

HANDBOOK
FOR
OWNERS AND RESIDENTS

CORCORAN MEWS

1748–1756 CORCORAN STREET NW
WASHINGTON, DC 20009

Prepared by the Board of Directors
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PREFACE

This handbook has been prepared to acquaint you with the Corcoran Mews Condominium Association, so that we can all enjoy our homes and protect our property. This document was prepared by the Board of Directors. It is not intended to be exhaustive, nor does it supersede the Condominium Declaration or By-Laws, the community's constitutional documents.

This handbook is a working tool. It spells out clearly and simply current information regarding day-to-day life at Corcoran Mews and other matters affecting the Association and its members.

If you are unsure about a particular topic, please consult our Management Agent, Tilton Bernstein Management, Inc., or a Board member.

CORCORAN MEWS CONDOMINIUM ASSOCIATION

Each owner of a unit at Corcoran Mews is automatically a member of the Association by virtue of ownership.

The Association is based on the principle of shared property and shared responsibility. We are a group of property owners joined together as a community.

By its nature, the Association is a mini-government. It operates through its elected representatives—the Board of Directors. The Association provides common services such as utilities, trash removal, and grounds maintenance; manages the money of the Association derived mainly from the assessment of condo fees; and adopts the condominium rules needed for the harmonious operation of the community.

Voting rights in the Association are determined by percentage of ownership, as defined in the Condominium's Declaration and By-Laws. Monthly condominium fees are also determined by percentage of ownership.

Condominium Board of Directors

The Board consists of five unit owners, elected for two-year terms by Association members at the annual meeting. The terms are staggered, and members are elected at each annual meeting to fill vacant seats. The Board appoints members to fill any vacancies that occur between annual meetings. The Board has the necessary powers and responsibilities to administer the affairs of the Condominium Association.

Annual Meeting

The Condominium's Annual Meeting is held in September. All Association members are encouraged to attend. The purpose of the meeting is to inform all residents of the state of the Condominium and to elect Board Members.

Board Meetings

The Board of Directors meets four times a year on dates selected at the first meeting after the annual meeting. All meetings are open to Association members, and owners are urged to attend to express their ideas and concerns as participating members of the community. However when business requires Board actions and decisions, only Board Members may participate and vote.

Bulletin Board

Minutes of Board and Annual Meetings are posted on the bulletin board in the laundry room hallway. Unit owners are responsible for familiarizing themselves with Board actions. Nonresident owners may arrange with the Management Company to email the minutes to them.

Also posted on the bulletin board are notices affecting all residents of Corcoran Mews such as water shut-offs and regularly scheduled maintenance such as changing heating/air conditioning filters and cleaning drainage pans. Parking spaces available for rental by residents of Corcoran Mews will also be advertised here. Please consult this notice board regularly.

Owners are welcome to use the board to post items of interest to other owners and residents on a space available basis, with priority given to Association business. Advertisements from commercial business and political materials may not be posted.

Management Agent

The Management Agent, Tilton Bernstein Management, Inc., is under contract to the Association and is paid from Association funds to operate the common elements. The company takes its direction and instructions from the Board of Directors. The company, though not obligated to receive instructions from individual owners, will pass along to the Board any suggestions or recommendations received.

MAINTENANCE AND REPAIR RESPONSIBILITIES

Unit owners are responsible, at their own expense, for the maintenance, repair, and replacement of all items *within the unit's walls*. This includes kitchen and bathroom fixtures, appliances and equipment, and those parts of the heating, air conditioning, and plumbing systems wholly contained within the unit. Each owner is responsible for inspecting and keeping condensate drains free of obstruction. Inspection, at least monthly, is recommended.

Each unit owner is also responsible for damage to other units or common elements caused by water, faulty fixtures, appliances, or equipment in his or her own unit. Be sure that *your homeowner's insurance policy* covers such unforeseen damage.

The Management Company will assist you in recommending service contractors for your unit, if requested.

