



President's Message

A grand welcome to the 2018 AKW Pool Season! I know many of you have been counting the weeks until its arrival. Thanks to Pool Chair Becky Martin and the Pool Committee—and the maintenance staff—for their work in getting the pool ready to pass inspection and serve the community. Also an enthusiastic welcome to Robert Thompson, our new Maintenance Technician, who started with us Monday the 14th.

Around the community, things are moving forward with the Ground Floor Renovation Project and I invite you to read the article in this edition giving a full update. Finally, the Bylaws Committee, under the leadership of its Chair, Becky Martin, is nearly finished the work of preparing the draft revisions to present to the Council of Owners. Be on the lookout for notices about that. Enjoy this edition of *Knolls News*, as the publication takes a break in July, to return in August as, by then, we're headed into summer's homestretch and toward the Annual Meeting. But, we'll think about that another time. For now stay abreast of the Ground Floor Project, be tuned to notices of Bylaws Updates ... and enjoy the pool and the summer!

Board Meeting Highlights

Reported Financials

	<u>March 2018</u>	<u>April 2018</u>
Total Cash and Investment	\$1,604,940	\$1,557,170
Year-to-Date Income	\$482,339	\$644,432
Year-to-Date Expenses	\$463,203	\$617,486
Year-to-Date Net Income	\$19,046	\$26,946
Delinquencies \$	\$64,951	\$65,196
Delinquencies %	3.57%	3.5%
YTD Reserve Expenditures	\$31,670	\$99,945

Payments received on delinquent accounts at Board meeting time reduced delinquencies to \$52,761 or 2.84%. A summary of Quarter 1 2018 income and expenses is shown on page 5.

Board actions follow:

- \$6,295 to **ParknPool** for 4 umbrellas with bases, 6 tables and 16 chairs in an early May special meeting
- \$1,751 to **Environmental Enhancements** to replace plantings in the West entrance planters



Thanks to Myron Taylor for beautifying our entrance!

- \$4,200 to **Soil & Structural Consulting, Inc.** to perform an infrared inspection to identify potentially wet insulation under the roof membrane
- \$965 to **Freestate Electrical** (labor) for replacement of the A and J garage LED ceiling fixtures
- \$1,220 to **Freestate Electrical** for upgrades to LED lamps and direct wire light sockets on Pole Lights at parking spaces H-14, H-7, and K-4.
- Not to exceed \$7,500 to **VGS Design & Build** to remedy a drainage and erosion problem near the electrical room, to include adding filter and gravel to prevent future erosion, as well as a grille.

CARRY THESE TO THE TRASH ROOM, PLEASE

- LIQUIDS OF ANY TYPE**
- NEWSPAPERS (PUT ON FLOOR)**
- AEROSOL CONTAINERS**
- METAL CANS**
- ANY GLASS ITEMS**
- ANY CERAMIC ITEMS**
- CARDBOARD BOXES**
- CAT LITTER**
- NON-COMPACTABLE ITEMS**
- ANY HARD PLASTIC ITEMS**
- WOODEN or WIRE HANGERS**

TRASH-IT JAM

Okay, that's a really corny title, but perhaps got your attention.

Someone recently decided to discard a plastic filing cabinet down the trash chute. This is a classic example of square peg (plastic cabinet) vs. round hole (trash is compacted and moved into a tube for disposal). Please remember that items that cannot be easily compacted will jam the **MOST COSTLY** element of the trash system. Repairs are costly for EACH of us.



Ground Floor Renovation Project Update

For those who have been following this important effort, you know that we began last winter with identifying the scope of the project to revamp our Ground Floor elements. At its April meeting, the Board of Directors and attendees heard from **Alex Meza**, the architect with our design firm, **Place, LLC**, about the results of a Resident Survey of the project that led to illustrated options for the Office and the mailbox situation.

