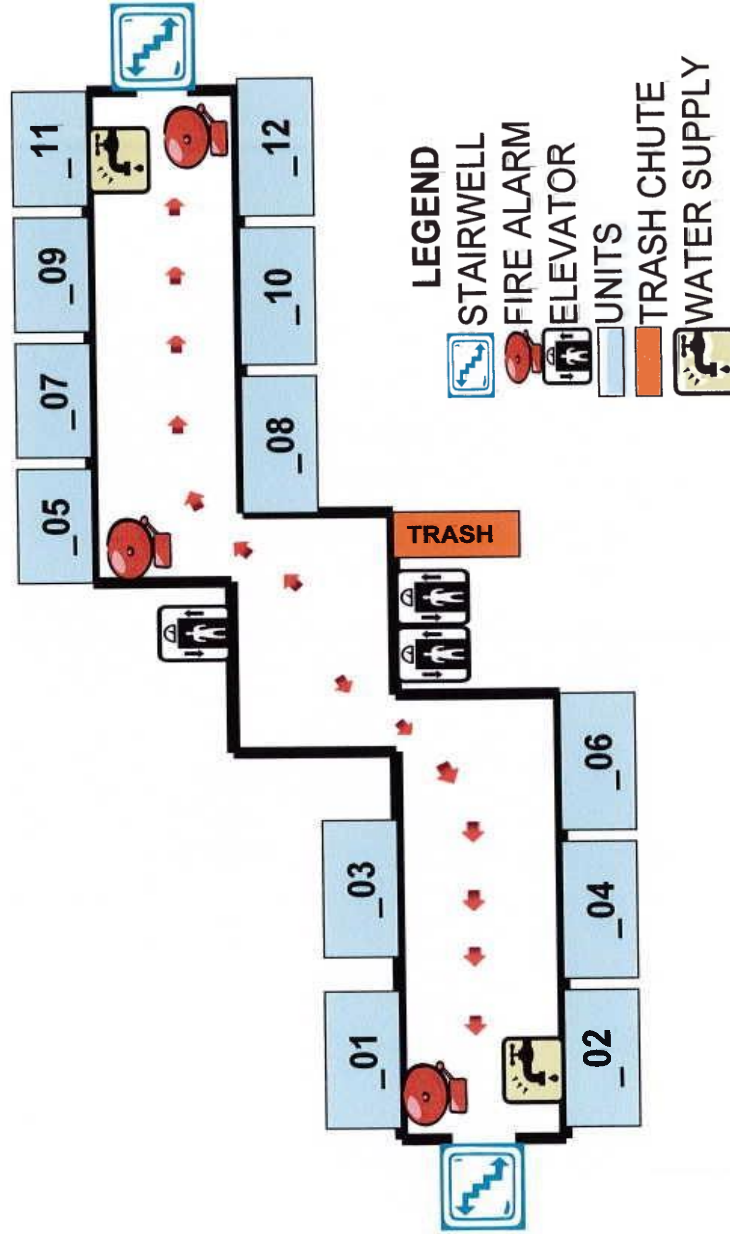
# EVACUATION PLAN – FIRST FLOOR

## ALEXANDRIA KNOLLS WEST EVACUATION PLAN



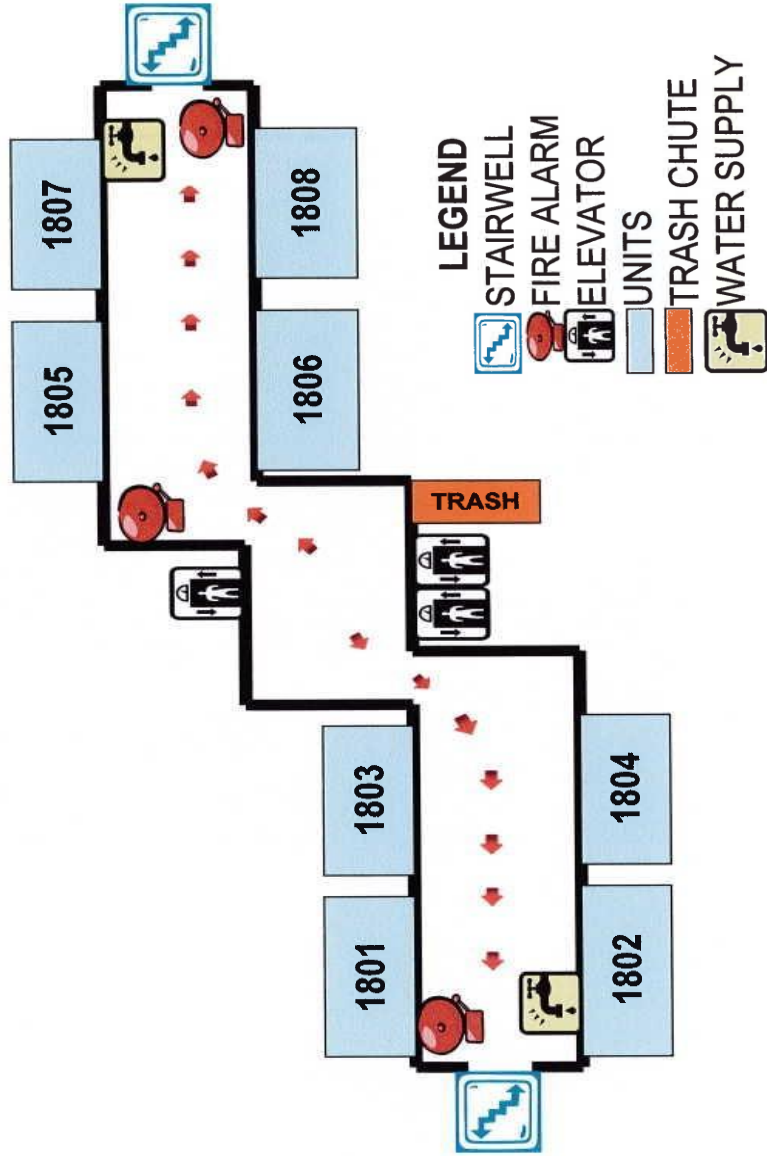
# EVACUATION PLAN – FLOORS 2 THROUGH 17

## ALEXANDRIA KNOLLS WEST EVACUATION PLAN



# EVACUATION PLAN – FLOOR 18

## ALEXANDRIA KNOLLS WEST EVACUATION PLAN



# Table of Contents

<b>CONTACT US!</b> .....	<b>1</b>
<b>QUICK REFERENCE</b> .....	<b>2</b>
MEDICAL OR POLICE EMERGENCY .....	2
FIRE .....	2
IF THE FIRE IS IN YOUR UNIT .....	2
IF YOU ARE INFORMED OF A FIRE ELSEWHERE IN THE BUILDING .....	2
RESIDENTS REQUIRING ASSISTANCE .....	3
FIRE ALARM.....	3
<b>EVACUATION PLAN</b> .....	<b>4</b>
<b>1. INTRODUCTION</b> .....	<b>10</b>
<b>2. VEHICLES AND PARKING</b> .....	<b>11</b>
RESIDENT PARKING .....	11
<i>Registration</i> .....	11
<i>Front Entrance Parking</i> .....	11
<i>Towing</i> .....	11
RESIDENT USE OF VISITOR PARKING .....	12
VISITOR PARKING.....	13
<b>3. BUILDING ACCESS</b> .....	<b>15</b>
RESIDENT ACCESS .....	15
GUEST ACCESS .....	15
ADMITTANCE OF REPAIRMAN/DELIVERY PERSONNEL .....	15
<b>4. MOVING</b> .....	<b>16</b>
GENERAL.....	16
ADVANCE NOTIFICATION .....	16
PROCEDURES ON DAYS OF MOVE-IN OR MOVE-OUT.....	17
PAYMENT .....	17
<b>5. STORAGE AREA</b> .....	<b>18</b>
<b>6. U.S. MAIL, UPS, FEDEX AND OVERNIGHT EXPRESS SERVICES</b> .....	<b>19</b>
U.S. POSTAL SERVICE (USPS).....	19
UNITED PARCEL SERVICE (UPS).....	19
COURIER OR OVERNIGHT EXPRESS SERVICE .....	19
<b>7. PETS</b> .....	<b>20</b>
ENFORCEMENT.....	20
PROCEDURES FOR ENFORCEMENT .....	20
HOUSE RULES FOR PET OWNERS.....	21
REGISTRATION.....	21
LIMITATION ON SIZE AND NUMBER OF PETS PER UNIT.....	21
<b>8. TRASH DISPOSAL</b> .....	<b>22</b>
TRASH CHUTE .....	22
PROHIBITED ITEMS .....	22
NEWSPAPERS, CARTONS AND LARGE ITEMS .....	22
GROCERY CARTS .....	22



<b>9. YOUR CONDO</b> .....	<b>23</b>
MAINTENANCE .....	23
TIER STRUCTURE .....	23
ACCESS TO UNITS .....	23
FIRE DEPARTMENT OUTDOOR KEY (KNOX) BOX .....	24
HEATING/AIR CONDITIONING UNITS .....	24
PEST CONTROL .....	25
BATHROOM MIRRORS .....	25
IN-UNIT SERVICE: AVAILABLE ASSISTANCE .....	25
BUILDING ALARM SYSTEM AND SMOKE DETECTORS .....	26
BALCONIES .....	26
<b>10. AMENITIES</b> .....	<b>27</b>
USE OF COMMON AREAS .....	27
CAR WASH .....	27
SWIMMING POOL .....	28
PARTY ROOM .....	30
BILLIARD ROOM .....	32
LIBRARY .....	33
EXERCISE ROOMS .....	33
TENNIS COURT .....	33
OTHER BUILDING ACTIVITIES/CONVENIENCES .....	34
<i>Happy Hour</i> .....	34
<i>Bulletin Boards</i> .....	34
<b>11. REASONABLE ACCOMMODATION POLICY</b> .....	<b>35</b>
PURPOSE .....	35
DEFINITIONS .....	35
REQUESTS FOR REASONABLE ACCOMMODATION .....	35
CONSIDERATION OF REQUESTS .....	36
<b>12. WHO'S WHO</b> .....	<b>38</b>
THE BUILDING MANAGER .....	38
SECURITY GUARD .....	38
THE COUNCIL OF CO-OWNERS .....	39
THE BOARD OF DIRECTORS .....	39
<i>Board Meetings</i> .....	39
<i>Officers</i> .....	39
<i>Committees</i> .....	40
<b>13. CONDOMINIUM ASSESSMENT ("CONDO FEES")</b> .....	<b>42</b>
ITEMS COVERED BY CONDOMINIUM ASSESSMENT .....	42
BASIS FOR THE ANNUAL CONDO FEE .....	42
PAYMENT .....	42
LATE PAYMENT PENALTY CHARGES .....	42
<b>14. INSURANCE</b> .....	<b>43</b>

**15. LEASES.....44**  
**16. MISCELLANEOUS .....45**  
    COMPLAINT PROCEDURES.....45  
    UPDATES AND CHANGES TO THIS HANDBOOK.....45

APPENDICES

- A. Master Deed and By-Laws
- B. Trane HVAC
- C. Forms
- D. In-Unit Service Plan

INDEX

# 1. Introduction

Welcome!

Your neighbors compiled this Handbook to help you enjoy living here at Alexandria Knolls West Condominium Homes (“AKW” or “Condominium”) to the fullest. It explains the processes and rules for using our shared property. We address the topics in the order in which we think new residents will want to know them. Hardcopies are available in the office (first copy is free, additional copies are \$10). It is also available as a PDF file in the Resident Section on [www.akwcondo.com](http://www.akwcondo.com).

Condominium ownership is a new lifestyle for many people. If you have previously owned a single-family dwelling or lived in a rental unit, you may be wondering, “who is responsible for what?” regardless of whether you are a member of the Council of Co-Owners (“Council” or “Association”) or a Lessee (referred to in this Handbook as “residents”).

An individual owns each Unit (apartment) in the same way that a single-family home is owned. The owner receives separate title to the Unit and parking space(s) and must pay property taxes, which are assessed against the Unit/parking space(s), and is also responsible for all maintenance within the Unit. Limited assistance is available through the Building Manager as outlined in **Section 9** on Maintenance.

At the same time, each Unit Co-Owner has an interest in the common elements, such as the land, roof, lobby, elevators, recreation facilities, parking lots, storage area, and utility systems. All owners pay a monthly assessment (usually called the “condo fee”), which in turn pays for utilities (except for telephone and cable TV) and the maintenance and improvement of the common element areas of the Condominium.

The Association’s Master Deed and By-laws are recorded among the Land Records of the City of Alexandria and are the basic policies for the development. The By-laws provide for the governance of the Association. The rules and regulations in this Handbook are subordinate to the By-laws, Master Deed, Virginia Condominium Act, and other statutes as appropriate. The By-laws are provided to prospective owners in the Resale Certificate (called the “Resale Packet” or “condo docs”) prior to the purchase of their Unit. The Master Deed and By-laws are available on the website if you need a further copy. The Association publishes **Knolls News** to communicate issues and upcoming events to all residents. Copies of **Knolls News** are delivered to individual Units, mailed to absentee owners and available on [www.akwcondo.com](http://www.akwcondo.com).

**The Board of Directors and Co-Owners hope you will enjoy living here and will help to maintain a standard of living beneficial to all of us. If you have specific questions not covered in this Handbook, please direct your questions to the Building Manager. See Appendix A for Index.**

## 2. Vehicles and Parking

Parking spaces are owned by individual Unit owners. Residents who have parking spaces they do not use may elect to rent spaces to other residents of AKW. The Building Manager maintains a list of spaces that may be available to rent. In addition, residents may post spaces to rent or their wish to rent a space on the bulletin boards in the trash rooms. See **Section 10**, Amenities, for information about the bulletin boards.

### ***Resident Parking***

#### **Registration**

All residents are required to register all vehicles maintained on the property with the Building Manager. All such vehicles are required to be parked in private parking spaces assigned to their Unit.

Vehicle changes, including license plate changes, or any new vehicle must be re-registered with the Building Manager.

Parking of recreational vehicles, such as trailers, boats, and mobile homes, is prohibited.

Storage of automotive parts, tires, equipment or other materials in or around parking areas is prohibited.

Owners of vehicles are responsible for keeping automotive fluids from leaking onto parking spaces or adjacent spaces. Owners should clean the area and make repairs as soon as possible to correct the problem.

#### **Front Entrance Parking**

The following describes our front entrance parking policy for residents

- **Space R-1 Handicap**                      30 minutes loading/unloading – *must register in lobby log*
- **Space R-2 & R3**                            30 minutes loading/unloading – *must register in lobby log*
- **Canopy**                                      Passenger pick-up/drop-off  
    Quick dispersal of goods  
    Car attended and/or driver in sight
- **Loading Area (Residents' Use)**
  - Monday – Saturday                      Quick dispersal of goods  
    Car attended and/or driver in sight
  - Sunday                                        Loading/unloading - ***only***

#### **Towing**

1. Any vehicle parked in a private space in such a way that it extends beyond the boundary of the space or prohibits the use of the adjacent space may be towed without warning by the Co-Owner (or lessee) of that adjacent space. Management and Security may be available to assist in locating the offending owner, but the decision to tow will remain with the owner of the private space.
2. Any unauthorized vehicle in a private space may be towed without warning by the owner or lessee of the space. Management and Security may be available to assist the space owner/tenant in locating the owner of the vehicle prior to towing at the owner/tenant's discretion.

3. Since private spaces are part of the Unit, it is the responsibility of the Co-Owner or lessee to authorize and sign for the towing of any unauthorized vehicle. Management and Security are not authorized to sign for vehicles towed from private spaces.

