



# The house special

Volume XXIII, No. 11

[www.shuoa.org](http://www.shuoa.org)

November 2003



## Board of Directors President, David Tilson

The major matters addressed in the October 22, 2003 Board meeting were:

### Appointment of New Board Member:

The Board voted unanimously to appoint Mr. Norman Baker, owner of unit 915W, to serve in the vacancy created by the resignation of Mr. James Loomer last summer. Under the bylaws, the Board is authorized to fill any vacancies until the next annual meeting at which time a candidate who is voted in by the unit owners must fill the position.

Mr. Baker and his wife have lived in Skyline House almost 23 years. His fellow Board members warmly welcomed him.

### The 2004 Budget:

The Board approved the 2004 budget, which increases the condominium fee by 2.5%. The approved budget had been prepared by Management and carefully reviewed in meticulous detail by the Financial Management Committee in a process that took almost three months.

As I noted in last month's report, both the operating budget and the reserve budget provide sufficient funds to ensure that our buildings will continue to be well-maintained, all essential services will be provided, staff salaries, wages, and fringe benefits will be adjusted to ensure that our staff turnover remains low, and all the necessary

repairs and replacements will be accomplished in a timely manner.

### Storm Damage:

A total of 19 trees had to be removed because they were seriously damaged or destroyed by hurricane Isabel. In addition, the fountain in front of the main lobby entrance was also irreparably damaged. At PPOC's recommendation, Management retained a landscape design consultant to examine our property and make recommendations as to the type and size of trees and other plantings to replace those that were destroyed. His recommendations are estimated to cost between \$30,000 and \$40,000, though the exact costs will not be known until bids are received. The Board authorized Management to proceed expeditiously because the tree replacements should be done this November.

Management also was authorized to have the fountain replaced with a relatively modestly-priced replacement fountain. The concrete circle on which the fountain is placed is scheduled for renovation in two years. The decision to replace the fountain was based on the fact that it would be cheaper to replace it than to remove it and assume the cost in our operating budget of installing and maintaining flowerbeds instead of the fountain.

Most of the costs for remedying the storm damage, which may total as much as \$40,000 or more, will be covered by insurance except for the \$10,000 deductible. The deductible amount was included in the 2003 budget.

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	<a href="mailto:diawin@metronets.com">diawin@metronets.com</a> and Chuck Ruby		
	1006W	578-0896	
PHYS PLANT/OPS,	George Beams	710 E	578-9507
	and Kurt Bedenbaugh	1004 E	671-8930
RECREATION,	Tony DiSalvo	502 E	824-1958
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Louise Albin [lalbin@metronets.com](mailto:lalbin@metronets.com)

**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 23<sup>rd</sup> 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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**Facade Repair Schedule:**

Management said that it would be both desirable and feasible to complete the north and south façade repairs on both buildings in four years rather than the six years assumed in the 2004 budget. Using the cash flow method of managing the reserve budget makes this possible without running any serious risks. The Board authorized Management to proceed on that basis.

**Next Board Meeting:**

Since the next Board meeting is scheduled for November 26, the day before Thanksgiving, the meeting date was changed to Wednesday, December 3, 2003, at 7:00 p.m. in the West Card Room.



**General Manager  
Gusbey Silva**

**Storm Damage**

A claim was filed with Travelers Insurance Company to cover the cost of the damages incurred by the storm, to include the water fountain, the repair of the fence damaged by the fallen tree at the circle, the removal and replacement of a total of 19 trees. The estimated cost for all replacements and repairs will be more than \$50,000.00.

Following the recommendation of PPOC, Management consulted a landscaping designer who, after a thorough inspection of the grounds, gave us advice on the type, size and quantity of trees to be planted during the month of November 2003, to replace the ones lost this year (including the ones lost by the storm), and by SPS construction.

The damaged part of the water fountain will be replaced by the first week of November.

