

# The House Special



Volume 29 Issue 1

Skyline House

January 2009



## BOARD OF DIRECTORS

President, Norman Baker

The Board last met on December 3, 2008 and the related report was included in the December 2008 newsletter. The Board will next meet at 7:00 p.m. on Wednesday, January 28, 2009.

Below is an important announcement of the March 2009 election for three seats (each a 3-year term) on the Board of Directors. The terms of current Board Treasurer Julie Campbell and Directors John Warner and Toska Prather end in March 2009. I ask each to please consider running again. I encourage other owners to also run. **YOUR COMMUNITY NEEDS YOU!**

### **ANNUAL ELECTION FOR THE BOARD OF DIRECTORS**

**MARCH 31, 2009**

**THREE VACANCIES WILL BE FILLED, EACH FOR A 3 YEAR TERM.**

#### **HOW TO BECOME A CANDIDATE**

Apply between Friday, January 2, 2009 and Friday, February 6, 2009.

Applications can be picked up at the front desk. Completed applications must be returned to the Management Office on or before close of business Friday, February 6, 2009.

#### **MEET THE CANDIDATES**

Meet the Candidates Program, March 10, 2009.

#### **HOW TO VOTE**

All owners will receive their election package in late February via the U.S. mail. The election package will include a ballot and proxy, voting instructions, an announcement of the Annual Meeting at which your vote can be cast, and biographies of the candidates.

Owners wishing to vote before the Annual Meeting may cast proxy ballots as soon as they have made their election decisions and have their proxy notarized.



# MANAGEMENT

## General Manager, Gusbey Silva

We, at the Management Office, wish everyone a Peaceful and Happy New Year.

We had a good year in 2008, except for the noise disturbance experienced at the Lobby and first floor galleries generated by the Lobby Roof Perimeter Wall Repairs and by the strong smell generated by the hot asphalt installed during the Main Lobby and Connector Corridor Roof Replacement performed during the last three months of the year, which unfortunately could not be avoided.

Our goal continues to be the preservation of your assets at the highest level possible. Taking into consideration that the building is now 30 years old, sometimes this may require a lot of effort from the whole Management team. I personally want to thank Greg, the Association's Chief Engineer, and Betty, the Association's Housekeeping Supervisor for the excellent job the Maintenance, Painting and Housekeeping staff are constantly performing with their help and supervision.

### **The following major items were accomplished in 2008:**

- Garage concrete deck and columns repairs.
- Seal coating of the garage elevated decks.
- Front Circle Landscaping Restoration.
- Bulk Cable TV agreement with Cox Communications with over 145 channels.
- Main Lobby Roof - Perimeter Wall concrete repairs.
- Main Lobby and Connector Corridor Roof Replacement.

### **The following major items are planned and budgeted for 2009:**

- Balcony concrete slab repairs.
- Balcony railings repair/replacement.
- Balcony walls and ceiling seal coating.
- First Floor Redecoration to include replacement of the carpet and wood window boxes.
- East and West Building Trash Compactor replacement.

### **A Message To Residents From Deputy General Manager Tycia Haight**

*I would like to say a very special "Thank you" to all Skyline House residents that participated in the 2008 food drive. With your food and gift card donations both families (referred by "ACCA" Annandale Christian Community for Action) enjoyed holiday dinners and food items to carry them over into the New Year!*

## **Proper Attire in Common Areas**

Rule 7 of the Skyline House Rules and Regulations states:

**"All persons shall be properly attired (which includes shirts, footwear and bathing suit cover-ups) when appearing in the lobbies, corridors, elevators and all other common areas within the buildings."**

Please, think about what you are wearing or not wearing, when you go for mail, take out your trash or take a stroll in the corridors, galleries and lobby areas. If you would not dress similarly to go to the store, the bank or elsewhere in public, don't dress that way in the common areas.

Skyline House is every resident's home and residents should not have to see nor have their guests see Skyline House appearing to be a beach-side hotel or a hospital/nursing facility.

**Skyline House is a luxury condominium.**

**Present yourself accordingly when in our common areas.**



# INFO FROM THE ENGINEER

Chief Engineer, Greg Grimm

## Space Heaters by Entry Doors

Several entry doors from the garage and other doors on Ground and Service floors have small space heaters on the wall next to those doors. Over the past weeks, we have found them turned off several times. Please do not adjust these heaters, as they are automatic and will turn off when the areas they serve are warm enough. During warmer weather we turn off the power to these heaters, but during the winter months we need them operational.

