

# *The House Special*



*Volume 26 Issue 11*

*Skyline House*

*November 2006*

## **Board of Directors**

**President, Norman Baker**

At its October 25<sup>th</sup> meeting, the Board approved the 2007 Operating and Reserve Budget as submitted by the Financial Management Committee (FMC) in September. The Budget sets a modest 2.5% increase in the condominium fee commencing January 1<sup>st</sup>, 2007. Details on this increase will be sent to each unit owner during the next two months. The Budget also includes a responsible increase in the Reserves contributions to enable us to continue to maintain and improve our aging buildings while avoiding large special assessments. The Chair and members of the FMC, along with the PPOC, Management and our Treasurer spent long hours developing and justifying the Budget and deserve thanks from all owners for their dedicated stewardship of the Association's finances.

The Board also approved a contract with Remote Surveillance Technology Solutions, Inc (RSTS) to transition, in early 2007, to an electronic access system for all common area doors. The new system will replace the big, blue key we all carry with a small key fob that will electronically unlock common area doors.

Read more about these matters in the Management and Committee reports in this issue.

Thanks to Christine Dozier, Recreation Committee Chair, as well as Geraldine Naveau, Nadyne McKelvey and Christine's husband, Dave for the successful 'Over the Hump' event they hosted in our lobby area from 6:30 to 9:00 AM, Wednesday, October 25<sup>th</sup>. Free coffee, juice, bagels and donuts were offered to residents departing for work and school. At the same time, flyers promoting upcoming Skyline House events and meetings were given to passersby. It was an innovative and positive way to try to reach out to residents and invite them to begin actively participating in our community.

Although the coffee service did not begin until 6:30 AM, I am well aware that the group was hard at work much, much earlier than that and also had to prep several days and evenings before the actual event. Thank you all.

The next Board of Directors election is still five months away but the gears are already beginning to turn. Notices are being prepared, the nominating committee is at work, and the Covenants and Election Committees are preparing procedural recommendations. There will be two open seats on the Board in March 2007. Please, consider running yourself. Even if you won't run, you can still help. If you know of any qualified residents, please ask them to help govern our community by running for one of the two seats.

The next Board meeting will be a combined November/December meeting and will be held on Tuesday, December 5<sup>th</sup>.

### **SPECIAL APPEAL**

**The Holiday season is upon us. We will be coming and going with arms full of gifts and goodies. Family and friends will be coming to visit. I appeal to all residents:**

#### **Guest Parking**

Please, for the sake of our guests, reduce or better yet, cease your personal use of guest parking spaces. Ask yourself before parking in a guest space, "do I really need to take up this space even though it is for only a brief amount of time?" Promise yourself, if you forget to remove your car in the allowed amount of time, you will be understanding when you find your vehicle has been towed at your expense.

#### **West Lobby Door**

Please, DO NOT hold or prop this door open as doing so will damage the mechanism and, more importantly, **creates a severe breach of our security**. If you see this door being held open please try to close it and report it immediately. No one should enter through this door without a key. Please help by referring all guests to the front lobby.

**This door is not for loading and unloading. Use the loading dock for such purposes.**



## **Management**

**General Manager, Gusbey Silva**

### **In-Unit Maintenance Agreement**

During the September 2006 meeting, the Board of Directors approved a revised version of the In-House Maintenance Agreement, which gives the Association the right to refer a unit owner, who is in a delinquent status for over 30 days, to the Association's Attorney, at the unit owner's expense. It also entitles the Association to accrue a late fee of \$25.00 to any invoice that is 15 days past due.

The new agreement was implemented effective October 1<sup>st</sup>, 2006. As a result, a late fee of \$25.00 will be charged to all invoices past due for 15 days or more, as of November 15<sup>th</sup>, 2006. This fee will be applied to each past due invoice when there is more than one past due invoice owed by the same unit owner.

### **Delinquent Condo Fee Assessments**

During the September 2006 meeting, the Board of Directors approved revised Assessment and Collections Procedures reducing the time allowed for delinquent unit owners to pay the full amount due prior to being referred to the Associations' Attorney, from 60 to 40 days past due. This measure was implemented October 1<sup>st</sup>, 2006. Any unit owner that owes the condo fee for the month of October 2006 will be referred to collections on November 10<sup>th</sup>, 2006.

