



The

# House Special

VOLUME X

JULY 1990

No. 7

## PHYSICAL PLANT & OPERATIONS COMMITTEE Ed Eng, Chairman



The June meeting of the Physical Plant and Operations Committee (PPOC) was held on Thursday, June 7 at 8:00 p.m. There were 19 people present, including three members of the Board of Directors. The minutes of the May meeting were approved as written after some discussion.

The first order of business was a report from the May Board of Director's meeting.

A more thorough inspection of the balconies on the 14th tier of the West Building, which required removal of the entire carpet rather than just the outer 18", revealed considerably more damage than had been anticipated. Residents will be able to store balcony furniture in the storeroom while their balconies are being repaired.

Fairfax County inspectors have investigated past repair work to the garage performed by the Smith Company. They found the garage to be in need of repair, with spalling concrete and general deterioration. The Board will pursue finding a consultant for advice.

The pool deck also needs repair in about 11 places. One of those areas, around the pool, will have to be repaired before the pool opens. MSC, which tendered a bid of \$3,900, was awarded the contract, and work will begin at once (as of May 15th).

The Board rejected another request by the owner of the two commercial units in the East Building to open a convenience store and a dry cleaning drop-off and pick-up point. The Board suggested a type of business that would not generate as much traffic, and would not be as hard on the building, such as an office.

Washington Cable, which must remove its antenna from the Plaza, asked permission to install it on the East Building roof temporarily. They would have to weight it down with about 2,000 pounds of sand bags. The Board deferred a decision pending consultation with Doug White, the Smith Company engineer. (Note: At its June meeting, the Board accepted Doug White's recommendation, and denied Washington Cable's request. Around July 11th Washington Cable will cease serving Skyline House unless something unforeseen happens.)


Media General and the Board finally seem to be reaching an agreement. A reasonable estimate of when Media General service will be available in Skyline House is this Fall.

The Board deferred action on speed bumps pending receipt of further information. (Note: At its June meeting the Board again deferred action until the new General Manager is selected and hired, so that he/she could investigate further. Also, at the June meeting, there was discussion about submitting this issue to a vote by the Unit Owners, though no decision was made.)


PHYSICAL PLANT (continued)




The Board took no action on termite inspections, but indicated that management would be alerted.

The PPOC again discussed the termite infestation and inspection. A unit owner who is an architect did some research and reported that excavation is no longer necessary to deal with ground infestation. Instead, insecticide chemicals can be injected into the ground with prongs.  Wooden patio decks can harbor termites and foster infestation. These decks should be routinely inspected. The PPOC wished to have this recommendation resubmitted to the Board.



The PPOC discussed the status of the new management contract with Hiban & Graffius. They will assume management of Skyline House on July 1, 1990, but are helping with the transition from Smith Company during June. They will assist the Board in recruiting for the new, full time General Manager. The ad hoc management committee formed by the Board had earlier advertised for the position in the Washington Post. There were about 28 responses, of which only eight were preliminarily qualified. The Board also posted a notice on the bulletin boards opening the position to qualified unit owners who were interested.


 This brought considerable discussion. Some committee members opposed hiring a unit owner as the General Manager, citing long standing practice of not having the Unit Owners Association employ unit owners. However it was stated that this practice is a result of tradition only, and that there is no rule prohibiting it. Other members believed that a unit owner would do a better job as General Manager. One member observed that the heated

discussion on this issue should bring home to the Board members present how controversial this issue is.

There followed discussion on  the resignation of the Chief Engineer. The Committee believes that getting a replacement should be a top priority.

Next item for discussion was installation of a walkway composed of stepping stones, from the visitor's parking area at the end of the West Building to the West Building entrance. One firm estimated that 130 stepping stones would be needed, at a cost of \$1,500. It was also possible that the pipes for the sprinkler system would have to be relocated in the area where the stepping stones would be installed. Two members, including the architect are going to research this matter further.

There  followed  considerable discussion on the County inspection of the garage structure. The Board members present indicated that the Board had taken action to secure a consultant. The Committee was also informed of the status of the law suit against the Developer.