## Corridor Heat and Air Conditioner Vents

If there is a vent next to your unit door, please do not adjust the louvers on the vents. We check the airflow twice a year, and adjust them to the proper amount of air to be delivered at each vent. Adjusting these vents will make your floor either too warm in winter or too cool in the summer. These adjustments are time consuming as each vent has to be checked several times to get the airflow adjusted properly. If you have any problem with the vent in the corridor, please contact the office with your comment or suggestion.

## Paper Usage in Common Area Restrooms

This month we have had our plumber here to clean out the drain line that serves the restrooms for the exercise/pool area. The plumber has removed paper towel debris from the line. Please do not flush any paper or paper products down these toilets except the paper that is meant to go there, as other paper products do not dissolve quickly enough to prevent the drain line from clogging.

## TIE YOUR TRASH BAGS SHUT

When you throw your trash down the chute, it is required to be in a trash bag, which is sealed or tied at the top. This keeps all trash in the bag on its way down to the dumpster. If the bag is not tied shut the updraft from the roof fans pulls trash in the bag to the roof fan where it stops up the fan screen, and causes bad odors to accumulate in the hallways. It also allows your personal information to be accessed very easily if there is any in the bag. It can also cause loose trash to blow in to someone's face on the floor above if they should happen to open the trash chute door to dispose of their trash.

## TIE YOUR TRASH BAGS SHUT

## Do You See Something In Need Of Correction In the Common Areas?

### Report it in the Maintenance Log at the Front Desk

The House Maintenance Log kept at the Front Desk is always available for residents to report items in need of correction in any of the common areas. The Log is a good tool for residents and Management. Every morning this log is checked and a work order is scheduled for each reported item. Input is always very much appreciated since it helps to maintain our common areas in the best condition possible at all times.



# RECREATION

Chair, Betty Turner

**Editors Note: The monthly "Thank Goodness It's Friday" (TGIF) social gatherings will, in 2009, be held only every other month beginning with the first event on Friday, February 6, 2009.**

# GOOD NEIGHBORS

Good Neighbors assist residents in need of temporary help due to illness or emergency. Services provided are typically short term and in the local area. For example, picking up mail or prescriptions or making small grocery purchases.

Anyone experiencing a medical emergency should call 911 immediately.

## JANUARY GOOD NEIGHBORS

**JULIA BATES 703-845-0746**

**MARIANNE SOLAK 703-845-9325**

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 Virginia Fissmer. Their contact information is listed in the newsletter directory under the calendar.

For everyone's information, what follows is excerpted from a "*Did You Know....?*" document compiled by resident Evelyn Haught and published in the July 2007 issue. Read through it. Even though you already reside in Skyline House, you might discover something you didn't know or have long forgotten.

### *Did You Know. . . . .?*

Skyline House Offers Many Features to Increase Your Living Pleasure\*

\*For more information, refer to the *Rules & Regulations* booklet pages wherever noted below.

- Every unit must have a **2-line telephone** to receive **intercom calls** from within the building.
- The **Front Desk is staffed 24 hours**. Staff will call on Line 2 of your telephone when you have a guest, package, or delivery. To call the Front Desk, press Line 2. Depending on your phone type, you may then need to press 0 to have the Front Desk staff pick up.
- For a modest fee, you may **send a fax** at the Front Desk, and have an **item photocopied** (page 8). You may also **receive a fax** there at no charge. The Management Office provides **free notarization services** to residents.
- Two **luggage carts** are available for your use for up to one hour at the Front Desk. Leave a photo ID while using them (page 9).
- When you are away, the postal carrier can **hold your mail** from 3 to 30 days. Leave a note for the carrier in the back of your mailbox.
- Whether you park indoors or out, you must **register your car** and attach a Skyline House **decal** to your window to avoid being towed. The decal should be placed on the rear window behind the driver's seat. If you have a loaner or rental car, obtain a temporary permit from the Front Desk to avoid being towed.
- **Four elevators service the garage:** two (side-by-side) are located adjacent to the East Building and serve garage levels D, C, B, and A. Exit on Level A and enter the East Building via the clear-roofed footbridge. The other two garage elevators, designed to service the West Building, are located inside the Central Lobby Building at the other end of the garage and can be accessed from levels D, C, B, and A. Enter the Central Lobby Building door on any level to gain access to these elevators. Should any garage elevator be out of service, residents of both buildings can enter by using any of the working garage elevators.
- Use the **loading dock and service elevator for deliveries**. To ensure availability of the service elevator when you are expecting a delivery, fill out a scheduling form in the Management Office. Use the house phone by the elevator to request that the overhead door be opened and closed when your delivery is complete (page 9).

