

KNOLLS NEWS



It's FALL!



Annual Meeting Highlights

An energetic quorum of owners/shareholders attended the Tuesday, September 29 Annual Meeting. President Ron Jones, in addition to the attending to the business of the meeting, offered the following remarks to attendees.

“The 2014/2015 year has been busy, but marked the completion of a number of significant projects: balcony restorations, recovery from the 17th floor fire, hallway and ceiling painting, replacement of our Building Manager; and the kick-off of other critical phases: roof and HVAC replacements, among them. This work gets accomplished with the help of many people. most of them volunteers” (See more on volunteers, next page).

Ron thanked John Shanks, retiring Vice President of the Board, for his many years of assistance, and noted that John will continue as Chair of the Safety & Security Meeting. He also made a special mention of Terri Hansen who has not only done a terrific job in taking over the finances for AKW, but who worked to ‘pick up the slack’ in the office while we searched for a new Building Manager. He urged the group not to forget how fortunate we are to have these Building Staff as members of our family:

- **Jose Castillo, 30 years**
- **Jammie Marshall, 16 years**
- **Jose Fonseca, 15 years**
- **Luis Nativi, 12 years**

Their experience and contributions to our building cannot be overlooked and are a significant reason why things run smoothly day to day. We are fortunate to have their caring attention. Remember to say a pleasant word to each of them when you can and thank them for their always-personal service.

A formal introduction ...

By now, many of you have been to the Office and we've met, but I'd like to formally introduce myself to you. My name is **Micha'lyn Smith-Washington** – but please call me **Chae** (“shay”). I'm a native Washingtonian, married with a son and daughter. In June I was fortunate enough to come to AKW as a “Temp” and am simply delighted to be on board as your Building Manager!

Going back a bit, at an early age I learned the value of working hard (in my family's restaurant), starting from the bottom up through general manager. I've attended Trinity Washington University as a student in Law and Psychology. I have collectively 15 years of experience in increasingly responsible roles within the management field at several companies.

Venturing into the property management field part-time while at Trinity, I discovered a passion for this work and continued on -- first as a leasing consultant, then leasing manager, and finally as property manager. I have successfully managed luxury rental properties with 150 units and 3 employees, to low-to-moderate income housing complexes with as many as 250 units and 15 employees. My experience includes meeting rules and regulations in compliance with Codes and By-Laws, and maintaining the property standards expected in our AKW Community.

Although this will be a new experience for me, I look forward to the challenge as well as to working with you to learn of any suggestions or concerns you may have on life here at AKW. I am very excited and enthusiastic for the opportunity to further assist the Board of Directors as well as the Residents with keeping the property running smoothly. When you can, please stop by and say “Hi!”

WE LOVE OUR VOLUNTEERS!

This month's kudos go out to those who have volunteered to become **Floor Representatives**. So far we have **Ric Rios and Pete Pietropaoli, Traci Templer, Sharon Grant, Kay Wilmoth, Dail Claridge, Barbara Easterling, Sally Elnasser, Alex Harrington, Filiz Ajay, Steve Blood, and Charles Wilson**. One organizational meeting was held earlier in September, and **Becky Martin** will be holding another, to share ideas on what the program will encompass. We still need more folks to have at least one per floor. ***Can you join in this endeavor?*** The more we have, the less time has to be devoted to individual tasks! ***“Many hands make light work!”*** *Keep an eye out for a committee day/time notice to be posted on the lobby easel.*

We are still looking for a **Webmaster** who could help us set up our AKW site. Apparently “something” was started a year-or-so ago, but it really needs some expert care and attention. ***Can we count on you to Volunteer?*** Please go to the Office and let Chae know— she'll pass it on!

(continued next page)

We love our Volunteers! (cont'd)

Terri Hansen is still looking for another Crafty Person to help occasionally with the Bulletin Board in the elevator lobby. Please leave a note in Terri's folder in the Office *if you can volunteer as a Crafty Person!*

Dail Claridge is pleased-as-punch that— at least for the Christmas decorating stint – she's *not* a "Committee of One." **Sharon Grant** and **Pam McCaffrey** have volunteered to help her make the lobby festive! And if *you* have thought of being creative, *can you join them?* The more, the merrier, and THIS is a fun time!

