

The House Special

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April 2000

TREASURER'S REPORT

ANNUAL MEETING

WAYNE KRUMWIEDE

I am finishing up my last year as Treasurer. When I ran for the board 3 years ago, I promised you that I would use common sense during my tenure. I certainly hope that I did not disappoint you. During the past two years there have been many financial decisions the board had to make. You may not have agreed with some of them. In fact, board members did not always agree with each other. However, in a democracy, a decision is resolved by a majority. As some of you may remember, some of my proposals were not accepted.

There are two items, however, that I believe are important for this condominium to pursue:

1. The new board should insure that our Reserve Fund grows to at least \$2 million or more within the next few years. I believe this can be accomplished while at the same time maintaining our condo fee at the current level, unless we have more major outlays. I made a suggestion to increase the minimum level of our Reserve Fund when I went off the board in 1993. However, that did not happen. As a result, we did not have sufficient Reserve Funds to cover the major repairs to the garage and a special assessment had to be made. I now believe that our last special assessment will convince future Board members and the Financial Management Committee to work

together and achieve at least the \$2 million minimum level as soon as reasonably possible. I believe all the candidates for the board this year support a reasonable Reserve Fund. As of the 1st of March, our Reserves balance was \$1,470,066. If we do not have any major outlays the \$2 million level is reachable within a couple of years.

2. The second important item is our in-house accounting operation. We have been doing in-house accounting for some years because of dissatisfaction with our former outsourcing company. Our FMC has been studying this matter for some time and believes that our accounting function should once again be outsourced. Our last years' auditor, David Kessler, said "I think it makes sense to outsource the accounting function at Skyline for a number of reasons. It is costly to maintain an accounting infrastructure in-house: both from the standpoint of human resources and technology". He also said "with a small accounting department, the training of new staff and natural turnover usually take a toll on the management and detract from the day-to-day management of the property." Also, "with an in-house management team, the cost of outsourcing the accounting function should be approximately the same or less than the cost of ramping up and maintaining an internal accounting department to adequate standards."

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I urge new Board members to study the pros and cons and seriously consider the FMC's recommendations and decide what is the right thing to do for Skyline House. I believe outsourcing of our accounting function will help to streamline our overall management team here at Skyline.

AUDIT

The 1998 auditors, Reznick Fedder & Silverman, did an in-depth audit of our accounts which was completed in July of last year. The audit did not reveal any wrong doing but did point to discrepancies in our accounting procedures. Management has been working to streamline those procedures. Based upon bid proposals, Goldklang, Cavanaugh and Associates were selected as our auditors for 1999. They did a preliminary survey of our books for 1999 on March 10th. The formal audit started yesterday (March 27) and will be completed in the next 3-4 days; a draft report should be available for the next regular board meeting.

DELINQUENCIES:

Our condo fee delinquencies are still under 1%, which is well below the national average. As of March 21, they totaled \$54,176.65: \$31,189.81 over 90 days; \$3,306.53 over 60 days; \$6676.52 over 30 days and \$13,003.79 for the current month.

For your information, our by-laws permit accelerated collection of payment when delinquencies are more than 60 days late. Last week, I began the procedure where the treasurer signs a letter to the delinquent owner by the 45th day. If no payment is received by the 60th day, the attorney will be instructed to send the owner a demand letter accelerating the condo payment to pay the full years' condo fee, not jut for the two

months that is owed.

We had one bankruptcy in 1999, and we carried over two bankruptcies from 1998. These bankruptcies totaling \$18,213.45 will have to be written off as uncollectible. All avenues have been exhausted to collect any or part of this amount. I certainly hope that the new law Congress passed will discourage some of those people who would otherwise consider filing for bankruptcy.

