

HANDBOOK

Residents' Guide to Community Living at **The Woodley Condominium**

We are so pleased to welcome you to the Woodley, a landmark building in Adams Morgan since 1903. This handbook has been prepared to help you settle in and learn more about our community. Owners, please additionally refer to your copy of the condo bylaws for guidance on specific items.

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Contacts for Reporting, Queries, and More

Our beautiful building is home to a diverse community of owners and renters. With long-term and new neighbors, where should we go with questions, especially since we don't have an on-site building manager or concierge? All are invited to reach out to members of the Woodley's volunteer Board of Directors and our property manager, John DeBurr with Community Systems Inc (CSI), but here is some guidance that may be helpful:

I. Community Systems Inc.

A. When to contact CSI:

1. to report building issues (not unit-specific issues), e.g., elevator breakdowns or building-wide heating, ventilation, and air conditioning (HVAC) concerns
2. to report unit-specific issues that affect others, e.g., needing water shut off for a tier or reserving the elevator for a move
3. to report belongings abandoned in common areas (in the courtyard, laundry room, bike room, basement hallways, or storage rooms)
4. to report illegal activity (after alerting the police), e.g., a break in, theft, violence

B. How to contact CSI:

1. telephone:
 - a. 202-244-8000: Monday through Friday from 9am to 5pm
 - b. 202-244-8000, then 9, for any after-hours *emergencies*
2. email:
 - a. [John DeBurr](#), Property Manager
 - b. [Denver Turner](#), Property Administrative Manager
3. address: 4102 Brandywine St NW, Washington, DC 20016
4. online: <https://www.communitysystemsinc.com>

II. The Woodley Board of Directors

A. When to contact the Board:

1. to share ideas for building improvements
2. to discuss community concerns

B. How to contact the Board:

1. for owners, during regularly scheduled Board meetings

III. Listservs¹

- A. to solicit or share vendor recommendations
- B. to rehome gently used items
- C. to ask if others are sharing an experience—e.g., low water pressure or weak AC
- D. to promote community events—e.g., free summer movies at Marie Reed
- E. to request help—e.g., neighborly needs, such as receiving an important package, walking a dog or caring for a cat, watering plants, picking up a prescription if sick

¹ See "Listservs" section below for membership and further details. Note that neither CSI nor the Board monitors the listservs. They are for community-wide communication and discussion, not official requests.

IV. Landlords

- A. anything that is *not* a building issue—e.g., kitchen sink is leaking
- B. any noise complaints or issues with neighbors

Safety and Security

It's up to each one of us to help keep The Woodley secure and our neighbors safe. Thank you in advance for being diligent.

- **Do not leave building or exterior doors open and unattended.** This includes not propping open doors and leaving them unattended for any period of time or allowing others, such as movers and contractors, to do so. Open and unattended doors are the easiest way for unauthorized entry into the building. Most often, movers and contractors will prop open the Mintwood door. If you see it open without someone monitoring it, please close the door.
- **Do not allow anyone you do not recognize to slip in as you enter or exit the building.** We recognize it can be awkward to refuse entry to someone, but safety is a priority. If someone you do not know is waiting or hovering by one of the exterior doors and you are uncomfortable telling them you cannot let them in, please use one of the other exterior doors.
- **Do not buzz in anyone you do not recognize or are not expecting.** Unauthorized individuals may attempt to call different units until someone buzzes them in. They may pose as law enforcement, first responders, or delivery people when attempting to enter. If you do not know them and/or were not expecting them, do not allow them entry.
- **Ensure that doors are fully closed and secure.** At times, doors may not close on their own. Please take just a moment to make sure any exterior door closes fully when you enter or exit the building.
- If you've given a key fob to someone, such as a contractor, cleaner, dog walker, friend, or tenant, **ensure the key fob is returned to you when it's no longer needed by the third party.** Please contact the property management company, Community Systems, if your key fob has been lost or stolen so it can be disabled.
- **Collect delivered packages as soon as possible.** When packages pile up, it may be assumed your unit is unoccupied, making it more vulnerable. If you will be away, consider having your packages held by the senders or delivered upon your return.
- **Report any crimes immediately to law enforcement.** As the saying goes, *if you see something, say something.*

Bikes and the Bike Room

For the purposes of this Handbook, “bike” encompasses all manual or electric bikes or scooters.