The Association is responsible for the maintenance, repair, and operation of the *common and limited common elements*. Common elements include: building hallways, interior staircases, and laundry room. Limited common elements include: balconies, roof terraces, and parking spaces. The Association is also responsible for foreseeable damages to units as the result of defects in, or repair work to, common or limited common elements. In case of disagreement about whether particular work is the responsibility of an individual owner or the Association, the Board will resolve the matter.

Additions, Alterations, or Improvements by Owners

Prior written consent from the Board of Directors is required before undertaking any of the following:

- Any structural addition, alteration, or improvement within a unit

- Any alteration of decks or balconies.

Only the Board of Directors may approve any modification of a limited common element.

Your written request must include: a complete description of the work proposed, a drawing or a photo of similar work, and any necessary engineering reviews. Approval or rejection of a specific request will be based on the following guidelines:

- Approval must be received *before* any work is begun.
- Any change in the exterior of the building must be compatible with the design character of the building.
- Exterior color changes will *not* be approved.
- All additions, alterations, or improvements must be certified—by an engineer—as structurally reliable.
- The Board reserves the right to require dismantlement of any alteration made without the Board’s prior written approval.
- The Board will review all requests for additions, alterations, or improvements and respond to them in writing.
- The Board reserves the right to reject any request that will increase insurance expenses and/or is otherwise not in the best interest of the Condominium.

The three “balconies” over the bay windows facing Corcoran Street and the decks facing the alley between Corcoran and Q Streets are limited common areas. Only one of the three balconies has been reinforced for use as a balcony (engineering plans are on file with the Management Company). The other two are not functional balconies. Written permission from the Board of Directors is required prior to any contemplated alteration of these common areas. These areas may not be used for storage.

Plants or ornaments may not be placed on ledges or railings, nor is any overhanging article permitted.

Air Conditioning and Heating

The air conditioning system, the cooling tower, compressor, pump, and elements in the walls are the Association’s responsibility. However, the fan units, filters, thermostats, condensate pans, pipes, and pipe insulation within each unit are the unit owner’s responsibility.

Under a maintenance service contract, the system will be routinely serviced. The service company switches the system from heat to air conditioning in the spring and back to heat in the fall. The company also responds when the system malfunctions. The condensate pans within units will be cleaned and checked and the filters changed once a year at the Association’s expense.

Please note that more frequent changes of filters are recommended to keep down dust within the unit, maintain efficient air circulation, and limit wear and tear on fan motors. Filters can be purchased at many hardware stores.

The unit owner is responsible for inspecting and maintaining the condensate pans and drains, at the same location as the fan motor (*see above*). During air-conditioning season, drainage holes in the condensate pan can clog, causing water to build up and overflow, resulting in damage to adjacent units as well as the owner's own apartment. The owner of the pan that overflows is responsible for all such damage.

Repairs to elements such as fans that are the unit owner's responsibility can be made by the system's service contractor, but the unit owner must pay the contractor directly. Contact the Management Company to arrange for repairs.

Yearly duct cleaning is also recommended to limit build-up of noxious molds.

Water Service

Each unit has water shut-off valves—which the unit owner must maintain in working order. In case of an emergency requiring systemic shut-off, notify the Management Company immediately. Unit owners (and their plumbers) may not turn off the water for the system and *will be held liable for all expenses arising from an unauthorized systemic shut-off*. There are also outdoor hose bibs for watering the landscaped areas in the front and rear of the buildings.

Should repairs and/or alterations to an individual unit require that all water be shut off in the Condominium, please contact the Management Company and schedule the shut off for non-peak hours—after 9:00 A.M. and before 4:00 P.M. week days so that as few residents as possible are inconvenienced. *Notice of impending water shut offs must be posted in all buildings and on the laundry room hall bulletin board at least 48 hours before shut off.*

The water heater is located on the roof of 1752 Corcoran Street, NW. The roof is *off limits to all but service personnel*. If hot water fails, notify the Management Company.

Electrical Service

Each unit has its own set of circuit breakers within the unit. Unit owners may not touch the central circuit breakers for the common areas. Storm Windows

Storm windows have been installed in each unit. During both the heating and cooling seasons, it is recommended they stay closed to increase the efficiency of the heating and cooling systems and to save energy. Keeping the storm windows closed provides greater insulation and therefore less heat or cooling loss.

