



The house special

Volume XXIII, No. 12

www.shuoa.org

December 2002



Board of Directors President, Johnnie Moore

There was no Board meeting in November; therefore, no report. The next meeting will be on December 4, 2002 at 7:00 p.m. in the West Card Room.



General Manager Gusbey Silva

End Walls Façade Repairs:

The expected completion date for the two façades being repaired this year, including installation of new flashing, has been moved from November 27 to December 27, 2002, due to the large amount of spandrel repairs needed on the west end of the West building and the number of rainy days in November. Structural Preservation Systems completed the installation of the new flashing on the east end wall of the East building and expects to complete the west end wall of the West building by the middle of December. The last phase of the project is the installation of the spandrel coating and façade sealer.

The other two end walls, east of the West building and west of the East building, will be completed during the spring of 2003. However, emergency repairs on these walls will be completed

this year for three units in the West building and one unit in the East building due to the large amount of water infiltration.

Painting of Unit Entrance Doors:

The painting of all unit doors, with the exception of the 1st floor, was completed on November 15th. The first floor unit doors, and the walls surrounding them, were painted during the week of November 18th.

Antonio, as usual, did an excellent job with the help of Arturo. Many residents came to the Management Office to compliment the job. *Thank you for a job well done, Antonio and Arturo!!*

Party Room Furniture:

The refurbishing of the party room sofas was completed during the month of November. All sofas were re-upholstered and the chairs and end tables were replaced with the ones previously located in the lobby. The only items pending to complete this project are the replacement of the area rugs. They have been designed and delivery is expected prior to the holidays.

Expansion Joint Replacement:

The excavation needed on the east and west side of the Lobby building was completed by the middle of November. Every necessary step was taken to avoid the loss of the trees located near this area. The completion date for this job is Friday the 29th of November.

OFFICE DIRECTORS

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LETTERS TO THE EDITOR

THE HOUSE SPECIAL welcomes brief comments from its readers. Limit your letters to 250 words or less and include your name and unit number. The Association Board reserves the right to refuse incorrect or improper statements. Committee reports must be submitted to the Editor by the 23rd of each month or NLT 3 days after mtg.

Information for ***THE HOUSE SPECIAL*** may be sent by e-mail to the Editor, dropped off at the Management office or the reception desk.

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Residents' Bulletin Boards:

The bulletin boards located in front of the mailboxes are for the use of our residents to advertise items for sale or rent; however, residents should limit their advertisements to a 3"x 5" sign. If room is available, Management will post more than two signs for a resident; if there is no room available, a maximum of two signs will be accepted per resident. Signs are posted every morning at 9:00 a.m. Signs received after 9:00 a.m. will be posted the following business day.

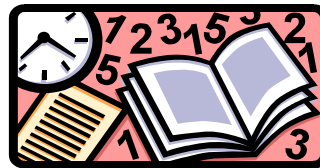
Delivery of Newspapers:

It has been brought to Management's attention that newspapers or sections of it are being removed from residents' doorways after having been delivered by the Washington Post. Please be considerate of your neighbor who is paying for the service of having the paper delivered to his/her door. If you do not pay for this service and would like a newspaper, please remember that a newspaper rack is located at the G-Level for your convenience.

Board Meetings Broadcast:

The Board meetings are being recorded for your convenience. The recording is being broadcast on Skyline House TV Channel 12 at 4:00 p.m. the Sunday following the Board meeting and again the second Sunday of each month at the same time.

Due to technical problems, the November broadcast was not successful on the scheduled dates. The October Board of Directors meeting was rebroadcast successfully on Sunday, November 17, 2002.



Editor
Louise Albin

Condominium Fees 2003:

If you are currently on Automatic Debit for your condo fee, the new amount will be updated. If you are not already using the service of Automatic Debit, now may be a good time to start. Included in this month's newsletter is a form

to fill out. You may drop this off in the Accounting Office or in the lockbox outside the office. Please also note that the Association has switched banking institutions, and your condo fee coupons for 2003 will reflect the new PO Box to which to remit your monthly payment.

If you have any questions about any of the above matters, please stop by or call the Accounting Office. Happy Holidays!!

Submitted by Tycia Height, Accounting Office

**SKYLINE HOUSE ANNUAL ELECTION FOR
THE BOARD OF DIRECTORS
MARCH 25, 2003**

Skyline House By Laws state that the notice of the Annual Election will be published in the December issue of *The House Special*.

