



## IMPORTANT IMPORTANT IMPORTANT

**The Alexandria Knolls West Condominium's  
Council of Co-Owners Annual Meeting  
will be held on Tuesday, September 26, 2017**

**Registration and Proxy verifications will begin at  
6:30pm, with the Annual Meeting convening at 7:00pm  
in the Community Room. Please plan on attending so  
that we achieve our quorum. Four new Board members  
will be elected during this meeting.**

### President's Message

August is in our rearview mirror as we head into September and on toward autumn. A lot of us are already mourning the passing of Pool Season 2017, many of us are in back-to-school mode, and many of us look forward cool evenings on our balcony. Around the community we are all glad to have the big paving project done, one that gives a better first-impression to visitors and that makes residents feel a little better about how our community looks. The grounds work now turns to the A/B parking spaces, with a maintenance project starting 11<sup>th</sup> September that will affect all A/B parkers. If that is you, keep abreast of updates and communications on the project. If you park in A/B and have not received updates on the project, please let the office know ASAP so we can add you to the communications list.

Of course, when we slide into September we enter the big Annual Meeting lead-up and election of Directors. This year we will vote for AKW's 43<sup>rd</sup> Board of Directors and will have four open seats. Of those elected three Directors will serve three years and the fourth will serve one year. Look for more information in this edition of **Knolls News** but remember that owners who are interested in competing for one of the open seats can declare their candidacy at any time, even as late as the evening of the Annual Meeting, as a nomination-from-the-floor. As owners we have a responsibility to consider serving and to participate if we are at all able and capable.



## Board Meeting Highlights

**Kevin Korin**, Business Development Manager of **Direct Energy Business**, (DEB) attended to present a new gas provider proposal. AKW's current contract with DEB ends on December 31. Some do not know that consumers have the option of purchasing the gas through an independent supplier as well as Washington Gas (WGL). Mr. Korin contrasted our current price of 43.8 cents per therm to an average of 63 cents (August meter reading) for the same through WGL. If we had chosen them as our provider, the cost would have been \$900+ more each month or an overall savings of \$17,000 for the duration of our contract to date. The Board accepted the proposal with thanks. (After further discussion later in the meeting, the Board accepted the proposal for a three-year contract at 42.1 cents per therm.)

**Quade Whitmire** reported that the **balcony inspections** had been completed with the structural engineer's written report to be provided to AKW and affected owners. AKW will coordinate with owners and Titan for parking and elevator access. Repair costs not covered under warranty will be at the expense of individual Co-Owners. Gardner Engineering can provide the names of other firms that can offer these repairs for individuals, as requested.

The departure of **Keltisha Zanders** has been addressed with the arrival of **Jessie Plamp**, a temporary employee working a Friday, Saturday and Sunday schedule and actively training with Office Manager **Kim Lee**.

**TDL Engineering** will kick-off the planned repair of expansion joints and other concrete work in the **A garage** and **B deck** by mid-September. The schedule is to work on 6-10 spaces at a time, from 9am to 5pm, Mondays through Fridays. The work will continue for approximately four weeks (weather depending).

Mr. Whitmire's announcement that "the **paving project** had gone well" received an enthusiastic

response from Attendees. Every affected car left the property by 7am and there was no cause for towing. Weather cooperated as well and the project, including stripe-painting, was done in the scheduled two days. The option for alternate parking and the shuttle buses were both successful. Some comments about the asymmetrical **speed bumps** were raised. The "lop-sided" approach is intentional and designed to reduce the speed on the AKW loop.

**Treasurer Sharon Grant** reported financials as follows:

Total cash and investments	\$1,480,889
Year-to-date Income	\$1,098,305
Year-to-date Expenses	\$1,005,537
Year-to-date Net Income	\$ 92,768

Delinquent accounts totaled \$62,650, or 3%. The nearly \$19,000 reduction over last month is primarily the result of moving one account from **Delinquent** to **Collection** status against the estate of a former owner.

There are 20 total accounts delinquent, with 12 owing \$300 or less. Two accounts have pending court dates in early September and the Board received a separate settlement offer to consider.