## **East Building North & South Façade Restoration**

The concrete demolition, on tiers 2, 3, 8, 9 and 10, which generates very loud noise, will be completed by the end of this month. The following task will be the placement of the new concrete and the flashing and brick replacement which is scheduled for completion by the end of December 2006 in the north wall and by the end of January 2007 in the south wall. The total completion of the façade repairs on these tiers is estimated to be by the end of February 2007, weather permitting.

Please keep in mind that the façade repairs generate a high volume of dust and debris. Please keep your doors and windows closed while the work is being performed and do not access your balcony during that time.

The remaining tiers in the East Building, 11, 12, 13, 14, 15, 16 and 01 will be completed during the fourth phase of the project, scheduled to begin in March 2007.

## **Access Control System**

During the October 2006 meeting, the Board of Directors approved the replacement of the Security Key (blue key) with the installation of an electronic access control system on all doors where the security key currently is used with the addition of the unit owners' storage rooms. The system selected uses the smallest and most durable fob key available in the market. The installation of the wiring needed for this system will begin in November 2006 and will be done in-house by the Associations' Building Engineers. This measure represents savings of \$37,000 dollars. After the wiring is completed, during the first months of 2007, either January or February, the contractor will install the hardware needed on each door included in this project.

Prior to the installation of the access control system on each door, Management will distribute the new key fobs to all residents. The number of key fobs given to residents will be consistent with the number of security keys (blue keys) previously assigned to each unit. The replacement cost of each key fob lost will remain at \$25.00. Any key fob lost would be canceled in the computer and will no longer be activated. This measure will allow only authorized residents, and/or their guest, to access the building.

## **Garage Painting**

The painting of all cinder block walls and vertical columns of the garage was completed during September 2006. Additional paint was purchased to allow the in-house painters to continue with the painting of the ceiling of the center ramp in the B Level and the ceiling beams on the B and C levels. In order to paint the beams it will be necessary to remove two cars per each beam being painted. One or two mornings per week will be designated to accomplish this task starting in November 2006, weather permitting.

## **Garage Entrance Door**

Since the implementation of the garage entrance remote control system in the early 1990s until the mid-October 2006, 476 units purchased remote controls, leaving only 80 units using the garage card reader as their only means to gain access to the garage. Due to a change in suppliers, on October 19<sup>th</sup> the price of the garage remote controls was reduced from \$35 to \$16 each. Since then, we have sold several more remote controls. We hope the lower price for remotes will enable us to remove the garage card reader by early next year, eliminating the need to maintain two different systems for the same purpose.

## **Washington Cable**

Effective January 2007, Washington Cable will remove the Music Television (MTV) channel due to its high cost and replace it with the History channel. The History channel was selected by Washington Cable as a result of a 2002 resident survey in which the majority of the survey participants requested the History Channel.



## COVENANANTS

### Chair, Joseph Livingston

The next regularly scheduled meeting of the Committee is Wednesday, November 15<sup>th</sup>. The agenda will include, among other things, the review of an existing Association Resolution which established procedures for the enforcement of Association Rules and Regulations and the recommendations of the Election Committee, relative to the 2007 election of members for the Board of Directors. Both matters should be of interest to you. So again, I urge you to mark your calendar and visit with us on November 15<sup>th</sup>.

Now I would like to turn to one of the most important responsibilities I have as Chair of the Covenants Committee and that is to say thanks to the many resident volunteers who serve on the Covenants Committee, the Hearing Subcommittee and the Election Committee. It cannot be said often enough that without the volunteers, the work of these Committees would not be done. I hasten to add that this is also true for the other Committees of the Association. Is there room for improvement? You can rest assured there is. Together, we can make a difference.

The safety, peace and quiet we enjoy in our community, as well as the clean attractive common areas we share are dependent on our involvement in the governance of the Association. To help make our community an even better place to live, lend a hand, share some of your ideas for further improvements, and join a Committee.

Earlier I mentioned the 2007 election. There will be two (2) vacancies. please give some consideration to becoming a candidate for the Board of Directors.

In the coming weeks, more information about the election will be advertised. Check the bulletin boards, the House Special newsletter and Skyline House TV channel 12.