This was a very difficult year because of the garage repairs which necessitated getting a line of credit for \$4 million from the National Cooperative Bank. This amount was later reduced to \$2,132,000 because additional garage work did not have to be done. As a result, the board was required by NCB to assess the owners during 1999 in the amount of the new line of credit. This special assessment was delayed to the 1st of December. The majority of the owners paid on time or in advance of that date. A few owners, however, were delinquent. For the special assessment, 13 units are outstanding, and 2 units have been given a special payment plan to pay off their assessment over 10 months. Liens have been placed on all these properties. And 23 owners are using the 3-year payment plan. The line of credit was paid off in December, and we did not have to enter into a loan with NCB. However, we will have to wait 6 years to cash in the \$40,000 in stock we were required to purchase in order to get the line of credit.

As for the millennium, we moved into the new century without a Y2K problem. But there are costly repairs coming up like the balconies and the elevators. Our reserves are at a level that may make it possible to spread the repairs over a period of time, which would not require condo fee increases. I believe we are on the right track and that we have a very good management team serving Skyline House.

**MANAGEMENT & PERSONNEL
POLICY COMMITTEE
ANNUAL MEETING**

David Tilson, Chairman

The Management and Personnel Policy Committee is an ad hoc committee with members appointed by the Board. Its role is advisory to the Board. During the past 12 months, the membership consisted of Board of Director Members: David Tilson, Vice President; Linda Councill; David Mayrose; and Barbara Michelman; Ed Bisgyer (who resigned during the year); Virgil Naveau, and Betty Weber.

The Committee addressed the following issues during the year:

1. Revision of the Employee Manual;
2. Review of employee fringe benefits, including the health and short and long-term disability insurance policies.
3. Review of vacation, sick leave, personal leave, and retirement policies.
4. Development of performance review criteria to be used by the Board in evaluating the performance of the General Manager.

All of these tasks have now been completed. I want to thank the Committee for its hard work and thoughtful discussion. We all shared the same perspective in approaching each task; we want to make Skyline House employees feel that they continue to be valued and appreciated, and that they are treated fairly with respect to fringe benefits.

Probably the most time-consuming project was the revision of the very unsatisfactory employee manual that had been produced

by Al Smith, our former General Manager. The manuscript went through several drafts before the Committee and management were satisfied. The manual is now being distributed to the employees and will be discussed with them in the near future.

**ANNUAL REPORT
PHYSICAL PROPERTY &
OPERATIONS COMMITTEE
(PPOC) George Beams and Kurt
Bedenbaugh, Co-Chairs**

It has been a very busy year for the PPOC Committee.

The roof of both buildings have been replaced. The repairs to the garage beams on Level A, West Building, are nearing completion.

During the current year, several projects are either underway or in the final stages of procurement. The East and West plazas are currently upgraded and the sources of leaking in the garage will be eliminated.

A contract for painting the garage walls has been awarded. The color chosen is white which will brighten the area and provide greater security.

Contracts are being awarded to replace the sump pumps. Work is in progress for replacing the cooling towers on both buildings. This will reduce the cost for water and electricity.

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The Committee meets once a month on the second Thursday. Together with Management the Committee sponsors a walk-a-round of the various areas of Skyline House. All are invited to participate. It is an excellent way for residents to become familiar with the different areas of the building and at the same time ask questions regarding work in progress.

The members of the PPOC Committee would like to thank Bob Lowry and Ken Grant for their years of service in co-chairing the Committee. They are still active members and their contributions are greatly appreciated.

COVENANTS COMMITTEE

David Kafka, Chairman

One of the duties of the Covenants Committee is to promulgate rules and regulations that establish boundaries to control behavior of the residents of our tight little community. Without rules there would be chaos and it would be impossible to provide residents with the pleasant, peaceful and enjoyable living experience they expect and are entitled to.

Covenants also enforces these rules and regulations.,

Occasionally, some residents break the rules, then we have to step in. Covenants seeks to encourage voluntary compliance of the rules. Our first approach to a complaint is to find out exactly what happened. Many times a meeting with

management can solve misunderstandings making further action unnecessary.

But where this initial approach does not produce a satisfactory result, a formal hearing is set up before the Hearings Subcommittee of the Covenants Committee. There both sides present their evidence and the Hearing Board decides the matter. Sometimes the complaint is dismissed, sometimes a monetary assessment is levied against the resident. If this hearing does not result in a satisfactory adjudication of the problem, we can resort to civil remedy against the resident in the Fairfax County Circuit Court. This is the last resort and we do not take it lightly.