A new item was brought to the Committee's attention: Employees preparing meals and snacks in the package room behind the front desk. A microwave oven had been installed there, primarily for night time employees. However it was being used at all hours, and was generating cooking odors which could be smelled in the lobby area. The PPOC voted unanimously to recommend to the Board that it prohibit employees from preparing food in the package room. Rather, the employees should use the porters' rooms on the ground floor for that purpose. 



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### FROM MANAGEMENT

### FINANCIAL AUDIT



The 1989 Financial Audit Report from Goldklang, Cavanaugh & Associates is available at the front desk.

### MANAGEMENT OFFICE

Management Office will be closed for the holiday on Wednesday, July 4.

**July 4<sup>th</sup>**  
**BIRTH OF A NATION**

### COMMITTEE MEETINGS



11 committee meetings will be held in the East Card Room for the month of July. The Financial Management Committee is using the West Card Room to go over the records due to the property management change.

### PARKING



It was necessary to reassign parking spaces during the restoration of the spandrels and balconies. Guest parking spaces had to be used.

Palmer Brothers has been working in the area of the West pedestrian door (loading dock) since Monday, June 25, 1990 until work is completed in that area. All residents are to use the pedestrian door adjacent to the bike room (east of the loading dock) and/or the pedestrian door on west end of the West Building. Sorry for any inconveniences.

### GARAGE DRIVING RULES

- (1) The speed is 5 m.p.h.
- (2) Tail-gaiting is not permitted.
- (3) Yield to right of way.
- (4) Put headlights on when driving in the garage.



(Continued on page 9)

MESSAGE TO UNIT OWNERS FROM THE  
PRESIDENT, DAVID TILSON

Management Transition

We are in the midst of the transition in our management arrangements. Our contract with the Smith Company formally ends on June 30, 1990. On May 30 we signed a contract with the management firm of Hiban and Graffius, which is located in Rockville, MD. This firm was the unanimous choice of our ad hoc Management Search Committee and of the Board. Hiban and Graffius will supply financial management services, and certain other supportive services to a General Manager, who will be a Skyline House employee, and to the Board. Unlike the arrangement with the Smith Company which was for "full service" management -- i.e. Smith was fully responsible for management -- Hiban and Graffius will not be responsible for managing our condominium; our General Manager will have full management responsibility except for handling the money and accounting. He or she will report directly to the Board. Hiban and Graffius is helping the Board identify qualified candidates and we hope to make a decision well before the end of June. (This is being written on June 21.) In the meantime, Hiban and Graffius is working with the Smith Company to transfer the financial and other records, and the bank accounts so that the financial transition can be effected as smoothly as possible.

Transitions of this type always entail changes in procedures and personnel. We have had three recent staff resignations: Edwin Barstow, our Chief Engineer, resigned effective May 29. Kay Kelly, our Resident Manager, and Karen Ballard, our Assistant Manager, both have resigned effective June 29. We undoubtedly will have some problems

before these positions are filled, but we are making temporary arrangements during this period of hiatus to ensure that all urgent matters are dealt with properly. We hope all unit owners and other residents will be understanding of the loss of some responsiveness until our new management team is in place.

Town Meeting



We will have a Town Meeting of all unit owners on Wednesday, July 19 to introduce our new management team: the General Manager and Hiban and Graffius. We also will introduce other new staff members, such as the new chief engineer (whom we hope to have on board early in July). Unit owners will be fully briefed on the procedural and other changes underway, as well as the status of such matters as the balcony and spandrel repair project. Ample time will be allowed for questions and comments and suggestions by unit owners. I will write you a letter early in July to provide background information for the Town Meeting.

Warranty Lawsuit

A hearing was held in the Fairfax County Circuit Court on July 6 on the pleading and motions filed by our attorney and the attorneys for the defendant, the 11th Skyline Corporation. We are suing the developer for \$3.2 million. The judge deferred making a decision until he has studied all the documents carefully. We do not know when he will announce his decision.



GOOD TIMES!

