

# GENERAL MANAGEMENT INFORMATION

## Building or facilities concern?

Our community property management company **LEGUM & NORMAN**, handles the day-to-day operations, manage vendor relationships, and address maintenance issues only for the **common elements and building exteriors**. All, maintenance issues within each unit are unit owner's responsibility. Residents must contact their own contractors/landlords to take care of their maintenance issues. If you have issues coming from your neighbor, contact your neighbor directly. If it is determined that the issue is from a common element, then contact **Legum & Norman**.

## LEGUM & NORMAN

[info@legumnorman.com](mailto:info@legumnorman.com)

### Community Manager:

**Andrea Talavera-Sotillo**

**703-638-8651**

[ATalavera@legumnorman.com](mailto:ATalavera@legumnorman.com)

### Onsite Manager:

**Darlene Harris**

**703.548.1414**

[manager@potowmackcrossing.com](mailto:manager@potowmackcrossing.com)

### Asst. Community Manager:

**Tony Carter**

**703.970.8863**

[hcarter@legumnorman.com](mailto:hcarter@legumnorman.com)

### Asst. Community Manager:

**Courtney Accoo**

**703.970.8832**

[caccoo@legumnorman.com](mailto:caccoo@legumnorman.com)

### LEGUM & NORMAN Office Hours:

Monday – Thursday, 9 AM to 5 PM Friday, 9 AM – 2 PM

**703.600.6000**

3130 Fairview Park Dr, Suite 200 Falls Church, VA 22042

## LEGUM & NORMAN After-Hours: **703.600.6000**

**(Pls. be patient & make sure you leave your name & call back number)**

When calling Legum & Norman after-hours, **press #9 to connect to a live person**. Leave your name, bldg. no. and unit no. if no one is available to answer the call. Someone will return your call within 24 hrs.

**In emergencies, dial 911. Emergencies or urgent maintenance issues that DO NOT require Police or Fire Department assistance must be directed to Legum & Norman. Call: **703.600.6000****

“Emergencies” are defined as personal injury on common elements, fire, serious roof leaks, main sewer blockages, no water available in your unit, or any situation that would cause harm to a person or serious damage to property if not attended to promptly.