Our rules are fair, reasonable and clear. We seek voluntary compliance from our residents. But for the benefit of the whole community, we are ready and willing to go that last step to ensure that all residents enjoy their home in Skyline House with as little interference and aggravation as possible.

Let us all resolve to be kind to each other and try to get along. Life can be beautiful.

GOOD NEIGHBORS

Toska Prather, Co-Chair 703-379-7849
Virginia Wallace, Co-Chair 703-671-7648

Good Neighbors for the Month of April :

Betty Badawi 703-671-5216

Ofelia Leonor 703-931-0911

The Committee is looking for additional members. Please call one of the Co-Chairs and join us.

RECREATION COMMITTEE

Tony DiSalvo, Co-Chair

Patricia (Tish) Linsinbigler, Co-Chair

The committee met on March 8 at 7:00 P.M. in the West Card Room

Most Committee members were excused, therefore the meeting was extremely short. No important business was transacted.

If you are a resident and have not attended the monthly TGIF, make this your first and meet your neighbors and to make it easier, you are requested NOT to bring a plate of, *hors d'oeuvres*, just your own liquid refreshment.

The next meeting of the Committee will be Wednesday, May 10, 7:00 P.M., West Card Room. Come join us if you have any ideas that you would like to bring to our attention. Even if you do not, please join us. You are more than welcome.

COMING EVENTS:

The next TGIF will be on Friday, April 7, 6:30 P.M., West Party Room. Join us
Rec. Committee Meeting:
Wednesday, May 10, 7:00 P.M.

LIBRARY IS JUST A WORD!

Add a spacious, well-equipped room, generous donors and enthusiastic volunteer librarians, a choice of books in more than 10 categories, books on tape, and videos. Add 3 to 4 current best sellers each week from the New York Times list of that week

AND YOU STILL DON'T HAVE A LIBRARY

A room with over 2000 books only becomes a library— becomes alive — when it attracts borrowers and readers.

You may borrow as many as 4 books at a time for as long a month and all books are renewable.

Duplicate and older books, hard cover and paper back, are on sale, starting at 25 cents.

Do come and visit. We welcome any suggestions you may have that will encourage the use of the Library.

We look forward to seeing you on Monday night.

Barbara Michelman

**PHYSICAL PROPERTY & OPERATIONS
(PPOC)****George Beams, Co-Chair**

The Physical Property and Operations Committee (PPOC) met on March 9, 2000. Fourteen members and a guest were present. The Assistant General Manager and Chief Engineer represented Management.

The following items were discussed:

1. Washington Cable's proposal to provide Arabic language TV. They propose the use of Channels 2 and 8. Currently Channel 2 is used for Channel 2 Baltimore. Channel 8 is not being utilized. Washington Cable proposal is \$10 for one channel or \$15 for two channels. The price includes a descrambling filter. Washington Cable proposes a survey be made to see how many are interested. No further action was taken.
2. Sirius Satellite Radio: Site has requested that they be permitted to lease space on the East Building for an antenna and VSAT satellite dish. They will reimburse Skyline House \$18,000 per year. The Condo would pay the electricity which is estimated at \$100/month or a net income of \$16,800 a year. The discussion focused on the electricity cost. There was no objection providing the low amperage requested by Sirius did not increase
3. Painting of Garage: A contract has been prepared and is in the process of being finalized.
4. Maintenance: Co-Chairman, Mr. Kurt Bedenbaugh, is working with the Chief Engineer to finalize a maintenance log for all the Condo's equipment. The result will be a preventive maintenance schedule as well as a replacement schedule. This will be helpful in the preparation of the budget.

The next PPOC meeting is scheduled for April 13. The next Walk-A-Round is scheduled for April 26. Meet in the lobby at 2:00 P.M.

**SECURITY/FIRE/SAFETY COMMITTEE
Bob Busby, Chairman**

The following is an e-mail received from Bob Busby, which should be of interest to you.
Subject: Identity Theft Information

I just wanted to share a phone call that was received late last night by the author, that turned out to be a fraudulent ploy to collect personal information.