(continued on page 6)

## THE HOUSE SPECIAL

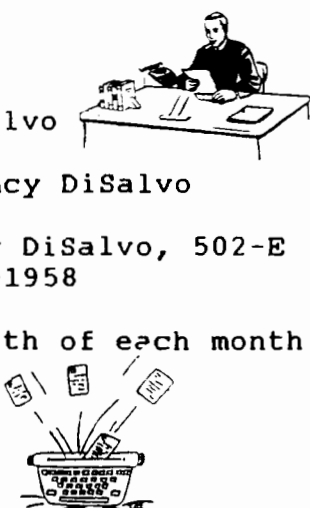
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LETTERS TO THE EDITOR: THE HOUSE SPECIAL welcomes brief comments from readers. Please limit your letters to 250 words. The letter shall be signed and contain the unit number. The Condominium Association Board reserves the right to refrain from publishing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

ADVERTISING. If there are service and/or trades people with whom you have dealt successfully with, why not let Tony DiSalvo know so that he can pursue them as advertisers.

Advertisements appearing in THE HOUSE SPECIAL do not constitute endorsement nor reflect approval thereof by the Skyline House Condominium Association.

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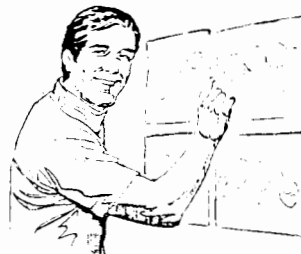


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FROM THE PRESIDENT (continued)

#### Cable Television

Disagreements on all provisions of the Media General contract have been resolved. Specific wiring plans have been submitted for approval, and have been discussed in detail with Mr. Fenton who serves as Board liaison to Media General. Work on the wiring will commence shortly while Media General is arranging with Skyline Plaza to extend the cable to Skyline House.

Service from Washington Cable will cease early in July because Washington Cable will have to remove their satellite antenna dish from the Skyline Plaza roof by July 31. On the advice of the Smith engineering staff, the Board declined a proposal from Washington Cable to place the dish on our roof. Temporary placement of the dish on our roof was deemed inadvisable because it was hazardous.

#### Balcony Repair Project

The damage on the south side of the West Building has turned out to be much more extensive than the case on the north side of the building. Moreover, the decision to remove all carpeting turned out to be wise: almost all of the carpeted balconies revealed extensive damage beneath the carpeting. The Board approved a change order to the contract to cover the additional work and approved a transfer of up to \$66,000 from reserves to cover the additional cost. The funds will be repaid to the reserves next year from assessments.

#### Garage

In response to a complaint from a unit owner, Fairfax County inspected our garage and recommended that we retain a qualified engineer to



examine some of the problems the inspector saw. We have retained a qualified engineer who has assured us there is no safety hazard. We will have a detailed inspection report prepared for the entire garage together with recommendations and specifications for necessary repairs.

#### Redecoration

The Decorating Committee, consisting of the David Tilson (non-voting chair), Ed Bisgyer, Mimi Frank, Tony DiSalvo, Dolores Littles, Helen MacAskill, Leilla Mogannam, Constance Potter, Carroll Thompson and Irene Wolgamot, expect to select an interior design firm on June 25 and will see Board approval for spending up to \$135,000 from replacement reserves for refurbishing the entire first floor of all three buildings. The firm that will be selected will be one of two finalists from a group of about ten or so firms that were considered in the past several months. They anticipate that once the contract is signed, it will take 4-5 months to complete the work.

\*\*\*\*\*

#### BONES

There are four MAIN BONES in every organization:

The WISHBONES wish somebody would do something about the problem.

The JAWBONES do all the talking, but very little else.

The KNUCKLE BONES sit back and knock everything

The BACKBONES carry the brunt of the load and do most of the work.

Which BONE are you?--Adapted from the Scottsdale York Rite Masons.

## RECREATION COMMITTEE

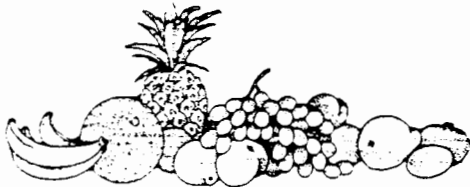
Carroll Thompson, Chairman

Ranch attire was the order of the evening on Saturday, June 23. Skyline House's first annual Western Barbecue was well attended by 84 cowgirls and cowboys or reasonable facsimile thereof.