Reserve expenditures to date total just under \$100,000 with the paving project expected to increase the total to over \$171,000.

We received a draft **Investment Policy** statement from **Anthony Marrelli, Morgan Stanley**. The draft is expected to be circulated to the Board for discussion by the next Board meeting.

Ms. Grant remarked that the plan to replicate AKW's "building and floor plans" was deemed best handled by a professional reprographics firm. Both paper and electronic copies will be produced at a cost of less than \$700. Thanks to the many individuals who offered their time to assist with this project.

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**Kay Wilmoth** spoke for the **Landscaping Committee** and described a pending proposal from **Environmental Enhancements** to move plantings away from the garage wall facing Edsall Road so that snow removal won't damage plants, will allow more to light penetrate into the garage, and possibly improve security. One tree in the same area is struggling with rainwater not penetrating to its roots. Staff are slow-watering over several hours on a regular basis, even if there is rain in the forecast. Fingers crossed that this tree may be saved!

**SeeView Security** was consulted about potential new camera installations: at the "R" parking spaces, the dog run area, in the elevators, as well as updating from low-resolution cameras already in place. They will also provide pricing on using security fobs for entrance to the Office. **Mr. Munson** suggested that cameras should be considered for the **Fitness Rooms**, citing both security and liability issues.

Ms. Wilmoth reprised for **B&G Committee** the recent issues with the HVAC outages. Repeated failures resulted from blown fuses in the starter motor. While **Densel** repaired as much, and as quickly as they could, air conditioning was out in the building during these down times. A comprehensive repair was discussed later in the meeting. **Densel** will also submit proposals for repairing/replacing the exhaust fans and other items. Next year reserves expenditures will need to address replacing the 42 year old **cooling tower**, a significant contributor to the equipment failures we are experiencing. This will be a major expense.

**Freestate Electrical** is troubleshooting why pole bulbs are constantly burning out. A report and proposal should be presented by the next Board Meeting.

**Chair Bill Munson** reported a potential moisture issue in the Men's (now referred to as "Large" **Fitness Room**). (Subsequent to the

meeting, it was determined there is no leak in the room; the moisture was due to condensation, which is being addressed.) **Reston Paint** will be painting the sauna doors within the next few days. New signage will be posted soon. **New equipment** will arrive no later than the end of October and will include installation of TVs and video player. **Broken equipment** will be recycled; functional items will be offered to Residents through BuildingLink, and otherwise will be sold on eBay or similar sites. The old (original) Schwinn bike will be retained, as will the Life Fitness recumbent bicycle.

**By-Laws chair Becky Martin** reported that drafts had been received from the attorney for Amendments 3, 4 and 5, and that a small portion of the Committee met to review. She will schedule another review session that would include more of the Committee.

Ms. Martin, chair of the **Pool Committee**, stated that several contractors would be interviewed and proposals requested for repairs and possible upgrades to various pool spa and equipment. The plan is to budget now for the work to be completed and all issues resolved when the pool opens next Memorial Day weekend. **Joan Culkin** stated that she had collected a bonus for the Life Guard and present to him on Sunday during the pool-closing party; anyone donating could sign the card. Ms. Wilmoth reminded that the "**Doggie Splash**" would be held during the last hour of the pool season on Monday, Labor Day.

A query from a **Bill McClelland** prompted a discussion of a designated "**lost and found**" area. Since office space is limited, it was suggested that such notices could be posted in BuildingLink for all residents. If you find something, use this as a way to notify residents, and see if we can get stuff reunited with their owners!

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A proposed renewal of the **USSA security contract** was presented, but further information has been requested prior to a decision. A final draft of the **Post Orders** had been reviewed and given to USSA to publish for our security guards.

**The Board voted to approve:**

- \$17,569 to Densel for installation of an air/dirt separator on the Chiller Hot Water Loop and cooling tower repairs
- \$1,720 to Freestate to provide LED wall packs on the roof
- Contract renewal with Direct Energy Business for a 3-year term at 42.1 cents per therm
- New policy language on issuance and replacement of security fobs
- Two unit modification requests

In Executive Session the Board approved a Co-Owner accommodation request and a proposed repayment schedule from a delinquent Co-Owner. Additional legal actions to pursue two delinquent accounts were also approved.