**Snow Removal:** Owners/tenants of private spaces are responsible for the removal of ice/snow from their spaces. The Board of Directors will establish a contract for the removal of ice/snow from the common areas only, i.e., driveways. As necessary, the contractor may be required to remove ice/snow from exposed parking decks. **In the event of snow emergency (more than 2" forecast), resident cars that may be blocked by snow removal efforts may request a Visitor parking pass (hang-tag).**

## ***Resident Use of Visitor Parking***

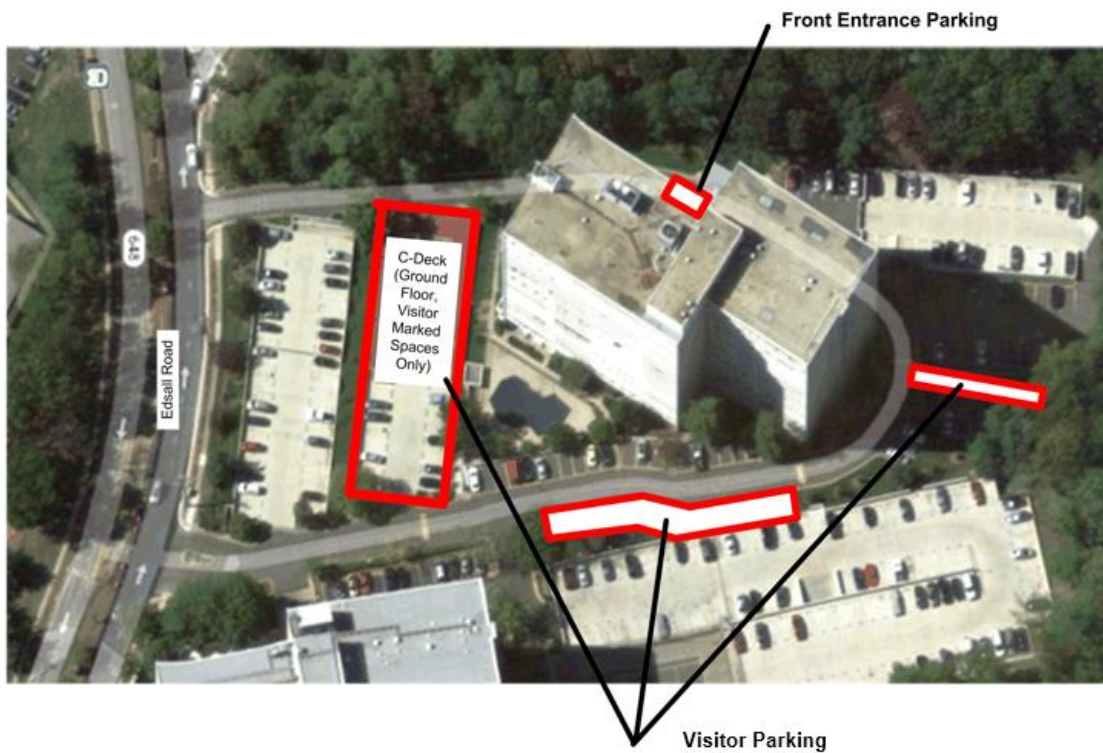
Residents may not use Visitor parking except as provided below:

1. Residents may use spaces R1 through R3 for loading and unloading only for a period not to exceed 30 minutes. Vehicles parked beyond the 30-minute period will be towed without warning at the vehicle owner's expense, including the Handicap space.
2. All vehicles parked in Visitor spaces must be registered in the lobby. Vehicles not registered will be towed without warning at the owner's expense.
3. Residents may use Visitor spaces between 7:00 A.M. and 6:00 P.M., Monday through Friday, except holidays. Vehicles must be logged in to the Visitor Log maintained in the lobby.

The Building Manager, with Board concurrence, may approve the use of Visitor's parking spaces by residents because of extenuating circumstances beyond the Association's control.

- a. Such approval shall not exceed 72 hours without the concurrence of the Board of Directors.
- b. The Board may from time to time approve extended parking in these spaces to facilitate the repair or maintenance of private spaces (e.g., repaving, restriping).
- c. In those circumstances when resident's vehicles must use Visitor parking, the resident will be issued a temporary parking pass which must be displayed in the vehicle while in the Visitor space. (Residents with a temporary parking pass do not need to log in to the Visitor Log.)
- d. All vehicles in Visitor spaces that do not display a temporary parking pass must be registered in the lobby. Failure to do so will result in towing the vehicle at the vehicle owner's risk and expense.

## Visitor Parking



All Visitor Parking is marked as such. The Building Manager or Security will contact the contracted towing service and have vehicles in violation of these rules towed pursuant to City Ordinance 3641.

1. Visitor parking consists of the following spaces:
  - a. Blue-striped spaces V1-V4 on the North end of the building. **Parking there is prohibited during ice/snow conditions.**
  - b. Blue-striped spaces V5-V22 on the East side of the building.
  - c. Spaces designated in parking structure C under the tennis court.
2. All vehicles in Visitor parking must be registered in the parking log in the lobby every 24 hours.
3. Visitors must log in and provide the following information each and every time the vehicle is moved.
  - a. Date
  - b. Time
  - c. Visitor space number
  - d. Unit number visiting
  - e. Cell (or other) phone number where you can be reached
  - f. Make, model and color of car

- g. License plate number of vehicle, and state in which it is registered.  
**Vehicles not properly registered will be towed at the owner's expense.**
  - h. Residents may request a Visitor Pass (hang tag) from the Building Manager.
  - i. A Visitor Pass may not exceed 10 days in a calendar month. Management may grant additional days not to exceed 42 days annually in case of an extended stay.
  - j. The Visitor hang-tag must be hung from the rearview mirror.
  - k. Management/Security will check the hang-tag against the list provided by the Building Manager.
  - l. Visitors with a valid pass are not required to register daily.
  - m. Visitors residing at Alexandria Knolls for more than 10 days must contact the Building Manager to arrange for a hang-tag (pass) for further days. When the pass limit has been reached, visitors must make their own arrangements, such as the use of Yoakum Parkway. Please be aware of parking restrictions on the public streets.
4. Vehicles in Visitor parking may not exceed 10 days in a calendar month.
    - a. Visitor vehicles will be given a notice of placement on the towing list on the 10<sup>th</sup> day. This notice will be delivered to the Unit registered.
    - b. For further citations the Board may bar the vehicle from the property.
  5. Visitor parking is monitored each night by Security. Residents are advised that if they expect to have a regular guest, they should consider renting a private space. In the absence of other arrangements, guests must park on the city streets (and note parking restrictions there, too) to avoid towing at their own expense.
  6. All Visitor vehicles must be parked within the lines and may not extend beyond the boundary of the space. Management or Security may tow vehicles parked in such a manner without warning, with all charges to the visitor.
  7. Visitor vehicles parked unauthorized in a private space may be towed by the owner/lessee of the space. The Building Manager or Security Guard cannot tow vehicles parked in a private space.
    - a. Visitor vehicles may use spaces R1-R3 for loading and unloading **ONLY** for a period not exceeding 30 minutes. Management and Security are required to monitor spaces R1-R3 for violations.
    - b. Vehicles parked beyond the 30-minute period may be towed without warning at the owner's risk and expense.
    - c. All vehicles must be registered in the lobby. Vehicles not registered may be towed without warning.
  8. Residents are reminded that it is their responsibility, not management's, to ensure that their guests are properly registered. The Association will not pay for vehicles towed when a resident or guest does not follow the rules listed in the Handbook.
  9. The name, address and telephone number of the towing service are posted on the bulletin board adjacent to the Building Manager's office. This information is also on the *Contact Us* page at the front of this Handbook, as well as on the last page of **Knolls News** each month.

## 3. Building Access

### ***Resident Access***

All building entrances to AKW are locked. The building **door fob** will open all entrances. The building **key** opens the door to the storage area and exercise rooms. Each Unit is issued two fobs and a third fob may be purchased. Fobs are controlled by the Office; please report any entry issues or malfunctioning locks to the Building Manager immediately. Fobs are deactivated upon report of the loss to the Building Manager. **Do not provide outsiders with any spare keys/fobs.**

### ***Guest Access***

In accordance with Security procedures, the Building Manager and guard will not admit guests. Guests are expected to call residents on the entrance telephone system. It is the responsibility of the resident to admit guests. Please be certain that guests know your Unit number as the office will not reveal it.

The names of residents, along with a telephone code number for each, are listed on the directories at the East and West entrances to the building. The number beside your name is not your Unit number, but rather your individual door entry code. When your phone (landline or cell) has been installed, stop by the Building Manager's office and complete a form stating your name, Unit number, and telephone number; you will be issued a door entry code. Report any phone number changes to the Office.

If a Visitor places a call to your Unit on the system, your telephone will ring. Just pick up your phone and talk to the visitor. To admit the individual dial or push digit "9" and then, after allowing it to buzz, hang up. The entrance door will immediately unlock and your Visitor may enter. To refuse entry, merely hang up the phone.

- **Note for Move-Ins:** During the period immediately following your move-in and before your telephone service is connected, you may leave a written request and instructions for the office to admit guests. Telephone service **MUST** be connected for the entry system to work.

### ***Admittance of Repairman/Delivery Personnel***

If a resident desires to have a repairman or a delivery person gain entry into the Unit in the absence of the resident, **a written "admit" request** must be left at the office or such a request may be emailed to [office@akwcondo.com](mailto:office@akwcondo.com) or leave permission in BuildingLink. The Office cannot provide an escort nor will the Association assume any responsibility or liability for an unsupervised entry. ***(The Unit key will be released to the person identified on the admit slip.)***



## 4. Moving

### **General**

“Carry-ins” or “large item deliveries” have the following policy:

- Saturday deliveries are allowed between 9:00 A.M. and 4:30 P.M.
- Sunday and holiday hours for carry-ins are permitted between 9:00 A.M. and 4:30 P.M. Carry-ins are considered items transported in personal vehicles.
- 
- The freight elevator only shall be used for these items. Pads will be hung routinely in the elevator during these hours. To prevent damage to the walls, carry-in items should not be brought in after the pads are removed.

***Move-ins and Move-outs REMAIN RESTRICTED TO WEEKDAYS ONLY, as noted below.***

Move-ins and move-outs are limited to Monday through Friday between 9:00 A.M. and 4:00 P.M., excluding holidays. The Building Manager is on duty during these hours and will be pleased to assist you. Prior arrangements must be made with the Building Manager.

### **Advance Notification**

**Notify the Building Manager in writing** by completing the **Move-In or Move-Out Application Forms** (see Appendix C) as far in advance as possible to reserve the service elevator. The other two elevators are not suitable for moves and are strictly reserved for residential use. The service elevator will be reserved on a first-come/first-served basis. Only one move-in or move-out will be permitted per day.

Complete the forms for resident, vehicle and pet registration, if applicable, and pay the move-in fees.

All residents moving into or out of the building will be assessed a **non-refundable Move Support Fee of \$100** to defray costs associated with AKW’s staff time in preparing supporting, monitoring and restoring the freight elevator for move-ins, and a **refundable deposit of \$100**, both payable in advance to Alexandria Knolls West Condominium Homes.

The **Refundable Deposit of \$100** secures against any damages to interior or exterior building common property associated with move-ins or move-outs and also to ensure that moves are carried out in an orderly fashion and in conformity with the established procedures and times for move-ins and move-outs. This deposit is refundable to the extent that no damage to interior or exterior common areas is caused by moves and that moves conform to AKW procedures and time limits. This deposit will not be refunded in any case in which the move-in or move-out substantially violated established procedures or time limits. Notwithstanding the Refundable Deposit, Unit owners are responsible for any costs in excess of \$100 to repair any damage to interior or exterior building common property caused when they or their lessees move in or move out of our community.

Prior to move-in, make arrangements with the Building Manager to admit (release keys to) deliverymen, repairmen, phone installers, etc. No one will be admitted to your Unit without your prior written approval.

Notify the Building Manager if you do not desire to have your name listed in the building directory or house phone directory.

## ***Procedures on Days of Move-In or Move-Out***

All move-ins and move-outs are limited to Monday through Friday (excluding Federal holidays) and may occur only between the hours of 9:00 A.M. and 4:00 P.M. The Building Manager will have the service elevator padded and locked off for your exclusive use on moving day. Adherence to these times is necessary to ensure that AKW staff is available to facilitate moves.

Residents moving in or moving out must make arrangements to admit professional movers to the building. **Entrance doors must not be left open.** Residents are required to have someone at the inner entrance to supervise the opening and closing of the inner doors; the moving resident will ensure that the doors remain closed when not in use in order to maintain the security of the building.

Moving vans will be parked north of the yellow line on the west side of the building.

When Moving-In, all items being moved must go directly from the moving vehicle to the freight elevator. When Moving-Out, all items must go from the freight elevator straight to the moving vehicle. Under no circumstances can moving items be left in the hallways, lobby or on the curb.

**When moving, all items must be moved using the Freight Elevator only. Failure to comply may result in passenger elevator repair costs if the elevator fails as a result of your move.**

Violations of these rules will require Management to terminate the move as well as the loss of the refundable deposit to the resident.

## ***Payment***

Payment of both the Move-in Support Fee and the Refundable Deposit must be presented to the Building Manager at the time when the Move-In or Move-Out Application is submitted. Payment will be accepted in:

Certified check, Money Order or Cashier's Check

Personal check

Payments for a move-in or -out must be made by two separate checks (or other means as shown above) payable to "Alexandria Knolls West" must be presented to cover the two separate move-in or -out deposit and fees. The Building Manager can issue a receipt for each of the checks upon request. Full refund of the Refundable Deposit will be made by AKW no later than 15 business days after the move-in or move-out has occurred.

## 5. Storage Area

Each Unit owner is provided an assigned storage bin.

- **Location and Access:** Storage areas are located off the lobby. The door to the area is always locked. The key for accessing this area is different from the security fob and may be purchased from the Building Manager.
- **Locks:** It is the owner's responsibility to provide a lock for his/her own storage bin. Keep your storage bin locked at all times.
- **Liability against Loss:** There is **NO** insurance coverage provided under the building's master insurance contract for loss, theft, or destruction of personal property stored in the storage area.
- **Prohibited Items:** Flammables, paint, volatile gases and perishable items, such as food, are strictly prohibited in the storage area.
- **Items left in the Aisles:** The manager will dispose immediately of **ALL** items left in the aisles. No attempt will be made to identify or notify the resident of this action.
- By order of the City Fire Marshal, **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.
- Fire regulations prohibit storage bins from being enclosed by solid panels.

## **6. U.S. Mail, UPS, FedEx and Overnight Express Services**

The Office accepts packages delivered by these services as well as others, but only if the resident has filed a Package Acceptance Form with the Office that relieves the Association of any responsibility in accepting the item. The Office has no jurisdiction over when delivery occurs by U.S. Mail, UPS or any other parcel/courier services. It is important that you notify the Building Manager if you are expecting a large package or delivery so that the freight elevator may be reserved for you if necessary. The Package Acceptance Form specifically excludes Certified or Registered mail as the Community cannot act on behalf of the recipient for such items. The USPS can leave a notice in your mailbox to coordinate time for pickup or redelivery. This service may be withdrawn if the resident does not follow procedures as shown below.

### ***U.S. Postal Service (USPS)***

USPS deposits mail-package delivery slips inside the resident's mailbox. The item should be picked up and signed for in the Office ledger for that purpose.

### ***United Parcel Service (UPS)***

UPS uses notification slips inserted in the door of the resident's mailbox for a notification of delivery. On picking up the package the resident must sign the ledger, acknowledging its receipt. Such items should be picked up as soon as possible.

### ***Courier or Overnight Express Service***

The delivery service must call the appropriate Unit to inform the resident of the delivery. **Delivery notification is not the responsibility of the office.** Residents expecting a package or letter, etc. may check with the Office concerning its arrival.

