



# THE HOUSE SPECIAL

Volume XXV, No. 10

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

October 2004



## Board of Directors President, David Tilson

The regular meeting of the Board of Directors took place on September 22, 2004.

There were no major decisions made at the meeting. The Treasurer and the Financial Management Committee reported that our financial condition continues to be sound. The proposed budget for 2005 will require a 2.4% increase in the condominium fees starting next January. This is a slightly smaller increase than the 2.5% increase in 2004. The Board deferred voting on the 2005 budget until the October meeting to give Board members more time to study the proposed budget and to ask questions of Management and the Financial Management Committee at that meeting.

The construction work continues more or less on schedule and quality of work apparently is satisfactory.

It is time to start thinking seriously about finding qualified candidates to stand for election to fill three Board vacancies at the next annual meeting in March 2005.

I urge all new unit owners to attend meetings of the standing committees to become familiar with the issues facing the Association. As a self-governing community, involvement of all unit owners in governance is essential.



## General Manager Gusbey Silva

### Restoration of North & South Façade:

The façade repairs on the north wall have been completed. The demobilization of the overhead protection located on the north side will be done during the first week of October. The contractor is continuing the façade repairs on the south wall with the brick installation on tiers 14, 15, 16 & 01. The work on the south wall will be completed by the end of October.

### Restoration of North Façade Landscaping:

The contractor for the façade repairs is responsible for reestablishing the landscaping located under the tiers being worked on. This task will be completed on the north side of the West Building during the last two weeks of October.

### Supplemental Brick Retaining Wall:

The construction of a front supplemental retaining wall in front of the existing brick retaining wall by the bus stop along S. George Mason Drive, started on Monday, August 23<sup>rd</sup>, and was completed on Friday, September 17, 2004. The space between the two walls will be used as a planter. The old iron fence was reinstalled in the new wall. The plants and flowers will be planted during the second week of October.

### OFFICE DIRECTORS

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### COMMITTEE CHAIRS/CO-CHAIRS

#### COMMUNITY RELATIONS

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FINANCIAL MGT,	Wynfred Joshua	1414W	820-4471
	<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
SEC/FIRE & SAFETY,	Terry Sakellos	204 E	820-0455

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### EDITOR

Louise Albin [lalbin2@metronets.com](mailto:lalbin2@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.

Published by: Skyline House Unit Owners' Association, Inc., 3711 South George Mason Drive, Falls Church, VA 22041-3711

Printed by: Curry Printing and Copy Center

### **Replacement of Passenger Elevator Floor:**

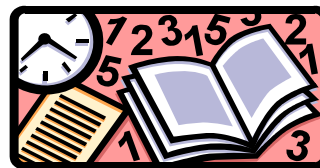
This project will continue with the installation of the carpet selected by the members of PPOC and approved by the Board of Directors. The material has been ordered and is expected to be delivered by the second week of October.

### **West Building Fire – August 29, 2004:**

There was a fire on Sunday, August 29, 2004 that started in a kitchen of a 14<sup>th</sup> floor unit of the West Building. Thanks to the effectiveness of the sprinkler system, the fire was contained within five minutes. The fire was determined by the Fairfax County Fire Marshall to be an accidental fire. Due to the amount of water disposed by the fire sprinkler system, more than 25 units plus some common areas sustained water damages. We were fortunate that no one was hurt.

Please take into consideration the following steps to avoid an incident like this happening in the future:

- If you have a stove with a flat surface and you use the counter next to it to place clothes removed from the dryer, please be sure that the surface of the stove is completely cold prior to doing so.
- Always check all the buttons of the stove to assure that they remain in an off position when you have been doing something around the stove. You may accidentally turn a button on.