**Garage Beams/Deck Repairs**

The entire project will be completed by the middle of December. While the project is being done, there will be only one lane available in the

center ramp to go up or down. While the traffic is being detoured, please observe the speed limit posted, keep your lights on, and be very careful when approaching any of the ramps,

**Passenger Elevators:**

We have had several incidents during the last few weeks where residents have complained to the Management Office and/or the Front Desk about an elevator being out of service, with the assumption that the problem is part of the modernization project being done. Then we found out that the elevator had to be reset because its doors had been kept open longer than the time allowed.

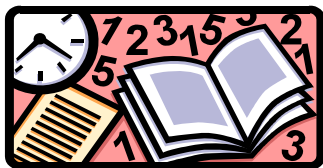
Please do not hold the elevator doors open for more than 45 seconds. The new elevator equipment has been programmed to avoid misuse. When the doors are kept open for more than 45 seconds, you will hear a beep and then the doors will start to close. If you still keep the doors open, the elevator will remain on that floor with the doors open until the technician resets it.

**Mail:**

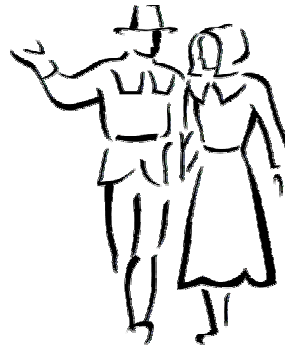
Please notify the mailman in writing with specific dates when you need to have your mail held for any period of time. All mail is held at the mailroom located by the passenger elevator lobby in each building. When you return, please contact our mailman to pick up your mail.

**Reception Desk:**

We have new employees at the Reception Desk. They will be following all Front Desk procedures to the letter. Please assist us in making this an easy transition by complying with all requirements.



**Editor  
Louise Albin**



**Thanksgiving is a time for giving and sharing with those less fortunate.**

Skyline House has once again adopted two families for the Thanksgiving Holiday. We will be collecting non-perishable food items to donate to the families. Also, we will accept monetary donations to purchase perishable items. If you would like to make a monetary donation, please drop it off in the Accounting or Management Office.

As in the past, the best way to collect items is to divide food items into groups according to your last name. If you would like to make a donation, please check the list below:

If your last name begins with:

A-H: Canned Foods (vegetables, cranberry sauce, fruit, soup, etc.)

I-O: Drinks (juice, tea bags, coffee, etc.)

P-Z: Boxed Items (cake mix, stuffing, macaroni and cheese, sugar, flour, etc.)

Also, paper/plastic and condiment items are always needed.

The collection box will be outside of the Accounting Office beginning Monday, November 3<sup>rd</sup>.

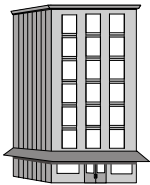
Thank you for your support!!

*Tycia Height, Accounting Office*

**Security, Fire and  
Safety Committee**  
**Terry G. Sakellos, Chairman**



The Security, Fire and Safety Committee did not meet in October. The next meeting is scheduled for November 12, 2003, at 7:00 p.m. in the West Card Room.



**Physical Plant  
And Operations Committee**  
**George Beams  
And Kurt Bedenbaugh**

The Committee met on October 9, 2003. The following subjects were discussed:

**Replacement of Trees Lost During the Storm:**

Management presented the scope of work to replace nine (9) of the trees that were damaged from the storm with new trees. A vote was put to the committee to replace the existing trees with large trees in the range of 22 to 24 feet tall versus the small caliper types. A motion was passed by the PPOC to recommend that the Board approve replacing the damaged trees with large trees.

**Cash Flow Method Analysis:**

Management presented a revision to the Cash Flow Method Analysis Table No. 3 to reflect changes to the two accounts/components items:

1. The construction duration of the façade masonry repair project was revised from a six to a four-year period. This will yield a savings of \$80,000.00.

2. The completion of the renovation of the passenger elevator cabins in 2005 was revised to 2004 for a total of \$12,000.00 per elevator. The savings will yield 3,000 per elevator.

The PPOC recommended that the Board approve the revisions as presented by Management and as proposed by the consultants, Mason & Mason.