## 7. Pets

Article V, Section 3, "Use of Project," sub paragraph (1), By-laws, Council of Co-Owners, Alexandria Knolls West Condominium Homes provides that "No livestock, poultry, rabbits or other animals whatsoever including dogs, cats and other household pets except as approved by the AKW Board of Directors shall be allowed or kept in any part of the project."

The Board has long accepted dogs (*that do not exceed 25 lbs. at maturity*) and cats in our community. The Board has elected to assess a nonrefundable fee of \$200 for bringing a dog into the building. A second dog will require another \$200 fee. Owner control and maintenance of pets is established to assure the full and peaceful enjoyment of all residents of their individual Units and the common areas of the condominium and grounds, to prevent damage to facilities and ornamental shrubbery, and to maintain the required standards of health and sanitation.

The Board of Directors shall bar residents and guests from maintaining a pet in the condominium when it is determined by the Board that further retention of the pet would constitute an unwarranted denial to other residents of the peaceful enjoyment of their individual Units and/or the common areas.

### ***Enforcement***

Action by the Board may be initiated by any of the following:

1. A written complaint to the Board by any resident within five days of the violation of the rules.
2. A report by management on observing any violation of the rules.
3. A written entry in the guard log of an incident reported by one of the Security guards.

### ***Procedures for Enforcement***

1. On the first incident, the violator will receive a verbal warning from the Board, which will be documented in the Unit file.
2. On the second incident, the violator will receive a written warning from the Board and a copy of the complaint will be filed.
3. On the third incident, the Board will schedule a hearing after giving at least five (5) days' notice to the violator.
  - a. The violator will be accorded an opportunity to respond in writing and/or appear in person before the Board.
  - b. The Board will consider the complaint and any prior incidents in making its decision.
  - c. The Board's decision shall be final.
  - d. Should the resident fail to comply with the Board's decision within thirty (30) days, legal action will be taken as authorized under the Master Deed and By-laws. All costs of this action shall be charged to the resident.

## ***House Rules for Pet Owners***

1. Pets must be kept on a close leash, held by the pet owner, or confined to a pet carrier at all times while in the common areas. This includes hallways, elevators, lobby, and driveways, parking areas, garages and all other grounds not part of the dog exercise area.
2. When transporting pets in the building, pet owners will defer use of the elevators when crowded or when another resident or guest on the elevator expresses an objection, however slight. Residents with pets will also defer use of elevators when small children or another pet is already on the elevator.
3. Pets are not permitted in the lobby (except in transit), Building Manager's Office, party, game, exercise, storage, and trash rooms or inside the fenced pool area with the exception of the annual Pet Swim on the last day of pool season.
4. Pets will not be allowed to urinate or defecate on Association property, except in the designated pet exercise area.
  - a. Pet owners must immediately clean up any defecation or urination caused by their animals in hallways, elevators, lobby, entrances, paved road, walkways, parking areas and garages, or grass and plant areas.
  - b. Dog owners utilizing the designated AKW dog exercise area must deposit all defecation from their pets in the receptacles provided for that purpose. Cat owners must bag and transport litter to the trash room, located adjacent to the west entrance. Under no circumstances will litter be permitted to be deposited in the trash chute or left in the trash rooms on each floor.
  - c. Pet owners will be liable for any additional cleaning costs caused by their pets and will be billed accordingly by the Association.

The Board has given permission for Alexandria animal control officers to enforce animal control regulations on AKW property. Pet owners are reminded they are subject to City ordinances both on and off the property and may be fined for violations.

### ***Registration***

All pets must be registered with the management immediately on entry to the property. Forms are available in the Office for that purpose.

Pet owners must provide evidence of a current rabies inoculation or vaccination and ensure this information is kept current in their Unit files. Dog and cat owners must provide evidence of a current Alexandria license prior to January 30<sup>th</sup> of each year. For both dogs and cats, proof of license will also be accepted as proof of rabies vaccination.

### ***Limitation on Size and Number of Pets per Unit***

***No pet weighing in excess of 25 pounds at maturity will be permitted.*** This rule does not apply to Trained and Certified service animals. Pets that are service animals should wear the approved "Service Animal" vest when outside the resident's apartment.

All Units shall be limited to **no more than two (2) pets** and any in excess of that number will be in violation of these rules and will be removed by action of the Board.

## 8. Trash Disposal

### ***Trash Chute***

An entry to the chute is provided in the trash room, located in the closet adjacent to the two passenger elevators on each floor. Hours of use are from 6:00 A.M. until 10:00 P.M. Please respect residents who live on either side of the chute by observing these hours. The size of bags for trash should be small enough so as not to clog the chute.

### ***Prohibited Items***

Flammables (such as paint, automobile/vehicle fluids, cleaning fluids), non-compactable items including rugs, appliances, furniture, metal, etc., must be disposed of by the resident. Lighted or heated items, including smoking materials, matches or hot ashes, must be disposed of carefully. These items are extremely dangerous fire hazards and disposal down the trash chute is absolutely prohibited!

At NO time should any metal container or cylinder that holds any gas or aerosol under pressure be put down the garbage chute. This includes all helium, propane (no matter what size) and other pressurized containers.

**DO NOT LEAVE TRASH ON THE FLOOR.** Use tied plastic trash bags for trash disposable. Insofar as practicable, garbage, such as fruit, vegetables, etc., should be disposed of in the kitchen garbage disposal units. Bag any cat litter separately and place in the bins designated for this purpose. Trash bags should be placed in the trash room in the main trash room outside and to your right as you exit the West entrance of the building.

***Because there is a compactor at the bottom of the chute, glass jars, bottles, cardboard boxes, etc., as well as cat litter must not be thrown down the chute***

### ***Newspapers, Cartons and Large Items***

The disposal of newspapers, cartons, or other large items, which can cause obstructions in the chute, is also prohibited. Newspapers, aluminum cans, glass bottles, jars, metal cans and plastic are recycled and must be separated from other trash. The papers should be folded and stacked neatly on the floor in the corner of the trash chute room so that they will not impede opening the door. Magazines, small cartons, bottles, and other similar items can also be placed in the trash closet. Items too large to be left there should be taken downstairs to the main trash room off the West entrance of the building. Larger shipping or moving cartons are to be broken down and carried flat to the trash room. Recyclable items may be placed in the appropriate marked containers. Under no circumstances are any trash items to be left outside the trash room in the hallway. Remember, AKW is our community home and these instructions are part of our joint efforts to maintain clean and sanitary living conditions for all of us.

Items that cannot be placed in a trash bin in the main trash room are considered 'oversized' and may include such items as home appliances, furniture, and renovation or construction debris. These items require special handling. See the Building Manager to inquire about proper disposal.

### ***Grocery Carts***

A number of grocery carts are available in the main trash room for transporting groceries or large items to individual Units. Promptly return carts to the main trash room. Under no circumstances are carts to be left in building corridors and should not be kept overnight in your Unit.

## 9. Your Condo

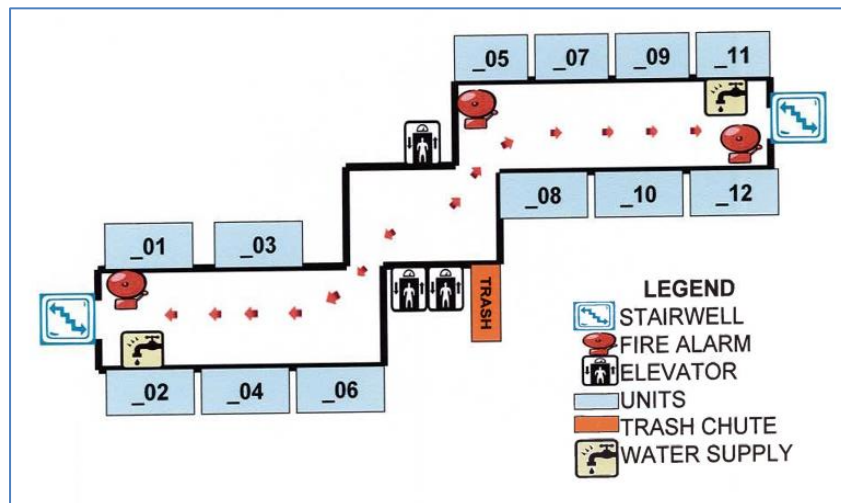
### **Maintenance**

It is the owner's responsibility to perform all maintenance within the Unit and to pay all costs incurred for such maintenance. Limited assistance is available through the Building Manager to repair leaking faucets and toilets.

The By-laws require owners to present to the Board in advance any plans to alter or renovate a Unit. This includes removal or moving of walls or any project that affects the physical layout or building systems of a Unit. The intent is not to weigh in on the aesthetic merits of owner renovations. The purpose is to save the Association the cost of restoring services that it is required to provide, while ensuring there aren't structural issues with proposed alterations. It may be difficult for owners to determine if their intended changes impact other Units. The Association will hold owners responsible if construction affects the building's amenities or causes damage to a building element or its structure.

An owner may perform the work personally or contract with a private repair service. If with a private service, all work must be done by a licensed contractor and in-Unit modifications or contracted changes must comply with all permitting and codes. Copies of all permits are to be presented to the Building Manager before construction begins.

### **Tier Structure**



The above diagram depicts references to the location of Units in the building. All Units on the 2<sup>nd</sup> through the 17<sup>th</sup> floors in tier 01 are placed one above the other, and so forth from the bottom to the top of the building (with the exception of the 18<sup>th</sup> floor). The last two digits of the apartment numbers on these floors are the Tier numbers. From time to time you will hear references to activities in various "tiers" in the building, such as "a water shut-off will occur in tiers 8-12 at [specific date and time]." This is a short-hand way for Building Management to reference particular portions of the building that correspond to interconnected building system components. In this example, the water system for Tiers 8, 10, and 12 are interconnected and likewise, are all affected by a water shut-off.

### **Access to Units**

In early 2017, AKW began using BuildingLink as its software platform to manage maintenance tickets, requests for amenities such as the elevator and party room, and owner and resident information. Owners may use the system, including the phone app, to request these services and receive updates about their requests. Residents and owners should notify the Office of any incorrect information in their profile. Owners and residents who do not have email



access or prefer not to use the system may still submit their service requests in person to the office or over the telephone. BuildingLink is also accessible via the gateway button on [www.akwcondo.com](http://www.akwcondo.com).

As of February 2017, AKW uses **KeyLink** as its key-storage mechanism. KeyLink is a companion to the BuildingLink system and tracks the keys in the KeyLink box. When a Unit's key is plucked from the KeyLink box, that removal is registered in the BuildingLink system; if there is an email associated with the residents'/owners' profile in BuildingLink, that resident/owner would receive an email notification of this removal and another when the key is returned. Keys are to be removed from KeyLink only in cases of emergency or in situations where the resident or owner has authorized such a key removal, in advance and in writing.

In the event that residents lose or misplace their keys after office hours, residents are responsible for securing a locksmith to gain entrance to their Unit.

### ***Fire Department Outdoor Key (Knox) Box***

The Fire Department maintains a key box on the exterior of the building which is accessible only by official Fire Department personnel. This special Key Box (also referred to as Knox Box, a reference to its manufacturer) is to provide the Fire Department with direct access to Units.

The keys in the box allow the Fire Department to enter your unit if you are not home, they can't get a response, or you need help. Without a key, the Fire Department will gain access by knocking down your door. All keys in the box are labeled with the Unit number and the only key to the Knox Box is held by the Fire Department; no one on staff has a key. When new keys need to be added to the box Building Manager must call Fire Department.

Additionally, the Fire Department would like to know which residents may need assistance evacuating the building in an emergency. This need for assistance may be temporary in nature (during recovery from surgery or an injury), or an ongoing medical condition. If you feel you would require such assistance in an emergency, contact the Building Manager to complete a form in addition to providing a key for the Fire Department Knox Box.

### ***Heating/Air Conditioning Units***

It is the owner's responsibility to maintain the heating, ventilation and air conditioning (HVAC) unit(s). Both the original Trane and the new Krueger units run on a "four-pipe system" which means, essentially, that heat or air conditioning from the units is dependent on the outside temperature. Below 55 degrees, there will be heat. Above 65 degrees, there will be cooling. The in-between temperature means only fan circulation.

For the original Trane units (see Appendix B), AKW provides a free twice-a-year HVAC service that includes vacuuming the unit, replacing the filter, oiling the motor, adding an anti-mold tablet in the spring, and checking the valves and condensation line. The Board recommends that residents utilize this free service to keep the system operating efficiently. This service does not provide coil cleaning or any other service.

Drip pans and filter frames for these original units are available for purchase from the Building Office.

In the event of a major repair/replacement of an owner's HVAC unit, the contractor to do the work is required to submit a certificate stating that the new HVAC unit, valve(s), or motor fulfills the requirements for water drainage and power of the existing HVAC unit to be replaced. The original Trane units have no thermostat.

- One-bedroom Units have a single [large] unit that controls the temperature and airflow in the living room and bedroom.
- Two-bedroom Units have an additional unit, while those on the 18<sup>th</sup> floor may have four units.

In recent years, many owners have purchased new HVAC units from Krueger manufacturers. These units have thermostats. They are self-contained, on a closed-loop system, require no maintenance, and do not have drip pans. They do, however, require regular replacement of filters (depending on how much the units are run). Filters can be purchased from the Office. Staff are available to install if the resident requests.

Questions may be directed to HVAC Unlimited, who installed the Krueger units, at 703-455-6000. (This work was performed for individual Co-Owners and was not part of any AKW project. The Association has no liability for any of the work performed or any further maintenance requirements.)

### ***Pest Control***

Spraying service is provided weekly free of charge. Arrangements for spraying can be made by calling the Building Manager. If you cannot be at home for the service, an admit slip to your Unit is required before service can be performed.

### ***Bathroom Mirrors***

Bathroom mirrors in several Units have fallen due to failure of the adhesive used to affix them to the walls. Residents should be aware that failures have occurred. Some residents have suggested reinforcing the mirrors by placing metal or plastic clamps at the edge of the mirror, helping to prevent them from falling. This is the responsibility of the Unit owner. AKW staff are not authorized perform this task.

### ***In-Unit Service: Available Assistance***

Building Management is authorized to have AKW maintenance staff perform routine maintenance in individual Units during normal operating hours Monday through Friday, excluding holidays.

The full In-Unit Service Program document is in Appendix D, or can be accessed on [www.akwcondo.com](http://www.akwcondo.com).

Requests for these services, except for the filters and fungus control tablets for the original Trane HVACs, must be submitted in writing to the Building Manager who will schedule the service, if possible, at the convenience of the resident, so that he/she can be present. If that is not possible, a **Form for Entry** must be submitted to allow maintenance staff to enter the Unit. Scheduled maintenance may be deferred if AKW personnel are needed to work on common elements, which are the responsibility of the Association. Residents will be notified of such cancellations as early as possible.

Water provided to individual Units is controlled through the master building system. In cases requiring draining of the water system to make plumbing repairs, all such work must be scheduled in advance with the Building Manager because it may affect other Units within the building tier. Routine scheduled water shut-off dates can be found on the calendar on the main bulletin board in the lobby elevator as well as in the Calendar section of [www.akwcondo.com](http://www.akwcondo.com).

- The Building Manager has to give 4 business days' notice to Tier Residents (except in cases of emergency which requires water being shut off).
- No charge if Resident requests shut-off on the scheduled "routine" day.
- \$50 charge is Resident needs shut-off on a different day. Payment is required immediately because the Tier notice must be distributed.
- If no one requests it, the Tier is not shut down.
- All shut-offs come after 9:00 A.M. and are routinely finished before 4:00 P.M.
- Shut-offs are generally not done on Mondays or Fridays. Emergency shut-offs will require the \$50 payment to AKW. Advance planning is encouraged.

