



## Alexandria Knolls West Condominium

6101 Edsall Road  
Alexandria, Virginia 22304

---

### **AKW Coronavirus Update #3**

March 15, 2020

**Dear Neighbors:** These are further AKW-specific updates on our response to the Coronavirus. This update contains information about the March Board of Directors meeting, office restrictions, and limitations for Party Room reservations.

In developing what's here we've considered a wide range of responses and also sought information on what other Associations are doing. Some are taking firmer actions, such as closing their offices and operating with skeleton crews; others are doing less than AKW's plan outlined below, hopeful that that will be enough. Hopefully the steps AKW is taking strikes an appropriate balance to protect the health of our residents and employees. We'll be reevaluating regularly and adjusting the approach as needed.

#### **General Restrictions and Distancing Requests**

- Please refrain from using the elevator with people who are not members of your household because it is just not possible to maintain the [CDC](#) recommended six-foot distance between yourself and other residents in the confined space of the elevator.
- When interacting with neighbors in the lobby please remember to maintain the CDC's recommended six feet distance from others. Unfortunately the impact of the virus, especially on vulnerable groups, dictate that these are not the days for unnecessary social interactions, so keep that in mind.
- Remember that the In-Unit Services program remains suspended.
- Employees remain under orders not to shake hands with each other, residents, visitors, or vendors.

#### **March Board Meeting**

The March Board of Directors meeting will be held via video and/or teleconference. We are working to identify a vendor and secure details on how this will work, with a focus on ensuring full transparency and to remain in compliance with Virginia's meeting laws and requirements. We will get those details to you soon. We are working with Association's legal counsel to make sure we are handling this correctly from a legal standpoint and to conform to best practices in use at other Associations.

#### **Office Restrictions**

Effective Monday morning, access to the Office will be one resident, vendor, or employee at a time, in addition to the on-duty manager. Please wait at the door until it is your turn, while observing the CDC's recommendations on social distancing, which is six feet. We strongly request that you conduct business with the office via BuildingLink, email, or telephone.

#### **Party Room Reservations Impacts**

We are not accepting new reservations for the Party Room for the next 30 days and any reservations accepted after that time will only be done so provisionally. The Office will be in touch with those residents who have reservations during the next 30 days to discuss what to expect.

#### **Future Communications**

I will be in touch regularly to keep you updated on the steps the Association is taking to prepare for Coronavirus. Additionally, we're rolling out a new area of our website to serve as a resource for you, meant to provide AKW-specific information and an archive of communications on the subject. The page is still getting its final touches but is available to you now at <https://akwcondo.com/alerts.html>. We'll also be reactivating our Twitter feed to provide timely, precise, short updates and information.

Keep in mind that this information is not meant to replace the important things you need to know that you'll find at the CDC's and the City of Alexandria's websites. These updates are meant to give you actionable, AKW-specific guidance and information.

Thanks for reading and thank you for your patience as we contend with this situation. —Quade.

---