- A well-equipped **Exercise Room** with **sauna** and **steam room** is available 24 hours on the Mezzanine Level. Leave a photo ID at the Front Desk to obtain the key, which also opens the restrooms on the Mezzanine Level. Use the elevators in the main lobby and press M. Hours are: Women—Monday, Wednesday, Friday, 10 a.m.-3 p.m.; Men—Tuesday, Thursday, Saturday, 10 a.m.-3 p.m.; co-ed all other times (page 21).
- A **swimming pool** and **toddler pool** are open on the Mezzanine Level from Memorial Day to Labor Day. Access via the elevators in the Central Lobby by pressing M. These elevators can also be reached via the Ground Level, which makes compliance with the dress code simpler and helps residents avoid dripping water in the lobby area. Owners receive their pool passes each spring. A **picnic area** is adjacent to the pool (pages 18-21).
- **Sundecks** furnished with comfortable lounge chairs are located on the Penthouse Levels of both buildings.
- East and West buildings have **bicycle storage rooms** with spaces on a first-come basis. Check with the Front Desk on availability.
- You may **dispose of bulky items** for a modest fee. Contact the Management Office.
- Meet fellow residents at **socials** held every other month in one of the lovely party rooms on the Penthouse Level. Check bulletin boards for dates and details.
- Schedule your own parties in one of the **party rooms** in both buildings. They offer spectacular views, bars, attractive décor, and catering kitchens. Reserve in the Management Office (pages 15-18).
- Do you like to play pool? Enjoy the **Billiard Rooms** on the Penthouse Levels. Obtain a key and equipment by presenting a photo ID at the Front Desk (page 21).
- Need a repair in your unit? Want a light fixture changed? Could your mechanical systems benefit from an audit? In-house engineers provide many **maintenance services** at reasonable rates. Contact the Management Office.
- **Leaving town for a lengthy stay?** Inform Management in the event your unit must be entered during your absence to deal with problems such as leaks, fires, or similar occurrences.
- A great way to avoid a major leak problem is to have in-unit maintenance **replace your rubber washing machine hoses with steel hoses**. House engineers can supply both the steel hoses and the labor. This could prevent significant and costly damage both to your unit and to neighbors below and beside yours. If your washer is at least 12 years old, steel hoses are almost essential to avoid bursting. Your **washer drain** should be **snaked** once a year **to clear debris build-up and avoid backup**. Maintenance staff can do this for a reasonable fee. If your kitchen is adjacent to the kitchen next door, this service is free; check with Management.
- Purchase a water leakage alarm at a modest cost from the Management Office and place on your utility closet floor. It will sound an alarm whenever it detects water.
- Our engineers can provide you with easy-to-install clip **locks for your windows**. They also can **repair window screens** as part of the In-Unit Maintenance Program. Check with Management.
- If you **lock yourself out**, Management can have your door opened at no charge between 8 a.m. and 6 p.m. weekdays and for a fee after hours.
- Want a good book to take to the beach? Do your children need reference materials for their homework? Visit our volunteer-staffed **library** on the East Building's Penthouse Level every Monday 7-8 p.m.
- Want to grill dinner? Use only an **electric grill** on your balcony (page 15).
- Using a 3" x 5" card, for a two-week posting period at no charge you can list household items as well as your unit for sale, or advertise a spare parking space for rent on the **bulletin boards** in the mail areas. Consult the Management Office.
- If you notice a burned out light bulb or something that might need immediate repair or clean-up in the public areas of the complex, please note it in the **Maintenance Log** at the Front Desk. It will get prompt attention.

