



6300 Stevenson Avenue, Alexandria, Virginia 22304

703-823-1951

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Management Memorandum

November 5, 2009

To: All Sentinel Residents

Re: Semi-Annual Carpet Cleaning
Semi-Annual Window Washing/Screen Removal
Holiday Hours

Semi Annual Carpet Cleaning of all common areas is scheduled to occur beginning Monday, November 9th, 2009 and continuing through Friday, November 13th, 2009. Work will begin on the 12th floor and continue down to the Lower Level. All work will occur between the hours of 9:00 a.m. and 5:00 p.m. Please use caution when exiting and entering the building and your unit during this time.

Semi Annual Window Washing is scheduled to occur Tuesday, December 8, 2009, between the hours of 8:30 a.m. and 5:00 p.m., weather permitting. Please ensure that your screens are removed prior to Tuesday morning in order to receive the full benefit of this service. If you require assistance with screen removal, please contact the Management Office to be placed on the screen removal schedule, which is Monday, December 7, 2009. We remind you that contracted workers will be immediately outside your unit during this project. We suggest that you close your window and door coverings in the interest of privacy.

Office Holiday Closing during the month of November includes Thursday, November 26th and Friday, November 27th, in observance of the Thanksgiving holiday. We wish you and yours a safe and enjoyable holiday. Should you experience a maintenance or management emergency, please dial 703.823.1951 and on call staff will be dispatched.

Thank you,


Tonja Faggins

Assistant Property Manager