



The

House Special

VOLUME IX

MARCH 1989

No. 3

ANNUAL ELECTIONS
MARCH 28, 1989
7:00 P.M.
MAIN LOBBY

This is an important ANNUAL MEETING for all co-owners to elect two people to the Board of Directors. Be sure to mark the date, March 28, on your calendar.

Four candidates are interested in running for the two vacancies for the Board of Directors.

Your ballot may be picked up after 7:15 p.m. in the Main Lobby on that day when you register. The actual voting will begin after a quorum has been reached. Without a quorum, the election is not legal. So be a good citizen and be present or leave your proxy.

THE HOUSE SPECIAL

Editor: Tony DiSalvo



Asst. Editor: Nancy DiSalvo

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LETTERS TO THE EDITOR: THE HOUSE SPECIAL welcomes brief comments from readers. Please limit your letters to 250 words. The letter shall be signed and contain the unit number. The Condominium Association Board reserves the right to refrain from publishing incorrect or improper statements.

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NEWSLETTER DEADLINES

Committee Chairpersons are reminded that the deadline for the Newsletter is the 20th of each month. In the event that the committee meets after that date, please contact the Editor so that report may be included.



Triennial School Census Planned

Fairfax County Public Schools is conducting a census of all persons aged one to 20 years and of all handicapped persons aged one to 22 years. The census is required by state law once every three years. Residents of Fairfax County, as well as Fairfax City, will receive a census form in the mail on March 1. Please return this form within 10 days.

The school division is expecting approximately \$200 million in state revenue over the next three years. However, the exact amount will depend on the results of the census. It is important for all citizens whether or not they have children in school, to return their census forms in order for the school division to receive its fair share of state sales tax and other tax moneys. In addition, the number of children counted who are between the ages of one and four years is helpful in planning effectively for educational facilities and programs.



COMMITTEE REPORTS

COMMUNITY RELATIONS Chairperson still wanted

Another month has gone by and this committee has not met. The committee is still without a chairperson. The Newcomers Orientation Subcommittee still continues to operate. Two orientation tours were conducted this month.

There must be an interested member of our community willing to volunteer to chair this committee..
HELP-HELP-HELP!!!!!!

Committee Reports

COVENANTS COMMITTEE

Howie McClennan, Chairman



The meeting was held on Thursday, January 19 in the East Card Room with twelve members present. The November violations were as follows:

Six cars were towed.

Noise complaint of music vibrating through the unit door. The Manager spoke to the resident, advising him to keep the balcony door closed and the volume of the music down. The conversation was followed with a letter.

Rubbish was found at 12:30 p.m. on the 14th floor with magazines addressed to two particular units. The Assistant Manager took the complaint, which was filed November 25. A letter was sent regarding Violations of Rules and Regulations, reminding the occupant that trash must not be left on the floor and stating that cooperation in the future would be greatly appreciated.

A report on November 24 of two young men lying on the floor smoking. The owner called the security guard, who found the persons in a unit where loud music was being played. The residents said that they would keep the noise down in the future. The other incident had been caused because the owner had not been in the unit when the friends had arrived.

Speeding in the garage by a car with license NPJ 162, which did not have the headlights on. The Assistant Manager checked for the registration unsuccessfully. She wrote to the complainant to inform her of this and to say that if in the future she should recognize the car and find the space that is being used, she should notify Management.

The Committee agreed that the speeding problem is a bad one. Members asked whether the police would convey information on who the owner of the vehicle is. It was pointed out, however, that the license number might be a different one than the one reported, as when such incidents occur it is often difficult to spot the license. The Chairman agreed to discuss with the Resident Manager the matter of seeking information from the police.