## SECURITY, FIRE, & SAFETY

### Chair, Robert De Mayo

The Security, Fire & Safety Committee (SFSC) met October 9<sup>th</sup> to discuss the upcoming 5-year re-keying process for Skyline House which will take the form of an electronic access system instead of replacement keys which, over the long term, are more costly and, unlike the new system, cannot be deactivated when lost or when a resident moves out. Turnout was excellent and much discussion occurred, most of which, is described in other reports in this issue and thus will not be repeated here. Ultimately, the Committee agreed to recommend to PPOC a contract with RSTS, Inc. for the new system.

The Committee's next meeting will be Wednesday, November 8<sup>th</sup> in the West Card Room. Please come and get involved in the security and safety of your community.

## NEIGHBORHOOD WATCH

### Coordinator, Judith York

There were several concerns reported by neighborhood watch volunteers regarding cigarette debris in and around the buildings. Rule 15 C of the Rules and Regulations states: **Nothing shall be thrown from windows, balconies or patios.** Throwing cigarettes from balconies is an extreme fire hazard. Everyone is placed at risk from such a careless act. When cigarettes are thrown from balconies the wind can easily blow them back onto other balconies. We have recently had balcony floorings and furniture permanently scarred by thrown, lit cigarettes.

There were several units with newspapers piling up outside the door. For safety and appearance reasons, please remember to arrange to have your newspaper delivery temporarily stopped or ask a neighbor to collect them for you when you will not be home.

We again request everyone to please ensure that you register your vehicle(s) with the front desk and display a Skyline House decal for identification and safety purposes. Without a decal, you risk having your car towed at your own expense.

Finally, beware of a phone scam going on right now. Callers claim to be phone technicians and request that you dial nine (9), zero (0), the pound sign (#) then hang up. **DO NOT DO THIS.** If you dial 90# for the caller, it gives him/her access to your phone lines and it enables the caller to place long distance and international calls against your account. With the holiday season approaching, we have to deal with possible scams so please be aware and alert your family, friends and neighbors to phony schemes such as callers who ask for personal information or ask you to take a test on your phone.

I would like to thank all of the Neighborhood Watch Group members for their continued volunteerism, and I would like to invite new volunteers to join our group. If anyone is interested in joining the Neighborhood Watch Group, please phone me on 703-671-2267.

**November/December meetings at Mason District Police Station for are as follows:**

Tuesday, November 7<sup>th</sup> at 7:30 PM, Citizens Advisory Committee (CAC).;

Tuesday, December 5<sup>th</sup>

6:30 PM is the Neighborhood Watch Coordinators,

7:00 PM Neighborhood Watch Training,

7:30 PM the Citizens Advisory Committee's Christmas and Holiday Party. Skyline House residents are invited to attend these meetings and the Holiday Party, which are a great way to meet our community law enforcement officers and Mason District staff.



## **PHYSICAL PLANT & OPERATIONS**

**Chair, George Beams**

The Physical Plant and Operations Committee met on October 12<sup>th</sup>. The main item of business was replacement of the current security keys for common area doors with an electronic access system. Management obtained five proposals and recommended RSTS, Inc. be awarded the contract based on best price, good references and technician interaction with our Chief Engineer. The Chair of the Security, Fire and Safety Committee reviewed the discussion and questions generated during their previous meeting. It was quite helpful and generated important additional discussion and questions about the wiring our in-house Engineers will do for the new system, RSTS references, the impact of power outages on the system, computer security and back-ups, and training of House personnel. Management addressed the concerns and agreed to look into them further.

The question was raised whether the new system would include the vehicle entrance to the garage. It will not. Management agreed to determine how many residents still rely only on the card-reader (as opposed to the remote control) to access the garage with the idea of eliminating the card reader at some point. It is anticipated that a likely, significantly lower price for remote controls will facilitate the card-reader elimination.

The Committee agreed to recommend RSTS, Inc. to the FMC and the Board.

A question was raised on the status of the trash re-cycling system to conform to new regulations. Management advised they continue to meet with Waste Management representatives, to try to implement the new system in light of limitations of our facilities.

The next meeting of the Committee is Thursday, November 9<sup>th</sup>.



# FINANCIAL MANAGEMENT

Chair, Wynfred Joshua

The Financial Management Committee (FMC) met on October 16<sup>th</sup>, 2006. Total income for September was \$287,104 with expenditures of \$183,635. Total income less expenditures amounted to \$103,470. The total Reserve Contributions were \$96,167 leaving a net income before taxes of \$7,302. The roughly \$5,800 increase in paint supplies reflected the requirements for painting the garage and the apartments affected by the façade repairs. There were no items that raised the FMC's concern.

