



## Alexandria Knolls West Condominium

6101 Edsall Road  
Alexandria, Virginia 22304

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### Notice of HVAC Inspection Policy

April 24, 2020

Dear AKW Owner:

In January, after several months of debate, the Board of Directors passed an [HVAC inspection policy](#). Below is what you need to know and the actions you have to take, followed by more in-depth information about the Open Session debates and what necessitates the inspection program. Finally, please note that an agenda item for the April Board meeting is whether to adjust the due date for the inspection in acknowledgement that the necessary inspection form was delayed and in recognition of the current COVID-19 situation.

**NEED TO KNOW/ACTION ITEMS**—Owners must have an inspection performed on each of their HVAC units to cover the inspection points noted in the [HVAC Inspection Form](#), attached and also available at [akwcondo.com/residents](http://akwcondo.com/residents). Also attached and on the website is the underlying [policy document](#), which provides more in-depth guidance and information. The policy calls for the inspection report to be submitted to the office by June 10<sup>th</sup> and an inspection window of March through May. Because the form was not ready by the intended kick-off date and because of the current COVID-19 situation, the Board will discuss a new, later due date at its April meeting. In any event, the inspection must be completed by a licensed HVAC professional and will be required. If you have questions, please contact the office.

**POSSIBLE VENDORS**—The Association does not specifically endorse any HVAC vendor for your inspection, but we have engaged with several licensed vendors to request pricing. Here is that information:

- HVAC Unlimited: HVAC Unlimited has stated that those owners with an existing maintenance agreement (\$176/year for two inspections) will not have to pay extra to have the AKW-required inspection completed and documented in the AKW-provided form. To have the AKW inspection only completed is offered by HVAC Unlimited for \$66 per HVAC unit.
- SSI (Specialty Services Incorporated): As with HVAC Unlimited, if you have a maintenance agreement with them the AKW-required inspection is included in the price. Their membership is \$169/unit/year and also includes a 20% discount on repairs, two inspections, and a \$50 repair discount in your second and subsequent years if you renew. A one-off inspection is offered at \$79 per unit.
- Two other firms were recommended, however, pricing information was not available at publication. Those are: [Frosty's Heating and Cooling](#) and [Bishop Equipment Company](#).



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**SPRING 2020 COMPLIMENTARY FILTER CHANGE**—Given the situation with COVID-19 and the related suspension of the In-Unit Service Program (IUSP), the Association is not offering filter change service. There are two options for owners while the IUSP is suspended: owners may contact the office for pick-up or delivery of filters and self-change or have their inspection vendor change the filters with the AKW-provided filters. Remember that a twice-yearly filter is offered during the spring and fall campaigns. Owners may purchase additional filters or buy them off-cycle at the cost the Association pays.

**MORE INFORMATION**—Last summer there were a number of HVAC condensation issues in several tiers and on several floors. The investigation into the cause of these leaks was in-depth and took more time than we would have liked. Several sources were discovered for the leaks, some of those the Association's responsibility and some owners' responsibility. An inspection of all of the HVAC units was undertaken and many were found to be in disrepair and many found to be not maintained or properly cleaned. To prevent future preventable leaks an HVAC inspection policy was drafted.

Beginning at the July 2019 meeting the policy was debated among the Directors and input was received from owners; input that influenced the final inspection policy. The policy was tabled for several months over the winter because the immediate urgency was not upon us and because the Directors wanted to make sure the policy accomplished its goals without imposing an undue burden on owners.

The policy is designed to address problems where an owner's HVAC is causing or is likely to cause damage to a neighboring unit or the common element. If an HVAC is not functioning but will not likely cause damage, it is not the Association's goal to force a replacement of or work on the unit. This intention is explicitly stated in the form for the licensed professional to read and it is also stated in the policy. Please also note that owners are required to provide documentation of the inspection in the form of the AKW-provided for inclusion in their unit files.