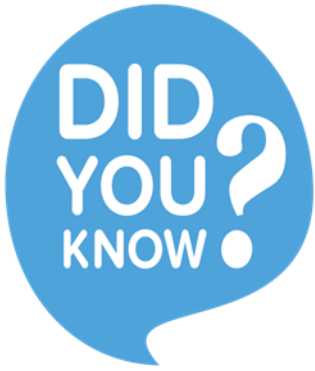
There are always folks who seem to give more than their 100% in Volunteering to take on tasks that benefit our Community. This month we give special recognition to **KAY WILMOTH** and **QUADE WHITMIRE** for their planning, devising, scheduling, organizing and executing a remarkable two days of *paving the driveways and parking spaces*, that went like clockwork because of their attention to detail. And you *know* that other folks were enlisted in this orchestra so that every detail was addressed: **Kim Lee** (our intrepid Office Manager), as well as both Maintenance Manager **Stewart Davis** and Maintenance Tech **Davon Datcher**, and a healthy dose of behind-the-curtain assistance from CMC and our Portfolio Manager, **Gita Lainez**.

***Kudos to all!***



**NEED A NOTARY?**

Sharon Grant is a Virginia Notary and happy to offer services to AKW residents by appointment at no charge. Email [Sharon@akwcondo.com](mailto:Sharon@akwcondo.com).



## ... a look-back at your Handbook for “Pet Rules”

One of the constants at AKW in 2017 is the **size limits for dogs: it remains at 25 pounds at maturity.** [See Handbook pg. 22] This rule does not apply to Trained and Certified service animals. The Office can answer any questions about the policy.

And don't forget: Pets (*no more than two per unit*) must be licensed and registered. Make sure your pets have all their required vaccines and licenses. Our By-Laws require that you report this to the Office each year. Make sure Kim has all your information!

## Interesting info from the Super Committee meeting

The water treatment that AKW vendor uses requires that our staff on a weekly/bi-weekly basis change filters in the closed loops, which is why we purchased and installed the air/dirt separators for the boilers. The filters on these systems also trap dirt particles that is in City water. For efficient operation of boilers there should be the least amount of air and dirt in the closed loops. AKW has been purchasing these filters from the vendor at approximately \$300.

**Davon Datcher, Maintenance Tech** took the initiative to research other purchase options and found them at a local supply for about \$25! **Kudos to Davon for once again GREAT WORK and a real savings for us. Thank you, Davon!**

## CANDIDATE FORUM ! !

You are invited to come to our CANDIDATE FORUM, to be held on **Tuesday, September 19<sup>th</sup>, at 7pm** in the Community Room. This is your opportunity to see and hear the folks you'll be voting for as the next Board of Directors. *Be sure to put this on your calendar in advance of our Annual Meeting on the 26<sup>th</sup>!*



## Follow-up Information ...

In our **Knolls News** issue for June, we spoke about “keys lost down the elevator shaft” and that retrieval would be at the Owner's expense. In the meantime, we have found that the **cost charged to the Owner is \$450 per hour to search for keys dropped down the shaft, whether found or not!** This is a pretty hefty charge, so think carefully before you call Otis! We stress again that this is NOT a charge that could/would/should be picked up by the Association!

**Have YOU been doing YOUR part to reduce expenses?**

*(continued thanks to Terri Hansen)*



*Just Wondering...*

Running the Association is a business, where the Owner/Shareholders watch the 'bottom line.' The Board is responsible for a million-dollar budget, and works to adjust for fixed and variable costs. Fixed costs are determined annually and include insurance, taxes, annual management and other contracts, landscape, pool services. Variable costs are determined throughout the year and change depending on usage – utilities, for instance -- and fluctuating circumstances – repair and replacement of worn-out or broken equipment. Some ways to help with these variable costs would include:

- Original HVACs may not be repairable. A new unit will be energy efficient, run smoother and quieter, and actually heat and/or air condition your home!
- Operate your dryer like your washer – don't overload it and dry clothes faster.
- If you have your original 'fridge, or one that's 20 years old, get a new one that's guaranteed to be energy efficient, using less electricity, saving us all at budget time.
- If your original sliding doors are admitting cold air so that your heat can't keep up, consider installing energy efficient windows.