Smoke Detectors and Fire Extinguishers

All units and each hallway must—by law—be equipped with functioning smoke detectors. Unit owners must check the smoke detectors inside their units regularly to make sure they work. The Management Company checks hallway detectors. The DC Fire Department recommends replacement of smoke detectors at least every 10 years and yearly replacement of back-up batteries in hard-wired units, for example, when switching to Daylight Saving Time.

Fire extinguishers are located on every floor of each building. The Management Company attends to their inspection once a year.

Landscaping

The Condominium plants shrubs, bushes, and flowers and employs a gardener to clean and mulch the flower beds and prune the bushes and trees. If an owner of a unit facing the parking lot of the Condominium wishes to plant annuals in the beds, please consult the Management Company.

Cleaning Service

The Condominium employs a weekly cleaning service to maintain common areas (hallways, sidewalks, laundry room). The company also sweeps, vacuums, replaces light bulbs, cleans gas light globes, and removes snow.

Mailboxes and Junk Mail

Mailboxes are an extension of the Condominium. If you lose the key, or the lock is damaged, you may either get a locksmith or ask the Management Company to supply a new lock at your expense. The U.S. Postal Service requires working locks on all mailboxes.

Please dispose of your own junk mail. Do not leave it in the halls or in the package rack in the laundry room corridor opposite the mail boxes. The rack is intended for oversize mail and packages only. The cleaning service will not dispose of junk mail.

Trash Removal

In the District, condominiums, cooperatives, and apartment houses with more than five units must contract for trash removal with private companies. No public trash removal is provided, but the District offers a trash-removal tax credit to residents who have to pay for these services.

A private company collects Corcoran Mews trash every other day from the dumpster and recycling containers on the platform in the alley behind 1754 Corcoran Street, 46R. Please separate bottles, newspapers, and general trash and dispose of them *within* (not beside) the proper receptacle.

These trash receptacles are for the exclusive use of Corcoran Mews residents. (Similarly, please do not dispose of your trash in our neighbors' receptacles.) Please use the key with which you have

been provided to keep these bins locked. This will prevent our neighbors from overloading our receptacles and passersby from spilling trash, which attracts rats. Extra keys will usually be found on the bulletin board in the laundry room corridor. It is the responsibility of individual owners to arrange for the removal of *large items* such as couches and special items such as computers.

Exterminator

The Association has a contract for once-monthly extermination services that are available to owners and residents at no direct cost. *To keep all apartments pest-free, all residents should avail themselves of this service.*

Emergencies

An emergency is usually defined as an event threatening life or property. Fire, flooding, escaping gas inside a unit, heat or air conditioning failure, or a crime against an individual are events requiring immediate action.

In case of fire, sound the alarms in the hallways, immediately telephone 911, and evacuate the building.

In case of escaping gas within a unit, air out the unit, leave the building, and use telephone outside to summon the gas company. Do not smoke, light a match or a gas burner, or use a phone (cell or hardwired) in the presence of escaping gas. For an extinguished outside gas light, call the Management Company during business hours—this is not an emergency.

In an emergency requiring the police, call 911. To summon the police for a situation that is not an emergency, call 311 or telephone the Third District police station directly (*see Useful Contact Information, below*).

In any emergency involving the building (e.g., plumbing, air conditioning, electrical failures), contact the Management Company. For true emergencies, telephone the Management Company at 202 232 5247. This is a 24-hour number that, after hours, turns into a voice-mail paging system; the company will respond within 15 minutes.

CORCORAN MEWS ACCESS

The security of Corcoran Mews depends on the awareness and care of all residents. Please make sure the doors are fully locked behind you on entering or leaving the building. Keys and entry codes must be kept under proper custody. Do not use your entry-intercom system to open the door for anyone not known to you or expected by you or who claims to be visiting someone else.

Front Door Entry System

The front door entry-intercom system is owned and maintained by the Association.

When a visitor enters your unit's code number on the intercom, it automatically places a telephone

call to your home phone. You can talk briefly with the person in the lobby. (If you have only one telephone line and are using it, your guest will hear a “busy” signal.) To release the front door lock from your telephone, dial or press “9” on your phone. If you have a push-button phone, hold the “9” button down for at least three seconds.