There will be three (3) vacancies to be filled this year, each for a three-year term.

Nominations will open on January 2, 2003. Applications may be picked up at the front desk and returned to the Management Office on or before close of business February 6, 2003. Nominations will close at 6:00 p.m. on February 6, 2003.

It takes at least 50 helping hands to conduct the election. We urge anyone who can possibly do so to give a few hours to help. It is our desire to have our new residents take an active part in this election. A sheet for volunteers to sign up will be at the front desk, so PLEASE give this your utmost attention. You will be contacted to discuss your interest.

Two Committees, the Nominating Committee and the Election Committee, need to be established. At least three (3) unit owners are needed for each of these Committees.

The Nominating Committee is charged with recruiting candidates. The Election Committee's objective is to provide all unit owners with formal, legally sufficient, and timely notification of the Annual Election.

The Management Office staff gives administrative support, i.e., preparation of all forms and assistance to each Committee.

Please consider running for office, being a Committee Chairman, or just lending a helping hand.

Thanks, *Nadyne McKelvey*

The Alexandria Singers

and Director Roger Oliver present **YULE BE SWINGIN'** Holiday Favorites Sung with a Twist with the **Alexandria Singers** on Sunday, December 15th, at 3:00 p.m. at the Bishop Ireton High School, 201 Cambridge Road, Alexandria.

The Alexandria Singers have been performing American popular music in the greater D.C. metro area for more than 25 years. Their repertoire of pop, rock, show-tunes, blues, and jazz has distinguished them from the numerous choral groups in the area. Under the direction of Roger Oliver, the Singers have received praise and recognition over the years.

The Alexandria Singers have a fun-filled afternoon planned for you that feature your holiday favorites sung with a twist! They'll be Swingin' at Santa's Place and Rockin' Around the Christmas Tree. They'll also be singing traditional Hanukkah songs and Christmas carols. Plus, a special guest appearance by Santa Claus!

Call (703) 941-7464 for Tickets.

YOUR SUPPORT KEPT US WALKING!!

This summer, Skyline House Residents helped me, Linda Councill, 1716-East, meet the \$2,000 entry requirements to walk from Baltimore, Maryland to Washington, D.C. I was the Captain of Team Bosom Buddies, a group who collectively raised \$50,000 of the \$6.7 million raised at the 2002 Avon 3-Day Breast Cancer Walk. These funds will be used in the metropolitan area to raise awareness, educate, provide better services, and support breast cancer research. I was proud to wear the names of your loved ones on my shirt as I took each step closer to home.

I want to personally thank: Ms. Frances Price; Mr. Joel Rhodes; Ms. Geraldine Naveau; B.G. Shostak; Mr. & Mrs. Charley Roberts; Mr. & Mrs. Johnnie Moore; Mr. & Mrs. Robert Orben; Ms. Margaret Smith; Mr. & Mrs. Herman Seidler, and Ms. Barbara Michelman for putting me over the goal. Your contributions will never be forgotten. After the walk, I supported the 350-mile AIDS Ride from Norfolk, VA to D.C. and was a volunteer crew member in the Out of the Darkness 26 mile walk for Suicide Prevention.....I do this because I can, while others cannot! **THANK YOU FROM THE BOTTOM OF MY HEART AND SOLES!!!**

HAPPY HOLIDAYS!!!

Thank you to everyone for your generosity and for making this Thanksgiving Holiday a very special holiday for the two families that we are helping this year.

The food drive will continue through December as we have volunteered to assist the families for the Christmas Holidays as well. There are two families and each has three children. They have asked for additional items to assist them for the Christmas Holidays. These items can be new or used as long as they are in good condition. They may be placed outside of the Accounting Office.

I have listed below the ages and gender of the children and the items that are on their wish lists:

Family #1

Mom- blender, pots and pans, clothes (Plus size)
Alexis (Girl) 8 – (size 14) clothes, board games, puzzles, dolls

William (Boy) Size 34 W / 2X (men's size)
winter coat, socks, clothes, board games, skateboard, books.

Devon (Boy) Age 6 Months Size (3T/4T) – snowsuit, clothes

Family #2

Mom- Size 16 – nightgown, pajamas
Precious (Girl) – Age 10 (Size 16 children's)
winter coat, sweat suit, jeans, baby dolls, board games.

Juwan – (Boy) Age 7 (Size 10 children's) winter coat, hats, gloves, toy cars, toy trucks, basketball.