## **2007 Budget:**

Probably the key activity of the year is the annual budget. We are pleased to say that the budget deliberations translated into what is truly a very modest condo fee increase of 2.5%. This is largely due to the yeoman work of the General Manager and the concerted efforts of the FMC and PPOC members, the Treasurer, and the other Board members. With so many products and services going up in price, it was quite an achievement to keep the condo fee increase limited. The 2007 budget will soon be available in the office and we urge residents to go over it. Any questions you may have, please come to the FMC meetings or the Board sessions and raise them there.

## **Keyless Access Control System**

Much of the meeting was devoted to replacing the security keys with a keyless access control system. Every 5 years we replace the security keys. The heavy blue key is the latest replacement of 5 years ago and cost us at that time \$14,500. In 2005 we included sufficient funds in the budget for a keyless access control system with the use of fobs. The project was supposed to be implemented this year, but we postponed it to 2007 because of our major expenditures for the façade repairs. The adoption of such a system would allow us to take advantage of new technology and enhance our security. New apartment buildings generally use this system. Owners would be issued the same number of fobs as the number of keys their apartment justifies. Unlike a key, however, fobs would be electronically controlled: if a fob would be lost, a new one would be issued, but the old one would be deactivated and rendered useless. Replacement costs for new fobs would be the same as for keys under the old system. A list of the advantages of the system is on the bulletin boards.

The FMC supported the PPOC's recommendation to the Board to award the electronic access system contract to RSTS for \$73,180 plus \$11,425 for including the storage rooms in the system. RSTS had good recommendations and impressed Management with their understanding of our needs. Required wiring will be done in-house by our engineering staff and is scheduled to be completed early next year. Actual installation of the system is estimated to be one month. Guarantee for the work is two years, while the fobs themselves have a lifetime guarantee. We have allocated in our 2007 budget \$86,375 for this project.

## **Removal of Card Reader at Garage Entrance**

The FMC discussed removing the card reader at the garage entrance. There are about 80 residents who still do not have a remote control, but instead use the existing card reader. Although the PPOC had considered this in the past, the recommendation to remove the card reader came up at its last meeting during the discussions on replacing the security keys. Because the Security Committee had not yet considered the question, the FMC asked that it review the issue next month and report its recommendation to PPOC and FMC. We expect to make a recommendation to the Board at its next meeting.

The next meeting of the FMC will be Monday, November 20<sup>h</sup>. We welcome all residents interested in joining our discussions on how your condominium fees are spent.



# RECREATION

Chair, Christine Dozier

The Recreation Committee kicked-off their new season with an October 11<sup>th</sup> meeting that generated much welcomed participation and idea sharing. With a charter to build community and create activities that meet resident interests comes a variety of options and possibilities ranging from: a card club, movies night, Atlantic City day trips, wine and cheese tastings, children's movie Saturday, baseball game outings, a Welcome Wagon group and much, much more.

The Committee's first event, 'Over The Hump' Wednesday, on October 25<sup>th</sup> was received by residents as a 'Good Morning' treat, meeting the expectations of the event. A much deserved Thank You goes out to Geri Naveau, Nadyne McKelvey, David Dozier, the Management Team and the Board of Directors for an event well supported and executed. We plan to hold more 'Over The Hump' days in the future.

We understand time is important to all residents and it seems as though, as the days go by, we have less and less time to complete our daily tasks and still have time for ourselves and family; therefore, while we always welcome new volunteers to the Committee we want you to know that we welcome your ideas and input without having to commit volunteer time to any events. Please feel free to submit your comments, ideas and feedback to the Committee at [recreationcom-skyline@yahoo.com](mailto:recreationcom-skyline@yahoo.com).

Upcoming Events:

TGIF	November 3rd 6:30 PM East Party Room
Committee Meeting	December 6th 7:00 PM West Card Room
Christmas Party	December 9th 7:00 PM West Party Room

We welcome your participation and please do note the Recreation Bulletin Board and Skyline House Channel 12 for event announcements and information. We look forward to seeing you at an event soon!