- Skyline House Cablevision is available as part of your monthly condo fee from **Cox Cable** and offers many, many television channels. If you want expanded cable service, you can obtain it for an additional fee from Cox Communications.
- Keep up with Skyline House events and new developments by reading the **monthly newsletter**, *The House Special*; regularly visit **our website**, [www.shuoa.org](http://www.shuoa.org); check the **bulletin boards** daily; and tune in to our in-house television broadcast on Cablevision's **channel 12**. To receive the newsletter and important notices via e-mail, contact the Management Office.
- Our Neighborhood Watch program maintains a **Green Binder** at the Front Desk that includes **Fairfax County Mason District** public safety tips, police alerts, and local government initiatives. Just ask Front Desk staff to let you take a look.
- Purchase the *Washington Post* from a vending machine on the Ground Level of the Central Lobby Building (connecting the East & West Buildings), where you will also find a public **pay telephone**.
- While Skyline House common areas are insured under a master policy, you should contact your own insurance carrier to **obtain HO-6 coverage for damage inside your unit** and to your personal property.
- How do things get done at Skyline House? Attend a monthly meeting of the 7-member **Board of Directors**, elected by fellow unit owners, and observe your condo governance in action. New initiatives will be discussed and voted on, as will the annual budget. You can raise an issue yourself, or ask a question during the open forums that precede and follow the meeting.

**Committees**, including **Financial Management; Physical Plant and Operations; Covenants; Security, Fire & Neighborhood Watch; and Recreation**, also meet regularly to discuss actions that might improve our buildings, policies, and programs. They make recommendations to the Board. You are welcome to attend committee meetings and contribute your own opinions and expertise by volunteering to serve on one or even chair it. Other volunteer efforts in which you might want to become involved include **Good Neighbors**, which assists residents who might have temporary special needs following illness, etc.; **Neighborhood Watch**, which participates with local police and nearby condominiums to prevent unwelcome activities in and around our property; and **Welcome Wagon**, which aims to orient newcomers to the rich life Skyline House and the surrounding area offer.

## **“HOUSE” HINTS**

### **NOISE DISTURBANCE/FLOOR COVERING**

Rule 13 B. of the Skyline House Rules and Regulations states:

**“In order to reduce noise transference, all Unit Owners/Residents are required to install and maintain carpeting or rugs covering seventy-five percent (75 %) of the walking and living areas of each unit (except kitchen and bathrooms).”**

Owners and residents please be certain you are fully in compliance with this important rule. Without proper floor covering, every footstep (even quiet ones) can be heard by your neighbors. The sound/noise is not pleasant and should not have to be endured by anyone.

### **DISPOSING OF OLD BATTERIES AND FLOURESCENT BULBS**

Standard batteries and fluorescent light bulbs can now be brought to the front desk for safe and environmentally friendly disposal/recycling.

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

200 residents/owners have now signed up for e-mail delivery of The House Special newsletter. It is so easy to do! Just stop by the Management Office and register your e-mail address. It will only be used for the newsletter delivery. Don't miss any House news ever again, even while traveling. Receive your copy conveniently via email before the hard copy even returns from the printer. **SIGN UP TODAY.**



# SKYLINE HOUSE CALENDAR

## JANUARY 2009

(WWW.SHUOA.ORG)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Library Open 7:00 – 8:00 p.m. East Penthouse	6	7	8 Physical Plant & Operations Committee 7:00 p.m. W. Card Room	9	10
11	12 Library Open 7:00 – 8:00 p.m. East Penthouse	13 Recreation Committee 7:00 PM West Card Room	14 Security, Fire and Neighborhood Watch Comm. 7:00 p.m. W. Card Room	15	16	17
18	19 Library Open 7:00 – 8:00 p.m. East Penthouse	20	21 Covenants Committee 7:00 PM West Card Room	22	23	24
25	26 Financial Mgt. Comm. 7:00 pm W. Card Room Library Open 7:00 – 8:00 p.m. East Penthouse	27	28 BOARD MEETING 7:00 PM West Card Room	29	30	
<b>GOOD NEIGHBORS: MARIANNE SOLAK (703-845-9325) AND JULIA BATES (703-845-0746)</b>						

### BOARD OF DIRECTORS

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