The call was made around midnight by a woman claiming to be a Census 2000 employee. She apologized for the late timing and explained they had moved to 24-hour shifts in order to meet their April 1 deadline. She asked for me by name, told me the conversation would be recorded, and started questioning the exact spelling of my name, home address, etc. I stopped her when she wanted my Social Security number and said I didn't feel comfortable releasing it to a stranger. She put me on hold to speak with her "supervisor" who then got on the line to try and convince me they were legit. I offered to call them the next day with the necessary information but they rebutted with some hobgoblin about their deadlines and complex computer system.

After the call, I traced the number to find it belonged to a residence outside of Baltimore, Md. I also spoke with the Census Bureau who confirmed the call must have been a hoax. I assume they were looking to clone my information and go on shopping sprees with newly approved credit cards in my name.

I'm filing a report with my telephone company, who has a whole department for this called the "Unlawful Call Center," and the local police.

Please pass the word along to alert anyone else who may be targeted. Thanks!

From the desk of the Franconia District Police Station, Dan Rosario Crime Prevention Officer.

SMOKE DETECTOR ALERT

Greg Grimm, Chief Engineer

There are two types of smoke alarms designed for homes. One type is called an ionization alarm because it uses "ions," or electrically charged particles, to detect smoke in the air. Smoke particles entering the sensing chamber change the electrical balance of the air. The greater the amount of smoke, the higher the electrical imbalance. The horn will sound when the electrical imbalance reaches a preset level.

The other type of alarm is called photoelectric because its sensing chamber uses a beam of light and a light sensor. The sensing chamber is designed so that the light beam does not strike the sensor, but smoke particles entering the chamber deflect the light onto the sensor. The greater the amount of smoke entering the chamber, the more light will be deflected onto the sensor. The alarm sounds when the amount of light hitting the sensor reaches a preset level.

Smoke alarms that are 10 years old are near the end of their service life and should be replaced. Some people think that their smoke alarm sits idle until smoke is present. But it is working every minute, constantly monitoring the air 24 hours a day. For example, an ionization smoke alarm goes through 3.5 million monitoring cycles in 10 years. In a photoelectric smoke alarm, a light operates 24 hours a day to check for smoke particles in the air.

Just like any electrical appliance, the components of smoke alarms wear out over time. When a smoke alarm reaches 10 years of use, the potential of failing to detect a fire increases substantially. Replacing them after 10 years reduces the likelihood of failure.

Both the hard-wired and battery-operated

alarms are equally affected by age. Call In-Unit Services today, and arrange to have your smoke detector replaced.

ELECTRONIC TRANSFER

A FLYER INSERTED IN THIS ISSUE OF THE HOUSE SPECIAL INVITES YOU TO PARTICIPATE IN THE ELECTRONIC FUNDS TRANSFER.

THIS WILL GREATLY REDUCE THE WORK IN THE ACCOUNTING DEPARTMENT, SAVE REMEMBERING TO MAKE THE PAYMENT ON TIME, AS WELL AS SAVING ON POSTAGE AND CHECK CHARGES.

Please give this your careful consideration.

Thank you!

Editor Nadyne McKelvey

Copy Due Date 20th of the Month

Published: Monthly

LETTERS TO THE EDITOR: *The House Special Welcomes brief comments from its readers.* Please limit your letters to 250 words and include your name and unit number. The Association Board reserves the right to refuse incorrect or improper statements.

Information for the House Special may be left at the Management Office, the Reception Desk, or sent by e-mail to nmckelvey@hotmail.com

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A SPECIAL THANK YOU TO ALL THE VOLUNTEERS---ELECTION 2000:

Law Henderson, Inspector General and Helen Henderson, who assisted the IG; Harry Mussman, "Meet the Candidates Night Coordinator;" Sophie Anderson and Joan Coutts, MESSENGERS; Fran Price, Head Counter; Betty Badawi; Frank Baker; George Beams; Pat Collins; Virginia Fissmer; Joe Livingston; Bill Miller; Jack Prather; Bertha

Williams; Betty Weber and Rob Orben - COUNTERS; To Rose Bravo; Fran Stamm; Martha Beams; Verna Gura; Margaret Jaffie; Jean Orben; Virginia Wallace and Stephney Keyser - REGISTRARS; to Jack Herzig ASST. IG West; and Virgil Naveau, ASST. IG East; to Tish Linsinbiger and David Mayose, PROXY COUNTERS.