Residents who choose to contract for repair work, or choose to perform repairs themselves, should be mindful that the building systems are interconnected and provide service to a number of residents. A mishap with a seemingly simple repair can escalate into an issue that impacts a significant number of Units. You are required to request approval from the Board of Directors of any intended modifications or repairs that could impact building systems. Additionally, once approved, work must be performed when building staff are on duty to assist in an emergency. Any issues resulting from this work will be the responsibility of the owner.

### ***Building Alarm System and Smoke Detectors***

Each Unit has an installed emergency alarm to notify residents of the need to evacuate in a fire or other emergency. Alarms are typically installed on the ceiling near the bedrooms. **The alarms are NOT smoke detectors.**

An Alexandria City ordinance, effective January 1, 1982, requires that each Unit have an installed and operational smoke detector. Generally, smoke detectors are recommended to be near bedrooms. It is recommended that residents change smoke detectors batteries semi-annually.

### ***Balconies***

For aesthetic purposes, respect for our neighbors, proper maintenance of our property, and the integrity of the building the following rules apply to the use of balconies.

1. No balcony shall be used as a storage area or in any other manner to become unsightly.
2. Neither lighted nor extinguished smoking materials, cans, spent flower blossoms, or any other items are permitted to be thrown or dropped from a balcony.
3. No rugs or other objects shall be dusted or shaken from the windows or over the balcony railings or cleaned by beating or sweeping in any hallway or stairways or exterior part of the building.
4. No garments, rugs or other inappropriate objects shall be hung from windows, balconies, or other facades of the building.
5. No entrance door, balcony doors or balcony shall be altered in any manner, including repainting or refinishing, which would destroy the architectural integrity of the building.
6. Hanging flowerpots will not be hung closer than three feet from the railing of the balcony. Planters, which are secured to ensure that they do not fall, may be placed on the ledge. The side of the planter facing the outside of the building will be the same color as the exterior of the building. Planters should include a system to contain the drainage of excess water, unless planters are free from drainage perforations. Excessive watering of plants, or persistent overflow of water onto the balcony is prohibited with particular attention paid to water running onto balconies below.
7. Grilling on balconies is permitted, with restrictions. Residents should use caution when grilling and be respectful of their neighbors. When grilling, a lid is to be used to minimize smoke intrusion to other balconies. Charcoal briquettes, electric and liquid fire starters are prohibited. Propane tanks are not to exceed 2.7 pounds per the City of Alexandria.
8. All such use of balconies will be in accordance with Alexandria law and interpretations of that law by the Fire Department.
9. No washing of balcony debris and/or sweeping debris thorough the balcony pickets is allowed.

## 10. Amenities

### ***Use of Common Areas***

Residents are responsible for their own conduct as well as the conduct of their children and all guests and for any damages resulting from misuse or abuse, whether accidental or intentional. Residents assume all liability in their use of any Common Area amenity. Co-Owners are responsible for the conduct of their families and guests and for any damages lessees cause, whether accidental or intentional.

1. Anyone found engaging in any dangerous or destructive activity in a common element area of the property may be barred from using the amenities.
2. Roughhousing, running, jumping, shouting, and throwing balls or other objects are prohibited in common areas, including the lobby, billiard room, community room, and hallways.
3. Residents and guests must be properly attired (shirts/blouses, slacks/shorts/dresses/skirts, shoes/sandals) in all common areas. Sleepwear and bathing suits are not considered proper attire.
4. Pets shall not be exercised or trained in the corridors.
5. Distribution of advertising material door-to-door and commercial solicitations are prohibited. Communications system telephone books, voter registration materials, and residents' newspapers are permitted. The Building Manager and the Board will decide on any questions regarding distribution of materials door-to-door.
6. The privilege to use certain amenities may be withdrawn for reason of delinquency in the payment of the condominium fees extending for a period of more than 60 days. The withdrawal of privileges shall be effective 5 days from the postmarked date of the letter of notification of withdrawal to the date upon which payment of all past due fees are received. This withdrawal of privileges shall apply to the Co-Owner, the Co-Owner's guests, and lessees who shall refrain from the use of the Alexandria Knolls West amenities. Such amenities shall include, but not necessarily be limited to, the swimming pool and sun deck, the party rooms, the billiard room, the exercise rooms. Privileges will be reinstated upon full payment of the past due amounts.
7. Eating and drinking are prohibited in the lobby.
8. Smoking is prohibited in the building common element areas. No person may smoke within 25 feet of any public entryway to the building
9. Packages are not to be placed on lobby furniture.
10. The service elevator is designed for use by movers and those delivering bulky items.
11. Articles left in common areas will be disposed of by the Building Manager.

### ***Car Wash***

Car washing spaces (C-40 and C-41 under the tennis court) are for the exclusive use of residents only, and typically available from April through October. Visitors/guests may not use this area during the day when the hose is installed for such use. The following rules pertain to the use of this space.

- Vehicles must be parked within the lines for each space.
- These spaces are for vehicle washing only. Automotive repairs are not permitted there.
- Car washing must be accomplished within a reasonable time period, not to exceed 30 minutes.
- The washing of engines is not permitted.



7. Non-swimmers are permitted in the water up to their shoulders. The Lifeguard has authority to administer a Swim Test on any person using the pool area if the Lifeguard deems that person to be a non-swimmer and that person wishes to go into deeper water.
8. Pets are not allowed within the pool area; an exception will be made for service animals.
9. Wheeled vehicles, except baby strollers and wheelchairs, are not allowed in the pool area.
10. Radios, TVs, cassette/CD players, etc. must be used with earphones to prevent disturbing others in or around the pool area.
11. Tubes, water wings, inflated mattresses, and other play equipment designed for pools may be used provided they do not interfere with other swimmers.
12. Splashing, running, pushing, wrestling, ball and tag playing, or any undue disturbance in or about the pool will not be permitted.
13. Diving of any kind is prohibited.
14. Playing and/or jumping into the Jacuzzi pool is not permitted at any time. It is strongly recommended that persons with high blood pressure or heart disease refrain from using the Jacuzzi. In the interest of ensuring the safety, **in accordance with the Alexandria Park Authority, persons under 16 years of age may not use the Jacuzzi.** If you have any questions, please consult your physician.
15. Papers, smoking materials and refuse must be deposited in the proper receptacles.
16. Persons who are not toilet-trained or who are incontinent must wear swim diapers or snug plastic pants under swim clothing. Diapers, both cloth and disposable, are prohibited. Swim diapers or rubber pants must be tight around the legs to prevent leakage.
17. Robes or other suitable garments and footwear must be worn going to and from the pool area. Persons using the pool area should be completely dried off before exiting the pool area. Dripping bathing suits and bare feet in the lobby, halls, and elevators are not permitted.
18. Shouting and yelling to and from balconies as well as within the pool area will not be permitted.
19. Profanity is not permitted.
20. On weekends and holidays, residents will not leave towels on chairs or lounges to reserve them for more than thirty (30) minutes when all chairs and lounges are in use.
21. No food is permitted in the pool area. Drinks in non-breakable containers may be consumed up to the edge of, but not in, the swimming pool or Jacuzzi.
22. Residents and their guests are warned against engaging the Lifeguard in extended conversations, which might distract from his/her primary duty of ensuring safety in the pool area.
23. **The Lifeguard has the authority and responsibility to enforce these rules. The Lifeguard is authorized to request that an offending individual leave the pool area. The Lifeguard will report in writing within 24 hours each incident of this nature. The report will be made through the Management Agent to the Board who will determine whether the individual should be readmitted to the pool.**

The Pool is closed for swimming each day for Lifeguard breaks between 1:00-1:30 P.M. and 4:30-5:00 P.M.; sunbathing is allowed. Only the Lifeguard is permitted to eat at the sign-in table.

## ***Party Room***

The party rooms are intended for building-sponsored social events and other activities attended by residents and their guests as well as for parties sponsored by individual residents. The rooms may be reserved on a first come/first served basis, subject to state and city laws/ordinances and other criteria as may be established by the Board.

1. **Party Rooms:** All parties will be confined to the small and large ones exclusively and will not include other recreational areas, hallways or the lobby. The billiard room, exercise rooms and other recreational areas are for the use of all residents at all times and may not be used by party guests. The "Party Room Reserved" sign will be placed in the hallway between the party room and the billiard room to mark the entrance to the party area.
2. No individual resident may rent or lease to any outside organization or vendor any part of the party rooms or any other common element of the Association, thereby restricting remaining owners from access and use of the room(s).
3. **Reservation of the Party Rooms:** Residents who wish to reserve the room for a function may do so by following these procedures.
  - a. Apply to the Building Manager at least seven (7) days in advance of the desired reservation date. The Building Manager will make note of this event on the main bulletin board as well as posting it to the website.
  - b. Reservation for use of the party room must be made with the Building Manager by an adult resident. The resident should be familiar with all rules governing party room use, visitor parking, and general rules. The party room will be reserved for only one event per day.
  - c. A Security Deposit of \$150.00 is to be given to the Building Manager when making the reservation.
  - d. Pick up the keys for the kitchen and bar of the party rooms from the Building Manager during office hours, Monday through Friday and on weekends, or make appropriate arrangements to get the keys from the Security guard after 6:00 P.M. on weekdays and on weekends and holidays. Return keys to the Building Manager or Security guard before noon on the following day.
4. **The service of private security guards may be arranged at the expense of the resident to assist in admitting guests to the building, controlling guest parking, registering guest vehicles, and assisting in the departure of guests at the end of the party.** These arrangements must be made and prepaid through the Building Manager at the time the party room is reserved.
5. **Deposit:** In addition to the Security Deposit check in the amount of \$150.00 per day a non-refundable Usage Fee of \$100 will be charged to defray costs associated with Staff time in preparing, supporting, monitoring and restoring the area. This Deposit is refundable to the extent that there is no damage to common areas.

This security deposit will be held until the Building Manager verifies that no damage or cleanup costs are required. If the cost of repair or cleanup exceeds the original deposit, the resident reserving the room shall be assessed the difference; such assessment is payable on demand. Committee chairpersons using the room for Association business and committee meetings are not required to make a security deposit. Members of such committees are, however, responsible for any damages and extra-cleanup required.

6. **Conduct of Parties and Other Activities:** Residents sponsoring events in the party room must observe the rules described below:

It is the responsibility of the host to provide someone to admit their guests to the building and assure that they are properly registered in the parking log in the lobby.

No decorations, signs or other items of a permanent nature will be affixed to the walls, ceilings, floors or furnishings. Any such items must be removed at the end of the event and not damage the facility or furnishings. The cost to repair surfaces or replace items will be charged to the Co-Owner or lessee.

- a. Lock the kitchen and bar after use.
- b. Supervise the use of cooking facilities to assure safety and sanitation.
- c. Know whom to call in case of difficulty. The guard has the authority to enforce the rules.
- d. Do not leave the room for longer than fifteen minutes during the period of the party.
- e. Parties and other events are to be terminated no later than **12:00 Midnight on Sunday through Thursday** and no later than **1:00 A.M. on Friday and Saturday** and nights before holidays.
- f. Music will not be audible in the lobby area, swimming pool, or any Unit after 9:00 P.M. Amplified music or other entertainment, whether live or recorded shall not be played or presented which would disturb or otherwise interfere with the full enjoyment, or unreasonably interfere with the rights, comfort, or convenience of any other resident. Failure of any resident to turn down the music or other entertainment when requested to do so by the Security guard upon reasonable complaint of a resident, provides sufficient cause for the termination of the party. Refusal to honor the guard's request provides a cause to request police assistance. See **Termination of the Event for Cause**, paragraph 7.
- g. Decorations may be used, provided that they are attached by non-marring tapes and carefully removed after the party. No holes may be made in the walls or ceilings.
- h. The party room must be cleaned prior to returning the keys. The Staff will verify the condition of the room on the next business day following the party. If no damage occurs and the room is properly cleaned, the Security Deposit will be returned in full. If the room is not cleaned properly or if damage occurs, the matter will be referred to the Board by the Building Manager.
- i. If alcoholic beverages are served, the sponsor is responsible for ensuring that persons under the legal age for the consumption of such beverages do not consume such beverages on the premises and compliance with all state and local laws governing the service of alcoholic beverages. Cash bars are not permitted. Fees to attend the party are prohibited. Sponsors assume all liability for the event and for attendee behavior.



- j. Student, teenage, or pre-teenage parties may be conducted, provided that a responsible adult resident sponsors the event, assumes full responsibility *and liability* for the conduct of the party and is physically present during the entire event. The Board recommends that at least one adult, over the age of 21, is present for every ten (10) people who are under the age of 18.
  - k. City Fire Ordinance 2160 requires that the maximum number of occupants using the party room area, which includes the kitchen, bar, and hallway shall not exceed 100 persons. The provisions of this ordinance will be enforced.
  - l. See that all state and City laws and ordinances and all AKW rules and regulations are adhered to.
7. **Termination of the Event for Cause:** The Security officer or the Building Manager has the authority to terminate for cause a party or any event conducted in the party rooms with the concurrence of one member of the Board of Directors. Similarly, if neither the Building Manager nor the Security officer is available, two members of the Board may terminate the event in the party room for failure to abide by regulations.
  8. **Failure to Comply with Rules:** After providing the resident with written notice and an opportunity for a hearing, the Board of Directors may bar the resident from the use of the party rooms for a period of up to one year for failure to comply with rules.
  9. **Parking:** Guest parking shall be the responsibility solely of the resident sponsoring the party and shall be in accordance with parking rules.
  10. **Guest Behavior:** A party sponsor shall notify guests that consuming beverages or food in the lobby is not permitted and that guests must not loiter outside the building. The Security officer or Building Manager will enforce this regulation. The party sponsor is responsible for advising attendees that smoking is not permitted anywhere inside the building common areas or within 25 feet of any entrance to the building.

## ***Billiard Room***

**Residents are responsible for ensuring that all members of their households and guests are familiar with the proper use of billiard room equipment before attempting to use the facilities without assistance. If damage has occurred, the resident will be responsible for costs incurred to repair.**

1. Individuals using pool table balls or Ping-Pong equipment must secure them in the office and sign out for them on the appropriate sheet before using the equipment.
2. Players must use each piece of equipment according to the rules of the game. Players must not attempt any shot that is likely to damage the equipment.

3. Guests of AKW residents may use the billiard room if accompanied by the resident or, alternatively, the resident must register the guest on a sign-in sheet provided for that purpose.
4. Residents, including guests, may use only one table if other residents are waiting to play.
5. Care must be exercised when racking the balls to avoid dropping or throwing the balls on the table.
6. All equipment must be returned immediately to its proper storage place after it is used.
7. Eating, drinking and smoking are prohibited in the billiard room. Other non-billiard materials must not be placed on the pool tables or table tennis surface.
8. Sitting on the pool table or the table tennis surface is prohibited.
9. The billiard room is not part of the party room. When the party room is in use, the billiard room will remain open for the use of all other residents as indicated earlier.

### ***Library***

**Library of Books / DVDs, Tapes:** The Billiard Room bookcases contain a number of books, books on tape, DVDs and software available to take or exchange. There is no obligation to return borrowed items, but please return rather than discard, and consider donating material to share with others.

### ***Exercise Rooms***

The exercise rooms are defined as the weight rooms, the saunas, clothes changing cubicles, and shower areas.

1. Persons under 15 years of age are not permitted to use the exercise rooms. Parent or Guardian must sign a permission slip for children under the aged 16-18 to be allowed to use the facilities.
2. Guests may use the exercise rooms if:
  - a. Accompanied by a resident. If the resident cannot accompany the guest, then he/she will provide the Building Manager [during office hours] or the Security guard [evening and night time] with their name, the name of the host, and the Unit being visited before using the exercise room.
  - b. Residents will not bring guests on a regular basis.
  - c. In the event of crowded conditions, residents have priority in using the rooms.
4. The showers are for the exclusive use of residents and guests using the exercise rooms.
5. Smoking, eating, or drinking of alcoholic beverages is prohibited.
6. For health reasons, bare feet are not permitted in the rooms.