**Water Fountain Replacement vs. Circle  
Renovation:**

Management presented the need for repairing the water fountain that was damaged during the hurricane Isabel. Gusbey Silva noted that the concrete drive around the circle was budgeted for replacement in 2005. The PPOC recommended that the board remove the damaged fountain without replacing it and plant flowers in its place.



**Financial Management  
Committee**  
**Wynfred Joshua & Chuck Ruby  
Co-Chairmen**

The Financial Management Committee (FMC) met on October 20, 2003, to review the September financial statements and other issues. Summary figures for the month of September 2003 are as follows:

- Total Income: \$260,446.
- Total Expenses: \$170,963.
- Reserve Contributions: \$91,109.
- Net Income before taxes: \$1,625.

The negative income item for this month reflects the different reporting methods for different expenditures: expenditures for most items are reported monthly, but some items are seasonal or occur only a few times a year or are unexpected. These are reported the month they are expended and may cause a deficit for the corresponding period.

The FMC decided to take no action on two action items. The first item involved funding for replacement of the trees Skyline House lost as a result of the storm and its aftermath. The General Manager, however, informed the FMC that she had submitted an insurance claim inasmuch as the total damage (cleanup, destroyed trees, damage to the iron fence and fountain) inflicted by the storm was considerable. The FMC took note of the General Manager's report to replace the trees as recommended by the landscape designer. The latter's advice had been requested by the PPOC.

The second issue concerned the damaged fountain. The FMC discussed at length the PPOC's recommendation to remove the fountain and to restore the circle to its original design with flowerbeds. In light of the fact that a replacement of the circular driveway had already been scheduled in two years, the FMC accepted the advice the landscape designer had given the General Manager to redo the circle at that time. Concerned about spending funds without a more concrete long-term plan, the FMC tabled the PPOC's recommendation. It requested the PPOC instead to decide what it wished to do until the complete renovation could take place. The Board subsequently decided to go ahead and repair the fountain.

The FMC did accept a third action item, which was a revision of the reserve schedule of two components under the cash flow method. The original schedule of the north and south façade repairs over six years was changed to completion in four. The increasing number of leaks forced the accelerated schedule. This would allow repairing one side per year for a total of \$3,000,000 and save us in the end \$80,000. A second item we changed was to start the renovation of the passenger elevator cabs in 2004 instead of in 2005. Prices for 2004 would be \$12,000 per cabin instead of the estimated \$15,000 for 2005.

These changes do not affect the required income for the 2004 budget, nor the contribution to the reserve budget or, the bottom line, the condo fee. To be sure, our reserve funds will grow less in the next few years when the façade repairs are done, but our overall reserve schedule is well planned. All known components of Skyline House that need to be replaced or repaired are covered in our reserve funding system. The FMC recommended to the Board, therefore, that it endorse the acceleration of façade repairs and renovation of the passenger elevator cabs.



**Covenants Committee**  
**Joseph Livingston, Chairman**

The Covenants Committee met Wednesday, September 17, 2003, at 7:30 p.m., in the West Card

Room. We received the results of the Management study of the use of the exercise room.

The study covered a 90-day period. Based on an analysis of the data, Management recommended that the current schedule be continued (i.e., Monday, Wednesday and Friday – 9:00 a.m. to 4:00 p.m. be reserved for women only; Tuesday, Thursday and Saturday – 9:00 a.m. to 4:00 p.m. reserved for men only; that at all other times, the exercise room be open to both men and women.

The Committee adopted Management's recommendation, and accordingly, recommended the same to the Board.

The Committee also agreed to change the meeting date of the Committee. The next Committee meeting will be held on November 18, 2003, at 7:00 p.m. in the West Card Room.



**Neighborhood Watch**  
**Judith York, Coordinator**

The next open training session is Tuesday, December 2, 2003, and the neighborhood watch coordinators' meeting is December 9, 2003; both meetings start at 7:00 p.m. The Citizens' Advisory Committee (CAC) takes place on the second Tuesday of each month (except August) in the community room at the Mason Government Center (6507 Columbia Pike). The Committee is comprised of citizen volunteers who act as an advisory group to Captain Sharon Smith and Lt. Amy Lubas (Commander and Asst. Commander of the Mason District Station). If you are interested in becoming fully informed about what is happening in our community and the police response to the events by joining the CAC, please call 703-256-8035.