**Editor**  
**Louise Albin**

I received this information from *Regina McCormack MD*, unit 1602W:

*"I noted in the manual for my Kenmore washing machine: **Warning!** Under certain conditions, hydrogen gas may be produced in a hot water system that has not been used for 2 weeks or more. **Hydrogen gas is explosive.** If the hot water system has not been used for such a period, before using the washer, turn on all hot water faucets and let the water flow for several*

minutes. This will release any accumulated hydrogen gas. Hydrogen is flammable: do not smoke or use an open flame during this time."

**It is nearing the time for the election for the President of the United States and many other electoral positions.** Applications for an absentee ballot may be picked up at the Management Office Monday to Friday, 8:00 a.m. to 6:00 p.m. and/or at the library (East Building Penthouse level) on Mondays from 7:00 to 8:00 p.m. **Also, pertinent information regarding absentee voting for Skyline House residents was copied from the Fairfax County web site follows:**

#### **"The Electoral Board and General Registrar**

To request an Absentee Ballot, you must first submit an Absentee Ballot Application to the Office of the General Registrar. After processing of the application, the ballot will be mailed to you.

Registered voters who will be away from Fairfax County on Election Day, or who are unable to go to the polls because of illness or disability, may vote by absentee ballot. Eligible citizens may vote in-person prior to election-day, or apply to have an absentee ballot mailed to them.

All absentee ballots *must* be received at the Electoral Board office by 7:00 p.m. on Election Day in order to be counted.

**"General and Special Election Tuesday, November 2, 2004, Polls open 6:00 a.m. to 7:00 p.m.** Absentee Voting Schedule (The office will be closed on Monday, October 11th for the Columbus Day Holiday) Absentee applications are being accepted now. Ballots will be sent out around September 20. *In-person absentee voting begins September 20; Deadline to request an absentee ballot by mail Thursday, October 28, 6:00 p.m.*

"In-person absentee voting hours at the Office of the Electoral Board and General Registrar, 12000 Government Center Parkway, Suite 323, Fairfax, VA 22035

October 13-October 29,

Monday - Friday, 8:00 a.m.-8:00 p.m.

Saturdays, October 2, 9, 16, 23, 30

#### **Satellite Locations:**

Franconia Governmental Center  
6121 Franconia Road, Alexandria  
Mason Governmental Center  
6507 Columbia Pike, Annandale

You must complete an **Absentee Ballot Application** and mail it to the General Registrar, 12000 Government Center Parkway, Suite 323, Fairfax, VA 22035-0081 or fax it to us at (703) 324-3725."

The Fall Mason District Town Meeting will focus on the County's Environmental Excellence vision plan, adopted by the Board of Supervisors in June. Find out more about storm water management, air quality, and the Chesapeake Bay, and what we need to do to protect our environment for our children and grandchildren.

Date: Wednesday, October 6, 2004

Time: 7:30 pm

Place: Sleepy Hollow Elementary School  
3333 Sleepy Hollow Rd  
Falls Church, VA 22044



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

The Financial Management Committee met on 21 September 2004.

- Total income for the month of August was \$274,265 with expenditures of \$170,900.
- Total income less expenditures amounted to \$103,365.
- The total Reserve Contributions were \$93,259, leaving a net income before taxes of \$10,106.

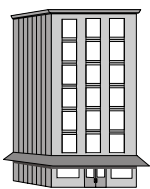
During the month of August, the FMC and its sub-committees on the Reserve Budget and the Operating Budget reviewed the proposed budget for next year. With some adjustments, the overall budget was subsequently discussed and passed by the full FMC for submission to the Board for its consideration. Last year's adopted cash flow system for the Reserve Budget provides some flexibility in allowing us to shift funds to accounts where needed. This is an important tool for the Reserve Budget which accounts for about 34% of the total budget. It is imperative, however, that we continue to increase the Reserve Budget with 1.5% each year. The bottom line is that the overall budget submitted to the Board calls for only a

modest increase that translates in a correspondingly small raise in the condo fee for 2005.