Tamia – (Girl) Age 3 (Clothing size 5T) sweat suit, dolls, stroller, socks, gloves, winter coat.

(The names are listed because some people choose to wrap their gifts and tag them for the appropriate person.)

Again, thank you all for your generosity!
Seasons Greetings!!

Submitted by Tycia Haight



Recreation Committee
Tony DiSalvo
Chairman

Mark Saturday, December 14, 2002 at 7:00 p.m., on your calendar for the Skyline House Annual Holiday Party that is held in the West Party Room. This party is held on the second Saturday of December in lieu of the monthly Friday TGIF. This is a semi dress-up night. No jeans. Residents normally outdo themselves in preparing hors d'oeuvres and desserts for that evening. Just remember to bring your own liquid refreshments.

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

The Recreation Committee will meet on Wednesday, December 11, at 7:00 p.m. in the West Card Room. At that time we will finalize plans for the Holiday Party.

The next TGIF, which we call the Post Holiday TGIF, is scheduled for Friday, January 3, 2003, at 6:30 p.m. in the East Party Room.

COMING EVENTS:

Recreation Committee Meeting: Wednesday, December 11, at 7:00 p.m. in the WCR.

Annual Holiday Party: December 14, at 7:00 p.m. in the WPR.

Post Holiday TGIF: Friday, January 3, 2003, at 6:30 p.m. in the EPR.

Security, Fire and Safety Committee

Terry G. Sakellos, Chairman



Please be aware of your surroundings as you come and go through the Skyline House property. If any resident thinks he/she has observed any suspicious activity in the building, garage or parking lots, please don't hesitate to inform the front desk. You can also let the Security Officer know of your concern or leave a message for the Security Committee and Neighborhood Watch at the front desk. The Management Office will follow up on all complaints and suggestions.

Holiday Safety:

It's that wonderful time of year again when we decorate trees, light candles, and hang wreaths, wrap presents, and become very busy with social activities. Here are a few suggestions and safety tips to practice during this holiday season.

Christmas trees:

To keep your tree fresh longer, cut off two inches of the trunk and place the tree in a sturdy water-holding stand with good support. Keep the tree watered to keep it from drying out. Do not place the tree near any heat source.

Artificial trees:

All artificial trees should bear the UL label. Never use electric lights on a metal tree. Plastic trees should be made of fire resistant material.

Christmas lights:

Check your string of lights for frayed or cracked wires. You should use only UL approved lighting. Never use lighted candles on or near a tree. Turn off all holiday lights when you retire or leave home. Do not overload extension cords.

Candles:

Never leave burning candles unattended.

Residential fires during the holiday season are very tragic and can turn your holiday celebration into a sad occasion. So **PLEASE PRACTICE HOLIDAY SAFETY!**

From your Security, Fire & Safety Committee, we wish each and everyone here at Skyline House, a very SAFE and enjoyable holiday celebration. Whatever you celebrate this time of year, be it Hanukkah, Kwanzaa, Ramadan, or Christmas, we wish you the very best. Merry Christmas, Feliz Navidad, Buon Natale, Joyeux Noel and so many more.

The next Security, Fire & Safety Committee meeting will be January 8, 2003 at 7:00 p.m. in the West Card Room.



Financial Management Committee Betty Weber, Chair

The Finance Committee met on November 19, 2002 with all members present.

The Committee reviewed the October financial statements and found no issues. The Association year-to-date financial statements through October 31, 2002 reflect an income of \$2.609M. Year-to-date operating expenditures total \$1.642M. After deducting our contributions to the reserves, this leaves us with a net income after taxes of approximately \$37,462 for the year as of October 31, 2002.

To date, we have made contributions to the reserves in the amount of \$917K; reserve withdrawals during October include \$13,480 for façade maintenance, \$2,590 for system loop pumps, \$570 for exercise room roof, \$6,140 for swimming pool cover, \$731 for computer hardware, \$34,718 for passenger elevator overhaul and \$6,915 for consulting fees for a total of \$65,144 in reserve expenditures during October 2002. For the year-to-date through October 31, 2002, total reserve expenditures for the year total \$597,307, leaving us with a reserve account balance of \$1.673M.

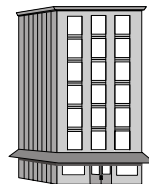
The Committee reviewed bids for improvement to the closed circuit security cameras and TV and concurred with the PPOC's recommendation that the contract be awarded to Cam-Service, Inc. in the amount of \$26,432. This is well within the \$47,610 we have in the Reserve budget for the security camera system.