Bikes are not permitted in the lobby.

The Woodley created a bike room with wall-mounted Steady Racks. **Access is restricted to residents with valid bike registrations and key fobs activated for bike room entry.** If a registered bike cannot be locked in a Steady Rack, it cannot be parked such that it takes up multiple spaces on the floor.

- The annual registration fee is \$100 per bicycle, paid to the Woodley Condominium.
- To register a bike, [contact Denver Turner at CSI](#) and complete the registration form.
- Upon registration, CSI will provide you with a Woodley registration sticker that must be placed on the bar under the seat. **Any bike that does not have a registration sticker will be removed without notice.**
- Bike registration renews every year on July 1. There will be no prorating of the annual fee. The unit owner will be notified of the bike room registration fee in the yearly budget mailing, and the annual fee will be billed automatically to the unit owner.
- If you change bikes, contact CSI and submit a new registration form. A new registration sticker will be issued for your new bike.
- If a registered bike owner has a guest visiting for up to 48 hours, the guest is permitted to use the bike room for that period. A note listing the unit number and date must be placed on the visitor’s bike while in the bike room.

Due to safety concerns:

- Batteries for electric bikes and scooters must be charged in the user’s unit. Batteries cannot be charged in the bike room.
- Gas-powered bikes and scooters are not permitted in the bike room.

The association is not responsible for any damage or theft of bikes in the room. For security purposes, the key fob lock for the bike room is only activated for residents with registered bikes. Metropolitan Police Department encourages residents to [register their bicycles](#), which you can do for free at <https://project529.com/garage/>.

Don’t need your bike anymore? Consider [donating it to Bikes for the World](#).

Call Box

The call box by the front door allows individuals to ring registered phone numbers so residents can buzz in their guests (or themselves). Only numbers with a 202 area code can be programmed. If you don't already have a 202 number, you can set up a free Google Voice number and have it forward calls to your phone. To have your phone number added to the call box, unit owners can [contact Denver Turner at CSI](#) with our building name (The Woodley) and address, as well as your unit number and phone number. Tenants should contact their landlords to have their numbers programmed into the system.

Common Areas

The Woodley's common areas include our lobby, hallways, storage room aisles, bike room, laundry room, utility room, all parts of the basement except for individual storage cages, front and side yards, and courtyard behind the building (see below). **Personal items may not be stored in any common areas for any reason.** Doing so disrupts the collective use of these areas and may create hazardous conditions. Violators may be subject to fines, and items in common areas may be removed without notice.

Examples of misuse of common areas include:

- boxes in the aisle in front of a storage cage
- furniture in the hallway by a unit door
- bulk trash in the courtyard
- construction or rehab materials in the utility room

Unwanted items cannot be left in any common areas—even with a “free” sign.² Every time something is abandoned in a common area—whether as small as a bag of t-shirts or as big as a couch—it falls on someone else to responsibly recycle, donate, or dispose of it. The Woodley has spent thousands of dollars in a year for bulk trash pick-up service because of residents dumping their unwanted items. Please, take care of your own belongings.

Residents are encouraged to try rehoming usable items they no longer want or need. For instance, there are clothing donation bins within walking distance of our building, our neighborhood Buy Nothing group is very active and an excellent way to try to pass on household items, clothes and shoes, books, and furniture, and you may be able to arrange for pick up of larger pieces of furniture by nonprofit organizations. See [Reuse DC](#) for helpful information and below:

² Leaving items in common areas may result in fines. See the “Fines and Fees” section.

- [Charlie's Place](#) * This program is part of St Margaret's Church, located at 1830 Connecticut Ave NW.
- [Project B Green](#) * Its nearest donation trailer, which collects for Mary's Center, a nonprofit that provides healthcare, education, and social services to people in need, is located at the Shell gas station at 2200 P St NW.
- [Turning the Page](#) * This nonprofit has pop-ups and a storefront that accepts books, CDs, and DVDs at 1350 I St NW, and will pick up five or more boxes.