More than 58% of the 63 survey respondents told us that the lobby needs a totally new look, including an alternative to the guard station. The office and the mailbox area need updating and a better solution is needed for package handling. In order of importance for other renovations, respondents ranked the need for changes to the Billiard Room, Restrooms, Bar, Community Room, Saunas, Shower and Library. In spite of the Billiard Room making the list (primarily as a suggestion for alternate usage), almost 71% said they never use that area, followed by the same lack of usage for the Saunas and Showers. There was considerable interest in renovating the Restrooms, which are used by more than 77% of respondents.



More loveliness at the entrance!

The project is now at an important fork-in-the-road where we must decide two important points before the vendor can proceed with design drawings.

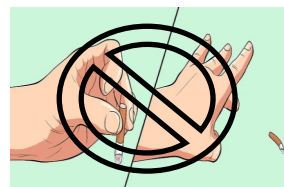
- ⇒ First, if we want to keep the existing flooring, with some patching of the cracks, or if we want to remove the existing floor and replace it with something totally new.
- ⇒ Second, how we want to handle the mailboxes and package delivery and pick-up; the vendor has given us four options to address this question, all under consideration.

The Directors discussed the options at length and engaged with attendees at the Board Meeting. Given the importance of these two foundational decisions the Directors resolved to hold further discussions at a **Special Meeting which is now scheduled for Friday, June 15**. Critical now are Flooring and Mailboxes, those being difficult and expensive decisions that need to be made before anything else.

Please follow the updates on this project and weigh-in. We appreciate the survey responses and we're looking forward to hearing residents' input on the project as it goes forward. In the meantime, plan to come to the next meeting on the 15th.

Butt What Are You Thinking?!

We continue to receive complaints from residents of trash on their balconies from other units, including discarded cigarette butts. We are shaking our heads in disbelief that our neighbors think it's okay to discard trash—especially smoking materials—over their balcony railings. Whatever you push or throw from off your balcony—anything from water to trash to discarded smoking items—does not magically disappear; these items often end up on the balconies of your neighbors either adjacent or below. You think you are discarding something but the wind often carries it onto a balcony below. Please consider the consequences of throwing items or pushing water off your balcony. And, if you are receiving debris and/or water onto your balcony from another unit and you can prove who the culprit is, you should contact the Alexandria Police non-emergency number.



THIS IS WORTH REPEATING from a BuildingLink notice earlier in May:

AKW Employees

To follow-up on a resident’s request made at the April Board of Directors meeting, we are working to get photos of all of our employees, to post in BuildingLink and on the Bulletin Board for everyone to see.

On that topic, these are the names and positions of our current staff: **Sam Blair**, Assistant Office Manager; **Douglas Campos**, Porter; **José Castillo**, Part-Time Porter; **Davon Datcher**, Maintenance Manager; **Kim Lee**, Office Manager; **Luis Nativi**, Groundskeeper and Porter; **Robert Thompson**, Maintenance Technician.

In the future, newer employees will be identified with photos on the bulletin board as well as in ***Knolls News***.

Please note: Aside from situations in which you request service from a licensed contractor, we should mention that if a non-AKW employee has to enter your apartment unexpectedly because of a leak or other emergent issue, that individual will be accompanied by an AKW employee or, as needed, an AKW Director. At this time there are no additional AKW employees beyond those listed above. Of course, contractors who work with AKW or employees of CMC working alongside our staff are often in our building. If any of those people need to be in your Unit, arrangements will be made ahead of time and you will know about them.

If anyone else claims to be an AKW employee, please notify the Office immediately at 703-751-7541 during regular office hours, 8:30AM to 5:30PM, or the CMC 24-hour hotline for emergencies at 301-446-2635, when the office is closed. Anyone not on our Staff who purports to be able to fix emergent problems poses a liability risk for our Association.

Please note that when AKW employees perform work in an owner’s apartment as part of our **In-Unit Service Program**, that responding employee should have a work order that they can produce for you. You can also ask to see that later at the Office. The work order is your proof that the job was performed, in case it requires follow-up.