Banking services are being moved from Bank of America to Chevy Chase. The new account will become effective December 1, 2002.

This is the last financial management report I will be making. Effective January 1, 2003, Dr. Winny Joshua has agreed to become Chairman of the Financial Management Committee. There will be no FMC meeting in December.

I would like to take this opportunity to thank the FMC members, Sophie Anderson, Helen Henderson, Liza Ruiz, Fran Price, Nadine McKelvey, Chuck Ruby, Salem Omeish, Grace Krumwiede, Helen Kumor and Winny Joshua, for their unfailing efforts and support during my tenure as chairman. They have worked hard to improve the financial health of our organization and were instrumental in the many improvements that occurred during the last three-four years. Some of the improvements we have witnessed during our watch include:

- (1) Improved accounting software and practices to ensure more accurate accountability;
- (2) Improvements in internal controls;
- (3) Changes in procurement practices to ensure that quality work is received for resources spent;
- (4) A build-up in condominium reserves to ensure resources for on-going and emergency maintenance requirements; and
- (5) A change in our investment strategy that has provided us with an increase in investment income.



Physical Plant And Operations Committee George Beams And Kurt Bedenbaugh

The Committee met on November 14, 2002 in the West Card Room. There were 20 residents present, including the General Manager and a representative of the Board of Directors.

The Co-Chairs, George Beams and Kurt Bedenbaugh, provided no report.

Items discussed:

1. The end walls façade repairs expected completion date for the two façades being repaired this year, including installation of new flashing, has been moved from November 27th to December 27th, due to the large amount of spandrel repairs

needed on the west end of the West Building.

2. The painting of unit doors in the West and East buildings has been completed except for the units located on the first floor, which require a different color of paint.
3. The mezzanine roof replacement was completed on Monday, October 28, 2002. Final payment will be made as soon as the job warranties are received.
4. The excavation for expansion joint replacement on the east and west sides of the Lobby building was completed by Al Chavies Construction Company. Every necessary step was taken to avoid the loss of the trees located near this area.
5. Management had one item for action. Management received three bids to furnish the labor and materials to install six exterior day/night closed circuit television cameras to be located in the East and West Penthouse, parking lots and driveways, and two recorders.
6. The General Manager noted that the funds for this item were budgeted for the year 2002, and there will be a savings of \$4,000.00 if Cam-Service, Inc. is selected. A motion was passed by the PPOC to approve the Cam-Service, Inc. proposal in the amount of \$26,431.96. The proposal will be sent to the Security Committee for their review and action.

There were 26 entries, six from the East building, two from West building, 13 from the Neighborhood Watch, one from Deputy General Manager, and four unidentified entries. Twenty-Four work orders were written, with the contractor handling one entry (exercise room roof) and the notation entered that we no longer use deodorizers in the trash room.



Covenants Committee **Joseph Livingston, Chairman**

Review of Skyline House Rules and Regulations:

The Covenants Committee has taken on the onerous task of reviewing and, if warranted, rewriting our Rules and Regulations. This is a wonderful opportunity for all residents and owners to make their views known about our ways of living here, first to our Committee and then to our Board of Directors for their consideration and approval. We ask that you review the first 13 of our Rules and Regulations as contained in the "Rules and Regulations" publication dated May 28, 1997; copies of which are available from the Management Office. If you have changes that you wish to be considered, please send those in written form to the Chairman, Covenants Committee.

The first 13 Rules cover general responsibilities, occupancy limits, leasing and sales, assessments, access to our buildings, functions of the front desk, proper attire, move-ins and move-outs, deliveries, elevators, keys and locks, lockouts, use of wheeled vehicles, and noise in individual units.

This is THE opportunity for you as residents of our community to express your opinions and needs. We have no idea how long this process may take. We encourage you to get your ideas and recommendations to us by January 6, 2003, so that your opinions receive full consideration.



Neighborhood Watch **Judith York, Coordinator**

This is the last report of the Neighborhood Watch Group for 2002. I've just re-read some of our previous reports and am pleased to note that several of the issues listed before have either improved or been corrected.