Also, you may want to consider:

- [A Wider Circle](#)
- [Bikes for the World](#)
- [Community Forklift](#)
- [FurnishHope DC](#)
- [LightHouseDC](#)
- [Mary's Center](#) (pickup available)

Community Events

Our Adams Morgan neighborhood organizes fantastic events, such as the [Adams Morgan PorchFest](#) every spring and fall; the **Mother of All Yard Sales** in the spring, with more than 100 sellers at dozens of addresses; [Adams Morgan Movie Nights](#), where films are screened after sunset on the Marie Reed Field (18th and California) during the summer; and [Adams Morgan Day](#). The Woodley hosts bands for AdmoPorchFest and participates in the Mother of All Yard Sales (and often has a second yard sale in the fall). Keep an eye out for notices about these and other community events on the bulletin boards by the mailboxes and across from the laundry room and in the elevator.

Courtyard

The courtyard behind the building houses a bike rack residents may use for free (and at their own risk). **The courtyard is not a bulk trash area.**

Fines and Fees

All owners, residents, and guests of The Woodley Condominium are subject to the Association's rules and regulations as outlined in the governing documents, specifically the Bylaws and the Handbook. In an effort to increase transparency and formalize the process for levying fines and fees to The Woodley's owners, residents, and their guests for infractions, the Board of Directors has developed this Policy on Fines and Fees, effective December 1, 2025.

If an owner, resident, or guest breaks any rule or regulation, a fine or fee may be imposed upon the unit's owner by the Association, administered by the Management Company. All fines and fees are charged to, and payable by, the unit owner (not their renters or guests).

Please request a copy of the Fines and Fees Policy and Schedule from Community Systems.

Heating, Ventilation, and Air Conditioning (HVAC)

The Woodley's HVAC system operates on a closed loop system that circulates water to air handlers in each unit. The condo is responsible for the overall system. Unit owners are responsible for their specific air handler, as well as any filters or drip pans.

In the summer, the loop is connected to the chiller and cooling tower in the back. In the winter, the loop is connected to a furnace. It can take several days for a changeover from heating to cooling and vice versa to be made, so the decision for timing of the changeovers are made by the Board and CSI based on extended forecasts and the intent is to schedule the switch when it seems likely there will not be an unexpected freeze or heat wave.

But, as we know, temperatures may fluctuate wildly (and increasingly so) in the spring and early fall in DC, so we will inevitably face days we wish the building had already switched over. No one wants to suffer in high or low temps or watch their furry companions feel uncomfortable. As per DC housing code, heat is available from October 1 to May 1, unless conditions warrant switching to air conditioning earlier or later. As a community, we hope we keep these housing codes and dates in mind and try as much as possible to recognize that it's virtually impossible to avoid days we wish we had A/C or heat.

Proper maintenance is necessary to help HVAC units to function efficiently and effectively. Owners themselves are responsible for ensuring that the filters in their HVAC convector units are changed regularly and their units are in good service. Doing so extends the life of the HVAC units and allows the entire building's system to function as efficiently as possible. Owners may also consider using tablets to prevent algae growth in their unit's drainage pan.

Please also keep energy conservation in mind and consider turning down the temperature a few degrees in the winter and up a few in the summer. As our building is over 100 years old, it was made with materials that are good at absorbing heat and insulating. Please note that by the nature of the system, if the outside temperature dips below about 60 degrees, and the system has already been switched to cooling, the system will not cool effectively because the air needs to be significantly warmer than the water circulating in the pipe to work.

Window A/C units are not permitted.

Internet, Phone, and Cable

The Woodley provides the following utilities: water, electricity, gas, trash, and recycling. Internet, phone, and cable for individual units are the responsibility of owners and/or their tenants. Service providers currently available at The Woodley are Xfinity, Astound Broadbands, Verizon, and T-Mobile.

Keyless Locks

Owners are permitted to install keyless locks for their unit doors that fit these parameters:

- antique brass in color
- round door knobs

Owners must register the access code with CSI to be used in the case of an emergency.