And speaking of Volunteers ----

A gigantic round of applause, including a standing ovation, should be passed on to those who *volunteered* literally hundreds of hours in serving the Council of Co-Owners *as your Board of Directors* during the past year:

John Shanks for his expertise and real devotion to our Safety & Security Committee, adding immeasurably to our Community. **Terri Hansen** who is serving us so ably as Treasurer, keeping us "in the black" while encouraging us to do bigger and better things to our building and grounds. Plus the idea of having a joint B&G with Budget/Finance meeting saves time in so many ways! Plus her craftiness for the Bulletin Board!

And who could possibly overlook **Mary McClelland**, chair of B&G, who has a time-consuming job of keeping dozens of balls in the air with all that has to be contemplated and *done* to our 40-year-old building! (As well as keeping us calm and generally without emergencies when Jammie is on vacation!!)

Becky Martin "volunteered" for the time-consuming task of contemplating revisions to the Master Deed and By-Laws. Congratulate her for re-upping for the Board, so she could keep working at this very long, but very important process!

Last, but certainly not least, **Ron Jones**, who had been president previously and *still* came back for more! He has served as the 'even keel' while the rest took turns at the rudder

All of these folks have contributed hundreds and hundreds of hours to the benefit of our **Owner/Shareholders** and the AKW Community. If the rest of us doubled our monthly fees, we couldn't pay them for what they've done for us. Please let them know, with a "thanks for doing this" and an Attaboy pat on the back to *all* of the folks who work tirelessly for the **Shareholders** of our company!

A special thank you to **Joan Culkin**, **Dail Claridge** and **K.C. Snyder** for handling the Annual meeting registration process. They make it look so easy and got everyone through to the meeting quickly and efficiently!

Building & Grounds Committee Update

By Mary McClelland

The **Building & Grounds Committee** was on hiatus for the month of September, but work has continued in our building. **Titan** has removed the swing stages for the balcony restoration work. They're not finished with all the balconies yet, but that work can be done by access through the units. Those units will be contacted at a later date.

Watch for a notice on the lobby easel about any **HVAC Unlimited, Inc. (HUI)** announcement of their ordering the Krueger units and alerts regarding receipt, installation, and other scheduling.

Katchmark, the company replacing the roof, has provided the following *estimated* schedule:

October 1	Start displacement of gravel
October 5	Delivery of roofing material and dumpster
October 6	90-ton crane set-up
October 6-30	Main roof removal and installation of new 60-mil TPO roof, detail, coping and sheet metal
November 2	Inspection

The crane and dumpster will be in the north cul-de-sac (F-space parking), and probably have worker cars parked there during weekdays.

A Gift to Our Community

A heart-felt thank you to Owner **Paul Rose** for his generosity to us for the gift of the *Aristocrat Pear* tree, given in honor and memory of his mother, **Dolores Rose**, also a long-time Owner. This tree has been planted at the bottom of the hill, on the left side of our main entrance. *Thank you, Paul, for this lovely memorial which enhances the property for the benefit of all of us.*

SEE SOMETHING, SAY SOMETHING

That slogan has been adopted by the AKW Safety & Security Committee as well. However, do you know who to say something to? Now if you **see something** that concerns you, or something you feel is suspicious, **say something**. During the office hours, stop in and tell the office staff. If the office is closed, let the security guard know your concern. Report suspicious activity to the **Alexandria Police – 703-746-4444**. Of course if you see something that makes you feel unsafe, or if you need immediate attention, please call 911.

We had a great turn out at the last Safety & Security meeting. We would love to see more people come to the meetings. Not only are the meetings informative, but you may meet a new neighbor or two. The more connected we are, and the more we get to know each other, the easier it will be to know who is not a welcome guest in our secure building.

Finally, my name is **Traci Templer** and I was just elected to the Board. Prior to joining the Board I was a committee co-chair with **John Shanks**. For the past three years John has not only served on the Board but he has also chaired the Safety & Security Committee. He's done a great job in making improvements to the security of our home. When you see him, be sure to say 'thank you' for his service. *We look forward to your future participation!*

Message from Chae re Water Shutoffs ...

