

# Welcome to Potomac Greens





Copyright © 2018 Potomac Greens Homeowners Association  
All rights reserved

Acknowledgements: Christie Beruete, Sentry Management

Photo Credits: Nicole McCullar, Michelle Roeser, MD

Design: Ashley Lemley

Created by Potomac Greens HOA Communications Committee  
Published by Potomac Greens HOA



# *Hi, Neighbor!*

We're glad you have chosen Potomac Greens to be your home. We've compiled some information that may come in handy as you settle in. We love our neighborhood and know that you will, too.

If you have any questions, please feel free to reach out to [comms@potomacgreenshoa.com](mailto:comms@potomacgreenshoa.com).

# Community Management

The Potomac Greens Homeowners Association (PGHOA) is managed by Sentry Management. The Sentry liaison to Potomac Greens is Christie Beruete, who will be able to help you with most neighborhood matters directly or connect you with another appropriate contact:

Potomac Greens HOA  
c/o Sentry Management  
4401 Ford Avenue, Suite 1150  
Alexandria, VA 22302  
Attn: Christie Beruete, Community Manager

Phone 703-642-3246 ext. 56511  
Email: [cberuete@sentrymgt.com](mailto:cberuete@sentrymgt.com)



## Website

The web address for the Potomac Greens community is <http://potomacgreenshoa.sentrywebsites.com/>. This website is the home of nearly all information that is relevant to PG residents and homeowners, everything from the Metro shuttle schedule to neighborhood announcements to information about exterior paint colors for your home. The website also features a link to the login page for making your monthly homeowners association (HOA) payments.

## Facebook

Our community's invitation-only Facebook group can be joined by searching Facebook for "Potomac Greens Community" and requesting access. This page is not an official communication tool of our Board of Directors (more info on the Board below), but it is a frequently updated resource for neighborhood news, vendor recommendations, local government updates, and more.

## Calendar

Our calendar of information of community events can be found at <http://potomacgreenshoa.sentrywebsites.com/calendar/>.





## Board of Directors

President  
**Ron Lafond**

Vice President  
**Bob Berdelle**

Treasurer  
**Laura Mondro**

Secretary  
**Renee Bemish**

Member-at-Large  
**Mary-Jane Roth**

Meetings: Our Board of Directors meetings are usually held at 7:00 p.m. on the fourth Thursday of every month (except in November and December) and as a new resident you are invited and encouraged to attend.

Homeowners will be notified of the date and time of each meeting by way of a mailed postcard. There will also be a flyer posted on the community bulletin board outside the Clubhouse, a post on the Potomac Greens website's homepage, announcements section, and calendar, a Facebook post, and signs placed in front of the Clubhouse and on both sides of the traffic circle at the entrance of the neighborhood.

We look forward to seeing you at the next meeting. It's a great way to meet your new neighbors.



# Committees

Potomac Greens residents are welcome and encouraged to volunteer for our committees, which are dedicated to shaping our community and supporting the efforts of the Board.



## Architectural Review Board

Reviews and approves changes to the exterior of homes in our neighborhood, with the goal of maintaining the architectural character of Potomac Greens.

## Rules Committee

Researches and analyzes necessary protocols and guidelines that may be needed in order for our community to run smoothly and thrive.

## Finance Committee

Assists the Board in fulfilling the Board's financial management oversight responsibilities.

## Communications Committee

Aids the flow of information within the community via email, Facebook page, the neighborhood bulletin board, and website.

## Social Committee

Organizes recreational community events, and provides opportunities to come together and enjoy our lovely neighborhood.

## Landscape Committee

Reviews, evaluates, and submits to the Board recommendations regarding all landscape issues related to the grounds controlled by the PGHOA.



# Transportation

## Metro Shuttle Service

Potomac Greens employs a private shuttle service to transport residents from the Clubhouse to the Braddock Road Metro Station. The shuttle runs every 15 minutes on weekdays 6:00 a.m. - 8:30 a.m. and 4:30 p.m. - 7:00 p.m., with the exception of federal holidays and any other incidences of the federal government's closure that may be announced from time to time.

## Bike

Potomac Greens has easy access to several local bike trails and our city's popular bike-sharing program, Capital Bikeshare. Additionally, on many Sunday mornings during spring, summer, and fall, several Potomac Greens residents hold an informal group bike ride, details of which are usually posted one or two days prior on the community Facebook page.

For information about Capital Bikeshare access points and memberships visit [www.capitalbikeshare.com](http://www.capitalbikeshare.com).

For a map of Alexandria bike trails, visit <https://bit.ly/2HbXLr8> or click on the Things to Do at [www.visitalexandriava.com](http://www.visitalexandriava.com).



## Bus

The two bus routes that are most convenient to Potomac Greens residents are Alexandria's DASH AT5 bus and Washington Metro's (WMATA's) 11Y bus.

The AT5 travels back and forth between the Braddock Road and Van Dorn Metro Stations, and can easily transport Potomac Greens residents to and from the Braddock Road Station when the shuttle isn't running. The nearest AT5 stop is at the intersection of Potomac Greens Drive and Slaters Lane. For more information about the AT5 route and schedule, visit [www.dashbus.com/schedules](http://www.dashbus.com/schedules).