Hosting this event for the Recreation Committee was Don Fenton. It took a great deal of planning and organization on Don's part to make this a successful evening. We thank you Don for all the time and effort. Also our thanks to Dave Harvey for the Western Music. Dave spent hours taping and recording so that the music was uninterrupted. Mimi Frank and Tony DiSalvo did their usual good job helping wherever needed.

The caterers prepared a delicious western style meal with plenty for seconds. No one left the park not having their hunger satisfied. Last but not least...we thank the weather for being perfect...it could not have been better. Hope to see you at the second annual barbecue.

Now that the big event of Skyline House's summer season has taken place we hope you will continue to enjoy the next two months doing your "thing." For those of you leaving for vacation, "Bon Voyage." Residents remaining inside the beltway will be able to join in the fun at TGIF on July 6.



To high light your mid-summer, we are planning the annual Luau for Saturday, August 4. The Luau has been a brief excursion to the Islands for several years. We look forward to having you join us for a taste of Hawaii at Skyline House.

Plans for the autumn season are a bit sketchy but we are trying to put together a trip to Atlantic City for October. We hope that the situation there will be more accommodating than in May.

Watch the House Special for more information concerning the trip to Casino Town and the South of the Border Dinner.

A Mexican Dinner will be prepared for your enjoyment in November by Maria Boykin and Elsa Paez.

The Recreation Committee meets the 2nd Wednesday of each month. We welcome you to join us in helping to make Skyline House a more pleasant place in which to live.

### COMING EVENTS

July 6 TGIF, 6:30 p.m.  
East Party Room



July 11 Recreation Com. Meeting  
7:30 p.m. East Card Room

Aug 4 TGI Saturday, Luau  
6:30 p.m. West Party Room  
\*\*\*\*\*

### COMMUNITY RELATIONS COMMITTEE

Sophie Anderson & Helen Henderson  
Co-chairpersons

JUST A REMINDER -- lest you've forgotten. The Community Relations Committee will meet on Tuesday, July 3, in the East Card Room at 7:30 p.m. Former and new members are all welcome to attend.

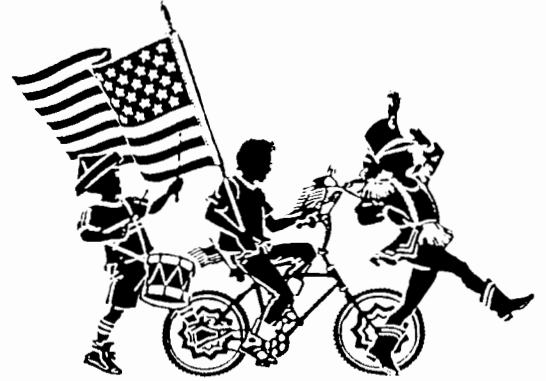
### SUMMER FUN





# JULY

## 1990



SUN

MON












TUE

WED

THU

FRI

SAT

1 CANADA DAY 	2	3 COMMUNITY REL. ECR, 7:30 PM	4 INDEPENDENCE DAY 	5 PHYSICAL PLANT ECR, 8:00 PM	6 T.G.I.F. EPR, 6:30 PM 	7
8	9 FINANCIAL MGMT. ECR, 7:30 PM	10	11 RECREATION COM. ECR, 7:30 PM	12	13	14 
15 	16	17 BOARD OF DIRECTORS ECR, 7:30 PM	18 	19 COVENANTS COM. ECR, 7:30 PM	20	21
22	23	24	25	26	27	28
29 	30	31 	 <b>JULY 4<sup>th</sup></b>  			



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**STATE FARM**

FROM MANAGMENT (continued)

## NOTE TO PARENTS



Parents are to make note that they are responsible for the behavior of their children whether they are with them or not. Children are to be instructed to behave in a nice quiet and orderly manner at all times. There is no running across the lobby and down the halls to the elevators, shouting to their friends or horsing around. Children should not jump on the furniture in the lobby. **GOOD CHILDREN MAKE GOOD RESIDENTS!**

## WASHING MACHINE HOSES

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## COVENANTS COMMITTEE

Ms. Millie Foley Chairperson

The meeting was called to order at 7:30 p.m. by Chairperson, Millie Foley. There were 11 people present plus one member of the Board.

The minutes for the previous month were approved after a motion by Mr. Gordon Frank, and duly seconded.