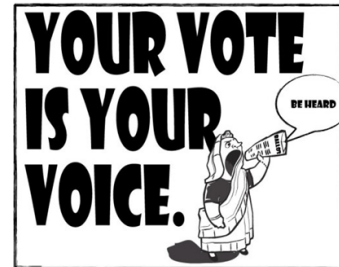
While AKW cannot offer endorsements or recommendations, many Co-Owner neighbors have upgraded to new HVACs and installed window replacements. The Office can likely assist with identifying those neighbors willing to provide feedback and recommendations.

**ANNUAL MEETING ANNOUNCEMENT**

Documents for the Notice of **Annual Meeting** were distributed recently; all of our Co-Owners should have theirs (if you don't, contact Wendy).

Four candidates had their information included, but there may be others who have thrown their hat in the ring in the meantime! We strongly encourage everyone who wants to know what's going on to come down on the **26<sup>th</sup> at 7pm**. The regular Board Meeting follows, and of course you're encouraged to stay, learn, and contribute, whether you're an Owner or Lessee.

***Come on down and make a difference!***



A **Budget Review** meeting might not sound too exciting, but we urge you to discover how our Annual Budget is created. In the Dark Ages we went over every item, line by line, comparing one year to another, arguing over every dollar. Now, with computers, its all one page and easy to see how next year's budget is constructed. No, it's not easy seeing how the numbers add to the next increase, but you'll get an appreciation for how its done. Put Tuesday, **September 12th** on your calendar and meet in the Community Room with the rest of us!



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**Do you have a smoke alarm?** You are strongly advised to get one. The ceiling sensor in your unit (that thing close to your bedroom) *is a horn only* and is not a fire alarm (as we normally think of it) or a smoke detector. This horn sounds ONLY when someone has pulled the switch in the hallway. **NEW INFORMATION: The company that monitors our Building system, ATS, is alerted and THEY call the fire department.** *The alarm continues until the fire department turns it off!!!* The only way to get away from the awful noise is to leave the building!!!



**If you are the one pulling the alarm, call 911 to give details of where the fire is, if there's smoke or smell of electrical, etc. It will greatly assist the fire department in sending appropriate equipment.**

## **FIRE SAFETY**

***Building alarms are set off ONLY by pulling the fire alarm at each end of the hallways by the stairwells.***

Before opening your door, check with your hand. If it's hot, *don't open it*. If not, check through the door peephole for smoke in the hallway before exiting your Unit.

If there's smoke in the hallway, put a damp towel against the bottom of the door to block, and go to your balcony.

If you stay in your Unit, call 911 to let them know you're "sheltering in place" or "need help." Your info will be relayed to the fire chief on site here.

If you stay in your Unit, *unlock the door!* If you leave your Unit, close the door but *keep unlocked*. The firemen may try to enter but may have to break down the door if it's locked. (Replacement doors cost in the \$1500 range, with fire-rated hardware at about \$500.)

*Fire-rated doors and hardware are important. If hardware is not original to the door, it might have plastic parts that can melt and prevent the door from opening. Check on the lock's faceplate for the "UL" symbol that tells us it's fire-rated.*

Recommendations re Fire Extinguishers:

- Get a small one (5 lbs or less) with the "UL" marking
- Home Depot carries Kidde brand extinguishers
- Extinguishers should be checked monthly to ensure they are properly pressurized
- Read the instructions on Use and Activation
- Extinguishers should not be stored under the kitchen sink or near the stove
- Mount extinguisher on the wall where access is easy, in a safe location
- If fire takes more than this small extinguisher, *call 911 immediately*

