

## **New Residents: Welcome to The Colonnade at Kentlands!**

Current residents have compiled this Colonnade information to help you get acquainted with the community. You can learn even more about the community by attending events and meetings. Hope to meet you there!

**Governance:** The Colonnade consists of five condominium organizations (Condos 1-5) and the Colonnade Condominium Association (CCA). Each Condo handles matters pertaining to its units and meets at least annually, more often as needed.

The CCA Board, including an elected representative from each of the five individual Condos, addresses issues related to common areas, amenities, parking garage, landscaping, and more. CCA Board meetings are held on the last Tuesday of every month (except December). Notices are posted in glass-enclosed bulletin boards near the first floor 23 Arch Place elevator and in the 11 Arch Place Postal Center. Attending meetings gives owners and residents the opportunity to hear and see first-hand how issues are handled in the community.

**On-site property manager:** Michael Strongbow is a wealth of information for all things Colonnade. He is available MWF 9:00 - 5:00 by phone (301-258-7494), email ([colonnade@abarisrealty.com](mailto:colonnade@abarisrealty.com)), and in the office (23 Arch Place). Contact Michael to talk about move-in logistics, receiving Colonnade email, common area cleaning and maintenance concerns, lights in the hallways or garage, and much more. If an emergency arises when the office is closed, contact our property management company 301-468-8919. Kwame Yiadom is our Abaris Realty Property Manager.

**Prior to your move:** Contact Michael to schedule a date and time for your move, reserve space for your moving truck, and receive additional move-in information. Only the freight elevator in 11 Arch Place may be used for a move. It will remain available for residents' regular use as well. Failure to schedule with Michael may result in a delay of your move. Please be considerate of your neighbors. Moving and renovating (and social noise) could impact the people who live around you. As you unpack, please break down and flatten all boxes and place them in the designated recycling containers located on every floor in the garage. Other large items should be taken to the bulk trash area on the lowest level in the garage.

**Making changes in your condo unit:** Some changes require review and approval of the Colonnade Architectural Control Committee, and/or a City of Gaithersburg permit. There are specific provisions stating what changes can and cannot be made. Please read your copy of the bylaws and covenants, and contact Michael if you have questions.

**Your HVAC unit and water heater** are in the closet on your patio or balcony, along with a space heater that must remain on once the temperature drops so that water pipes do not freeze. No storage is allowed in the closet because of the equipment. Make sure the closet door closes and latches so the heat remains inside.

**Fireplaces:** Be sure to open a window when your fireplace is in use because Colonnade fireplaces are not vented outdoors. It is not recommended for use beyond one hour at a time.

**Water alarms:** It is suggested that water alarms be placed under sinks and toilets, in the HVAC closet in the pan of your water heater and near inflow pipes, and near washing machine and ice maker water lines. If there is a leak the alarm will alert you, possibly preventing damage and costly repairs.

**Metal shut-off valves** under sinks and behind toilets are suggested because plastic valves have been known to fail.

**Winter reminders** sent each November offer recommendations to prevent frozen water pipes and other leaks. Please ask Michael for a copy if you do not have this information.

**Each Colonnade building has a street address and a Condo organization number.**

Condo 1: 7 Booth Street and 7 Granite Place

Condo 2: 8 Granite Place

Condo 4: 16 and 17 Granite Place

Condo 3: 1, 3, 11, and 23 Arch Place

Condo 5: 27 and 31 Booth Street

**Colonnade Information:** Additional and on-going Colonnade information is available via

- Colonnade email: If you are interested, ask Michael to add you to the email list.
- Colonnade website [kentlandscga.com](http://kentlandscga.com): amenities, resources, contact information, ways to get involved, and much more.
- Bulletin boards on the first floor of 11 Arch Place and 23 Arch Place: official announcements and information about events and activities are posted.

We hope this information will be helpful as you join this community. Please contact Michael with any additional questions.

**Welcome to The Colonnade and  
the Kentlands and Gaithersburg communities!**