To this total of 30, add the HOUSEKEEPING STAFF (ALL OF THE THEM)--for setting up the lobby for the meeting and returning all the chairs and cleaning the day after; to Betty McLaurin for setting up the "Wine and Cheese" table, and keeping it staffed for the evening; to the In-Unit Maintenance Staff Marcelo and Shane -for the PA system; and to the Management staff Randy, Gusbey, Tania, Tycia and Nadyne for providing forms, equipment, etc. To Tony and Andru for assisting at the Front Desk and to Mike Moore for his clever design of posters.

The total comes to 50 or more and work starts in December and culminates on the last Tuesday in March each year. SO, NEXT YEAR WHEN THE CALL GOES OUT FOR VOLUNTEERS AND NOMINEES, VOLUNTEER EARLY, AND OFTEN!

The Official Count:

Budd Coutts	31.65
Gary Akin	29.69
Carol Cataldo	25.06
Khaled Antabli	18.85
Gladys Ponce Manrique	14.46
Katherine Viridi	13.06
Shalini Arora	10.19
August Macellaro	10.14
Betty Loomer	4.92
Fran Shields	4.06
Stephen Skidmore	2.87

Thanks to all the candidates! We wish each of you, whether on the Board or serving in a different capacity, a most successful year.

MASON DISTRICT INFORMATION

With permission from Penny Gross, Mason District Supervisor

Recent land use activity shows that Mason District is a good place to live, work, and do business.

A Harris-Teeter supermarket is under construction at Barcroft Plaza shopping center and scheduled to open this Spring, to be followed by Calico Corners, and a drive-through Starbucks coffee shop in the old Hardee's/Roy Rogers building.

Bankruptcy court awarded the lease for the former Hechinger store on Leesburg Pike to the parent company of Value City stores. The building will be divided in two, and will contain a Value City Furniture Store and a Designer Shoe Warehouse(DSW).

The final building site at Skyline, will house the DISA-Defense Information Systems Agency. DISA will consolidate about 1,000 area jobs to this location. Some employees will be locating from other Skyline offices, and others are coming from Reston and Crystal City. Part of the project is construction of the Baileys Streetscape in front of the building itself, and a contribution of \$50,000 in matching funds from the developer for construction of the streetscape along Leesburg Pike in front of the rest of Skyline.

**BAILEYS DAY
2000****SUNDAY, MAY 14, 2000
12:00 - 4:00 PM**

An International Taste of the Crossroads

Local Restaurants--Live Entertainment--
Moonbounce---ADMISSION FREE

NOW THAT I'M A LITTLE OLD LADY

Now that I'm a little old lady, I'm going to live with my children. And bring them GREAT JOY to repay all I've had from each girl and boy.

I shall draw on the walls and scuff up the floor, run in and out without closing the door.

I'll hide frogs in the pantry, socks under the bed, and whenever they scold me, I'll just hang my head.

I'll run and I'll romp and fritter away the time to be spent doing chores everyday.

I'll pester my children when they're on the phone. But as long as they're busy, I'll leave them alone.

I'll hide candy in closets, rocks in a drawer and never pick up my clothes from the floor.

I'll dash off to movies and not wash a dish. And I'll plead for my allowance whenever I wish.

I'll stuff up the plumbing and deluge the floor, and as soon as they've mopped it, I'll flood it some more.

When they correct me, I'll lay down and cry, kicking and screaming (with not a tear in my eye).

I'll spill glasses of milk to complete every meal, eat a banana, and jut drop the peel.

I'll put toys on the table, spill jam on the floor. I'll break lots of dishes, as though I were four.

What FUN I shall have, what JOY it will be to live with my children like they lived with me !!!

From a Friend