There are details on our website and in the office if you’re not familiar with the program or if you need a refresher. For those using the In-Unit Service Program portion of the service, it is important that, in order to receive services, your unit must be in a condition to enter that does not constitute a workplace safety issue for our employees. The area where the service is to be performed must be safe and clear of obstacles (slipping or tripping hazards) and must not otherwise pose health and safety concerns. Be sure to consider that when requesting any of the services outlined in the IUSP.

If you have any questions please contact the Office.



FIRST QUARTER 2018 INCOME & EXPENSE SUMMARY

Account Summary	Year to Date Actual	Year to Date Budget	Year to Date Variance
INCOME			
Assessment Income	\$482,339.16	\$480,524.00	\$1,815.16
Other Income	\$16,333.16	\$15,875.00	\$458.16
	<u>\$482,339.16</u>	<u>\$480,524.00</u>	<u>\$1,815.16</u>
EXPENSES			
Administrative	\$6,502.74	\$8,583.00	(\$2,080.26)
Communications	\$1,954.95	\$2,125.00	(\$170.05)
Payroll & Benefits	\$73,785.20	\$83,000.00	(\$9,214.80)
Insurance	\$14,544.24	\$23,750.00	(\$9,205.76)
Utilities	\$72,196.76	\$97,000.00	(\$24,803.24)
Landscaping	\$4,123.29	\$8,500.00	(\$4,376.71)
Operations	\$1,214.70	\$1,375.00	(\$160.30)
Contracted Services	\$103,029.44	\$56,000.00	\$47,029.44
Repair & Maintenance	\$49,092.93	\$45,425.00	\$3,667.93
Professional Services	\$30,248.89	\$32,004.00	(\$1,755.11)
Taxes	\$1,400.00	\$0.00	\$1,400.00
Other Expenses	\$105,200.00	\$120,200.00	(\$15,000.00)
	<u>\$819,986.28</u>	<u>\$835,724.00</u>	<u>(\$15,737.72)</u>
Budget	\$1,302,325.44	\$1,316,248.00	(\$13,922.56)

A detailed report is available from Sharon Grant (Sharon@akwcondo.com) upon request.



Since we don't have a July issue of *Knolls News*, we're reminding you now that our Annual Meeting will be on

Tuesday, September 25. In early July a letter will be going out to all, asking for nominations for new Board Members. (We'll also be asking again in our August issue.) Please think about those you'd like to nominate. The Board doesn't run by itself; it needs a full complement of 7 volunteers, so we may need YOU, too! There will be two vacancies to fill.

Having Knolls News Your Way

A poll of all owners and residents was conducted to determine individual preferences for receiving *Knolls News*. You told us what you wanted and this issue comes to you in the way you requested! An additional benefit of electronic delivery is that each individual will receive their copy directly to their email. We will deliver nearly 200 electronic copies of this issue to spouses, partners, roommates, owners and renters. All others who preferred to receive paper copies will find them at their door or in the mail as they normally have. This change clearly saves printing costs and makes our sustainability-focused friends happy as well. And you are free to change your preference or add an email address for electronic delivery at any time. Contact [Sam Blair \(sam@akwcondo.com\)](mailto:sam@akwcondo.com) who will assist.

SUMMERTIME IS VACATION TIME !!

It's that time of year – again! – when **Knolls News** takes a break. And well-deserved, if we may say so! Yes, we'll be back with an August edition, and return then for another year of reporting enthusiastically all of the things all of us need to know about living in and enjoying our wonderful life here at AKW. So, have a joyful, safe and relaxing Summer and we'll talk to you again at the first of August.



SPECIAL EVENT!