Examples of permitted keyless lock sets include:



Laundry

The secure laundry room in the basement of The Woodley can be accessed with a valid key fob and features washers and dryers maintained by Scheffres Laundry Service. You may use reloadable cards or the Scheffres app to use the machines.

To reload a Scheffres Laundry Service card:

Insert your card into the machine mounted on the wall on the left side of the laundry room. Insert cash in denominations of \$5, \$10, or \$20 to load your card or use Apple Pay or Google Pay. The balance will update and be available instantly.

To use the Scheffres app:

Search for **Scheffres+** in the app store and download the free app.

The washer and dryer furthest from the door are intended to be free of pet hair and fragrance for our neighbors with sensitivities. Please be mindful and avoid using those machines if you live with animals or use scented laundry soap or softener.

With a building filled with residents and limited machines, please be prompt in removing your items from machines as soon as cycles have been completed. The Scheffres app allows you to set an alarm for your machine, making it extremely easy to keep track of your laundry. Items left in machines may be removed without notice.

After using a washing machine, please leave the door open to allow it to air out. Closing a washing machine when it is not in use forms a seal and leads to the growth of mold and mildew.

If there is pet hair as a result of items you washed, please remove it. Paper towels are available in the laundry room for this purpose.

After using a dryer, please remember to clean the lint trap.

If you come across an out-of-service machine, use the Scheffres app or its [web portal](#) to report the issue so it can be resolved. You will be prompted to enter the machine ID number or scan the QR code. Thank you in advance for reporting any issues.

The table in the laundry room is for folding items—not storage or lost and found. Do not leave items on the table.

Lending

Residents are encouraged to post requests to the listserv(s) (see below) if they need to borrow an item that someone may be able to loan, such as folding chairs or a waffle iron, or need only a small amount of something in case a neighbor has extra, like potting soil.

Listservs

There are two listservs for the building: one for owners and another for residents, including tenants and owners. To be added to the owners' listserv, please [contact Denver Turner](#) at CSI and provide your email address to be added to the listserv. To be added to the residents' listserv, please [contact Virginia Johnson](#).

As mentioned above, neither CSI nor the Board monitors the owners' or residents' listserv.

Lockouts and Lockboxes

Neither CSI nor the Board provides lock-out service. Residents are encouraged to call a locksmith, keep a spare set of keys with a trusted friend or neighbor, or, at their own risk, use a service such as KeyMe, which offers on-demand key-cutting kiosks with an option to store digital copies. Only the property manager and Board will have access to keys and will access units only in an emergency, such as a fire, gas or water leak, or when the property manager or Board determines that quick access to a unit is required.

On October 17, 2024, lockboxes affixed to the outside of The Woodley were banned, in an abundance of caution for the safety and security of residents. Only real estate agents with active listings may use external lockboxes, and they must be Sentrilock devices. Residents are permitted to place lockboxes on the bar in the basement of our building, across from the stairwell. We strongly discourage leaving fobs in lockboxes.

Moving In / Moving Out

To schedule your move in or move out, [contact Denver Turner](#) at CSI.

Reminder that doors cannot be left open and unattended at any time, including during a move. Be sure to let your movers or helpers know that exterior doors may not be propped open and left unattended.

The building's only elevator must NOT be locked when it is not actively in use. Once belongings are unloaded from the elevator, it must be unlocked so other residents can use it until it is needed again by the individuals moving in or out. **Be sure to let your movers or helpers know the elevator must be unlocked after each load.**

For moving in and out of The Woodley, please use the door located on the Mintwood Place side of the building, on a ramp to the basement.

Moving trucks should be parked on Mintwood Place by the side basement door, not in the parking lot. You may want to apply for free temporary reserved parking permits for your moving vehicle. See the DC's [online parking portal](#) for details and rules. The nearest kiosk to print signs is at the 3rd District MPD station at 1620 V St NW, Washington DC 20009.

All temporary reserved parking signs must be posted at least 72 hours prior to occupancy, and all signs must be removed immediately upon completion of the move.

Packages

Receiving packages and other deliveries are the responsibility of residents. Not all delivery services have key fobs for the building.

A secure package closet is located in the laundry room. A key fob is needed to access the laundry room and a passcode to gain entry to the package closet. Please contact CSI if you do not have access.