Occupancy/Visitation Rule: At a previous meeting, the Board, Smith and the Property Manager had recommended a change in the occupancy rule. The Committee had recommended the document, with a few changes, to the Board, suggesting that legal advice be sought. The Board had then turned the document over to the Property Manager, asking her to contact Ken Chadwick, the attorney. He recently sent back a three-page letter including the general regulations on Virginia occupancy laws. After review of the wording of Rule 2, Section 2B as recommended by the Board, the attorney suggested that the rule be revised to read as follows:

Rule 2, Section B. Anyone who resides, dwells, lodges, or stays within Skyline House Condominium for more than sixty (60) days in any one year, which days need not be consecutive, is considered a "resident" for purposes of the occupancy limitations of our Bylaws and Rules and Regulations. Any guest of more than sixty (60) days which causes a unit to be over-occupied,

(continued on page 4)

COVENANTS COMMITTEE (continued)

as defined in the Fairfax County Zoning Ordinance, Section 2-502, and/or in the Bylaws in Article X, Section 3(1), shall be considered a "guest" and not a resident only if approved in writing by the Board of Directors, on a case-by-case basis for good cause shown.

The Chairman said that he had told the Board that he would recommend to the Covenants Committee the adoption of the attorney's version rather than what had been passed by the Board. R. Lum added that the attorney had accepted the Board's proposal and made it defensible by law, not changing the intent or substance. Therefore, the motion was made, seconded, and carried that the Committee adopt the attorney's recommendation on the occupancy regulations.

Party Room/Card Room Rules: A letter was received from unit owner, dated January 9 regarding possible changes in the Party Room/Card Room rules in effect. The Committee decided to defer discussion until the February meeting. Copies of the document will be sent to the other committee chairmen and to the former chairman of the Community Relations Committee.

Owner Complaint: Unit owner who has been a resident at Skyline House for three years, told the Committee of a frustrating and expensive experience he had at Christmas time due to the towing away of a car belonging to a guest of his. He emphasized that he is fully in support of the guest parking rule when the criterion for towing is reasonable and enforced in a prudent manner. A guest of his was on vacation from Europe and borrowed a car, for which he got a guest parking permit every day except one. The unit owner took the friend to the airport, assuming that the car had a valid pass, planning to return it to the owner later. However, the car was towed. According to the log, an effort had been made to call his unit repeatedly on the House phone at 2:15 a.m. When he had not been reached, B&B Towing had been called to remove the car. A pink slip was issued but no fee entered for the towing costs.

When the unit owner spoke to the Assistant Manager, saying that he had been in the unit at 2 a.m., she had said that the call had been a courtesy; that staff are not under the obligation to call. When he went to get the car, the towing service employee refused to give him the car since he was not the car owner. Explanations that the owner was in Paris were useless. Before he could get the car he had to call the owner at the embassy in Paris in order to get a telegram sent to the company, all the meanwhile paying storage as well as the \$65 towing fee. The telegram took 1.5 days and numerous calls were made to Nevada, New Jersey and Western Union offices. Then when he went to get the car, the keys didn't fit, as the correct ones were in London. So another company was hired to tow the car, after which time the locks were changed. All of this took considerable time and almost \$500.

He summarized as follows: a) He asked why he was charged just \$40 for towing from Alexandria by one company but from here to there \$65 by B&B; b) he doubted that there could have been any compelling reason to tow a car at 2:15 a.m.; c) staff could have called him a few hours later and he would

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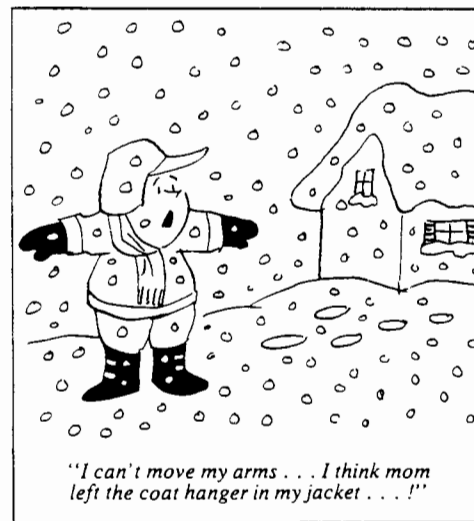
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COVENANTS COMMITTEE (continued)

have heard the telephone; and d) he objected to the lack of information on the towing slip regarding the cost or the fact that cash only would be acceptable.