Violations for the month included: A resident parked in the guest parking spaces for more than 60 days. A vehicle being operated in the garage without lights and speeding. Loud music from a unit, and a dress code violation.

There was a discussion as to the establishment of charges for various violations. It was explained that the State code established the maximum charges and that it was only necessary that the Hearing Committee establish lower first time charges, if they wished, and then to levy such charges in a fair manner.

The Board has approved the five names submitted for nomination to the Hearing Committee. The Board also approved the adoption of the submitted Skyline House rules and regulation update, agreeing that only the revisions and/or additions be sent to unit owners until a complete review is made by the Rules Committee.

There was a discussion regarding the difficulty in hearing some Board members talking and conversely the Board members hearing people in the audience. It was decided to encourage the Board members to speak louder and to ask the audience to come to the front rows, stand when addressing the Board and generally speak louder.

Mr. McClennan asked Mr. Fenton why the Board had decided to have each

committee Chair make a report for their committee. Mr. Fenton stated that the Board desired each committee to take an active part in the Board meeting.

Mr. Frank stated that some Boards were changing the order of the meetings so that action items and audience comments could be heard earlier, leaving other reports till later. Mr. Fenton stated that the Board had talked about changing the order and had done so that other matters could be dealt with earlier. In addition the Board was working on ways to limit the meeting duration. This was put into a motion by Mr. Frank, was duly seconded and passed.

There being no further business the meeting was adjourned at 8:35 p.m.

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### JEFFERSON HOSPITAL VOLUNTEER PROGRAM Fairfax Hospital System



Jefferson Hospital, located near the intersection of Beauregard and Route 7, is seeking volunteers to provide support services to patients which contribute to the delivery of health care for patients and to the related well-being of their families.

Anyone interested in participating are requested to contact Beth Lehman-Marzullo, Director of Volunteer Services at 998-4973.

If you would like to talk to one of the Volunteers who lives in Skyline House, contact Nancy DiSalvo 824-1958.

SECURITY AND SAFETY COMMITTEE  
Rob Sherrer, Chairman



The monthly meeting of the Security and Safety Committee was held on June 21. It was a good month security wise. No incidents were reported for the previous month in the incident book kept in the management office. The guard attendance was nearly perfect, only one hour being missed.

A resident reported to the committee an incident that should be brought to the attention of residents. As she was driving into the garage during a late afternoon downpour, another car pulled alongside to her right and entered with her. Also, a following car appeared to be about to tailgate her in, but stopped short. This writer happened to be the third car in line and observed the situation. It appeared that the purpose of the drivers of these other cars was to avoid having to roll down their windows to insert the garage entrance cards, thereby getting (somewhat) drenched. The rain was that hard. This type of maneuver obviously presents the possibility for a collision, as well as the likelihood that the driver of the first vehicle will be startled and concerned about the intent of the other driver(s). It could also be a breach of security by individuals not authorized to enter. The few residents who might be inclined to attempt such a maneuver are urged to be considerate and refrain from such actions.

Residents are urged to continue driving with caution on the garage exit driveway while balcony repair work is underway behind the West Building.

Vehicles have been reported exceeding the 30 minute parking limit at the loading areas behind both buildings. Parking in these areas should be for loading and unloading purposes; it is not intended to be simply for visitation purposes.

The Mason District Crime Analyst's Residential Burglary Report showed two burglaries at Skyline Towers during May. No incidents were reported for the other three Skyline communities.

The committee is recessing for July and August. We wish all the residents of Skyline a safe and enjoyable summer.

\*\*\*\*\*

LETTER TO THE EDITOR

Dear Editor:



Kay Kelly and Karen Ballard have resigned from Skyline House Condominium as Manager and Assistant Manager. I have enjoyed working with them. I would like to wish them lots of luck in the future.

Debra Richardson  
Administrative Assistant  
Management Office

\*\*\*\*\*

NEWCOMERS ORIENTATION



New residents that have moved into Skyline House and have not availed themselves of the Community Relations Committee Newcomers Orientation Tour that encompasses their unit and other facilities of Skyline House, please leave your phone number and unit # for Tony DiSalvo (502E) at the Reception Desk or call 824-1958. You will be contacted and arrangements for an orientation will be made.

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