To program the entry system, the Management Company must have your current telephone number and your move-in fee must be paid. There is a directory of codes in each entryway.

Keys

All locks should be keyed to the master lock. The Management Company has, however, agreed to keep keys for any nonconforming locks for use in case of an emergency (such as a water leak from your unit). If you do not give the Management Company a key to a nonconforming lock and a locksmith has to be called to open your door, the cost of that service will be billed to the unit owner. The unit owner will also be responsible for additional costs stemming from Management’s inability to gain access and will be fined \$100.00.

For regularly scheduled maintenance, a notice will be posted on the bulletin board so that you can make sure any extra locks are open. For repairs, the Management Company will attempt to secure your permission in advance if it is necessary to enter your unit.

Each owner is urged to leave a set of keys with a neighbor. If you lose or misplace your keys, call Safemaster (*see Useful Contact Information, below*).

Owners may obtain keys to the outside doors and the laundry room from the Management Company. There is a charge of \$25 for replacement keys.

There is also a keyless entry system. The code will be provided upon written request to the Management Company. To protect security, do not give this code to any nonresident of your building—including repair personnel.

Laundry Room

The Association owns the machines in the laundry room, in 1754 Corcoran St., NW. For repairs, contact the Management Company.

The two washing machines and the two dryers serve 35 units. These laundry facilities are for the exclusive use of residents of Corcoran Mews and their resident guests. The police will be summoned to arrest any nonresident of Corcoran Mews caught using the laundry room and the nonresident will be prosecuted for trespassing. Unit owners who fail to retrieve the laundry room key from vacating tenants or who give the key to nonresidents will be fined \$100. Please keep the gate to the laundry room locked at all times.

Please attend to your laundry while you are doing it. Unattended laundry inconveniences other residents who are also trying to do their laundry. Notice of cycle timing is displayed on the machines.

FINANCIAL AND LEGAL MATTERS

The Corcoran Mews fiscal year runs from January 1 through December 31.

The Management Company drafts the year's budget for the Board of Directors in the fall, before the annual meeting. The budget, as approved by the Board, is sent to all owners by December 15.

The estimated costs of running Corcoran Mews for the next year are based on the history of current expenses, known needs, and likely cost increases. The budget, as nearly as possible, reflects all necessary expenses and those additional expenses needed to provide the level of service the owners desire. A Reserve Fund is maintained for replacement or repair of major building components.

The Board, with written notice to all owners, may call for a special assessment to defray costs of an unexpected repair, a required capital improvement, or other nonrecurring contingency. In such case, each unit is assessed according to its percentage interest in Corcoran Mews. The Board decides whether special assessments are to be payable in a lump sum or in monthly installments with the Condominium fee.

Expenses to the Association necessitated by the negligence, misuse, or neglect of a unit owner or his/her tenant(s) will be charged to the unit owner.

Condominium Fees

Condominium fees cover gas, electricity, heat, water, and maintenance of the common areas. Your condominium fee is a percentage of the annual budget equal to your unit's percentage of ownership in Corcoran Mews, based on square footage. It is an annual fee, payable in monthly installments. The monthly condominium fee is due and payable on the first of each month. It is considered late if received after the tenth of the month; a fee of \$50.00 is assessed for each instance of late payment. You will be notified when a late fee is assessed.

Unit owners may elect to pay condo fees by direct debit of checking accounts. This is one way to avoid late fee assessments. Contact the Management Company for details.

Under DC law, your condominium fee is technically a lien against your unit as of January 1 each year. Each owner is allowed the opportunity to make monthly payments. The Board will refer accrued delinquencies to the Association's attorney for collection. In the case of delinquent accounts, the condominium fee may be demanded for the entire year (accelerated) or the lien may be exercised.

Audit and Taxes

After the close of each fiscal year, the books of the Association are reviewed by an independent Certified Public Accountant. When the report is received by the Board, it is available to owners for perusal at the Management Company's offices. The accountant who does the review prepares the Association's tax returns as well.

