

The House Special



Volume 29 Issue 10

Skyline House

October 2009



BOARD OF DIRECTORS

President, Norman Baker

The Board of Directors met on Wednesday, September 23rd and considered two action items.

(1) The Board approved a contract to Kolb Electric Company to inspect and perform preventative maintenance on our building's power and metering equipment located in the tower switchgear rooms. Fairfax County code requires this inspection/servicing every three years. The contract with Kolb Electric was recommended by Management, the PPOC and the FMC.

(2) Under new business, the Board considered and approved a recommendation to modify the requirements of the Concrete Remediation and Railing Replacement Project to include sealing the entire floor (not just the 12" demolished and repaired perimeter) of every balcony at the completion of each phase of the project so there will be aesthetic continuity to the color and appearance of every balcony. During consideration of this recommendation, it was noted that the sealing of all balconies is next scheduled (and budgeted for in the Associations Reserves) for 2019. Completing the sealing now, while the contractor is here and all of its rigging is in place not only reduces the cost associated with doing so (as opposed to as a stand alone project), it also enables the Association to shift the Reserves budgeting for the next sealing project forward by a decade. So, although there are additional costs associated with doing this work now, the Association and its owners and residents will not only reap well sealed balconies immediately upon completion of the current concrete repairs but will also reap balconies which all have the same clean and well kept appearance.

What follows is my report to the Board on September 23rd.

Welcome back to all. I trust everyone had a great summer and enjoyed the August recess from House business. For the record, Vice President Roberts and Director DeMayo will not be present tonight. Also, Covenants Committee Chair Livingston will be absent. Committee member Helen Weiner will represent the Committee.

Let me quickly turn back to early August. I wish to recognize and thank SS&NW Chair, Bob DeMayo, along with his nonresident daughter, both of whom are Fairfax County Volunteer Deputy Sheriffs, for the time and effort they contributed to conduct a very informative and interesting National Night Out Program in our front lobby. Thank you Bob and family for not

just the well produced program but also for the enticing refreshments you provided to attendees that evening.

As most of you are aware, the Recreation Committee has been without a Chair for some time now. No one has responded to repeated calls for a volunteer to Chair the Committee. I am therefore, officially disbanding the Committee so Management can act accordingly on related House accounts, documents, calendars, etc.

I am pleased to report that the Balcony Concrete Remediation and Railing Replacement Project is going well and progressing on schedule despite our Consultant Engineer identifying 4 balconies where the concrete did not set correctly and thus, a repeat of the demolition and concrete application has been required. As frustrating as that is, it illustrates why we contract with, and how well we are being served by, our Consultant Engineer Brent Stephens.

I am also pleased to report that the upfront work related to the lobby level redecoration project is progressing well and we will soon see actual demolition, construction and renovation begin. Our goal remains to have these areas elegantly redecorated for the 2009 holidays.

On the Board's agenda tonight is one action item, one new business item and, the Board will also receive from our Financial Management Committee a draft 2010 Operations and Reserves Budget which we will review over the next few weeks and then, hopefully, approve, during the Board's October 2009 meeting.

I am personally pleased with the proposed budget and want to thank the members of the FMC, its subcommittees, members of the PPOC and also our General Manager and her staff for all the time and effort they all put into developing, discussing, and fine-tuning this proposed budget during the so-called quiet month of August.

Every now and then, I like to remind residents and owners that there is more going on to care for their 'House' than they might think or see. To that end, I would like to mention that during the so called "quiet" month of August:

The Board convened to hear from an owner in extended arrears on two units. The owner did not appear and the Board subsequently suspended services and accelerated the 2009 fees; the Board will convene again, Monday, September 28th, to hear from yet another owner in arrears;

the Covenants Committee Chair, three Committee members and a member of Management convened a Panel to hear from a resident who allegedly violated certain Rules and Regulations. The owner did not appear and the Panel subsequently fined the owner and required documentation the violations had been ceased;

and, our General Manager and chief Engineer along with the Association's attorney, spent good portions of two business days representing the Association in Fairfax County Court against a claim filed by an owner, The claim was ultimately dismissed by the court.