Regarding Skyline House, please do not let anyone into the building that you do not know. A possible incident was avoided by timely prevention in late August when two loiterers

gained access to the East Building by following residents into the hallway. We are only as safe as our actions dictate and allowing strangers into Skyline House could put our community in jeopardy and result in loss of valuables, including items from the garage. If you see someone hanging around the entrance doors and your instincts tell you something is wrong, use your mobile phone or the garage phone, or the loading dock phones to alert the reception desk and security guards about your suspicions.

Recent problems noted from the monitoring reports are: several disposal rooms in the East and West Buildings, including the penthouse ones, smelled rancid due to trash piled up on the floor. Please put your trash in the chute, not on the floor. Several of the doors throughout the buildings were left ajar. Ensuring that the doors are closed tightly after we pass through them will increase the level of safety in our home. Although we have a smoke-free (common area) building we have found cigarette butts left in stairwells and hallways. Please don't smoke in the common areas of the building. These violations have been reported to the Management office so action can be taken if and when necessary.

There are now fewer cars without Skyline House decals but a few still remain and details on these have been given to the office so owners can be contacted.

Finally, with the holiday season approaching, I thank the volunteers and all involved in keeping our buildings and grounds safe. I ask that those of us who are staying home during this busy holiday season, be alert and keep a close neighborhood watch on our surroundings.



**Recreation Committee**  
**Tony DiSalvo**  
**Chairman**

The TGIF is back on schedule for November 7<sup>th</sup>, at 6:30 p.m. in the East Party Room.

The Committee met and discussed the upcoming Holiday Party in December. So mark your calendar for Saturday, December 13<sup>th</sup>, at 7:00 p.m. in the West Party Room. It is usually the best TGIF of the year.

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.

A resident has asked about bingo. If anyone is interested, please leave me a note in box 502E at the front desk. At its next meeting, the Committee will discuss the possibility and, dependent upon the response received, decide what to do.

The next TGIF is scheduled for Friday, November 7, 2003, at 6:30 p.m. in the East Party Room.

COMING EVENTS: Holiday Party, Saturday, December 13<sup>th</sup>, at 7:00 p.m. in the West Party Room



**Good Neighbors Committee**  
**Co-Chairs**

Toska Prather 703-379-7849  
Ann Preston 703-931-7679

**Good Neighbors for November 2003**

**Alina Gonzales 703-379-5391**  
**Anne Preston 703-931-7679**

The Good Neighbors are available to assist all residents who are in need of temporary help due to illness or emergency. We are always in need of new members to assist those in need. If you are interested in serving your neighbors, please call one of the co-chairs and join us.

# ***SPECIAL EVENTS AT SKYLINE HOUSE November 2003***

SUN	MON	TUE	WED	THU	FRI	SAT
						<b>1</b>
<b>2</b>	<b>3</b>  LIBRARY OPEN 7:00-8:00 ECR	<b>4</b>  Election Day	<b>5</b>	<b>6</b>	<b>7</b>  TGIF 6:30 PM ECR	<b>8</b>
<b>9</b>	<b>10</b>  LIBRARY OPEN 7:00-8:00 ECR	<b>11</b>  Veterans Day	<b>12</b>  SECURITY 7:00-8:00 WCR	<b>13</b>  PPOC 7:00-8:00 WCR	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> FIN MGT 7:00 PM WCR  LIBRARY OPEN 7:00-8:00 ECR	<b>18</b>  COVENANTS 7:00-8:00 PM WCR	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>  LIBRARY OPEN 7:00-8:00 ECR	<b>25</b>	<b>26</b>	<b>27</b>   Thanksgiving Day	<b>28</b>	<b>29</b>
<b>30</b>						

**Skyline House Unit Owners' Association, Inc.,  
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