Arranged by Ron Jones and Brian Lee, 1102

As announced on the Bulletin Board recently, please join Ron Jones and Brian Lee for a presentation by **James F. Anderson**, attorney with Arlington Law Group, on **June 5th at 7 pm in the Community Room** on the ***basics of Estate Planning, including Wills, Trusts, Powers of Attorney, and Advance Directives***. Mr. Anderson's presentation is geared towards answering some common questions surrounding Estate Planning, such as:

- ◆ What is Estate Planning?
- ◆ How can Estate Planning benefit me?
- ◆ What are the basic Estate Planning documents and what do they do?
- ◆ What is the difference between a Will and a Trust, and how do they both work?
- ◆ What will happen if I don't have an Estate Plan in place?

As part of this presentation, Mr. Anderson will also briefly touch on other related topics such as probate; estate taxes; the impact of the recent revisions to the tax code on Estate Planning, guardianships and conservatorships; educational accounts; and advanced Estate Planning options. Whether you have an Estate Plan in place already, or are considering if you need to put an Estate Plan in place, this presentation is sure to have something for you.

THIS EVENT IS FREE TO RESIDENTS

Be sure to notify **Ron Jones** (ronjones0011@comcast.net) of your planned attendance so sufficient materials can be provided for all attendees.

*The information presented in this announcement and seminar should not be construed to be formal legal advice, nor the formation of a lawyer/client relationship.
Please consult directly with an attorney if you need legal advice specific to your situation.*

IN THE NEIGHBORHOOD

Construction on the temporary relocation of Carpenter’s Shelter to the now-vacant Macy’s department store at Landmark Mall began in March and will be completed in June.

[Alexandria Living Magazine](#) reported on May 7 that retrofitting the empty department store hasn’t been easy for architects Cooper Carey and general contractor LF Jennings. Adding bathrooms, plumbing, new heating and air conditioning systems, shelter space, and office space has proven challenging.



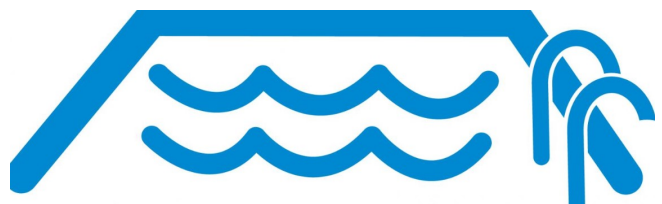
A project management firm is ensuring Carpenter’s Shelter can relocate their 24-hour operation to a new space with no interruption of service. The Shelter will provide residents with a location where they can be comfortable during the day, and follow that with unpacking, dinner and settling in at the completely renovated Macy’s space.

The money for the project came from the sale of Carpenter Shelter’s North Henry Street building. Proceeds from that sale are paying for the Macy’s renovation, relocation of services, and eventually the repurchase of space in the new building as part of a condominium agreement.

Howard Hughes Corp, owner of the Macy’s property and a majority of Landmark Mall is providing additional support. A Senior Vice President of Development for Howard Hughes spoke to supporting the mission of the shelter: “Once you talk to them (Carpenter’s Shelter), you realize it really is about transitioning people from being down on their luck to getting counsel to seek permanent employment and permanent housing.... It’s a really important mission and we’re all thankful that somebody is focused on that.” After seeing the good work Carpenter’s Shelter does in the community, “we figured out how to accommodate it all and make it happen, rather than focus on all the reasons not to do it. It’s amazing to see what you can accomplish when you think that way. When you have the attitude that you want to make it happen, you figure out how to solve the issues.”

Excerpted from [Alexandria Living Magazine](#). See the full article [here](#).

***Pool Passes
available
in the Office***



How the Association Addresses Delinquencies

**Worth
Repeating**

The Association’s collection efforts are meant to bring Owners current. Delinquent Owners can expect specific actions:

- On the 16th of the month a late fee of 10% is assessed on the delinquent amount.
- At 30 days late, CMC sends a letter advising of their delinquency and warns of future steps that could be taken.
- At 60 days late, the account is handed over to the Association’s legal counsel. At this point the late owner is assessed fees associated with the effort to collect from them. Also at 60 days the Board will review the account and decide whether to accelerate the Owner’s dues through the end of the calendar year and/or seek wage/account garnishment, conveying the seriousness of the matter.
- At 90 days late, the Board will ask the Delinquent Owner to attend a hearing to discuss revocation of privileges, including the pool, gym, in-unit-service program, and visitor parking. The Board may also direct legal counsel to pursue foreclosure on the Owner.