He made the following suggestions: a) That it be mandatory, not just a courtesy for the clerk to call the residents before towing; b) that clerks be required to call on the commercial line, not from the switchboard, for those owners who provide their telephone number for that purpose; and c) that the amount of the towing fee be put on all tow slip receipts left at the front desk.

In discussion, committee members agreed that they had difficulties hearing the calls from the lobby on the secretarial phone; in addition, it is not always easy to get to that phone. The Committee also agreed that the amount of the towing fee should be placed on the slip left at the front desk. When the suggestion was made that the towing contract be renegotiated, it was noted that the Association does not have a contract. B&B is called because they come quickly and dependably.

Committee members noted that the concerns were real, but suggested that the first one to respond should be the Resident Manager. The complaints are not in fact Violations of Rules and Regulations. However, it was agreed that the owner was making a reasonable request about the method to handle such situations. The Committee agreed that the costs of phone calls not made through the switchboard could be billed to the unit resident. It was pointed out that Rule 17 on guest parking does not mention phone calls, but says that parking illegally is at the owner's risk.

The Chairman agreed to talk to the Resident Manager to see if the procedure can be amended to accommodate these concerns.

Candidates for the Board: So far there is only one candidate for the two vacancies on the Board of Directors. In addition, last year's Election Committee Chairman, Bill Miller, will not be in town for the elections, so the position of Election Chairman is vacant. A list of the workers from last year and discussions with them show that finding volunteers for the evening of the elections should not be a problem. Everyone is encouraged to help find candidates for the Board of Directors and to contact Howie McClennan with the names.

Volunteer Appreciation Evening: A letter from Board President L. Ingels states that an executive session on December 13, the Board voted to have an appreciation night for the time and efforts of volunteers who help the Association. Certificates and tokens of appreciations are to be given out and the event would be open to all residents. Tom Davis will be invited. The evening is tentatively for April. Each committee has been asked for a list of volunteers who should be considered for the event, the list being due January 23.

A catered reception is being considered, which the Recreation Committee would be pleased to coordinate. Money has already been budgeted to cover the costs.

ANNUAL MEETING

BOARD ELECTIONS

MARCH 28

7:00 P.M.

MAIN LOBBY

J.T. SATTERWHITE
PRESIDENT

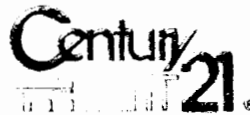


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Committee Reports

SECURITY AND SAFETY COMMITTEE
Rob Sherrer

The Security and Safety Committee meets the second Tuesday of each month. Five residents attended the committee meeting on Tuesday, February 14. Issues discussed and other security-related matters include the following:

Officers Larry Clark and Jim Hepler of the Fairfax County, Mason District Police, assisted by Ed Smith, chairman of Skyline Plaza's security committee/neighborhood watch, conducted a slide presentation and instructed 13 Skyline House employees on how to increase their awareness and observation skill. Our employees being trained in this manner should be an important addition to Skyline House's total security system. Management designated employee attendance at this presentation to be mandatory. We thank Mr. Clark, Mr. Hepler, and Mr. Smith for the program and taking the time to share their knowledge on our behalf.

A resident is applauded and recognized for preventing a probable breach of security. While preparing to insert her garage door security card, the resident noticed a man loitering near the garage door, very possibly waiting for someone to raise the door. The resident backed up and parked near the East Building back doors, keeping an eye on the suspect. Before she entered the East Building, the man was seen climbing the hill toward the college. The police were called and informed of the incident. As this illustrates, it is our eyes and ears that are our greatest resource for crime prevention.

Recent security/vandalism-related incidents include: 1) Someone removed



two concrete tiles from the East roof and threw them off the building; someone also removed covers from equipment on the roof; 2) a new resident had the freight elevator key taken from the elevator while she was using it; 3) someone tampered with the wire in a junction box for the fire alarm system in an East Building stairwell - between first and G levels, disrupting the system's function at the main desk; 4) someone turned all the lights off on the S level, East Building, leaving the corridor in darkness.