Insurance

The building is insured under an "all-risk" policy that covers all common elements. The Association carries comprehensive liability insurance, insurance for medical payments for persons injured on the premises, employer's liability and workmen's compensation insurance, and coverage for a variety of specific contingencies. The Association also provides for the bonding of the members of the Board of Directors.

The Association's policies do not cover the inside walls or contents of an individual owner's unit. It is your responsibility to obtain homeowners insurance for your own unit. It is **STRONGLY** recommended that you do so.

If you rent your unit, it is also highly recommended that you obtain landlord's insurance to protect against liabilities for injury inside your unit as well as any loss of income resulting from a tenant's failure to pay rent in accordance with your lease.

Leasing Your Unit

Tenants, like owners, are subject to and bound by the Condominium's By-laws and regulations. *Owners are responsible for conveying to tenants a copy of this handbook and for making sure they are familiar with the By-laws and regulations of the Association.* Owners of a leased unit will be held responsible for the behavior of their tenant(s).

All leases—to both units and parking places (*see below*)—must be consistent with the By-laws and regulations. Owners must deliver a copy of the completed lease to the Management Company no later than 10 days after it is signed. Owners who do not comply with this requirement will be fined \$100 a month until the lease is filed. The day and evening phone numbers of the tenant and the landlord must accompany the lease for use in emergencies.

The owner of a leased unit remains responsible for the payment of condominium fees and assessments.

Move-in Fee

There is a \$100.00 move-in fee for owners and new tenants. The entry system to your unit will not be activated until the Management Company receives this fee. Unit owners will also be charged for any damage to the common areas by their tenants or their tenants' movers.

Parking Spaces

All outside parking spaces are limited common elements that are appurtenant to certain units. Owners must register their cars (or their tenants' cars) with the Management Company.

The owner of a unit to which a parking space is appurtenant has the exclusive right either to use that space him/herself or to rent the space to another *resident* of Corcoran Mews. Owners must advertise the availability of a parking space for rent, 10 days in advance, by notifying the Board of Directors and posting a notice on the bulletin board. Occupants of Corcoran Mews have the right of first refusal. If no resident wishes to rent, the owner may lease to anyone under a month-to-month contract. However, no key to the laundry room corridor may be given to a nonresident tenant.

A fine of \$100 per month will be levied on an owner who leases a parking space to a nonresident of Corcoran Mews if a resident wants to lease a space and has so notified the owner.

Owners who lease out their parking spaces must file with the Management Company a copy of the contract, a copy of the lessee's registration certificate ("owners card"), and the CMCA Car Registration Form (*form at the end of this Handbook*) providing the lessee's name, home and office phone numbers, email address, and license plate number. A fine of \$100 a month will be levied for failure to file a copy of this contract with the Management Company. Registration is necessary to ensure that the parking space is occupied by a resident of Corcoran Mews and to allow notification of the occupant in case a car must be moved to prevent damage from repairs to buildings or tree pruning or so the lot itself can be repaired.

If someone is parked in your space, call the DC Police to ticket the car and a towing company to remove the car.

Selling Your Unit

Under the District of Columbia condominium law your purchaser is entitled to a disclosure statement from the Board regarding the status of the reserve funds, budget, special assessments, and other matters. The homeowner must, in writing, request that the Management Company prepare the required disclosure statement. The request must be accompanied by a copy of your sales contract and the preparation fee of \$100.00. A Board member must countersign the statement.

Fines

In the event of nonpayment of fines, interest will be assessed on the accrued amounts, which will be put into collection or entered as a lien on your property. This action can delay sale of your property.

PEACEFUL ENJOYMENT BY RESIDENTS

Noise

Corcoran Mews is home to at least 35 residents. Each resident is entitled to peace and quiet and freedom from noisy intrusions late at night from parties, radios, stereos, television sets, and other sources. The By-laws state: “Unit owners, residents and lessees shall exercise extreme care to avoid unnecessary noise or the use of musical instruments, radios, television, and amplifiers that may disturb other unit owners.” Quiet hours are 11 p.m. to 8 a.m. By DC law, 80 percent of the floor space must be covered by carpets.