The 11Y travels back and forth between Mt. Vernon and the District, mostly by way of George Washington Parkway. The nearest 11Y stop is at the intersection of Abingdon Drive and Slaters Lane. For more information about the 11Y route and schedule, visit [www.wmata.com/schedules/timetables/upload/11y.pdf](http://www.wmata.com/schedules/timetables/upload/11y.pdf)

## Parking

Please note that our streets are public streets, and curb parking throughout Potomac Greens is first come, first served.

## Trash & Recycling

The City of Alexandria collects PG's trash and recycling weekly on Thursdays. Trash and recycling bins should be placed outside of your garage no earlier than 5:00 p.m. on Wednesday, and brought back inside on Thursday night. In the event that Monday is a federal holiday, or in the event of inclement weather and city government closure, trash and recycling will be picked up on Friday.

If you have any questions please refer to the City of Alexandria website at [www.alexandriava.gov](http://www.alexandriava.gov) or to the city's customer service system, Call Click Connect.

## Call Click Connect

Alexandria's online customer service system allows residents to submit service requests, report problems, search for information, or find the right contact to call for various issues and topics of interest. Staff usually respond to requests within five business days. Visit <https://request.alexandriava.gov/CCC> to submit a query.





## Mail

USPS mailboxes are located throughout Potomac Greens driveways in gray banks of eight-box units. Your mailbox is likely located at one end of the driveway leading to your garage.

You should have received a key to the box associated with your Potomac Greens address when you closed on your house.

Outgoing stamped mail (envelopes, not packages) can also be sent through these mailboxes, using the slot labeled “Outgoing Mail.”

A key with a plastic rectangular key fob in your mailbox indicates that USPS has delivered a small package to you. Use the key to open the large door of the mailbox bank and retrieve your package. The key will automatically lock in the door, and a postal carrier will retrieve it.

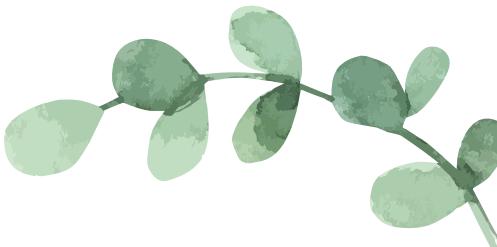
If you did not receive a mailbox key at your closing, or you've lost your key and need a replacement, contact Christie Beruete.



## Clubhouse

At the center of Potomac Greens is our intimate and beautiful Clubhouse, which includes a gym, a clubroom (available for private rentals), bathrooms, showers, and a pool. To access any of these facilities (with the exception of the clubroom) you must use your key fob.





## Clubroom

All Potomac Greens residents may reserve the clubroom for private events throughout the year. Residents must fill out the appropriate form at <https://tinyurl.com/ybbgd7vz> and follow all of the rules and regulations regarding the use and care of the clubroom. Please check the calendar on the Potomac Greens website to see if the room is available before requesting a reservation.





## Pool

The pool is open daily from Memorial Day weekend through Labor Day weekend each year from 10:00 a.m. – 8:00 p.m. A lifeguard supervises the pool, and pool rules are posted at the Clubhouse's pool entrance. All residents must sign in and indicate their home address.



## Gym

The gym is available for use from 4:00 a.m. – 12:00 a.m., seven days a week. If you need to report an issue or a recommendation regarding the gym, please contact Christie Beruete at Sentry Management.

## Key Fobs

Replacement and additional key fobs are available for a fee. Please contact Christie Beruete at Sentry Management for more information.





## Local Restaurants

Buzz Bakeshop  
[www.buzzbakeshop.com](http://www.buzzbakeshop.com)

Lena's Wood-Fired Pizza & Tap  
[www.lenaswoodfire.com](http://www.lenaswoodfire.com)

Lost Dog Café  
[www.lostdogcafe.com](http://www.lostdogcafe.com)

Rustico  
[www.rusticorestaurant.com](http://www.rusticorestaurant.com)

Vaso's Kitchen  
[www.facebook.com/  
vasoskitchensince2006](http://www.facebook.com/vasoskitchensince2006)

Bugsy's on King Street  
[www.bugsyspizza.com](http://www.bugsyspizza.com)

Monterey's  
[www.montereyspizzadelivery.com](http://www.montereyspizzadelivery.com)



## **Emergency Contacts**

### **Alexandria Police Department**

24-hour non-emergency phone: 703-746-4444  
3600 Wheeler Ave., Alexandria, VA 22304

### **Alexandria Fire Department**

24-hour non-emergency phone: 703-746-4444  
900 2nd St., Alexandria, VA 22314

### **Inova Alexandria Hospital**

Non-emergency phone: 703-504-3000  
4320 Seminary Rd., Alexandria, VA 22304

This is the hospital nearest to Potomac Greens, and the one an ambulance will be most likely to travel to in an emergency.

---

*We hope this information has been helpful.  
Welcome to your home in Potomac Greens!*

