



## Sentinel Facts

Phone: 703-823-1951

Fax: 703-823-8965

E-mail: [Sentinel.condo@comcast.net](mailto:Sentinel.condo@comcast.net)

Web Site: [www.sentinelcondos.org](http://www.sentinelcondos.org)

### Management Office Hours

Monday	7:30 am – 7:00 pm
Tuesday	7:30 am – 5:00 pm
Wednesday	7:30 am – 6:30 pm
Thursday	7:30 am – 5:00 pm
Friday	7:30 am – 5:00 pm
Saturday	8:00 am – 12 noon

### After-Hours Line

After regular business hours, calls to 703-823-1951 are forwarded to the answering service, who can contact the security guard or management staff as necessary.

### Security

The security guard is on premises every night from 7:00 pm to 5:00 am. To reach the guard during those hours you can call the guard's cellular phone at 571-214-5207; or you may call the office number, 703-823-1951, and the answering service will page the guard. If you are out in the building you may go to the front entry system and dial 000 to reach the answering service. The non-emergency number for the Alexandria Police is 703-838-4444. **For emergencies, dial 911.**

### Sentinel Valet / Tiny Market

This service is located on the Lobby Level across from the West side elevators.

- Convenience store including wine and beer
- Same-day service for laundry and dry cleaning Monday – Saturday: in by 10 am, back by 6 pm
- Movie & game rentals – VHS and DVD
- Vacuum cleaner / shampoo machine rentals
- ATM and Fax services
- Batteries for garage-gate openers

### Hours:

- Monday – Friday: 7:30 am – 12:30 pm, and 3:00 pm – 9:00 pm
- Saturday: 9:00 am – 9:00 pm
- Sunday: 9:00 am – 3:00 pm

Phone: 703-751-1629, Fax: 703-751-6180

### Condo Association Board of Directors Meetings

All residents are encouraged to attend the monthly Board meetings, which are usually held on the fourth Tuesday of every month at 7:00 pm in the Community Room. There is an open discussion period at the beginning of each meeting to give residents a chance to speak with the Board regarding Sentinel matters. After open discussion, the meeting is closed to audience participation so that the Board can conduct monthly business; however, residents are welcome to remain for the entire meeting.

### Towing

To have a vehicle towed from your assigned parking space, or if your vehicle has been towed from the Sentinel property, contact Dominion Towing at 703-730-1177.

If you park in another unit owner's assigned space, you risk being towed by that unit owner. If you are not clear about the location of your assigned space, please contact the Management Office.

### Parking

In addition to the parking lot in the front of the building, the top level of the West garage (2nd entrance) has some uncovered parking spaces available on a first-come, first-served basis for all residents. Please do not park in the spaces clearly marked "Reserved" – these are for the doctors' offices and your vehicle will be towed. A map is available from the Management Office.

Parking at the front entrance is prohibited at all times – your vehicle is subject to towing or ticketing by the Alexandria Police.

### Elevators and Loading Docks

When moving in or out, or taking delivery of large appliances, carpeting, etc., the loading docks and freight elevators must be reserved through the Management Office on a first-come, first-served basis. Move-ins are scheduled after all paper work and moneys due have been submitted to the office. For the convenience of all residents, the loading docks and elevators cannot be reserved on Sundays and holidays. Moves on Saturdays are permitted only between 8:00 am and 12 noon. Scheduled moves and deliveries are posted on the message boards in the elevators. Parking at the loading docks is permitted only for loading and unloading for a maximum of 30 minutes.

### Storage Bins

The storage rooms are locked between 11:00 pm and 5:00 am. Storage bins are assigned through the Management Office; should you need a bin, please contact the office for proper assignment. Items placed in a bin without authorization will be confiscated. Please do not leave any items in the aisles as this is a violation of the fire code; items left in the aisles will be removed. The fire department prohibits storage of combustible items such as paint and charcoal. If you have any of these items stored they need to be removed immediately to avoid a fine from the fire department. Residents store items at their sole risk and without liability or responsibility on the part of the Association or its Managing Agent.



## Sentinel Facts

### Unit Lockout Policy

If you are locked out of your unit after regular office hours, there is a \$50 minimum hourly fee for a staff member to arrive and use the keys on file in the Management Office for access. During office hours, if your keys fall into the elevator pit, there will be a \$25 fee to retrieve them. Fees are paid to the Sentinel of Landmark.

All residents must be registered with the Management Office to be given access to the unit.

### Fire Alarms

When the fire alarm sounds, please exit the building through the stairwell or nearest possible exit, as the elevators will not respond once the alarm is activated. You must evacuate the building when the alarm is activated – please do not call the Management Office. Upon evacuation please move away from the building to the sidewalks along Stevenson to allow emergency personnel room to get their equipment into the building.

A copy of the Sentinel's Emergency Evacuation Plan is available from the Management Office.

### Personal Property Insurance

All owners and renters are encouraged to obtain personal property insurance. The Association's master policy does not cover personal property, improvements and upgrades to units, and it does not protect you from liability claims. Please contact the Management Office for more information, or contact your insurance agent to be sure you have the proper coverage.

### Monthly Extermination

Please contact the Management Office if you are experiencing a problem with pests so your unit can be scheduled for extermination. Extermination services are available on the first and third Friday of each month. A building-wide extermination is scheduled annually.

### Handyman Resource List

A list of information on general maintenance services is available from the Management Office, or at [www.sentinelcondos.org/handyman.html](http://www.sentinelcondos.org/handyman.html).

### Satellite Dishes

Before purchasing or installing an antenna, you must file a Notice of Intent to Install an Antenna with the Association. Any antenna installation must be in compliance with the manufacturer's instructions, applicable safety codes, and the Sentinel Antenna Placement Procedures and Guidelines, available from the Management Office.

### Condominium Fees / Electronic Debit

Condominium fees are due on the first of each month. An automatic \$50 late fee is assessed for fees not paid by the 10th of the month. Management cannot waive this fee. You can have your condo fee automatically debited from your bank account and credited directly to the Association account – please contact the Management Office for more details. If you pay by check or money order, please include your unit number.

### Invoices / Late Fee

All invoices are due upon receipt. An automatic \$50 late fee is assessed for invoices not paid within thirty (30) days of issuance. Management cannot waive this fee. Should invoices remain delinquent any monies received will be applied to outstanding balances first, then towards current dues. This could cause your condo dues to become delinquent. Should you remain delinquent for a period of sixty (60) days a lien can be filed against your unit, as allowed by the Association By-Laws and the Virginia Condo Act.

### Condo Resale Packet

If you are selling your unit, you need to purchase a resale packet which contains the Association's bylaws, covenants, rules and regulations, current financial statement, and a condominium certificate for resale in accordance with state code. The cost of the packet is \$100. It takes approximately 10 days following the request date to receive this information. Please contact the Management Office for more information.

### Trash Rooms / Recycling

Please do not leave bags or items of any kind on the floors of the trash rooms or in the hallways. This creates an environment for odors, roaches, rodents, etc. Trash should be placed in bags and disposed of down the trash chutes. Large items and boxes should be taken to one of the main trash rooms, located off the loading docks.

Recycling bins are provided in the loading dock areas for mixed paper (newspapers, magazines, etc.) and mixed beverage containers (glass, plastic, aluminum and steel). Please put your recyclable materials in the correct bins. Some people are placing trash in these containers contaminating the recycling. Please do not do this.

For more information on recycling in the City of Alexandria, please visit [www.alexrecycles.org](http://www.alexrecycles.org).

*Sentinel Facts last revised May 2008*