It was noted that stickers identifying a handicapped person's (or others needing assistance) residence in case there is a need for emergency evacuation are no longer being issued. It was felt that these stickers identified what some might consider to be "easy targets." A list of residents requesting assistance in case of emergency evacuation is kept at the front desk and in the fire control room next to the desk.

On a lighter side, here are some quotes from automobile accident reports provided to various insurance companies: The guy was all over the road; I had to swerve a couple of times before I hit him. -- I pulled away from the side of the road, glanced at my mother-in-law, and headed over the embankment. -- My car was legally parked as it backed into the other vehicle. -- I was sure the old fellow would never make it to the other side of the road when I struck him. -- The pedestrian had no idea which way to run, so I ran over him.

**MEET THE
CANDIDATES NIGHT
MONDAY
MARCH 13
EAST PARTY ROOM
7:30 P.M.**



TALK with candidates
for Skyline House Board



Enjoy wine, punch
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From the Board

NOTES FROM THE BOARD

By Dave Harvey

The Skyline House Board of Directors met on Tuesday evening, February 21 in the West Card Room. There were about 20 visitors present.

The President, Larry Ingels, gave his report. He started off by giving the current status of our suit against the developer. The attorneys for the developer are close to responding to our claim. There was a delay in the response because their attorney who was assigned to the case left the firm and the papers associated with it were lost. An attempt is now being made to reconstruct the material. Larry further reported on the following items. As of today, there are two owners that have agreed to run for the vacancies on the Board. Charles Roberts has agreed to serve as the Chairman of the Election Committee. The inoperative lamps at the entrance to the garage have been fixed. Skyline has received a letter from Fairfax County notifying us that around March 1 of this year, all county residents will be receiving a census form to find out the number of children in the county. All residents are urged to complete the form and return even if they have no children. In relation to the noise demurrer that's before the Fairfax court, the judge assigned to the case has decided that the case is too complicated and has delayed the hearing until August 7.

Ed Bisgyer next gave his Treasurer's Report. He indicated that there are two treasury bill maturing in March. One for \$55,000 and one for \$100,000. Both of them will be rolled over into new bills. The Report was approved by the Board.

JOIN THE TEAM
Get Involved!



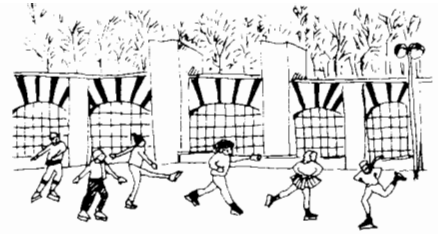
The next agenda item was the Charles E. Smith Management Report given by Sara Schlichting. Management recommended that the East building cooling towers be refurbished as the paint is peeling from the metal surfaces. The Board approved contracting of the job to the original manufacturer. The trash chutes are in need of cleaning. It was reported that they have never been cleaned professionally. The Board authorized Management to contract for the work to a professional cleaning service. The swimming pool management contract was approved by the Board; going to the company used in previous years. Management has proposed replacing the exit garage door with Fiberglas, as was done on the entrance door. The Board approved this action. There was a discussion on Fairfax County's Waste Reduction Recycling Program as it relates to newspaper collection. Although separate newspaper collection requirements do not now apply to highrise Condos, we can expect that it will apply in about a year. There were a number of actions that Management proposed to prepare for this. The Board directed Management to have the PPOC and the Covenants Committee review the matter and provide their recommendations to the Board. The Board approved Management's recommendation to add an additional one week's vacation for employees after one year with the Association. Management reported on the Potable Water System Tests that were conducted last year. All tests were reported to come within safe limits, although Management was asked to get clarification of one item on the report.

(continued on page 12)

FROM THE BOARD (continued)

The next item on the agenda was a proposed clarifying of the Bylaws concerning the Occupancy/Visitation Rule. The Board approved the recommendations of the Covenants Committee to reword the rule in the Bylaws, which will define a resident (for the purposes of occupancy limitations) as someone who stays in a unit for more than 60 days.