Having said all of that, I must reaffirm that our Association and our homes are in great financial and physical shape and basically, problem free. Skyline House remains a wonderful place to live as well as an excellent investment.

WEST LOBBY DOOR

No one should enter the West Lobby Door without a key fob (even a resident).

If you live in Skyline House but do not have a key fob to the outside door, please enter through the front lobby.

Refer ANYONE trying to enter without a key fob to the front lobby desk.

If you need to load or unload items to or from your car, this is NOT the place to do so. Load and unload your car at the loading dock.



MANAGEMENT

General Manager, Gusbey Silva

Balcony Concrete Repairs and Railing Replacement Project

The demolition of deteriorated concrete was completed on Tuesday, August 25th. The contractor started the placement of the new concrete during the first week of September with Tiers 2, 3, 4 and 5. The remaining tiers 1, 14, 15 and 16 were completed on Tuesday, September 22nd.

The contractor is now in the process of re-coating all balcony walls and ceilings. This should be completed by Friday, October 9th. The next task will be application of a seal coating to all balcony edges and surface areas where necessary. The installation of new rails is estimated for the 2nd week of October.

The tile repairs needed on all tiled balconies will be performed immediately after the new railings are installed. Residents with tiled balconies are required to provide the tile needed for these repairs. Management sent a letter to each of these units during the first week of September, with information about the tile needed, also indicating if concrete repairs were performed beyond the 12" perimeter.

The West Penthouse sundeck remains off limits during the project due to equipment and wiring installed on the deck. The Project is estimated to be completed date by the end of October, 2009.

2009 Swimming Pool Extended Season

The pool resumed the normal hours of operation on August 27th, after the balcony concrete demolition was completed. This year the swimming pool remained open through September 20th.

Of the 165 contracted pool hours not provided during the concrete demolition, 114 hours were provided after Labor Day. The remaining 51 hours will be provided prior to Memorial Day Weekend, 2010.

First Floor Redecoration Project

During the two first weeks of August, unit owners cast their vote and as a result the Design Concept 1, was selected by the majority of the unit owners who participated in the selection. The materials needed for this project have been ordered and the work will begin early October.

The contractor will start first with the redecoration of the East and West mail lobby areas, to include the replacement of the wood paneling. All bulletin boards will be replaced in both buildings at the time the passenger elevator and mail box lobbies are redecorated, immediately followed with the replacement of the wood window boxes in the East and West Galleries. The last task of this project will be the replacement of the carpet in the East and West Buildings first floor residential corridors, passenger elevator lobbies and galleries. This project is estimated for completion by mid-November.

The additional security cameras needed to cover the entire West and East Gallery area have been ordered and will be installed in-house prior to the window box replacement.



INFO FROM THE ENGINEER

Chief Engineer, Greg Grimm

Water Leak Detectors

Many unit owners have purchased water leak detectors for their utility closets and several detectors have instantly prevented water from damaging other units and the unit in which they were installed. Even though air conditioning season is almost over, these devices alert whenever there is water on the floor, which can also come from water heaters and humidifiers. Detectors are for sale in the Management Office for \$15.11. They work very well and should be placed on the floor (not in the water heater drain pan) of your utility closet. If you own a detector, keep in mind, when the battery gets low it will emit sound, indicating it's time for a new battery.

Heating Season

Heating season is almost here. Now is a good time to check that your unit operates properly in heating mode. You should turn on your unit in heating mode and let it operate ten to fifteen minutes. Call the office to arrange an in-unit visit if you encounter any problems.



PHYSICAL PLANT & OPERATIONS

Chair, Al Lambert

Note: The September 10th PPOC meeting was chaired by Committee member Mr. Gary Akin and his report is rendered below.

Greetings! On Thursday, September 10th, the PPOC concluded the final review relating to maintenance of all Skyline House electrical service entrances. This maintenance is required by government code to be performed every three (3) years.

There were three bidders all within the \$11-12K range. All three bidders have performed Skyline House electrical service entrance maintenance in the past. The committee recommended the Kolb Electric with a bid of \$11,175.00 based on their competitive pricing, reputation, and past performance.