Pets

- *Prior written approval* of the Board of Directors is required to maintain any pet at Corcoran Mews. A pet registration form is included in this handbook.
- Pet owners are expected to keep their pets out of the flower beds. They are also required by DC law to clean up after their pets on city sidewalks.
- Owners must restrain their pets from disturbing other residents in any way.
- Failure to abide by these pet rules will result in withdrawal of permission to maintain a pet at Corcoran Mews.

Objects in Common Areas

Nothing is to be left in common areas, including the hall outside your unit, decks, and balconies. This includes bicycles, umbrellas, and overshoes. Please pick up your newspapers delivered to the front door or arrange with a neighbor to do it for you in your absence.

Roofs

The roofs of Corcoran Mews are *off limits* for residents. They were not designed for use as common decks for residents. The roof materials are fragile and expensive to replace. Only repairmen and representatives of the Management Company are permitted access to the roofs.

Cable Service

Corcoran Mews is wired for cable service through the cable service provider (Comcast). Individual residents contract for services directly with the provider. When doing so, inquire whether the service person will need to access the roof. If so, arrange with the Management Company for access to the roof via the front door of 1752 Corcoran.

Because of the danger of puncturing the tin lining on the roof, the installation of satellite dishes on the roof is prohibited without prior written permission from the Board.

**CORCORAN MEWS CONDOMINIUM ASSOCIATION
PET REGISTRATION FORM**

I, _____, owner of unit _____, hereby apply to the CMCA Board of Directors, in accordance with the Condominium's By-laws, to keep my pet(s) on the premises of my condominium unit.

OR

I, _____, tenant _____, attach a copy of my landlord's authorization to apply for permission to keep my pet in unit _____. I hereby apply to the CMCA Board of Directors, in accordance with the Condominium's By-laws, to keep my pet(s) on the premises of my condominium unit.

PET INFORMATION

Species _____ Size (inches tall at shoulder) _____

Name _____ Weight (pounds) _____

Breed _____

I acknowledge that the Board of Directors has the authority to withdraw permission and to require the permanent removal of the undersigned's pet if the pet becomes a nuisance through noise or other infringement of the Condominium's rules.

Signature

Date

**CORCORAN MEWS CONDOMINIUM ASSOCIATION
CAR REGISTRATION FORM**

I, _____, owner of unit _____, in accordance with the Condominium's By-laws, notify the Management Company that I myself park my car(s) in parking space number _____ appurtenant to my unit. A copy (copies) of the vehicle registration certificate(s) for this (these) car(s) is (are) attached.

OR

I, _____, owner of unit _____, have leased parking space number _____ appurtenant to my unit to _____, occupant of unit _____. I am attaching a copy of the rental agreement and a copy of the lessee's vehicle registration certificate.

VEHICLE INFORMATION

Make _____ Color _____

License tag number _____ Insurance certificate number _____

CONTACT INFORMATION

Telephone (H) _____ **(O)** _____

Email address _____ **Cell phone** _____

Signature

Date _____

USEFUL CONTACT INFORMATION

TILTON BERNSTEIN MANAGEMENT, Inc., handles ALL REPAIRS involving CMCA common elements. Please use email whenever possible so that you and the Management Company will have a record of your request for service.

<i>Service</i>	<i>Responsible party</i>	<i>Telephone</i>	<i>Email</i>
EMERGENCY	FIRE DEPARTMENT	911	
	POLICE DEPARTMENT	911	
Nonemergency, police		311	
	Third District	202 727 1010	
Management	TILTON BERNSTEIN MANAGEMENT, Inc. Richard Bernstein, Vice President Danny Chapman After hours emergencies	202 232 5247 x11 x14 202 232 5247	richard@tiltonbernstein.com danny@tiltonbernstein.com
Cable TV	Comcast	202 635 5100	
Gas leaks	Washington Gas Co.	703 750 1000 or 1004	
Locksmith (24 hours)	Safemasters (master locks) Ken's Key & Lock Services (fast emergency service)	202 678 1800 202 439 5400	
Washing machines	Creative Laundry	301 937 4777	