## November TGIF\* Gathering

\*Thank Goodness It's Friday

**6:30 PM, Friday, November 3<sup>rd</sup>  
East Party Room**

If you have not attended one of the monthly TGIF gatherings before, make November 3<sup>rd</sup> your first. To make it easy, you are requested NOT to bring a plate of hors d'ourves, just your own liquid refreshments.

**WE LOOK FORWARD TO SEEING YOU THERE**



## **Welcome Wagon to Hitch Up at Skyline House**

At the October 11<sup>th</sup> Recreation Committee meeting, Skyline House residents Evelyn Haught and Betty Turner volunteered to establish a Welcome Wagon to reach out to new residents.

As fairly new residents at Skyline House, both Evelyn and Betty recalled their early months here and would like newcomers to feel right away that they have made the right decision to make Skyline House their new home. Evelyn said, "Jack and I had lived in single-family homes for almost 40 years. When we arrived here last year, we had to sort everything out by ourselves. We couldn't find important locations in our complex, such as the storage, bike, and exercise rooms. We couldn't even figure out how to get the garage door to open the first time we exited! I'd like newcomers in the future to avoid confusion and help them learn of the many amenities and services Skyline House has to offer from Day One. This should be a haven of physical and psychological comfort. After all, it *is* home!"

Betty echoes this sentiment: "I think our purpose for the Welcome Wagon is to assist new residents in learning or knowing more about their community. If we can help them become interested in our community, I think they will want to take part in the many activities we have to offer here."

Other residents, both owners and renters, interested in working with Evelyn and Betty on this "Welcome" addition to our community life should contact them as follows:

Evelyn Haught, 703-671-1466, e-mail [evelynhaught@yahoo.com](mailto:evelynhaught@yahoo.com);

Betty Turner, 703-820-1411, e-mail [bturneronline@yahoo.com](mailto:bturneronline@yahoo.com).

## **GOOD NEIGHBORS**

**Good Neighbors are available to assist all residents in need of temporary help due to illness or emergency.**

### **NOVEMBER GOOD NEIGHBORS\***

**NORMA ANDERSON 703-931-0850**

**FRAN STAMM 703-998-8221**

(\*GOOD NEIGHBOR CONTACT INFO CAN ALSO BE FOUND ON THE CALENDAR PAGE)

Good Neighbors always welcomes new members to assist those in need. If you are interested in serving your neighbors, please call Coordinator Toska Prather or Ernest Loyola. Their contact information is listed in the newsletter directory on the calendar page.



## **“HOUSE” HINTS**

### **SKYLINE HOUSE E-MAIL NEWS DELIVERY**

Around 100 residents/owners have now signed up for electronic e-mail delivery of Skyline House information items including bulletin board notices, under the door notices, Committee announcements and The House Special newsletter. It is so easy to do! Just stop by the Management Office and register your e-mail address. It will be used only for sending your notices like those described above. Don't miss any announcements ever again. Receive them right in the convenience of your own home. SIGN UP TODAY.

### **AUTOMOBILE OIL LEAKS**

Not only are oil leaks on our property unsightly, the oil eventually makes its way onto other parking spaces, onto the roadway, and into our buildings. It also deteriorates the concrete. If your car is leaking oil you are urged to have your car repaired at once and contact Management to have your space cleaned. If you are routinely witnessing ongoing leakage in a parking space, please report it to Management as soon as possible.

### **USE YOUR HEADLIGHTS**

Always remember to turn on your headlights while driving in the garage. This will not only help you more easily see other cars and pedestrians, it will also help others to see your car. Thus, with such a small effort, and, not exceeding the 5 MPH speed limit, you immensely improve your odds of avoiding an accident in the garage.



## **INFO FROM THE ENGINEER**

**Chief Engineer, Greg Grimm**

### **Hot Water Heaters**

We are still finding original water heaters (almost 30 years old), as well as water heaters that have been replaced, but that have far outlasted their original warranty period in Skyline House units. These water heaters are very susceptible to leakage and each time one leaks, it causes damage to that unit and usually to some units below it.

There is no tried and true way to know precisely when a water heater needs replacement. Obviously, a leak in the body of the heater requires immediate replacement. If there is a major malfunction, such as complete or partial loss of hot water supply, leakage around plumbing fittings, or the appearance of excessive corrosion on the heater body itself or at the heater's plumbing connections, the unit may be repairable. If the unit has past its warranty period, replacement may be preferable to repair.