### ***Tennis Court***

1. The Court is open for use from 7:00 A.M. to 10:00 P.M.
2. Reservations: A resident will reserve the court by writing his/her name and Unit number on a chart, posted on the gate of the tennis court. To allow broader availability, the court may be reserved for only one hour.
3. Restrictions: During high-usage months, it is necessary to restrict residents to one hour per day, unless the court remains vacant. Children under the age of 11 shall be supervised by an adult, legal guardian or child caregiver over the age of 14, and must wear tennis shoes to protect the court surface.
4. No Shows: Residents who have reserved the court but do not show within ten (10) minutes after the hour will be considered as having forfeited the use of the court for that designated period.

5. Attire: Regular tennis shoes shall be worn to protect the surface of the court. Any resident witnessing a violation of this may request the individual to leave the court.
6. Security: The tennis court is locked; the key is in the Office. The last player on any day is responsible for locking the gate. If there is a break on the chart for more than one hour, the last player before the break should lock the gate in the interim.

## ***Other Building Activities/Conveniences***

### **Happy Hour**

A Happy Hour is held every Thursday evening from 6:30 to 8:30 PM in the Bar room. Happy Hour is sponsored by your AKW neighbors and all are welcome to attend. Happy Hour is free and attendees bring their own beverages; containers may be stored in the closet next to the bar area. All are encouraged to bring snacks to share. On the last Thursday of the month, Happy Hour provides pizza for all attendees, with some residents bringing salads and other snacks to share. A nominal fee is collected to cover the cost of the pizza.

### **Bulletin Boards**

The Main bulletin board adjacent to the elevators in the main lobby is maintained by the Building Manager and contains items of general information and upcoming AKW meetings. Residents who wish to contribute items to the main bulletin board should see the Building Manager.

Small bulletin boards are available in the trash rooms to post items wanted or for sale and other general notices. Notices placed on the bulletin boards should include name, date, and contact information and should be limited in size. Notices should be removed when no longer current. Notices more than 30 days old will be removed.

# 11. Reasonable Accommodation Policy

## ***Purpose***

Alexandria Knolls West Condominium Homes (Council) has certain obligations under federal, state and local fair housing laws and ordinances. Such obligations are to make reasonable accommodations in rules, policies, practices or services when such accommodations may be necessary to afford a person with a disability equal opportunity to use and enjoy their respective Unit. This policy provides procedures for residents, prospective residents and other affected individuals who require such an accommodation to initiate a request and for the Board of Directors to evaluate, respond to and implement appropriate action on the request.

## ***Definitions***

Unless otherwise provided by applicable law, the following definitions are applicable to this policy:

1. With respect to a person, “**Disability**” means a physical or mental impairment which substantially limits one or more of such person’s major life activities; a record of having such impairment; or being regarded as having such an impairment.
2. “**Reasonable Accommodation**” means changing a rule, policy, procedure or practice that is generally applicable to everyone to make its burden less onerous on the handicapped (hereinafter referred to as a Disability) individual. It is impossible to determine in advance what, if any, reasonable accommodation is required for any particular situation, since whether or not an accommodation is “reasonable” is determined by an examination of the facts of the particular circumstances.
3. “**Reasonable Modification**” means a structural change made to existing premises, occupied or to be occupied by a person with a Disability, in order to afford such person full enjoyment of the premises. Reasonable modifications can include structural changes to interiors and exteriors of dwellings and to common and public use areas, and are subject to approval by the Board. Any associated costs are the responsibility of the Co-Owner and/or lessee, being performed by professional contractors, working within the building and construction codes, and in a workmanlike manner.

## ***Requests for Reasonable Accommodation***

All requests for accommodation must be made in writing and delivered to the Community Manager and Building Manager (with a copy to include the Board President) at the following address:

Community Management Corporation  
Attn: Portfolio Manager for Alexandria Knolls West Condominium Homes  
127-1 Fair Lakes Circle, Suite 400  
Chantilly, VA 20153  
Phone: 703-631-7200  
Fax: 703-631-9786  
Email: [gita@akwcondo.com](mailto:gita@akwcondo.com)

Or

President of the Board of Directors  
Alexandria Knolls West Condominium Homes  
Building Manager's Office  
6101 Edsall Road  
Alexandria, VA 22304  
Phone: 703-751-7541  
Fax: 703-751-2136  
Email: [president@akwcondo.com](mailto:president@akwcondo.com)  
[office@akwcondo.com](mailto:office@akwcondo.com)

This will ensure all requests are properly logged and considered. Please do not make oral requests or requests to any other person (for example, individual Board members, etc.).

The Request for an Accommodation or Modification should include at least the following:

1. Name of requesting party.
2. Address and telephone number where the resident requesting the accommodation can be reached.
3. Does the resident requesting the accommodation or modification own or lease the Unit? If leased, please give the commencement and termination date of the lease.
4. Information that verifies that you meet the definition of a Disability as defined in the Fair Housing laws and regulations and whether the Disability is permanent or temporary.
5. Information that describes the needed modification and/or accommodation. Describe the problem that the Disability is causing with respect to a rule, policy, practice or service of the Association. Try to be as specific as to what the problem is and accommodation requested of the Association.
6. Information that shows the relationship between your Disability and the need for the requested modification and/or accommodation.

If any further information is required regarding the Disability or the requested modification and/or accommodation, the resident requesting the modification and/or accommodation will be contacted.

### **Timing**

Because of the probable need for action by the Board of Directors, requesting parties should allow sufficient lead time for proper evaluation and approval of the request.

### ***Consideration of Requests***

Upon receipt of a request, the Building Manager will notify the requesting party that it has been received and that a response will be forthcoming as soon as possible.

If the requesting party is a Lessee, and the lessee is requesting a change to the interior of a Unit, the Building Manager will direct the requesting party to make the request directly to their landlord/Co-Owner. If the request is something that approval by the Association is not required, the Building Manager will so notify the requesting party, and advise that party to obtain the landlord/Co-Owner's approval (in which case it is solely a matter between the

lessee and the Co-Owner). If the request is for something that requires approval by the Association, the request will be processed as provided below.

1. The Building Manager will (a) make a record of receipt of the request, (b) review the request to ensure that the request includes items described in Paragraph 3.B above, and (c) provide a copy to the president of the Board. If there is an apparent legal issue about the Disability or the nature of the requested modification and/or accommodation. Or if otherwise directed by the president, the Building Manager will send a copy of the request to the Association's counsel for legal advice.
2. If any information required is missing, or if any additional information or clarification is necessary, the Building Manager will so notify the requesting party. If it is not clear to the Association that the requesting party is, in fact, disabled, the requesting party may be asked to submit additional documentation.
3. If any requested accommodation will require an expenditure of funds, the Building Manager will ascertain what will be required and obtain prices for these requirements.
4. If any requested modification will require an expenditure of funds, the requesting resident may be responsible for the costs incurred if the modification is authorized.
5. The resident will be provided with advance notice of the date on which the Board intends to take up consideration of the request for an accommodation and/or modification and will be given the opportunity to address the Board regarding the need for the reasonable accommodation and/or modification.
6. The Building Manager will notify the requesting party as to the Board's decision. If the request is granted, the Building Manager will make all necessary arrangements for implementation of the request. If the request is denied due to the nature of the requested accommodation, the Building Manager will offer the requesting party an opportunity for dialogue as to how the person's Disability might otherwise be accommodated.
7. All Co-Owners provided with a reasonable accommodation shall immediately notify the Association in the event that the Co-Owner or lessee is no longer disabled or no longer needs the reasonable accommodation provided.
8. All Co-Owners provided with a reasonable accommodation may be required to provide a statement and/or other evidence (e.g., handicapped placard) every six (6) months demonstrating that the Co-Owner or the lessee continues to be in need of the reasonable accommodation provided due to a Disability. Failure to provide such statement or evidence when requested will result in a notice to the Co-Owner that the reasonable accommodation will cease to be provided if such statement or evidence is not provided within thirty (30) days. If the Association is not otherwise able to confirm the continued Disability, and need for reasonable accommodation at the conclusion of thirty (30) days after the notice, the Association will cease to provide reasonable accommodation.

The Board encourages but does not require that the requesting party or designee meet with the Board of Directors or its designee to review the need, the request, and possible alternatives.

## 12. Who's Who

### ***The Building Manager***

- **Office Hours:** The office is open from 9:00 A.M. to 5:30 P.M., seven days a week, including Federal holidays. The Building Manager may be reached by calling 703-751-7541 or by visiting the Office. Since the Office is a place of business to serve all residents, please do not use it as a social gathering place.

The Building Manager and other staff are here to ensure the proper functioning of the building, property, and the Association and are in no way authorized to lend any oversight role to any residents, including check-ins, calls to report sightings, or oversight in the billiard and party rooms and pool area. The oversight of children is left to the complete responsibility of the child's parent or guardian.

- **Emergency Assistance:** When the Office is not open, emergency assistance may be obtained by calling the guard through the Office number (703-751-7541) or **dialing the Security Officer cell phone (571-565-5591)**. If you are unable to reach the guard, **call CMC at 703-631-7200**. **All residents are reminded that Co-Owners are responsible for emergencies within their Units caused by failure of items owned by the Unit owner. If you lose or misplace your key when the office is closed, you are responsible for calling and paying for a locksmith.**
- **Directory of Residents:** The Office maintains a current resident directory, which includes each resident's name, Unit number, and (land or cell) telephone number. All residents must give this information to the Office. **Under no circumstances will this information be revealed to visitors or callers unless authorized in writing by the resident.**
- **Deposit Box for Communication with the Office When Closed:** The "Association Box" across from the Office and next to the Directory is for residents to deposit written communications for the Office, Board, or committees. This box is not used for submitting money owed to the Association. All money transactions must happen with the Building Manager only. The box also serves as a **Suggestion/Comment Box** and residents are encouraged to make written comments and suggestions for Board and management review. Don't be "Anonymous" on comments/suggestions. If we don't know how to be in touch about a complaint, it cannot be properly addressed.

### ***Security Guard***

A uniformed Security officer is on duty every night from 5:30 P.M. until 8:00 AM, and on Saturdays, Sundays, and holidays until 9:00 A.M. His/her duties consist of periodic patrols of the common areas of the building, including the hallways on each floor. Additionally, the guard will make frequent patrols of the parking areas and grounds. When guards are not on patrol, they remain on duty in the Security Officer station. They can be reached **on their cell phone at 571-565-5591**.

If you see anything suspicious in the building or parking areas, please inform the Security guard. If the guard is not available, call the police, 911. The Police non-emergency line is 703-746-4444.

Residents are discouraged from socializing at the Security Officer station. The Security Officer may assist you in retrieving packages from the office, but residents should not distract guards from their duties by protracted conversations.

## ***The Council of Co-Owners***

The Council consists of all Co-Owners. The administration of the Condominium is vested in the Council. The Council meets annually in September to elect Co-Owners to the Board of Directors to govern the affairs of the Council and to give advice to the Board on the Association's annual budget. Article VIII of the Master Deed provides for the appointment of a professional Management Company by the Council, subject at all times to direction by the Board of Directors. The By-laws provide for appointment by the Council of a public accountant or accounting firm as an auditor who will provide the Council with an annual audit of the Association's financial records. Neither the accountant nor any employee of the accounting firm shall be an officer of the Council or own any interest in the Condominium. The Council may also meet periodically to consider various matters. Special meetings of the Council may be held upon the call of the President or a petition signed by at least twenty-five percent (25%) of the total ownership and presented to the Secretary.

## ***The Board of Directors***

The governing body of Alexandria Knolls West Condominium Homes is the Board of Directors. The Board consists of seven (7) members who are elected each September by the Council of Co-Owners for a term of three years on a staggered basis to provide continuity. In case of vacancy the Board by a majority vote will elect a new Director who will serve until the next election. The Board supervises the overall management of the building, its property, and monies and has authority to spend money, make rules, and contract for the maintenance and repair of the Association's property. All expenditures of money must have Board approval. The Board also supervises preparation of the annual budget. The Building Manager conducts most day-to-day administrative functions. The Management Company provides administrative and financial record keeping services in response to Board of Directors explicit directives.

## ***Board Meetings***

Regularly scheduled Board Meetings are held on the last Tuesday of the month except in December. All residents are invited and encouraged to attend. The formal session of business is presented through an agenda available to attendees. Residents may not participate in debates, except at the request of the Board itself. An Open Forum period for residents follows Officer Reports and is offered for anyone who wishes to ask questions or make suggestions or comments for consideration by the Board. (Items for Board consideration should be in writing and presented prior to the meeting, so that proper consideration can be made.) At the conclusion of the meeting, the Board convenes in executive session, which is closed to all except management and invited guests.

## ***Officers***

Officers of the Association are elected from among the Directors of the Board at the Executive Session immediately following the annual meeting. The officers are President, Vice President, Secretary, and Treasurer.

- The **President**, as chief executive officer, is agent for and responsible to the Board of Directors in carrying out policies directed by the Board and those of the Association and serves at the pleasure of the Board. Actual day-to-day operations of the building are the responsibility of the Building Manager, who is accountable to the Board through the President.
- The **Vice President** assists the President when necessary and fills that position in cases of absences from the area or because of illness. In the case of a vacancy in the office of the Presidency, the Vice President serves temporarily in that capacity until the election of a new President by the Board at its next meeting.



- The **Treasurer** supervises the general handling of Association monies. The Treasurer heads the Budget and Finance Committee which oversees the Association's financial reserves and reviews the yearly budget before it is presented to the Board for its action. The Treasurer reports to the Board at its monthly meetings and makes recommendations to the Board on reserve funds, budgetary items and other financial matters pertaining to the financial condition of the Association.
- The **Secretary** prepares the minutes of board meetings, meetings of the Council of Co-Owners, and other official meetings of the Association. The Secretary also issues all notices thereof as provided by the By-laws. The Secretary acts in certifying all legal documents and acts of the Board for the Association, when required by law.

## **Committees**

The AKW Community encourages all Residents (Co-Owners and lessees) to participate in committee meetings and welcome all interested parties. These meetings address the affairs affecting the safety and wellbeing of everyone in the Community, ensuring the continuing stable financial position of our corporation as well as maintaining the integrity of our infrastructure.

Each committee identifies the need/problem; discusses possible solutions/actions; and presents recommendations to the Board for their discussion and action. Directors and their committee assignments are listed on the main bulletin board. Meeting times are most always listed on the back page of **Knolls News** and can also be found in the Calendar section of the website [www.akwcondo.com](http://www.akwcondo.com).

The following committees are current in the Association and are headed by a member of the Board of Directors. They have been created to perform specific duties that often require stability and continuity of membership.

- The **Budget & Finance Committee**, headed by the Treasurer, oversees the Association's reserve funds and helps in preparing and advising the Board on the annual budget.
- **Building & Grounds Committee** has the responsibility for our Community's infrastructure, keeping track of regular maintenance, using the Reserve Study to plan repairs and updates to our building and grounds. These operations can include replacing the roof, paving the driveways, re-caulking balconies, repairing/updating/replacing plumbing and electrical components, hallway painting and carpeting, repair/replace outdoor lighting, and the like.
- The **Safety & Security Committee** works closely with the Alexandria Police and Fire Department to assure safety and security for our community. It has been responsible for updating the lighting in all areas of the property as well as placing cameras in strategic spots.

These three major committees are currently referred to as the **Super Committee**, holding its meeting on one night instead of three, usually a week prior to the scheduled Board meetings.