Neighborhood Watch volunteers have, and are, continuing to check the East and West buildings and surrounding grounds (weather permitting) each evening. After their tour is complete, they submit a monitoring report listing areas that need to be inspected or repaired and, if necessary, they also report it in the maintenance log. The desk clerk makes a copy of the report and puts the copy directly into the Management Office box, which is taken to the office daily; the desk clerk then places the original report into my box. These reports are what I use to make up the monthly article for the House Special. I also highlight and put together those that need special attention and give them to the Management Office – even though this is duplication, it focuses attention on the more serious or urgent matters.

In my opinion, the most serious infraction has been the garage emergency exit doors (facing NOVA) being left open. This resulted, last month, in an intruder getting into the building. Fortunately, a neighborhood watch volunteer noticed the intruder in the stairwell and requested the desk personnel to call the police. We ask everyone to be alert and, if you see anything suspicious, trust your instincts and use the nearest phone to alert front desk personnel. Thanks to an observant volunteer, possible injury or damage was prevented. Unfortunately, however, because a small number of people are propping or leaving exit doors open, we are all vulnerable to this type of danger.

There is no training session at the Mason District Police Station this month, and we have only one volunteer waiting to be certified. Please consider becoming a neighborhood watch volunteer in 2003 (phone me at 703-671-2267); it only takes one hour of your time a week but results in great benefits such as more secure surroundings for all, a way to meet other residents, and a wonderful way to keep fit. Lastly, I would like to thank all neighborhood watch volunteers for their work throughout the year. Your efforts have helped to keep costs down at Skyline House and made it a safer and more attractive community to live in.



Good Neighbor Committee Co-Chairs

Toska Prather 703-379-7849
Ann Preston 703-031-7679

Good Neighbors for December

Judith York 703-671-2267
Betty and Jim Loome 703-820-6241

The Good Neighbors are available to assist all residents who are in need of temporary help due to illness or emergency. We need new members. Please call one of the co-chairs and join us.

Ad hoc Decorating Committee

Jean Orben, Chair

Carroll Thompson & Louise Albin

On the day the November *The Skyline House Special* was delivered, Louise Albin placed a survey form at the Reception Desk for residents to vote on the gallery lighting they preferred. The survey was removed on December 1, 2002. There were a total of 53 votes. The breakdown is as follows:

Twenty-nine voted to use ceiling lights only, and 24 voted to add window lights.

Break down by building:

East building: 25 residents voted, 16 to use ceiling lights only and 9 to add window lights.

West building: 28 residents voted, 13 to use ceiling lights only and 15 to add window lights.

In summary, the residents, as a whole, voted to use the ceiling lights only, with the West building residents preferring, by two votes, to add window lights.

AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS

Company name **Skyline House Unit Owners' Association**

I hereby authorize Skyline House U.O.A to initiate debit entries to my checking account and the banking institution named below to debit my account.

Bank Name: _____

Account Number: _____

Transit / ABA number: _____
(Found on left at bottom of check)

THIS AUTHORITY IS TO REMAIN IN FORCE UNTIL SKYLINE HOUSE HAS RECEIVED WRITTEN NOTIFICATION FROM ME/US FOR TERMINATION OF THIS AGREEMENT.

Name of Owner: _____

Unit Number: _____

Signature: _____

I WOULD LIKE THE FIRST PAYMENT TO BE DEBITED FROM MY ACCOUNT STARTING WITH THE MONTH OF:_____

***** PLEASE ATTACH A VOIDED CHECK TO THIS FORM*****

Please mail completed form to:

**Skyline House U.O.A
Attn: Accounting Office
3711 S. George Mason Dr.
Falls Church, VA. 22041**

SPECIAL EVENTS AT SKYLINE HOUSE December 2002

SUN	MON	TUE	WED	THU	FRI	SAT
1  Happy Hanukkah	2 LIBRARY OPEN 7:00-8:00 PM ECR	3	4 BOARD 7:00 PM WCR	5	6 St. Nicholas	7
8	9 LIBRARY OPEN 7:00-8:00 PM ECR	10	11 REC COM 7:00 PM WCR	12	13	14 HOLIDAY PARTY 7:00 PM WCR
15	16 LIBRARY OPEN 7:00-8:00 ECR	17	18	19	20	21
22 First Day of Winter	23 LIBRARY OPEN 7:00-8:00 PM ECR	24	25 Christmas 	26 Boxing Day	27	28
29	30 LIBRARY OPEN 7:00-8:00 PM ECR	31 New Year's Eve				

**Skyline House Unit Owners' Association, Inc.,
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Falls Church VA 22041-3711**