The last item on the agenda was the proposed repairs to the balconies and railings. The President reported on a number of Board actions: Voted to rescind their previous decision to contact part of the work separately; established a policy on how the carpets/tile on the balconies will be handled; an increase in condo fees will be required to cover the proposed repair work; the work will be spread over a four year period, starting in 1989; an independent inspector will



be employed to oversee the work; and details of the specification for the work will be worked out between the designated Board representative and the Smith Company Mechanical Department. The Board passed a number of motions relating to the proposed repair. They voted to use existing funds that would be available to pay for approximately one half of the work in 1989. They agreed that in order to pay for these repairs, the monthly Condo fee would be increased starting July 1, 1989. The exact increase would be determined after receipt of bids for the work at an earlier date. They appointed Bob Lowry as the Board representative for the meetings called out in the proposed specifications for the work.

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Committee Reports

RECREATION COMMITTEE

Carroll Thompson, Chairman

March is the month that ushers in Spring. That time of year we all look forward to enjoying. Of course we must admit this has not been a difficult winter, weather wise, that is. But then March has on occasion given this area its biggest snowfall of the season.

The Recreation Committee is sponsoring the annual Italian Night planned for Thursday, March 16 at 6:30 p.m. in the East Party Room. Since seating for this dinner has been reduced, the dinner is limited to RESIDENCE ONLY. (Please NO outside guests.) So make your reservation early. Deadline is March 7 or sooner when the magic number has been reached. The cost is \$8 per person. The dinner is being hosted by Nancy and Tony DiSalvo. This promises to be an evening of socializing and good food. Reservations forms will be available at the front desk.

A trip to the West End Dinner Theatre is scheduled for Sunday, April 23. The show is Mame. Dinner starting at noon and showtime at 2:00 p.m. The cost will be \$21.00 per person. Make your plans now and reserve Sunday, April 23 for a trip to the Dinner Theatre. Flyers will be available at the front desk. Any questions, contact Tony DiSalvo, 824-1958.

Atlantic City!! By popular demand a spring trip to Atlantic City is being planned. You will have the opportunity to join us on May 18 in the casinos and on the boardwalk in Atlantic City. More details next month.



Hope to see you at TGIF, Friday March 3 in the East Party Room. Come join us and have some fun.

RECREATION COMMITTEE COMING EVENTS

Mar 3	TGIF, East Party Room
Mar 8	Recreation Com. Meeting West Card Room
Mar 16	Italian Night East Party Room
Apr 7	TGIF, West Party Room
Apr 12	Recreation Com. Meeting East Card Room
Apr 23	West End Dinner Theatre Show - "Mame"
May 6	TGI SAT Skyline Annual Birthday Party East Party Room
May 18	Atlantic City, Resorts International Casino bus trip

PROXY...PROXY...PROXY...PROXY

If you are a unit owner and will be out of town at the time of the Annual Meeting elections of the Skyline House Association, PROXY FORMS are available in the Management Office. The Resident Manager will notarize your proxy. If you need any other information regarding the proxy form or a notary, contact the Management Office. Your vote is vital for a valid election.



Committee Reports

PHYSICAL PLANT & OPERATIONS
COMMITTEE
Gordon Frank



Eighteen members and visitors were present at the February meeting. The meeting started on time and finished before our scheduled adjournment at 10:00 p.m. We hope to continue this fine start.

During the discussion of the planned Appreciation Night for Skyline House volunteers, it was disclosed that the original plan to have a "pot luck" dinner has been dropped in favor of a catered evening which will be coordinated by the Recreation Committee. Although not all PPOC members favor an Appreciation Night activity, most appear to support it. The Chair indicated that the PPOC recommendation to replace ash urns at the elevator landings with combination ash/trash urns such as those found on the lobby level was not accepted by the Board due to cost and other considerations. In rejecting the recommendation, the Board indicated it might reconsider this item during the preparation of the 1990 budget.

Several PPOC members volunteered to try and accompany Management Company employees on inspections even though the Chair reported that the Property Manager indicated some difficulty in scheduling property inspections. Schedules are changed often due to other workload priorities. Nonetheless, the Property Manager will continue to notify the PPOC Chair as soon as an inspection has been scheduled. The Chair will then contact the volunteers in turn to see if one can accompany the inspector(s) and then notify the Property Manager. A volunteer has already offered to participate in

the February inspection of the elevators.