- The **Landscape Committee** oversees and supervises plantings, project plans, and other related matters pertaining to the building's landscape in general.
- The **Fitness Center Committee** worked to provide upgrade and improvements to the exercise rooms.
- The **By-laws Committee** will be a standing committee until the remainder of our By-laws have been amended to comply with the Virginia Condominium Act. Two of the amendments (Financial and Administrative) have been approved and ratified; the other two (Maintenance and Enforcement) will be worked on with our attorney for the next year.

- The **Communications Committee** maintains the website and building communications.
- The **Pool Committee** works mainly during the spring and summer months, assuring that this popular amenity is working and available to all. Pool rules are elsewhere in this Handbook.
- Ad-hoc committees may be appointed by the Board when the need arises.

## 13. Condominium Assessment ("Condo Fees")

### ***Items Covered by Condominium Assessment***

All known and anticipated expenses needed for repair, maintenance and improvement of the lobby, elevators, party rooms, exercise rooms, sauna, storage area, trash rooms, swimming pool, tennis court, parking lots, parking garages, grounds, and all other common areas; utilities [except for individual telephones and cable TV], door answering services; insurance for the building, Security, and all Staff members; a working capital fund and a reserve for replacement of capital items.

### ***Basis for the Annual Condo Fee***

Based on the annual budget, recommended by the Council of Co-Owners and approved by the Board, each Unit is assessed a condominium fee which is the same proportionate share of the adjusted total budget as the Unit's percentage of common interest is to the total common interest.

For those Units with more than one parking space, owners are assessed an additional monthly fee to cover the space's maintenance.

### ***Payment***

The monthly condominium fee, payable to **Alexandria Knolls West** is due on the first day of each month. Payment may be made by check or electronic transfer to the financial institution designated by the AKW Board of Directors. The Association provides payment slips and envelopes with the appropriate address and can provide information on electronic payments. Late payments are subject to a penalty as noted below.

### ***Late Payment Penalty Charges***

If a condominium fee is not paid by the **15<sup>th</sup> of the month in which it is due**, a late charge equal to ten percent (10%) of the monthly assessment shall be applied against the Unit. The Unit is subject to a late charge in each month that the payment is received on or after the 16<sup>th</sup> of the month. All such late charges shall constitute a charge against the Unit for which the Association shall have a lien.

## 14. Insurance

Master Deed, Article XVI provides that the Council of Co-Owners maintain fire and extended coverage insurance written by a firm with a rating of "A" or better in an amount equal to the full replacement value of the project, public liability insurance, and Worker's Compensation insurance. **Owners of individual Units shall obtain additional insurance (HO-6)** provided it does not decrease the amount that the Council of Co-Owners may realize from its policy. **Owners shall be required to provide proof of insurance upon request of the Council. Lessees shall have "renters' insurance" during the time of their lease.** In the event of damage to a Unit, the owner is required to commence repairs within 30 days. Proceeds received by the Council of Co-Owners under its Master Insurance Policy as a result of the damage shall be paid to the owner as repairs proceed.

As set forth in paragraph "h" of Article VII of the Master Deed, "The Council shall pay all premiums for the Council's insurance policies as a common expense. In order to obtain a policy at the most reasonable price for the Council, all factors considered, the Board may agree to a deductible clause(s), which causes the Council to absorb the first part of a covered loss. Accordingly, any insurance deductible under the master casualty insurance policy shall be paid by the Council as a Common Expense if the cause of the damage to or destruction of any portion of the Condominium Project originated in or through the Common Elements or an apparatus located within the Common Elements. However, a Co-Owner shall pay such deductible if the cause of any damage to or destruction of any portion of the Project originated in or through an apartment or any component thereof without regard to whether the Co-Owner was negligent."

## **15. Leases**

### **Leases Must Conform to Condominium Rules**

Leases and Lessees are subject to the same rules as Co-Owners. Therefore, leases should provide that tenant rights to occupy and use the Unit are subject to the Master Deed, By-laws, and House Rules of Alexandria Knolls West Condominium Homes. Leases should also specify if the owner transfers any other rights, such as voting rights, to the lessee. Co-Owner shall ensure that the Tenant is provided with a copy of the current Handbook. No Unit shall be rented for transient or hotel purposes (such as Airbnb), or in any event for a period of less than 12 months.

Upon leasing a unit, the Co-Owner shall provide an executed copy of the lease to the Building Manager.

Because off-site-owners sometimes choose to use off-the-shelf, stock lease agreements, the Association provides for your use an addendum to add onto your lease agreement that tenants sign to acknowledge that they understand they must abide by the rules and regulations of the community. Not signing this agreement does not excuse non-compliance with rules and regulations but the document is provided as a courtesy and the Association strongly suggests that off-site-owners make use of it. A sample Addendum to Lease Agreement is provided in Appendix C.

## **16. Miscellaneous**

Residents shall not use or permit to be used for unlawful purposes, or do or permit any unlawful act in or upon the premises in violation of Federal, state or local laws or By-laws. In determining whether a Unit is being used for business in violation of the By-laws, a Board decision will be made on a case-by-case basis, taking into consideration whether the (a) non-residential use is primary or incidental use to the Unit, and/or (b) what affect the non-residential use has on the common elements and services provided by the Association.

### ***Complaint Procedures***

If an owner, resident, or employee has a complaint about or against another owner, resident, or employee, s/he may file that complaint with the Building Manager or with the Board. Only complaints that are signed can be responded to. Complaint procedures are available for review in the building office and on BuildingLink in the online library. See a sample complaint form in Appendix C.

### ***Updates and Changes to This Handbook***

This document shall be updated as the Board passes resolutions and makes official decisions that change the information offered here. In such cases, a notation will be added immediately following the changed language with the date and source of the change (for example, "2/15/17, Bd action" or "3/29/18, By-laws amend"). The most current version of this Handbook will be available on the AKW website and changes of consequence shall be transmitted to residents and owners.

# Appendix A

## Master Deed and By-Laws

The AKW Master Deed and supporting documents establishing the Alexandria Knolls West Condominium project were filed among the land records of Alexandria, Virginia, on February 14, 1974, in Deed Book 772 on page 585. AKW By-Laws also were recorded as part of the master deed on February 14, 1974. The documents were March 22, 1974, July 6, 1982, and December 16, 2016. Copies of the Master deed and By-laws may be ordered from the Building Manager at a cost of \$10.00 each.

The index of a reader-friendly and searchable Master Deed and By-laws is listed below. The document may be found in the Residents section of the AKW web site.

<b>Item</b>	<b>Page</b>
<i>Master Deed for Horizontal Property Regime of Alexandria Knolls West</i>	1
<i>Article I Definitions</i>	2
<i>Article II Compliance with Master Deed</i>	3
<i>Article III Easements</i>	4
<i>Article IV Alteration and Transfer of Interests</i>	5
<i>Article V Partition</i>	5
<i>Article VI Use</i>	5
<i>Article VII Council of Owners</i>	5
<i>Article VIII Managing Agent</i>	6
<i>Article IX Administration of the Project</i>	6
<i>Article X Common Expenses</i>	7
<i>Article XI Waiver of Use of Common Elements</i>	9
<i>Article XII Acquisition by Foreclosure</i>	10
<i>Article XIII Lien for Common Expenses</i>	10
<i>Article XIV Default in Payment</i>	11
<i>Article XV Lien Enforcement</i>	11
<i>Article XVI Insurance</i>	12
<i>Article XVII Uninsured Casualty</i>	16
<i>Article XVIII Maintenance Reserve Fund</i>	16
<i>Article XIX Alteration of Project</i>	16
<i>Article XX Condemnation</i>	17
<i>Article XXI Waiver of Regime</i>	17
<i>Article XXII Amendment of Master Deed</i>	17
<i>Article XXIII Limitations on Sale and Lease</i>	17
<i>Article XXIV Limitation on Effect of Deed</i>	18
<i>Article XXV Construction Exceeds \$10,000</i>	18
<i>Article XXVI Rights, etc., Not Provided</i>	19
<i>Article XXVII Cable TV</i>	19
<i>Article XXVIII No Bailee and Failure of Utilities or Water Supply</i>	19

<b>Schedule A</b>	<b>Description of the Property of Alexandria Knolls West Condominium Homes with Exhibits A-1 through A-8</b>	20-28
<b>Schedule B</b>	<b>Percentages of Common Interests Each</b>	29
<b>Schedule C</b>	<b>By-Laws of the Council of Co-Owners</b>	30
Article 1	Membership	30
Article I	Board of Directors	32
Article II	Officers	35
Article IV	Administration	36
Article V	Obligation of Unit Owners	38
Article VI	Miscellaneous	40



# Appendix B

## Trane HVAC Instructions

### THIS MATERIAL PROVIDED FOR INFORMATIONAL PURPOSES ONLY

**Trane Hi-Rise Unitrane Units** should be inspected and maintenance procedures performed every six months. See the following pages for diagrams and figures on performance. Turn the fan dial to “OFF” before removing the front-cover panel to service the unit.

**Filter Replacement:** Filters should be replaced at least every six months or when dirty. Filters are provided free of charge by the Association and are available in the Management Office.

#### **Caution:**

#### **Do Not Operate Unit With Filter Removed!**

**Oiling:** When changing a filter, the motor should be oiled. Lubricate the motor bearings with 6-8 drops of SAE #10, non-detergent oil [or “3-in-1 oil”] in each lubrication tube. There are 2 small tubes over the front of the motor, which lead to the motor bearing in front and back of the motor, and both tubes must be oiled. The tubes on the motor that services the heating of the living room and bedroom of a one-bedroom unit or the living room of a two-bedroom unit are copper tubes that are firmly fastened down. The tubes leading to the rear bearing on these motors are, unfortunately, often lower at the front end. The oil will not get to the rear bearing because it will not run uphill. Consequently, the rear bearing is apt to burn out, resulting in motor dysfunction and need for motor repair. The first sign of this problem will be that the motor will not operate on slow speed. [To remedy this problem the tube leading to the rear bearing could be pried upwards gently, at your own risk, with a screwdriver until the opening for oiling is higher than the rear part of the tube. However, you would be better advised to seek professional assistance. Note: most replacement motors are sealed and have no oil parts.]

The tubes used to oil the motor which services the heating of the bedrooms in two bedroom units are made of plastic and are easily disengaged from the metal nipple leading to the rear. Many of these tubes have been found disengaged. The motor must be removed to replace this tube on the rear nipple. Then it should be strapped in place to prevent further disengagement. The Association strongly recommends that you secure professional help in correcting any such problem.

**Fan Board and Motor Assembly:** The fan board and motor assembly can be removed from the unit by removing the two bottom screws from the service panel and disconnecting motor quick disconnect plug from unit junction box. The fan board can now be pulled from the unit. For coil and drain pan service, remove the internal service panel by taking out four (4) sheet metal screws.

**Drip (drain) Pan:** Clean the drain pan and drain of dust and lint at least once a year.

**Coil:** The coil should be cleaned annually with a vacuum cleaner or a stiff bristled brush. Care should be taken to prevent damage to the coil fins while cleaning. Do not use a wire-bristled brush as the wire bristles can scratch the coil surface.

**For Problems and Service** contact the Manufacturer’s Representative of **The Trane Company**. See their listing in the telephone book. Diagrams from Trane Operations-Maintenance Pamphlet dated 1975 are provided below.

# HVAC Diagrams



FILE:  
TRANE AIR HANDLING PRODUCTS  
FAN-COIL AIR CONDITIONERS  
UNITRANE  
Operation-Maintenance

LITERATURE FILE NO.

**UNT-M-1**

**OPER.-MAIN.**

FEBRUARY, 1975

The Trane Company has a policy of continuous product improvement, it reserves the right to change specifications and design without notice.



## HI-RISE FAN-COIL UNITRANE®

### "B" DESIGN SEQUENCE MODELS

TVRB 03A0 — 10A0  
TVRB 03D0 — 08D0  
TVRB 03AL — 10AL  
TVRB 03DL — 08DL  
TVRB 03AE — 10AE  
TVRB 03DE — 08DE

*Bennett Trane Air Cond., Inc.  
17605 Barbara Lane  
Clinton, Maryland 20735*

### UNIT OPERATION

Trane Hi-Rise Fan-Coil UniTrane Units are designed to provide year-round comfort conditions automatically. All units are equipped with a combination heating/cooling water coil with optional auxiliary water heating coil or electric coil. Unit controls consist of a three-speed fan switch, room thermostat, manual or automatic summer/winter change-over switch and internally mounted control valve(s).

### COMPONENTS

#### MAIN COIL

The combination heating/cooling coil may be used for heating purposes only or in temperate areas for cooling only.

#### AUXILLARY COIL

The auxiliary water coil is used for heating only. It can be used as a sole source of heat or for intermediate season operation.

#### AUXILIARY ELECTRIC COIL

The electric coil may be used as a Sole source of heat or for intermediate season operations. The Electric coil is interlocked with The fan motor switch allowing it To be activated only while the fan Is running.

©THE TRANE CO., 1975

### FAN MOTOR SWITCH

The manually operated three-speed Fan motor switch is located directly Below discharge grille. Th switch Controls a three-speed tap wound Motor. (See Figure 1)

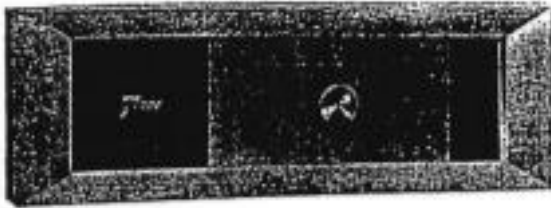


FIG. 1 – Fan Motor Switch

### UNIT MOUNTED ROOM THERMOSTAT

The room thermostat control is located to left of the fan motor switch (See Figure 2) Rotate Cooler-Warmer Control knob to raise or Lower room temperature. The thermostat automatically opens or closes the coil control valve supplying hot or cold water to the unit.

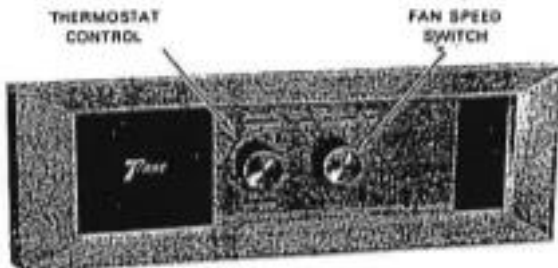


FIG. 2 – Unit Mounted Room Thermostat

### REMOTE WALL MOUNTED ROOM THERMOSTAT

The remote wall thermostat has a temperature degree dial which is set at the desired temperature. (See Figure 3) The thermostat automatically opens or closes the coil control valve supplying hot or cold water to the unit.



FIG. 3 – Wall Mounted Thermostat FAN CYCLE CONTROL

Unit mounted thermostats with Manual-off/automatic fan cycle control (See Figure 4) must be run in the manual position at least 10 minutes before switching to the automatic position. Adjustments to the thermostat can be made while the control is in the manual position.