The recent fire in an apartment on the 14<sup>th</sup> floor of the West Building resulted in an estimated damage of \$32,000, excluding the damage to the apartment itself. This estimate comes from our insurance company; the latter will withhold the \$10,000 deductible, and an additional \$6,900 for depreciation. We expect to recover the \$10,000 deductible from the owner of the apartment. Meanwhile we have received \$15,000 from our insurance company to cover repairs and restoration of damaged common areas and neighboring apartments. It is our understanding that once all the bills are in for these repairs, the insurance company will cover the costs up to \$22,000.

The FMC had no issues that required any action. For the next year, in addition to the ongoing façade repairs, we expect among others to review the project to repair the balcony edges and railing bases on four of the tiers in the West building. We do not yet have an estimate for that. We also expect to consider the project for replacing keys for building entrances and common facilities with electronic card readers and associated equipment.

The next FMC meeting has been scheduled for Tuesday, 26 October 2004 at 7:00 PM. We welcome anyone interested to come and join us.



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

The PPOC did not submit a written report for this newsletter.

The next meeting will be held on Thursday, October 14, at 7:00 p.m. in the West Card Room.

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



Fire Prevention week is October 3 – 9, and I would like to share with all our residents some advice and fire safety tips.

First and foremost, in the event of a fire call 911 immediately to report a fire. Also, you should evacuate the building until it is clear and advised from the fire official that it is safe to return to your units.

**Apartment and High-rise Fire Safety:**

The greatest causes of most apartment fires are:

- Cooking/ Kitchen Fires
- Heating equipment such as heaters, stoves or space heaters
- Smoking

Be aware and take steps to stop fires before they start.

An apartment or high-rise fire is no cause for panic. If you plan ahead and practice fire drills, your chances of survival are greatly increased.

**Tips for being prepared:**

**Does your building have an evacuation plan?**

Protecting yourself and others should be a top priority! You should take the time to:

- Learn your building's floor plans and evacuation procedures.
- Develop and practice your fire safety plan. Know the two quickest and safest ways out of your building.
- Assign someone to assist people with disabilities who may need assistance to evacuate safely.
- Ensure everyone knows what to do when the alarm sounds.
- Arrange a predetermined meeting place. Do not go back into the building for any reason.

**Do you know how to escape from a fire in your apartment building?**

- Check doors before opening them. Kneel or crouch behind a door, reach up high and touch the door, knob and frame.



- If the door feels cool, then open it with caution. Put your shoulder against the door, open it slowly and proceed.
- If you see flames or smoke on the other side, use another escape route or stay in your apartment.
- If you're unable to leave your apartment, protect yourself by placing towels, sheets or clothes around the door and vents to keep smoke out. Then:
  - Call the fire department using the emergency number to notify them of your location. The emergency number for Fire & Rescue is 9-1-1
  - If there is no smoke outside a window, open it and signal for help by waving a bright towel, sheet or flashlight
- Never use elevators in a fire! Use the exit stairways and close all doors behind you to slow the spread of a fire.
  - If an announcement can be heard over your building's public address system, listen carefully and follow the directions.
  - If your escape route becomes smoky, crawl low under the smoke. Smoke rises, so the cleanest air is near the floor.
  - If your route becomes impassable due to smoke, heat or fire, return to your suite or use an alternate escape route. Never go to the roof as you may become trapped with no means of escape or protection.
  - Get out and go directly to your planned meeting place and stay there.



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

The Covenants Committee met on Wednesday, September 15, 2004. We reviewed the matters discussed at the last meeting. One complaint about persons inappropriately dressed in the lobby was noted at the September meeting of the Board. A reminder of the provisions of Rule 7 of the Skyline House Rules and Regulations was included in the August House Special. There have been no further complaints. Perhaps we may assume the matter has been corrected.

There was a request that another review be made of the utilization of the exercise room to

determine whether or not tinkering with the schedule might increase use of the facility. Management has been requested to review the record and provide the Committee with an analysis of its utilization. Stay tuned.