Members were advised of the joint meeting of the Board and the PPOC with C. E. Smith Company representatives and others to discuss alternative repair schedules, procedures and funding for the spandrells and the balconies. Later in the meeting, the Chair presented estimates of the cost that might be borne by each unit assuming a repair and funding schedule of four years versus a one-time special assessment for total costs ranging from \$350,000 to \$750,000. At the \$350,000 estimate, monthly payments would range from \$9.33 for the small units to \$19.11 for the largest; a one-time special assessment would range from \$448 to \$917. Similar estimates at the \$750,000 level range from \$20.00 to \$40.94 and from \$960 to \$1965. Also distributed to those present at the meeting were copies of an article describing the causes and solutions to the concrete problems we are encountering. (A few extra copies have been left in the Management Office for those who would like one.)

The Chair reported his discussion with the Assistant Resident Manager who has agreed to draft changes to the current reporting format and the operation of the maintenance log. One suggestion was that residents fill out a work order form rather than a logbook. This suggestion will be discussed with the Resident Manager and the Assistant Resident Manager. Suggested changes will be presented at the March PPOC meeting. Until changes are authorized by the Board, current operating procedures

(continued on page)



PHYSICAL PLANT (continued)

for the maintenance log will continue. Residents may report any needed maintenance or repair actions by entering them into the maintenance log. The maintenance log is maintained at the front desk and is available at any time. Entries may be made even if the items are reported to the Management Office. Entries should pertain only to maintenance and repair items on Skyline House property. Problems with the pedestrian overpass or property owned by others should not be entered into the log. Rule violations and other similar matters are to be reported on a complaint form not entered in the maintenance log.

The PPOC reviewed the Property Manager's recommendation that the pool maintenance contract be awarded on a non-competitive basis to the

same contractor that operated the Skyline House pool last year. Pool operation was satisfactory and the contractor's proposal was deemed competitive. The PPOC approved a motion to support the Property Manager's recommendation and will so report to the Board.

The committee meets at 8:00 p.m. on the first Thursday after the first Wednesday of each month. In March we are scheduled to meet in the East Card room. Please join us at our meetings and have your views heard.



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From Management



MARCH 28

PROXY...PROXY...PROXY...PROXY

If you are a unit owner and will be out of town at the time of the Annual Meeting elections of the Skyline House Association, PROXY FORMS are available in the Management Office. The Resident Manager will notarize your proxy. If you need any other information regarding the proxy form or a notary, contact the Management Office. Your vote is vital for a valid election.



BATHROOM PROBLEMS

Hearing strange sounds from your bathroom? Well the problem could be your fluidmaster flush valve. If you notice your commode sounds as if it is filling up with water even though no one has used it - you need to replace the tank flapper in the bottom of the tank. If after flushing the commode the tank does not fill with water, fill very slowly or does not shut off - then you need to replace the diaphragm in the fluidmaster. Both parts are readily available at the local hardware store.



U.S. MAIL

If the mailman put the wrong mail in your box, please bring it to the front desk or return it to the mailman. Leaving in the mail box area could cause people to miss something important. Thanks for being a good neighbor!



Adua Stranere went home to Italy to visit Mom. She will be back March 20, 1989. BON VOYAGE!!

REMINDERS FROM MANAGEMENT

- Please use your security key for the front door.
- Please notify front desk when you have someone towed from your space.
- Residents please remember to sign in key log when checking out keys at front desk.



TRASH DISPOSAL

Empty boxes or other items too large to go into the chute are to be taken by THE RESIDENT, using the service elevator, to the loading dock on the ground floor.

NO GARBAGE or TRASH shall be placed on the floor of the disposal room. All garbage and trash, including newspapers, which should be bagged or tied, SHALL be placed in the trash chute in the disposal room.

Please help keep our Disposal Rooms clean. Our porters clean the rooms on each floor every morning. Therefore, trash left after that will remain until the following day. Your cooperation is anticipated and appreciated.