Planned shutoffs follow this schedule for the next month:

DATE	TIER	DATE	TIER
Oct 7	3	Oct 21	9
8 th	4	22 nd	10
13 th	5	27 th	11
14 th	6	28 th	12
15	7	Nov 3	1
20 th	8	4 th	2

Chae has to give 4 (business) days' notice to Tier Residents.

Jammie has to be present to do the shutoffs.

If the Resident requests shutoff on the scheduled "routine" day, there is no charge (it's *free!*)

If the Resident requests shutoff on a different day, payment of **\$50** is required as soon as the day is confirmed, because the same 4-day notice must be distributed to the Tier.

If no one requests it, the Tier is not shut down.

All shutoffs come *after 9am*, and are routinely finished before 4pm.

Shutoffs are generally *not* done on Mondays or Fridays.

Emergency shutoffs will require a \$50 payment to AKW (and still require Jammie's presence).

Building Safety & Security Reminders

FIRE ALARMS and DOORS

Building alarms are set off only by pulling the fire alarms at the end of both hallways by the stair-wells.

If you don't have a regular fire and smoke detector in your unit, get one. The current "horn" is an **alarm only**. It doesn't detect fire or smoke. It does not set off the building alarm. Only manually pulling the alarm sets off the building alarm.

Before opening your door, check it with the back of your hands. If hot, obviously, don't open it. If not, then check through the peephole for smoke in hallway before exiting your unit.

If you stay in your unit and see smoke in the hallway, put a damp towel on the floor against the bottom of the door to block any smoke that might enter your unit, then go to the balcony.

If you stay in your unit, call 911. Give your name, unit number and tell them that you either need assistance or that you are staying in the unit (shelter in place). This information will be relayed to fire chief on site here.

If you stay in your unit, unlock your door. If you exit your unit, make sure your door is closed and unlocked. The Fire Department tries the door first but then breaks in. (Replacement doors cost between \$1,000-\$1,500 and fire-rated hardware about \$500).

- Fire-rated doors and hardware are important. If your hardware is not original to the door, it might have plastic parts that can melt and prevent the door from opening
- Automatic door closers keep fire contained in the unit and prevent it spreading into the hallways.
- Fire Marshal strongly recommends replacing any non-fire rated hardware and installing a door closer, if you don't already have one.

If you feel you would always need assistance, or have a temporary condition that would mean you would need assistance in exiting the building in the event of an emergency evacuation, notify the Office now so they can, in turn, ensure the Fire Department is aware in an emergency.

Read "*VI. What to Do in Case of Fire*" in the 2005-2006 Handbook on page 16.

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Fire Alarms and Doors (continued)

Important for every resident:

- Get a small fire extinguisher for residential applications (not bigger than 5 pounds) with Underwriters Laboratories (UL) marking
- Home Depot carries Kidde brand extinguishers
- If fire takes more than the small extinguisher, call 911
- Fire extinguishers should be checked monthly to ensure they are properly pressurized
- Read instructions on use and activation
- Extinguishers should not be stored under the kitchen sink or next to the stove
- Mount extinguisher on the wall where access is easy, not in a hazardous location

Slow progress for Master Deed & By-Laws

by Becky Martin

The MD/BL Committee met 3 times during September to review, question, and approve/disapprove Attorney change recommendations to the Administrative and Financial categories of our governing documents.

Upon completion of the Committee's review and approval, our attorney, Mr. Ed O'Connell, will prepare and submit a *DRAFT* of proposed changes for consideration by the Committee and Board of Directors. There is no definitive time line for this process.

Once the draft is approved by the Committee and Board of Directors, the changes will be reviewed with **Owners/Shareholders** in a Town Hall event with our attorney. Please remain patient with this endeavor!

BUDGET ALERT!

BUDGET REVIEW MEETING

Attend the Budget Review Meeting in the Community Room at 6:30 on Tuesday, October 20. This is your chance to provide input and to better understand how AKW manages, short and long term, the financial obligations and needs of our community. Take advantage of your chance to provide input!

The following is some of what Terri Hansen created for the bulletin board, revised to send out to absentee Owners. For those who didn't get to see this, here it is. It'll give you an idea of what we're looking at in our By-Laws meetings!