## AKW Spending Summary

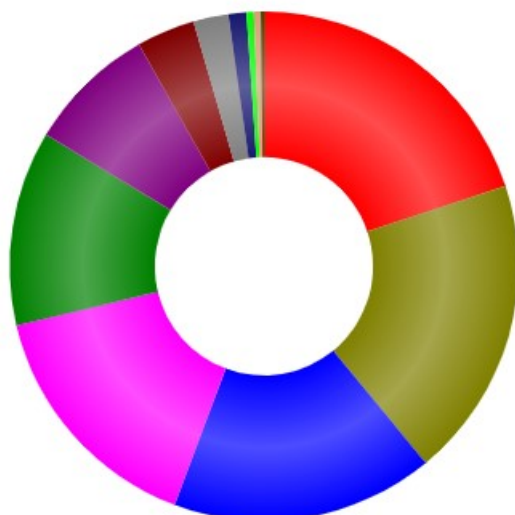
*Sharon Grant*

The chart below shows AKW's spending compared to budget. (This chart shows one month more data than provided at the 8/22 Super Committee meeting.) Income of \$15,362 and fewer expenses of (\$80,688) show a surplus of \$65,326, a positive trend. Keep in mind that while some surplus is due to savings, some is earmarked for costs not yet incurred. The chart at the bottom shows more graphically expenses by category. Feel free to request details at [sharon@akwcondo.com](mailto:sharon@akwcondo.com).

### AKW - 7 month Budget vs. Actual Comparison

January to July 2017

	Current Actual	Current Budget	Current Variance	Year to Date Actual	Year to Date Budget	YTD \$	YTD %
<b>INCOME</b>							
Assessment Income	\$150,384	\$ 150,397	\$ (13)	\$ 1,053,078	\$1,052,783	\$ 295	0%
Other Income	\$ 9,187	\$ 4,309	\$ 4,878	\$ 45,226	\$ 30,159	\$ 15,067	50%
	<b>\$159,571</b>	<b>\$ 154,706</b>	<b>\$ 4,865</b>	<b>\$ 1,098,304</b>	<b>\$1,082,942</b>	<b>\$ 15,362</b>	
<b>EXPENSES</b>							
Administrative	\$ 2,410	\$ 4,218	\$ (1,807)	\$ 11,472	\$ 29,518	\$ (18,045)	61%
Communications	\$ 132	\$ 392	\$ (259)	\$ 4,672	\$ 2,742	\$ 1,930	-70%
Payroll & Benefits	\$ 22,022	\$ 26,568	\$ (4,545)	\$ 167,676	\$ 185,968	\$ (18,291)	10%
Insurance	\$ 5,153	\$ 9,000	\$ (3,846)	\$ 37,329	\$ 63,000	\$ (25,670)	41%
Utilities	\$ 35,597	\$ 34,600	\$ 997	\$ 199,886	\$ 242,200	\$ (42,313)	17%
Landscaping	\$ 1,426	\$ 2,333	\$ (906)	\$ 22,483	\$ 16,333	\$ 6,150	-38%
Operations	\$ -	\$ 375	\$ (375)	\$ 4,373	\$ 2,625	\$ 1,748	-67%
Contracted Svcs	\$ 29,227	\$ 17,072	\$ 12,155	\$ 124,457	\$ 132,444	\$ (7,986)	6%
Repair & Maint	\$ 15,578	\$ 12,710	\$ 2,868	\$ 156,625	\$ 88,960	\$ 67,665	-76%
Professional Svcs	\$ 14,391	\$ 11,991	\$ 2,400	\$ 82,110	\$ 90,937	\$ (8,826)	10%
Taxes	\$ -	\$ -	\$ -	\$ 1,950	\$ 4,000	\$ (2,050)	51%
Other Expenses	\$ 27,500	\$ 32,500	\$ (5,000)	\$ 192,500	\$ 227,500	\$ (35,000)	15%
	<b>\$153,436</b>	<b>\$ 151,759</b>	<b>\$ 1,682</b>	<b>\$ 1,005,533</b>	<b>\$1,086,227</b>	<b>\$ (80,688)</b>	