If you are delinquent, please bring your account current. If you are more than 60 days late, please reach out to the Association attorney as soon as possible to discuss a repayment plan. The Association wants to work with you and make your Co-Owners whole.

<u>Future Board Meeting Dates</u>	
June 26	October 23
July 24	November 27
August 28	December 18
September 25	



Sprucin’ up the place

At the Special Board Meeting on May 8th, both Residents and Board Members decided on and ordered new umbrellas, tables, and chairs for the pool and patio areas. They should be here by mid-June, adding beauty and ambiance to our summer amenities!

And you may also notice another improvement: The Board approved a proposal from “Solar Eclipse” to install film on the inside of the Community Room windows. You might not notice it from the inside, but you can’t see in from the outside! This will have a good effect on Utility charges, among other positive benefits. This film will not affect any decorating efforts from our new Designers (Place, LLC), other than to make any “draperies” choices much simpler!



Contractors ... or Do-It-Yourself?

We all have things in our apartments that need doing. Upgrades and renovations, necessary upkeep and maintenance: from time to time the work just has to be done. When it comes time to do it, keep in mind that any contractor you hire must be *licensed, bonded and insured* to do the work they are performing on your unit. Why? Well, if someone performs work in your unit and a problem arises from that work, you are responsible for any damage caused to your neighbors' units. This is especially important to remember if you have a friend or relative who is "helping you out." A licensed, bonded, insured contractor is liable for any damage their work causes; your brother-in-law's or friend's work is ... well, it's *your* problem!

So, when you're having work done, make sure your contractor is a professional and is licensed, bonded and insured. *This Board has passed a policy and guidance document on the subject and it's available to you in the Office and in the BuildingLink library.*

And remind them that parking in the 30-min spaces at the canopy means *towing!*

Don't do it without signing in!

YOU: **In the "R" spaces at the canopy, 30 minutes *maximum***
Park in Visitor spot, M-F, 7am to 6pm ***only***, excluding holidays
No Vendor Parking in these spots (instant towing)
MUST SIGN IN at the lobby desk



VISITORS: **Overnight parking permitted 10 days per calendar month**
MUST SIGN IN at the lobby desk
Overnight parkers have until noon the following day to check out OR re-sign for the next day
M-F, Residents may request hang-tags for a visitor to park for up to a *maximum* of 42 days annually (signing in is not required)

Forewarned is forearmed: the towing company charges a very high fee!



IMPORTANT DATES IN JUNE

- ◆ **Knolls Kneedlers** **Sun, 6/3, 2 PM**
- ◆ **Basics of Estate Planning** **Tue, 6/5**
- ◆ **Ground Floor Renovation Meeting** **Fri, 6/15**
- ◆ **Board of Directors** **Tue, 6/26**

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.



NEED A NOTARY?

Sharon Grant is a Virginia Notary and offers services to AKW residents by appointment at no charge. Email sharon@akwcondo.com.

IMPORTANT PHONE NUMBERS

- Guard Mobile** **571-565-5591**
- AKW Office 703-751-7541
 Email: office@akwcondo.com
- 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

JUNE 2018 - WATER SHUT-OFF				
Mon	Tue	Wed	Thu	Fri
May 28	29	30	31	1
	Tier 1	Tier 2	Tier 3	
4	5	6	7	8
	Tier 4	Tier 5	Tier 6	
11	12	13	14	15
	Tier 7	Tier 8	Tier 9	
18	19	20	21	22
	Tier 10	Tier 11	Tier 12	
25	26	27	28	29

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 |
| Pat Quinn (Landscaping) | pat@akwcondo.com |

See **Knolls News** in color at www.akwcondo.com