The Committee was also reminded of our need to start preparations for the election of Board members. Although the election will not be held until March 2005, a lot of work must precede the election. Those members of the community who volunteered in the past will be called upon again to help. Also, we are asking all other residents of Skyline House to volunteer.

Speaking of the election, this might be a good time to urge those residents who may be interested in becoming more active in the governance of Skyline House to give some consideration to becoming a candidate for membership on the Board. If you have any questions, please feel free to contact Mrs. Nadyne McKelvey or me.

All residents are always invited to attend the Covenants Committee meeting and to become a member. The Committee's next meeting will be on Wednesday, November 17, 2004, at 7:00 p.m. in the West Card Room.



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

The next Open Training Session for Watch Patrol Members is at the Fairfax County Police Station (Mason District) at 6507 Columbia Pike, Annandale, VA 22003 (phone 703-354-5889) on Tuesday, October 12 at 7:00 p.m. It is open to all Skyline House residents and is very informative as far as finding out about crime in our area and what is being done to solve the problem.

The next Neighborhood Watch Coordinators' meeting will be held at the same location on Tuesday, December 14, 2004, at 6:30 p.m. Also on this same day, there will be the second open training session for watch patrol members at 7:00 p.m. followed by the CAC meeting at 7:30 p.m. If you want a thorough rundown of what is happening in our area of Northern Virginia, these meetings are informal but informative and the

police officers holding the sessions are personable and professional.

From the monitoring reports completed by our Neighborhood Watch volunteers, there are still incidents of trash left in the disposal rooms that should be taken down to the ground floor trash room, newspapers piling up outside an apartment door (this could be someone leaving on vacation and not letting the Management Office or a neighbor know, or a resident becoming ill), a combination storage door left open, several common doors not locked, lights out in the hallways or stairwells, some cars without Skyline House decals (simple procedure - check with the Management Office for the form to complete), and fire extinguishers missing on two floors.

Two issues that need to be brought to your attention. First, is that one or two residents are leaving their apartment doors open and this is against the House Rules. The Management Office will be pleased to explain these rules if you will contact them. The second issue is that some residents are using the stairwells to smoke and then discarding cigarettes and matches there after they leave. This is non-smoking building in **all** public areas.

Please contact me on 703-671-2267 if you would like to join the Neighborhood Watch Program (if I'm not in, please leave your name and phone number so I can call you back). I'll be happy to tell you about the Program. We need new residents to support our present participants. The Neighborhood Watch Program is a volunteer group of residents from both the East and West Buildings of Skyline House who volunteer one hour a week (or more if they would like, but this is on a strictly volunteer basis), to walk the hallways, grounds and other parts of the buildings with an eye to reporting on the monitoring form anything needing repair or incidents that need attention from the security guards, or Skyline Front Desk or Management Office.

The volunteers walk in pairs and do not get involved in any incidents – their role is strictly to observe and report anything untoward, as well as writing in the maintenance log any repairs needed. They play a valuable role in helping the Board of Directors, Management Office and Skyline House employees keep Skyline House attractive and well maintained. Volunteering also offers a good way to

exercise, to get to know some of your neighbors and Skyline staff, and an easy way to lose weight.

As we are approaching the Autumn/Winter part of the year, I am also listing Fairfax County emergency phone numbers from last year for damage due to storms, hurricanes, etc.



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

All who attended the September TGIF enjoyed themselves. There was an excellent supply of good food. We are still looking for new residents who have not attended. Please join us.

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.

There will be no committee meeting in October.

**The November TGIF will be Friday, November 5, 6:30 p.m, East Party Room.** 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.



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

**Toska Prather 703-379-7849**  
**Ernest Loyola 703-671-0384**

**Good Neighbors for October 2004:**

Betty Badavi 703-671-5216  
Stefany Keyser 703-671-8545

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

# ***SPECIAL EVENTS AT SKYLINE HOUSE October 2004***

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

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