It is in your best interest and that of you neighbors to take a look inside your utility closet and see if you see any signs of a problem as described above. If you have any question that your water heater might have reached the end of its useful life, don't wait until it springs a big leak to find that out. Schedule an appointment with in-house maintenance to check your water heater before its too late.

### **Water Leakage Alarm**

Just a reminder that you can purchase (for \$13.80 in the Management Office) an alarm to place on the utility closet floor? The alarm will sound whenever it detects water leaks.

## **A Message From Tycia Haight (Our Skyline House Accountant)**

*Thank you* to all the residents that have been making food and monetary donations for the family that I have been delivering to throughout the year. The monetary donations have been a great help for me to purchase perishable items for the family and the canned and boxed items are great to keep the family going until the next delivery I make to them.

Thanksgiving is now approaching and I will be adopting two families referred by *Annandale Christian Community for Action* as I have done for the past several years to provide Thanksgiving dinner and additional food for the days following the holiday. Starting **November 1<sup>st</sup>** – I will start the food drive for any non- perishable food items. The food drive will continue throughout the Thanksgiving and Christmas Holidays.

**A collection box will be set up outside the accounting office for all non perishable food donations.**

**In addition, if you are interested in making a monetary donation, you may do so at anytime – please drop it in the lockbox outside the accounting office or in the Management office. If you wish to do so by personal check, please note that the check must be payable to “CASH”; please indicate in the memo section: “Donation for family.”**

**Grocery store gift cards are also a great way for me to be able to obtain perishable food items for the families.**

Please remember to check expiration dates on the items you are donating. I cannot deliver any food items that have expired.

Please look for information in the December Newsletter and bulletin boards regarding donations for the Christmas Holiday – in addition to the Food Drive I also try to provide some gifts to the families.

Here are some suggestions (but not limited to) for donating according to the first letter of your last name:

**A-H Canned Foods (Vegetables, Cranberry Sauce, Fruit, Soup etc.)**

**I-O Drinks (Juice, Tea Bags, Coffee, etc.)**

**P-Z Boxed Items (Cake Mix, Mac and Cheese, Sugar etc.)**

**Also paper/plastic and condiment items are always needed!!**

Thank you for all for your support throughout the year! Tycia Haight, Accountant

Editor’s Note:

I was interested, and thought others might also be interested, to know something more about the *Annandale Christian Community for Action (ACCA)* Tycia mentions in her message. The ACCA was established in 1967 and is now an alliance of twenty-six churches in the Annandale community and adjacent areas including Bailey’s Crossroads. It provides day care, food, rental assistance, furniture, and other services to low income families in the Annandale/Bailey’s Crossroads area, regardless of religion, race, or ethnic background. ACCA states, “what counts most in ACCA is serving those in need.”



# SKYLINE HOUSE CALENDAR

## NOVEMBER 2006

(WWW.SHUOA.ORG)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3  TGIF 6:30 pm E. Party Room	4
5	6  Library Open 7:00 – 8:00 pm East Penthouse	7	8  Security, Fire & Safety 7:00 pm W. Card Room	9  Physical Plant & Operations 7:00 pm W. Card Room	10	11
12	13  Library Open 7:00 – 8:00 pm East Penthouse	14	15  Covenants 7:00 pm W. Card Room	16	17	18
19	20  Financial Mgmt 7:00 pm WCR Library Open 7:00 – 8:00 pm East Penthouse	21	22	23	24	25
26	27  Library Open 7:00 – 8:00 pm East Penthouse	28	29	30		Nov/Dec Board of Directors Mtg will be Tuesday December 5 <sup>th</sup> .
<b>GOOD NEIGHBORS: NORMA ANDERSON (703-931-0850) and FRAN STAMM (703-998-8221)</b>						

### BOARD OF DIRECTORS

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### NEIGHBORHOOD WATCH COORDINATOR

Judith York 514W 671-2267 eboracum@verizon.net

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 inappropriate statements. Information for THE HOUSE SPECIAL may be sent by e-mail to the Editor, dropped off at the Management office or the front desk attention EDITOR.

**ACTING EDITOR** --- Norman Baker 915W nbaker@fjc.gov 671-6759

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