Article XVI (Insurance) b(v). Each co-owner shall be required to notify the Council of Co-Owners or its delegate of all improvements made by the co-owner to his apartment, the value of which is in excess of One Thousand Dollars (\$1,000.00).

When was the last time you made improvements for less than \$1,000?

Article XXIII (Limitations on Sale and Lease) a. In the event any co-owner of an apartment unit shall wish to sell or lease the same, and shall have a bona fide offer therefor from a prospective purchaser or tenant,... the co-owners shall have the right to purchase or lease the subject unit upon the same terms and conditions...

WOW... Incredible!!

Article III (Officers) Section 6 (Secretary). The Secretary shall attend and keep the minutes of all meetings of the Council and of the Board of Directors, give all notices thereof as provided by these by-laws, maintain and keep a continuous and accurate record of ownership of all apartments... etc., etc.

How much do we expect a volunteer to do?

Article II (Board of Directors) Section 7 (Regular Meetings). Regular meetings of the Board of Directors may be held at such time and place as shall be determined from time to time by a majority of Directors, but at least one such meeting shall be held during each given calendar quarter of every year. Notice of regular meetings of the Board shall be given to each director, personally or by mail, telephone or telegraph, at least one day prior to the date of such meeting.

What's a telegraph? Ever heard of email? Are only the Directors allowed to attend?

Monthly Association Dues – Our Association Makes Sure You Get Your Money's Worth!

by Terri Hansen

Each month at bill paying time we take out our checkbooks and pay a multitude of monthly bills: mortgage, car payment, credit cards, etc. One of the least understood bills that we pay is our monthly association dues. Just where does our money go?

Every year, the Board approves a budget for the upcoming fiscal year. The budget lists all the anticipated expenditure categories for our association. Those expenditures include insurance, utilities, common area maintenance costs, and administration costs such as professional management, postage, etc. In addition, a portion of our monthly assessment is set aside to fund our *reserves*. Our reserve fund pays for the repair and/or replacement of the capital assets owned by our association. An adequately funded reserve reduces the chance that a special assessment will have to be passed in order to pay for repair or replacement of those assets.

So, when you write out that check for monthly dues, remember that it covers *many* items necessary to ensure that our association maintains, preserves and enhances our property values.

Ghosts and goblins at your door

Wear your favorite costume and dare to join in
October 31st, 6 PM to 8 PM

On the Haunted Elevator (Freight Elevator)
As we travel floor-to-floor collecting treats from
our participating neighbors*



We'll knock on door displaying
"ghosties." (Ghosties available in the
lobby October 19-30).

*As in past years, we let you decide if you'd like to receive
"trick or treaters" at your door. If you wish to participate,
you simply need to hang the (provided in the lobby) tissue
paper ghosts from your door knocker. If there is no
"ghost" on your door, you will not be disturbed.

Every Thursday, 6:30pm

In the Bar

Sponsored by your neighbors,
Happy Hour is good
conversation and camaraderie!



Happy Hour

A resident's initial Happy Hour is free;
thereafter \$10 per month.

Beverages included.

Bring a snack or appetizer to share.

The last Thursday of the month is
Pizza Night!

**HALLOWEEN CELEBRATION ON
10/29—COSTUMES WELCOME!**

IMPORTANT DATES in OCTOBER

- ◆ **Building & Grounds** **October 19, 6:30 PM**
- ◆ **Budget Review** **October 20, 6:30 PM**
- ◆ **Board of Directors** **October 27, 7:00 pm**

- ◆ **Safety & Security Committee** **To be scheduled**
- ◆ **By-Laws Committee** **Pending attorney info**
- ◆ **Floor Representatives Meeting** **To be scheduled**

Meetings are held in the Community Room.

Meet the new Directors

Ron Jones, President
Becky Martin, Vice President (By-Laws)
Quade Whitmire, Secretary
Terri Hansen, Treasurer (Budget)
Mary McClelland, (Building & Grounds)
Bill Munson, Member
Traci Templar, (Safety & Security)

IMPORTANT PHONE NUMBERS

Guard Mobile	703-635-6668
AKW Office	703-751-7541
Email: akwmainoffice@gmail.com	
AKW Fax	703-751-2136
A-1 Towing	703-971-2600
Police non-emergency	703-746-4444
Police emergency	911