



Alexandria Knolls West Condominium

6101 Edsall Road
Alexandria, Virginia 22304

AKW Coronavirus Precautions

Update #3

March 14, 2020

Dear Neighbors: As we continue to follow the news on the coronavirus, there are a couple of steps that I'm asking staff to take now pending a discussion with the full Board of Directors. Effective immediately, here are the changes to the general routine here at AKW:

- The in-unit service program will be suspended except for emergencies. Emergencies are instances where water is flowing. Drips are not emergencies and you should contact your own private plumber for those.
- Residents should limit their physical interaction with the office and employees as much as possible. Please rely on BuildingLink, email, and telephone. It's essential for everyone's health that you minimize your contact with people outside of your household, including AKW staff.
- I will begin the discussion with the other Directors this weekend on how we want to handle the March Board of Directors meeting. I'll propose a range of options and get feedback from Gita and from Ed—Association's legal counsel—on how we can hold a meeting that is safe, accessible, transparent, and the fulfills our legal requirements.
- Although it is a resident-sponsored event and not an Association-managed one, Happy Hour is cancelled for this coming Thursday with decisions on subsequent weeks pending.

And, remember, staff are strictly instructed not to shake hands for the time being to minimize contact.

Personally speaking, I'll share with you that I just returned last night from a vacation to the Balkans that was cut short by the events associated with the Coronavirus. The return journey back Stateside was not easy and a lot of folks we came into conversation with were concerned and worried. There is clearly a lot of uncertainty and I don't want to add any further burden to your day but AKW needs to take actions that will protect our employees and our residents. I'll be back in touch after the Board has consulted via email. I'll let you know how that conversation goes and its content, in the interest of full transparency.

In the meanwhile I have asked the office to please post a sign on the guard's desk and the office's desk to remind everyone to keep a safe distance—at least three feet, and to refrain from shaking hands and other contact. Thanks for your understanding as we make our way through these events.
