

**Park Towers Condominium  
200 North Maple Avenue  
Falls Church, Virginia 22046  
Phone: (703) 241-2024**

Dear Resident

Welcome to Park Towers Condominium, your new home. This "INFORMATION PACKAGE" is provided to assist you in making the transition to your new neighborhood. You should review its contents and keep the package where you can refer to it.

**The Management Office is open Monday through Friday from 4:00 pm to 6:00 pm. If you have any questions you may stop by during these hours or call (703) 241-2024 and leave a message anytime. In case of emergency on weekends and holidays, call The Park Towers management company, Klingbeil, Powell & Alrutz, Inc., (KPA) at 703 912 7006.**

**An emergency is personal injury on the common elements, fire (call 911), a serious roof leak, main sewer blockage (not just one fixture in your unit), no water, no heat or air conditioning, no electricity in the entire building, and or any situation which may cause harm to individual/s or damage to property if not attended to promptly.**

Our on-site Manager and Building Engineer is Hugo Castillo. Our maintenance assistant is Arturo Penate. Enclosed in this package is the "In-house Maintenance program" that is available at Park Towers. This program provides residents with maintenance services such as plumbing and electrical repairs and other routine repairs. If you are leasing your unit please coordinate with your landlord before using this service.

Also enclosed are:

- (a) Rules & Regulations for living at Park Towers Condominium. These rules and regulations are designed to ensure a safe and harmonious atmosphere. Adherence is encouraged and appreciated.
- (b) A "Resident Information Form". The Park Towers' Management Office requires this information to use in contacting you for scheduling routine maintenance and in cases of emergency situations (i.e., problems with the electrical equipment and water piping, and problems that may occur in units adjacent to yours that may affect you). Vehicle

information is required for the issue of parking decals and to expedite owner identification in the event of any problems in our parking lots. Only Board of Directors members and office personnel will have access to this information. Your prompt submission of this information is required.

The Management Office maintains a set of keys to all units on the premise. Except in emergency situations your unit will not be entered without notifying you in advance.

## **IMPORTANT ADDRESSES & PHONE NUMBERS**

### **EMERGENCY NUMBERS**

Emergency	911
Fire Department	(703) 532-2672
Police Department – Emergency	703-241-5050
Police Department – Non Emergency	(703) 241-5053
Post Office	800 W. Broad Street Falls Church, VA 22046 (703) 237-9998

INOVA Fairfax Hospital	3300 Gallows Road Falls Church, VA (703) 776-4001 - Emergency (703) 776-2274
Arlington Columbia Hospital	1701 N. George Mason Drive, Arlington, VA (703) 558-5000 Emergency (703) 558-6161

### **FALLS CHURCH CITY HALL**

Commissioner of Revenue	State Tax & City Vehicle decals 300 Park Avenue (703) 241-5065
Community Center	223 Little Falls Street (703) 241-5077
Voter Registration	Falls Church City Hall 300 Park Avenue Falls Church, VA 22046 (703) 241-5085

### **SCHOOLS & LIBRARY**

Falls Church Schools	Mount Daniels Elementary (Kindergarten – 1 <sup>st</sup> ) 2328 N. Oak Street (703) 248-5640
	Thomas Jefferson Elementary (2 <sup>nd</sup> – 5 <sup>th</sup> ) 601 S Oak Street (703) 248-5660
	Mary Ellen Henderson Middle (6 <sup>th</sup> – 8 <sup>th</sup> ) 7130 Leesburg Pike (703) 720-5700
	George Mason High (9 <sup>th</sup> – 12 <sup>th</sup> ) 7124 Leesburg Pike (703) 248-5000

## **LIBRARY**

Mary Styles Library

120 N. Virginia Ave.  
Falls Church, VA 22046  
(703) 248-5031  
Open: Mon–Thu 9:00 am–9:00 pm  
Fri & Sat 9:00 am–5:00 pm, Sun – CLOSED

## **SERVICE PHONE NUMBERS**

Telephone	Verizon:	(703) 876-7000
Cable	Cox Cable	(703) 378-8400
Newspaper	Washington Post	(202) 334-6100
	New York Times	1-800-NYTIMES (1-800-698-4637)
Taxi Service	Yellow Cab	(703) 534-1111

## **SERVICES**

Virginia State Department of Motor Vehicles 1968 Gallows Road Vienna, VA 22180	1-866-368-5463 Mon –Fri 8:00 am – 5:00 pm Saturday 8:00 am – 12:00 pm
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**\*\*Confirm the DMV hours as they frequently change\*\***

## **NEAREST**

Pharmacy	CVS	134 W. Broad St. (703) 538-4835
Food Market	GIANT	1230 W. Broad Street (703) 237-9609
	SAFEWAY	7397 Lee Highway (703) 573-2057
Hardware	Brown's Hardware	100 W. Broad Street (703) 532-1168