As all of you may be aware of the ongoing balcony repair project awarded to Concrete Protection & Restoration (CP&R), we are very pleased to report the first phase of the contract/project to date is on schedule and within cost.

For those who are new residents to Skyline House, first we welcome you to our community, and secondly, provide you situational awareness regarding the ongoing balcony repair project:

- It is a four year project with Year One (2009) work being completed on the South Side of the West Building, Year Two (2010) work on the North Side of the West Building, Year Three (2011) work on the South Side of the East Building and Year Four (2012) work on the North Side of the East Building.
- Construction for each phase of work is expected to be about 10 weeks weather permitting.
- The contractor, CP&R, was selected from the six (6) bidders based upon pricing, scheduling and their being a well qualified company with experience and manpower to handle the project.

Hereafter, our involvement will be to monitor the project and address unforeseen conditions as reported or observed. The opportunity now exists for you to participate in the implementation phase through the next four years and we welcome your thoughts in helping us to ensure success of this important Skyline House program.

On a final note the committee will be hosting a monthly walk-around inspection of the property on the last Thursday of each month at 7:00 p.m. beginning in the Skyline House Front Lobby. Everyone is welcome. The walk-around will include, depending on the weather, an outdoor or indoor excursion. The area for the September 24th inspection was the Garage Deck Area (swimming pool & adjacent park area). Please join us in our monthly walk-around. Your observations and suggestions during the walk-around will go a long way towards improving the standard of living in Skyline House for all of us.

We welcome your feedback on this article or any of your thoughts pertaining to the PPOC or Skyline House in general. The PPOC will next meet October 8, 2009. We welcome you to join us in making our home a better place for everyone's enjoyment and tranquility. We hope to see you at our next PPOC meeting. Have a great day!

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.



FINANCIAL MANAGEMENT

Chair, Wynfred Joshua

The Financial Management Committee met on September 21, 2009. Total income for the month of August was \$306,459 with expenditures of \$213,788. Total income less expenditures amounted to \$92,671. The monthly Reserve Contribution was \$104,317, leaving a small deficit before taxes of \$11,646. We note that the increase of \$2,291 in legal fees reflected costs incurred in handling a lawsuit of one of our owners against Skyline House. The raise in our electricity bill was to be expected; this happens every time during the hottest months of the year or during a switch from one season to another. Our charges next month should be less.

As to delinquencies, at the end of August we had 18 owners who were between 10 and 30 days in arrears for a total of \$7,873. In addition, there was one owner with an \$880 delinquency bill, and there were five owners who were delinquent for more than 60 days for a total of \$8,004. The Association's Attorney is handling the cases of delinquencies beyond 60 days. The owner in violation of the bylaws is still listed as delinquent for \$1,000. Total arrears were \$17,757, but we note that two weeks later \$7,313 had been repaid. At this point we also have two units that are owned by the bank due to foreclosure. Rental percentage is 22%.

The FMC had discussed at our last meeting the possibility of changing the bank that provides our financial services and had suggested several banks. The General Manager informed us she had selected Burke and Herbert, which would save us some \$3,500 a year. Burke and Herbert, moreover, are already handling our investment funds. The FMC agreed and recommended to the Board to accept switching our financial services to Burke and Herbert.

The FMC recommended to the Board to award the contract for preventative maintenance of equipment in the switch gear rooms and associated rooms to Kolb Electric, Inc., in the amount of \$11,175. This maintenance of the electrical service entrance is required every three years. Warranty for parts and labor is one year. Kolb Electric has provided excellent service in the past and was the lowest bidder. Funds are available in the 2009 budget for this purpose.

During August, subcommittees for the Operations Budget and the Reserve Budget worked on the draft Operations Budget and the Reserve Budget for 2010. The FMC and PPOC pressed for a few changes, but the heavy lifting was done by our General Manager, who did an excellent job. We submitted the results of the budget review to the Board for its consideration. Until the Board has made its decision we cannot yet discuss fully any particulars, except to indicate that the impact on the condo fee is relatively limited. This was largely accomplished by postponing the renovation of the garage elevators from 2010 to 2013. The chief engineer and elevator experts assured us that this could be done inasmuch as the elevators remain in excellent condition.