- Utilities \$199,886
- Other Expenses \$192,500
- Payroll & Benefits \$167,676
- Repair & Maintenance \$156,625
- Contracted Services \$124,457
- Professional Services \$82,110
- Insurance \$37,329
- Landscaping \$22,483
- Administrative \$11,472
- Communications \$4,672
- Operations \$4,373
- Taxes \$1,950



**Ladies:**

**Meet the Large Gym**

**Gentlemen:**

**Meet the Small Gym**



For those who have not been attending Fitness Improvement Committee or monthly Board of Directors meetings, you may not be aware of the integration of the former men's and women's gyms. As the committee's work to update the fitness centers has progressed, Committee Chair Bill Munson has been in contact with the Association's lawyer on several issues; one of those has been a question of the legality of having separate, gender segregated fitness accommodations.

Although AKW's governing documents call for separate gyms, having separate facilities that are in no ways equal represents a Fair Housing issue that the Association is required to address. The Board voted to make upgrades to the fitness centers--including new doors on both saunas--that will allow everyone to use both gyms while keeping the bathrooms, showers, and saunas gender separate. The Board voted to endorse renaming the gyms "large" and "small" to reflect the updated policy.

Because the Association's governing documents require the Association's facilities to match their purpose as stated in those documents, owners will soon be asked to vote to update the Bylaws to reflect this change. Please look for that soon. In the meanwhile, our next milestone in this effort is the introduction of new equipment in both gyms, which should be in place sometime in late October.

### **PLAN AHEAD!**

**BOARD MEETING FOR OCTOBER WILL BE TUESDAY, OCTOBER 24<sup>th</sup>**, a week early. Please mark your calendar so you won't miss it!

**Which reminds me ...** Announced previously, we **WILL** have a **December Board Meeting (first, ever!)**, and it's to be on **Tuesday, December 19<sup>th</sup>**. *Mark it down!*



*If you can't come to the Annual Meeting to cast your vote, be SURE to use your Proxy so that Your Voice can be heard!*

SEPTEMBER - WATER SHUT-OFF				
Mon	Tue	Wed	Thu	Fri
	4	5	6	7
		Tier 1	Tier 2	Tier 3
	11	12	13	14
		Tier 4	Tier 5	Tier 6
	18	19	20	21
		Tier 7	Tier 8	Tier 9
	25	26	27	28
		Tier 10	Tier 11	Tier 12
				29

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## IMPORTANT DATES IN SEPTEMBER

- ◆ **Knolls Knitters** **Sun, 9/3 and Sun, 9/17, 2 PM**
- ◆ **Budget Review Meeting** **Tue, 9/12**
- ◆ **Board Candidate Forum** **Tue, 9/19**
- ◆ **Annual Meeting** **Tue, 9/26, followed by**  
**Board of Directors Meeting** **Tue, 9/26, approx. 8 PM**

Also note:

Board Meeting Tue, October 24

Board Meeting Tue, December 19

**Unless indicated otherwise, meetings begin at 7:00 PM in the Community Room**

The "Board Book" (containing what's on the agenda) is available in the Office for Residents' perusal on the Friday before the Board meeting.

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## IMPORTANT PHONE NUMBERS

<b>Guard Mobile</b>	<b>571-565-5591</b>
AKW Office	703-751-7541
Email: <a href="mailto:office@akwcondo.com">office@akwcondo.com</a>	
AKW Fax	703-751-2136
A-1 Towing	703-971-2600
CMC Emergency	301-446-2635
Police non-emergency	703-746-4444
Police emergency	911

### **Board of Directors**

Quade Whitmire, President (Historian, Communications)	quade@akwcondo.com
Becky Martin, Vice President (By-Laws, Pool)	becky@akwcondo.com
Wendy Shelley, Secretary	wendy@akwcondo.com
Sharon Grant, Treasurer (Budget & Finance)	sharon@akwcondo.com
Kay Wilmoth (Building & Grounds)	kay@akwcondo.com
Bill Munson (Fitness Facilities)	bill@akwcondo.com
Deborah Miller	deborah@akwcondo.com

See the Knolls News in color at [www.akwcondo.com](http://www.akwcondo.com)

*Editor : Wendy Shelley*

*Graphic Design/Publisher : Sharon Grant*