Packages delivered to the lobby from Monday to Friday between 9:00 AM and 1:00 PM are moved to the package closet.

Please collect your packages promptly as the package closet is limited in size.

Parking

Guests, residents, and owners may temporarily park in the front driveway for up to 15 minutes with your unit number and phone number visible on the vehicle's dashboard. All vehicles without that identification and/or parked longer than 15 minutes are subject to towing at the owner's expense.

At no time may the front steps to the building be blocked. As well, parking in the rear fire lane is strictly prohibited.

Any unit owner may call the police to have a vehicle first ticketed then call to have it towed from the front driveway or rear fire lane.

Pest and Exclusionary Services

The Woodley contracts with [Owl Pest Prevention Solutions](#), and service is provided every Thursday. To schedule service for your unit, contact Owl at 301-773-0400.

Residents recommend [Biotech Home & Office](#) for expert eco-friendly solutions to pest management and control. [Contact Biotech](#) for a free inspection and to learn more.

Pets

The Woodley is proud to be an animal-friendly building, and we're fortunate to be located near beautiful Kalorama Park and within walking distance of two dog parks—Walter Pierce Park and Belmont Park.

To ensure a comfortable living environment for all residents, we kindly ask that pet owners follow these guidelines:

- **Respect the shared greenspace** around our building. Please do not allow pets to relieve themselves in the front or side yards.
- **Keep pets on a leash at all times in all common areas.**

Smoking

Smoking of any kind is not permitted inside common areas of The Woodley. We also ask that you avoid smoking near entrances and open windows when outside.

If you or your guest smokes in your unit, please be courteous to your neighbors and ensure that smoke does not permeate the halls and other common areas or encroach on others' units, causing a nuisance.

Trash, Recycling, and Composting

A trash and recycling room is located on the even-numbered side of every floor in The Woodley with recycling bins and a trash chute.

Trash must be bagged, and recyclables must be clean. Cardboard boxes must be broken down before they are placed in recycling bins.

ITEM	YES, PLEASE RECYCLE	NO, PLEASE TRASH
paper	flattened cardboard + clean pizza boxes	pizza boxes with "excessive food residue" (as per DC)
	milk, juice, soup cartons	
	newspapers, magazines, books	
	office paper + junk mail	
plastic	cups + containers	plastic bags, wrap, film
	bottles + lids	foam polystyrene / styrofoam
	food containers	straws + utensils
metal	steel + aluminum	paint cans (safe disposal)
	bottles, cans, containers	
glass	bottles + jars	ceramics

If the recycling bins on your floor are full or you have larger items, take them down to the large recycling bins located in the Utility Room.

As noted above, **The Woodley does not have bulk trash service.** See the DC Department of Public Services [website for more information](#) and a list of acceptable and unacceptable bulk items. To arrange for your own bulk trash pick up, call the Mayor's Citywide Call Center at 311 or visit www.311.dc.gov to make an appointment, typically available within 10 to 14 days of your call.

Typically, the city offers pine tree disposal and CSI may also make arrangements for the bulk removal of holidays trees. Trees should be left in the courtyard in the rear of our building.

While The Woodley does not offer composting service, there are two free compost drop-off sites by our building:

- **Kalorama Park Community Compost Site:** Right next to us in Kalorama Park is a community compost site that's not only free, but the compost is used to fertilize the park. Email kaloramacompost@gmail.com for a tutorial, tour, and gate code.
- **24/7 Compost Bin by Marie Reed:** DC's Department of Public Works now offers free food waste smart bins as part of the Zero Waste DC initiative. The bin is accessible via a free downloadable app or a passcode if you don't want to use the app. The closest one to us is right in front of Marie Reed on 18th Street. [Learn more.](#)

Website

Visit <https://1851columbia.com/> to learn more about The Woodley, our building, and our community.

Woodley Advisory Committee

The WAC is composed of owners and tenants interested in helping to strengthen our community. Have a suggestion or question? Please use the suggestion box in the laundry room, next to the package closet. Interested in joining? [Send an email](#) to woodleyadvisorycomm@gmail.com.

Welcome to The Woodley!