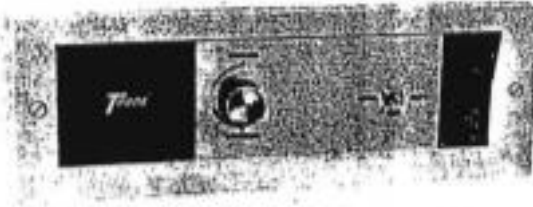


FIG. 4 – Fan Cycle Control MANUAL SUMM/WINTER OR HEAT/COOL CHANGEOVER SWITCH

The switches labeled summer/winter or heat-cool, must be manually set at the desired position. This applies to unit and well mounted types. (See Figures 5 and 6)

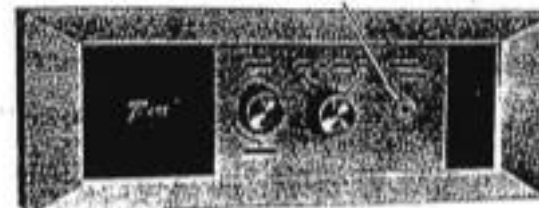


FIG. 5 – Unit Mounted Changeover Switches

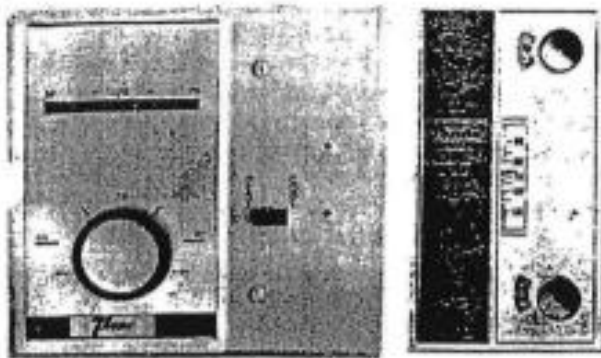


FIG. 6 – Wall Mounted Heat/Cool Changeover Switches

#### FAN SWITCH WITH ELECTRIC HEAT SWITCH

Set manual heat/cool switch in the Heat position for winter (heating) operation and cool position for cooling (summer) operation. Turn fan switch (See Figure 7) to desired speed. The electric coil (See Figure 8) can be activated only when the fan is running.

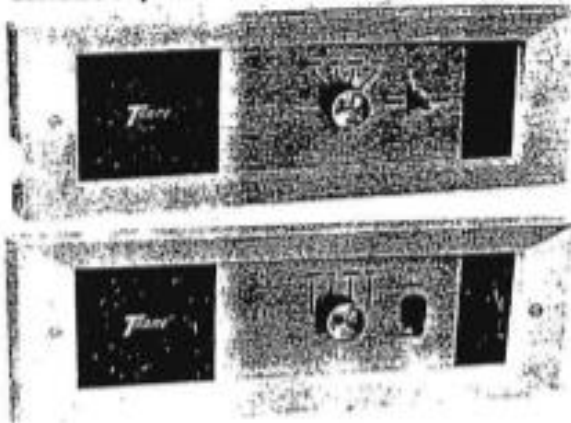


FIG. 7 – Fan Switch with Electric Heat Switch

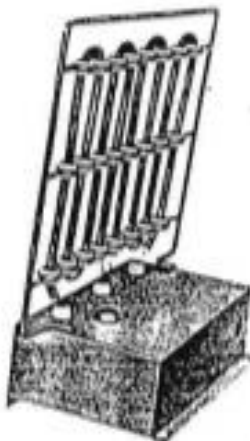


FIG. 8 – Auxiliary Electric Coil

#### FAN SWITCH WITH ELECTRIC THERMOSTAT AND AUTOMATIC SUMMER/WINTER SWITCH

The thermostat senses a rise or fall in temperature and opens the cooling coil valve or closes the electric coil circuit (See Figure 9). The electric coil can be activated only when the fan is running.

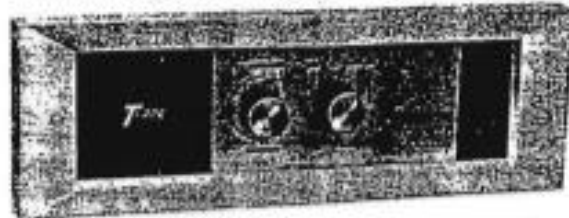


FIG. 9 – Fan Switch With Electric Thermostat And Automatic Summer/Winter Switch

#### FAN SWITCH WITH ELECTRIC THERMOSTAT AND AUTOMATIC SUMMER/WINTER SWITCH

The thermostat senses a rise or fall in temperature and opens the cooling coil valve or closes the electric coil circuit (See Figure 9). The electric coil can be activated only when the fan is running.

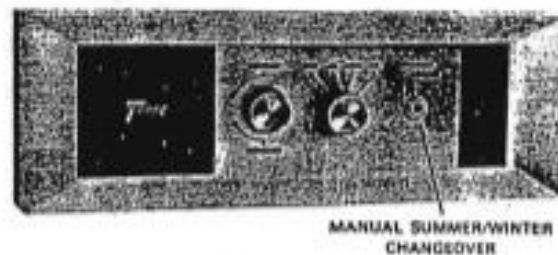


FIG. 10 – Fan Switch with Electric Thermostat and Manual Summer/Winter Switch

#### SAFETY CONTROLS – ELECTRIC UNITS

In addition to the unit mounted and remove controls, the following safety devices are furnished with all electric units.

1. High Limit Thermostat – prevents overheating. Factory set to cut out at 190 F.
2. Fan Override Thermostat – maintains fan operation until heat of the electric coil has been dissipated if unit cuts out on high limit. Factory set to cut in at 110 F and cut out at 90 F.

3. Disconnect Switch-Switched to "Off" position cuts off all power to unit.

NOTE: Units with "fan cycle" control, (no control valves and

MAINTENANCE

continuous water flow), should run continuously during the cooling season if high humidity conditions exist, to prevent severe sweating.

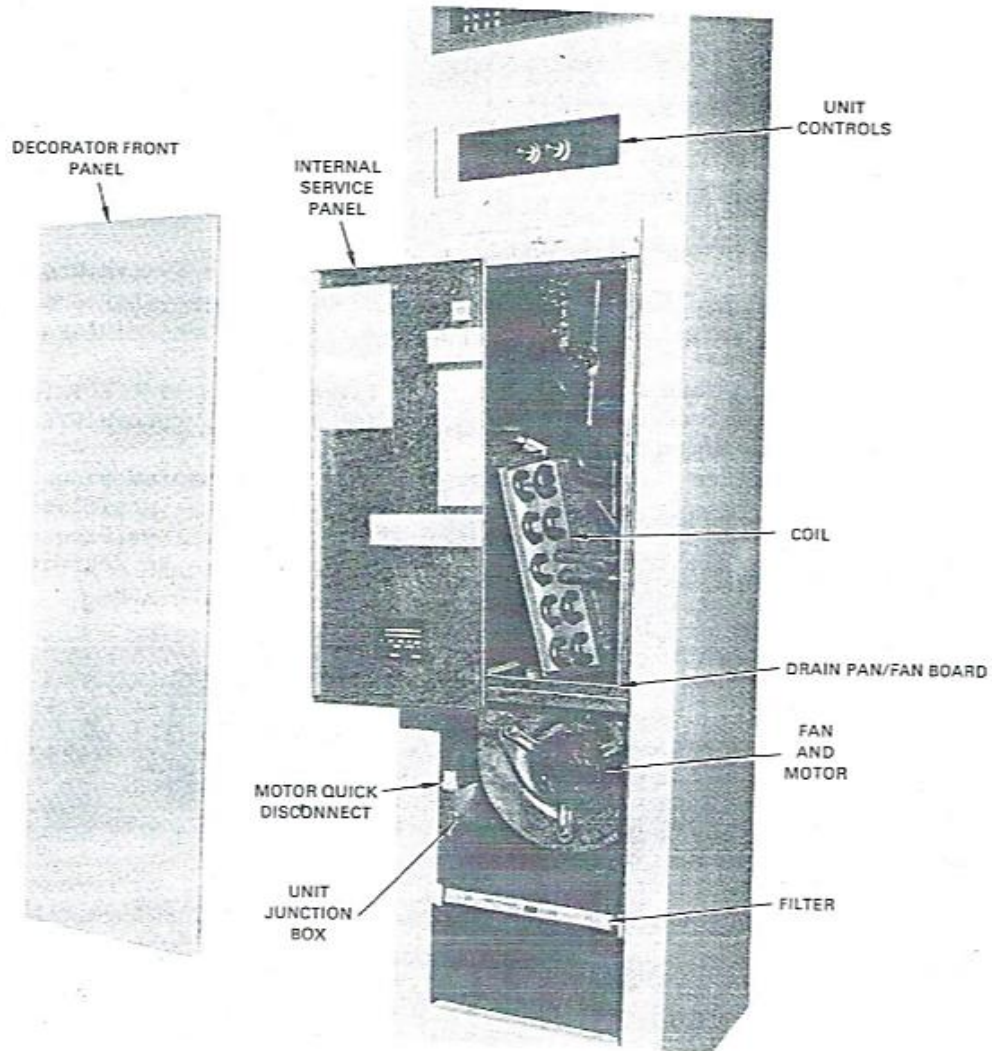


FIGURE 11 - Unit Components

Trane Hi-Rise UniTrane units should be inspected and maintenance procedures performed every six months. (See Figure 11 for components)

#### FILTER

Throw-away filters should be removed and replaced if dirty. Permanent filters should be removed and cleaned with solvent or soap and water.

**CAUTION:** DO NOT OPERATE UNIT WITH FILTER REMOVED.

## FAN BOARD AND MOTOR ASSEMBLY

The fan board and motor assembly can be removed from the unit by removing the two bottom screws from the service panel and disconnecting motor quick disconnect plug from unit junction box. The fan board can now be pulled from the unit (See Figure 12).

Lubricate the motor bearings with 6-8 drops of the SAE #10, nondetergent oil in each lubrication tube. The motor can be removed by taking out three bolts from fan housing (See Figure 12).

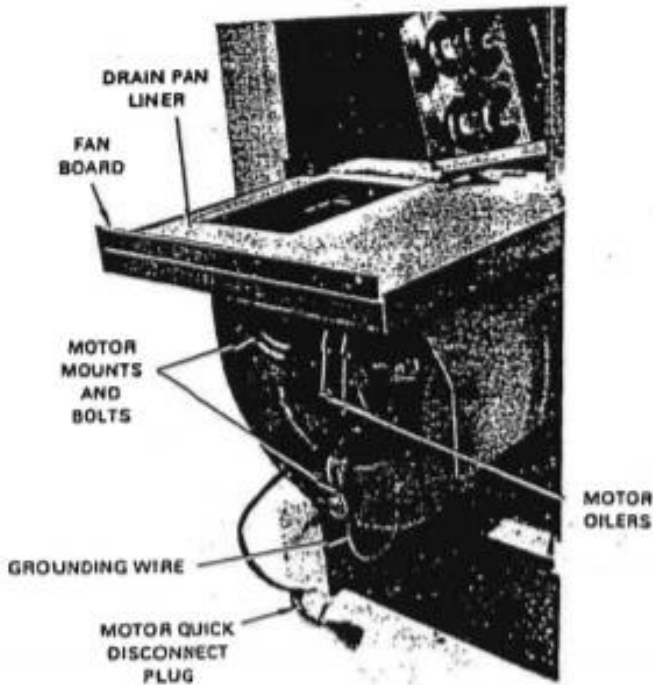


FIG. 12 – Fan Board Removal

For coil and drain pan service, remove the internal service panel by taking out four metal screws.

## DRAIN PAN

Clean the drain pan and drain line of dust and lint at least once a year.

## COIL

The coil should be cleaned annually with a vacuum cleaner or a stiff bristled brush. Care should be taken to prevent damage to the coil fins while cleaning. Do not use a wire bristled brush. The wire bristles can scratch the coil surface.

In the event of control failure, contact the local Trane Sales Office for servicing or replacement.

## Appendix C

### Forms

Forms are available in the Office or on [www.akwcondo.com](http://www.akwcondo.com)

1. Resident Registration
2. Vehicle Registration
3. Move-In Application Form
4. Pet Registration Form
5. Delivery Acceptance Form
6. Move-Out Application Form
7. Party Room Application (forthcoming)
8. Complaint Form
9. Addendum to Lease Agreement
10. Permission to Enter Form (forthcoming; replaces Admit Slip)
11. Designated Responsible Party (forthcoming)



## RESIDENT REGISTRATION

Owner / Tenant Information		
<input type="checkbox"/> Owner – Purchase Date	<input type="checkbox"/> Tenant – Lease Period	Unit #
Full Name		
Mailing Address (for off-site owners)	Street Address	
	City, State, Zip	
<i>Check which number to use on telephone entry system:</i>		
<input type="checkbox"/> Home Phone	<input type="checkbox"/> Work Phone	<input type="checkbox"/> Cell Phone
Parking Space (s) #		
Storage Bin (s) #		
Email address		

Other Occupant Information		
Name	Phone Number	Relationship to Owner / Tenant
Name	Phone Number	Relationship to Owner / Tenant
Name	Phone Number	Relationship to Owner / Tenant
Name	Phone Number	Relationship to Owner / Tenant

Emergency Contact Information		
Name	Phone Number	Relationship to Owner / Tenant

I request a copy of my unit key be added to the Knox Box.\*  
 \*Owner must provide key to be included. See Handbook for more information.

Yes       No

I need help exiting the building in the event of an emergency.

Yes       No

Owner / Tenant Signature

Date



## VEHICLE REGISTRATION FORM



Resident Information			
First Name	MI	Last Name	Unit #
Home Phone	Work Phone		Cell Phone
Email			

Vehicle # 1 Information		
License Plate Number	State	Parking Space #
Make / Model	Color	Year

Vehicle # 2 Information		
License Plate Number	State	Parking Space #
Make / Model	Color	Year

Vehicle # 3 Information		
License Plate Number	State	Parking Space #
Make / Model	Color	Year

Motorcycle # 1 Information		
License Plate Number	State	Parking Space #
Make / Model	Color	Year

Motorcycle # 2 Information		
License Plate Number	State	Parking Space #
Make / Model	Color	Year

List additional vehicle information on the reverse side of this form.

Owner / Tenant Signature

Date



## MOVE-IN APPLICATION

Moves may be scheduled for Monday through Friday, 9 AM to 4 PM, excluding holidays.

Occupant Name(s)	Unit Number
Unit Owner's Name (if applicable)	Unit Owner's Phone Number (if applicable)
Move-In Date	Move-In Time
Current Telephone Number(s)	
Home Phone	Cell Phone
Move In Fee Paid	Date Payment Received

Moves may be scheduled for Monday through Friday, 9 AM to 4 PM, excluding holidays. The service elevator will be padded and locked off for you. The move must be completed by 4 PM on the date of the move. If the move is not completed by 4 PM, the owner/resident is responsible for scheduling a new date to complete the move.

Moving vans will be parked north of the yellow line on the driveway north of the west entrance canopy and will not block the main entrance or visitor parking spaces.

The entrance doors to the lobby will not be left open. The resident is responsible for admitting movers to the building during the move.

Furniture and other items moved will be transported directly from the moving van into the service elevator and will not be permitted to accumulate in the lobby, the hallways, or in front of the building.

Refer to the Resident Handbook for information.

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

AKW Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## PET REGISTRATION FORM

Resident Information		
First Name	Last Name	Unit #
Email Address		
Home Phone	Work Phone	Cell Phone

Pet Information		
<b>Pet # 1</b>	Breed / Type	Male / Female
Name	Color	Height / Weight*
Alexandria City Registration Information (for Dogs)	Registration Number	Registration Date
<b>Pet # 2</b>	Breed / Type	Male / Female
Name	Color	Height / Weight*
Alexandria City Registration Information (for Dogs)	Registration Number	Registration Date
I agree to abide by the pet ownership rules and regulations as described in the Alexandria Knolls West Resident Handbook		
Pet Owner	Signature	Date

Deposit Received		
Date	Amount (\$200 per dog; maximum of 2)	Staff signature

\*Expected full grown weight. Maximum 2 pets per unit.



## DELIVERY ACCEPTANCE AUTHORIZATION

The undersigned unit owner/resident hereby authorizes the Site Office Management Staff at *Alexandria Knolls West Condominium* to accept, sign for and hold packages or deliveries addressed to the undersigned's apartment. The foregoing authorization does not include Registered or Certified Mail, which will not be accepted on the undersigned's behalf.

The undersigned understands and agrees that this service is provided solely for his/her convenience and voluntarily assumes all risk associated therewith. The undersigned hereby releases, indemnifies and holds harmless the Alexandria Knolls West Condominium Homes Council of Owners, and its members, directors, officers, agents, contractors and employees, from and against any and all liability, costs, claims, losses, damages, injuries, proceedings, actions or causes of action directly or indirectly resulting from, or arising in connection with, this service, including, without limitation, loss, theft or damage with respect to any item delivered to, left with, or accepted by, the Site Office Management Staff.