The next FMC meeting will be on Monday, October 19, 2009. Due to the departure of some FMC members, we have several openings. We strongly urge owners to step forward and join the FMC. We need your support and look forward to seeing you at our next meeting.

SEPTEMBER 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.

JULIA BATES 703-845-0746

ALINA GONZALES 703-379-5391

Good Neighbors welcomes new members to assist those in need. If you are interested in serving your neighbors, call Coordinator Toska Prather or Virginia Fissmer. Their contact information is listed in the newsletter directory.



COVENANTS

Chair, Joseph Livingston

The Covenants Committee met on September 15, 2009. The Committee considered a recommendation that the entire Committee should participate in the Committee's Hearings.

The Committee's Hearings are scheduled to consider alleged violations of the Association's Rules and Regulations by residents or other persons, only after prior efforts by Management to resolve the matter have been unsuccessful. Usually, before such Hearings are scheduled, one or more verbal and written communications have been sent to the Unit Owner and resident, citing the circumstances and relevant rule or regulation breached.

Normally, after management has determined it appropriate to refer the matter for a Hearing, a written notice is sent to the Unit Owner, pursuant to Association Rules and Regulations and the Virginia Condominium Law.

Expanding the Hearing Panels to include all Covenants Committee members will afford all members the opportunity to learn how to participate/conduct such Hearings. This will provide a pool from which a panel, usually three (3) members conduct the Hearing. Attendance by Committee members is voluntary. Technical assistance is provided by the Chair.

It was also agreed that when the next Hearing is scheduled, all Covenants Committee members will be notified.

Most current members have participated in a Hearing. However, since there have been so few Hearings, this will provide an opportunity for members to reacquaint themselves with the procedures and practices. Hopefully, this will also insure continuity in the process and provide an experienced and trained pool from which to have panel members to serve when needed.

The next Covenants Committee meeting is scheduled for November 18, 2009, at 7:00p.m. All owners/residents are cordially invited to attend.



SECURITY, SAFETY AND NEIGHBORHOOD WATCH

Chair, Robert J. "Bob" De Mayo

The Security, Safety and Neighborhood Watch Committee (SS&NWC) did not meet in September. The next SS&NWC meeting will be at 7:00 p.m. Wednesday, October 14th.

WHILE DRIVING IN THE GARAGE:

USE YOUR HEADLIGHTS Always turn your headlights on while driving in the garage. This will help you more easily see other cars and pedestrians and also help others see your car. This small effort immensely improves your odds of avoiding an accident in the garage.

SLOW DOWN Driving too fast is not safe in the garage. There is a good possibility you will hit another vehicle or, even worse, a pedestrian. Slow Down.

FOLLOW DESIGNATED DIRECTIONS Avoid a head-on collision with a neighbor. Drive in the direction the signs in the garage direct you to drive. Yes, it means you might have to go up one level beyond the level where your parking space is located and then come down a level however, you will then be approaching your space from the proper direction and you will be driving WITH the flow of traffic, not AGAINST the flow thus avoiding a head-on collision or, at the very least, avoid creating a traffic bottleneck.

Please make an effort to follow each of these three simple guidelines while driving in the garage not only for the safety of your neighbors but for your own safety as well.



SKYLINE HOUSE CALENDAR

OCTOBER 2009

(WWW.SHUOA.ORG)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	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 Closed	13	14 Security, Fire and Neighborhood Watch Comm.	15	16	17
18	19 Financial Management Committee 7:00 p.m. <u>W. Card Room</u> Library Open 7:00 – 8:00 p.m. East Penthouse	20	21	22	23	24
25	26 Library Open 7:00 – 8:00 p.m. East Penthouse	27	28 BOARD MEETING 7:00 p.m. W. Card Room	29 Physical Plant & Operations Committee Walk-Around 7:00 p.m. Main Lobby	30	31
GOOD NEIGHBORS: ALINA GONZALES (703-379-5391) & JULIA BATES (703-845-0746)						

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