Resident #1	
Signature	Date
Name (Please Print Last, First, Middle Initial)	Unit Number
Daytime Phone	Evening Phone
E-mail Address	Cell Phone

Resident #2	
Signature	Date
Name (Please Print Last, First, Middle Initial)	Unit Number
Daytime Phone	Evening Phone
E-mail Address	Cell Phone

Attach pages as necessary for additional unit residents.



## MOVE-OUT APPLICATION

Moves may be scheduled for Monday through Friday, 9 AM to 4 PM, excluding holidays.

Occupant Name(s)	Unit Number
Unit Owner's Name (if applicable)	Unit Owner's Phone Number (if applicable)
Move-Out Date	Move-Out Time
Current Telephone Number(s) of Resident(s)/Occupant(s)	
Home Phone	Cell Phone
Move out Fee Paid	Date Payment Received

Moves may be scheduled for Monday through Friday, 9 AM to 4 PM, excluding holidays. The service elevator will be padded and locked off for you. The move must be completed by 4 PM on the date of the move. If the move is not completed by 4 PM, the owner/resident is responsible for scheduling a new date to complete the move.

Moving vans will be parked north of the yellow line on the driveway north of the west entrance canopy and will not block the main entrance or visitor parking spaces.

The entrance doors to the lobby will not be left open. The resident is responsible for admitting movers to the building during the move.

Furniture and other items moved will be transported directly from the moving van into the service elevator and will not be permitted to accumulate in the lobby, the hallways, or in front of the building.

Refer to the Resident Handbook for information.

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

AKW Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

# PARTY ROOM APPLICATION

Form is being updated.



## COMPLAINT FORM

This optional form contains all of the elements an AKW resident needs to file a formal complaint with the AKW Board of Directors. You may submit a complaint in another format but, in any case, the resident – or the off-site owner – must include their name and unit number to receive a formal response from the AKW Board.

Today's Date: \_\_\_\_\_

### Nature of the Complaint

Maintenance Issue    Parking / Grounds Issue    Personnel Issue    Other

State complaint here:

---

---

---

---

AKW Resident Name \_\_\_\_\_

Unit Number \_\_\_\_\_

Contact Information \_\_\_\_\_

---

Received by and date: \_\_\_\_\_

Complaint acknowledged on \_\_\_\_\_ by \_\_\_\_\_

Note: Document complaint resolution and attach to this form for the official AKW record.

## **Addendum to Lease Agreement**

---

AKW Form Number 008 is provided as a courtesy from the Association to off-site-owners (OSO). Since many OSOs make use of standard lease agreements with stock language, the Association suggests including this as an addendum to lease agreements between AKW's OSOs and their tenants. The document states that the lessee agrees to abide by the rules and regulations of the community. If you do not include this document your tenants will nevertheless be held to the requirement that they follow the community's rules and regulations but this document allows OSOs to make their renters aware that the community has its own rules and that they, as residents, are bound to follow those. This is not a required document and it is not one that the office or the management company will keep on file for you. The Association hopes you find this a valuable resource.



## Addendum to Lease Agreement

---

This Addendum to Residential Deed of Lease dated \_\_\_\_\_ between  
\_\_\_\_\_ (Landlord)  
and \_\_\_\_\_ (Tenant)  
is made on \_\_\_\_\_.

**Compliance with Owners Association Documents or Similar Authority.** Tenant's right to use and occupy the premises shall be subject to and subordinate in all respects to the provisions of the applicable "Owners Association" (which term as used herein shall include condominium unit owners associations, corporate associations, homeowners associations or other similar authorities) covenants, rules and regulations and, if a condominium, to the Declaration and Bylaws of any condominium of owners association (collectively referred to as "association documents") and to such rules and regulations as the Board of Directors of the Owners Association may from time to time promulgate (collectively referred to as "rules and regulations").

Failure to comply with the provision of the association documents or rules and regulations shall constitute a material breach of this lease. This lease grants tenant a leasehold interest in the premises for the lease term specified, together with the license granting to tenant landlord's right, if any, or use the common elements and common facilities of the Owners Association(excluding, without limitation, membership rights to the Owners Association), for such lease term provided, however, that tenant permittees, licensees, employees, and agents exercise such license in accordance with the provisions of the association documents and rules and regulations. Upon tenant's request and on behalf of tenant, landlord agrees to obtain from the Owners Association all services to which landlord is entitled as owner of the premises.

Landlord Signature \_\_\_\_\_ Date \_\_\_\_\_

Landlord Signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

# PERMISSION TO ENTER SLIP

Forthcoming; will replace Admit Slip

# DESIGNATED RESPONSIBLE PARTY FORM

Forthcoming

## Appendix D

### In-Unit Service Program

#### ALEXANDRIA KNOLLS WEST CONDOMINIUM HOMES IN-UNIT SERVICE PROGRAM

Alexandria Knolls West Condominium (AKW) is an exceptional community. The Board of Directors ("Board") of The Council of Co-Owners of Alexandria Knolls West Condominium Homes ("Council") is committed to maintaining our facilities and protecting the investment of our Co-Owners. We recognize that hiring a contractor, sub-contractor or licensed professional for minor repairs can be costly. To help relieve some of the financial burden, the Board is pleased to offer the following services to our Co-Owners and residents.

Co-Owners at AKW are responsible for the maintenance and repair of all internal appliances, fixtures, and systems within their units. The requirements are fully outlined in the **Resident Handbook**. The Council is responsible for maintaining the common areas and shared systems for our building.

This In-Unit Service Program allows the Co-Owner the option of requesting, through the AKW Management Office, that the Building Engineer make minor repairs in accordance with the schedule included in this document, plus the cost of any materials. Residents who are not Co-Owners should coordinate all repairs through their individual Co-Owner or Property Manager.

1. It is imperative that all In-Unit Service requests be made through the AKW Management Office, either in person, or by calling the office: **703-7517541. Requests, whether in writing or not, given directly to the Building Engineer are not permitted.**
2. An In-Unit Service "Work Request" form must be completed by the Co-Owner/resident and submitted to the Management Office prior to any work being authorized. If the "Work Request" is submitted by a resident, it must be approved by the Co-Owner.
3. In-Unit Service work will generally be performed on a first-call, first-served basis. The engineer must respond to issues that affect the entire building first; individual, unit maintenance request will be handled after all other building maintenance issues are completed.

4. With the exception of urgent situations (leaks, electrical shorts, etc.) that may affect other units, **in-unit service will be scheduled between the hours of 1:00 pm - 4:00 pm, Monday through Friday only**. Repairs to the common components of the building will **always** take precedence over individual service requests.
5. If someone is not available to be in the unit during the scheduled maintenance call, the Co-Owner or resident must complete and sign an "Admit Slip" in the AKW Management office.
6. Upon completion of the service, the engineer will leave a copy of the "Work Request" in the unit. The "Work Request" will list the total time spent in the unit and the cost for parts that needed to be purchased or used from the AKW maintenance supplies inventory. The engineer may also provide notes or useful advice for maintaining the unit.
7. The Co-Owner on whose behalf the work is requested will be billed for the service within five (5) working days of the repair. At no time will a Co-Owner or resident pay cash directly to the Building Engineer or Porters.
8. There is a minimum thirty (30) minute charge for all visits.
9. Any parts used to complete the job will be charged at cost. Receipts and/or a price list of common parts will be maintained in the AKW Management office.
10. Payment for all in-unit work is due and payable within fifteen (15) days after the invoice date. **Fees for in-unit service are separate from monthly condominium fees and must be paid separately.**
11. **If the engineer arrives and finds that no work is required and spends less than 10 minutes in the unit he may, at his discretion, cancel the work request and no charge will be incurred.**
12. The building engineer may decline any job if it is beyond the scope of his expertise, parts are unavailable, or for any other reason.
13. Any Co-Owner who fails to pay for any in-unit service performed pursuant to this program, or is delinquent in the condominium fees or payment of any other charges owed to the Council, or has any liens imposed upon the unit, will not be eligible for AKW provided in-unit service. The Co-Owner or resident will be required to either do their own work or hire an outside contractor.

14. AKW is pleased to provide a list of typical in-unit services that may be provided by our building engineer. This list is not all-inclusive and will be periodically reviewed by the Council, Co-Owners and/or residents may request additional services which, upon review by the Board, may be added to this list.

15. Charges are as follows:

First Half Hour: \$30.00 (minimum charge)

Full Hour           \$50.00

Each additional hour or portion thereof: \$50.00

➤ No service charge will be assessed for minor water leaks/running water that take **less than** one half hour (30 min.) to repair.

16. Management shall have the discretion to schedule work under the In-Unit Services Program to meet the needs of both the Council and the Unit Owners participating in the In-Unit Services Program.

17. The Board reserves the right to change the Fee Schedule and to add, delete, or otherwise change any of the services or procedures relating to the In-Unit Services Program. Such changes will be communicated to the Unit Owners affected in such manner as the Board deems appropriate.

18. The In-Unit Services Program is offered as a benefit and convenience to Co-Owners, and, as such, there is no obligation for the Council to continue to offer the services. The Board reserves the right to terminate the In-Unit Services Program at any time without notice.

19. Each Co-Owner, by subscribing to the In-Unit Services Program, agrees to indemnify and hold harmless the Council and its staff from and against any and all damages or claims for damages associated with entry into the Unit or the performance of work requested except in the case of gross negligence or willful misconduct.

20. If the Council employs an attorney to enforce, by suit or otherwise, the nonpayment of charges incurred under this agreement, the respective Co-Owner shall be personally responsible for and shall pay actual attorneys' fees and all other costs incurred or paid by the Council in connection therewith, even if the matter is settled prior to any court action, in addition to any other amounts due to the Council and to any other relief or remedy obtained by or available to the Council against such Co-Owner.
21. Each Co-Owner, by subscribing to the In-Unit Services Program, agrees to and is bound by the terms set forth herein.

### **AUTHORIZED IN-UNIT SERVICES**

- Replace mailbox locks
- Repair or replace doorknobs, doorbells
- Minor Plumbing repairs
  - Bathrooms:
    - Repair/replace faucet washers, screens, shower heads, spray hoses
    - Unclog drains (non-emergency basis)
    - Caulk or seal showers, tubs, faucets, sinks, counters
  - Kitchens
    - Repair/replace faucet washers, screens, shower heads, spray hoses
    - Unclog drains (non-emergency basis)
    - Resetting or removing a blockage in the garbage disposals
    - Caulk or seal faucets, sinks, counters
- Electrical repairs
  - Install dimmer switches or special owner provided devices
  - Replace fluorescent tubes and standard light bulbs
  - Hang chandeliers or lighting fixtures (resident must be home)
  - Reset or replace circuit breakers

- Put screen door back on track
- Fix door or drawer handles
- Repair minor floor tile problems (i.e., loose tile, grout sealants, etc.)
- Replace toilet seats
- Hang pictures (residents must be present)
- Install pre-fabricated item, i.e. shelves
- Re-glue wallpaper
- Clean kitchen or bathroom vents
- Minor TV or VCR hook-ups
- Christmas Tree removal
- Reset folding closet door
- Install/remove curtain rods

Approved by AKW Board of Directors:

/signed/ William Maher

AKW Board President

Date: June 24, 2013

|



## INDEX

Access, Guest, 16  
Accommodation Policy, 38  
Alarm System, 28  
Amenities, Building Common Areas, 29  
Assistance, 4, *See* Fire Emergency  
Billiard Room, 35  
    Proper Use and Care, 35  
Board Committees, 43  
Board Meetings, 42  
Board of Directors, 42  
Board Officers, 42  
Books, Library, 36  
Building Access, Guests, 16  
Building Alarm, 28  
Building Manager, 41  
Building Office Hours, 41  
Bulletin Boards, 37  
By-Laws  
    Governing Documents, A-1  
Car Wash, 29  
Committees, Board, 43  
Common Areas, Use of, 29  
Communication with Office, 41  
Community Management Corp., 1  
Complaints, 48  
Condo, 24  
    Access to Your Unit, 24  
    Maintenance, 24  
    Tiers, 24  
Condo Fees, 45  
Condo Units, 24  
Condominium Assessments, 45  
Conduct, Resident Rules, 29  
Contact Information, 1

## INDEX

Council of Co-Owners, 42  
Couriers, Deliveries, 20  
Deed, Master Deed  
    Governing Documents, A-1  
Directory of Residents, 41  
Elevator, Reserving, 17  
Emergency, 3  
Emergency Alarm, 28  
Emergency Assistance, 41  
Evacuations, Residents Requiring Assistance, 25  
EVACUATION PLAN, 5  
Exercise Rooms, 36  
Fire, 3  
Fire Alarm, 4  
Fire Department Key Box, 25  
Floor Plan, Evacuation, 5  
Forms, Building, C-1  
Governing Documents, 1  
Grocery Carts, 23  
Guest Access, 15, 16  
Handbook Changes  
    ***Handbook Updates***, 48  
Happy Hour, 37  
Heating/Air Conditioning, 25  
    Servicing & Cleaning, 25  
HVAC, 25  
HVAC Unit, Trane, B-1  
Insurance, 46  
In-Unit Service Program, D-1  
Jacuzzi, 32  
Knolls News, 11  
Knox Box, Fire Department, 25  
Krueger HVAC, 25  
Late Payment, 45

## INDEX

Leasing Condo Units, 47  
Lifeguard, Pool, 32  
Mail and Deliveries, 20  
Maintenance, 27  
Maintenance, In-Unit Assistance, 27  
Management Company, 1  
Mirrors, Bathroom, 27  
Miscellaneous, 48  
Move Support Fee, 18  
Moving. *See* Move-In; Move-Out  
Moving Day, Procedures, 18  
Moving vans, 18  
Moving, Move-In or Move-Out Application, 18  
Office Hours, 41  
Package Acceptance Form, 20  
Package Deliveries, 20  
Parking  
    Resident, 12  
    Visitor, 12  
Parking, Front Entrance, 12  
Parking, Resident Parking, 12  
Parking, Resident Use of Visitor, 13  
Parking, Visitor, 14  
Party Room, 33  
    Conduct, 33  
    Reservations, 33  
Party Room, Deposit  
    Party Room Rental Fee, 33  
Payment, Condo Fees, 45  
Payments, Late, 45  
Pest Control, 27  
Pets, 21  
    City Ordinance, 21  
    Enforcement, 21  
    Registration, 22

## INDEX

Pets, Limitation on Size & Number, 22

Police, 3

Pool, 31

Reasonable Accommodation Policy  
    Request for, 38

Recycling, 23

Repair/Delivery Access, 16

Resident Access to Building, 16

Resident Directory, 41

Security Guard, 1, 41

Security Guard Phone, 41

Security Procedures, 16

Security, Door Entry Code, 16

Security, Entrance Telephone System, 16

Service Elevator, 17, 29

Services, In-Unit Program, D-1

Smoke Detectors, 28

Storage, 19

Suggestions, 41

Swimming Pool, 31  
    Rules, 31

Telephone Numbers, 1

Tennis Court, 36

Tiers, Building, 24

Towing, 12

Towing Company, 1

Trane HVAC Instructions, B-1

Trane HVAC units. *See* Krueger HVAC

Trash Removal, 23  
    Newspapers, Cartons, Large Items, 23  
    Prohibited Items, 23  
    Trash Chute, 23

Unit Maintenance Available, 27

Vehicle Registration, 12

## INDEX

Vehicles, 12

Visitor Parking, 15

Visitor Parking, Resident Use, 13

Visitor Pass, 15

Web Site, AKW

[www.akwcondo.com](http://www.akwcondo.com), 43