

The House Special



Volume 29 Issue 12

Skyline House

December 2009



BOARD OF DIRECTORS

President, Norman Baker

**THE BOARD OF DIRECTORS WISHES EVERYONE
A HAPPY AND SAFE HOLIDAY SEASON
AND A WONDERFUL NEW YEAR.**

The Board of Directors met December 3rd to conduct its final meeting of 2009. During the meeting, the Board discussed many aspects of the ongoing balcony/railing project, the recent redecoration project and also approved an end-of-the-fiscal-year resolution recommended by our auditors to facilitate tax-filing that best serves the Association. On the recommendation of the Security, Safety and Neighborhood Watch and Financial Management committees, the Board also approved, on a 30-day trial basis, having the garage exit door remain in a continuous open status during weekday morning peak user hours (see the full announcement in the Management report). The Board will next meet, January 27, 2010.

You will find on the following page, an announcement of the March 2010 election for two seats (each a 3-year term) on the Board of Directors. My term and that of Director Budd Coutts will be ending. The announcement explains clearly how you can become a candidate for one of those positions. I encourage owners to run for the Board. **YOUR COMMUNITY NEEDS YOU.**

In light of the recently, and I might add beautifully, redecorated galleries and mail lobby areas I offer a special thank you to Ad Hoc Redecoration Committee Co-Chairs Maria Elena Schacknies and Alina Gonzales and Committee members Virginia Fissmer, Cheryl Roberston, Heide Fechtman, and Evelyn Haught. As I stated long before we could actually see the incredible results of their efforts, they are each commended for their dedicated, hard work (which consumed much of 2008 and 2009). I personally know, and I'm sure many of you know as well, how difficult it is just to redecorate one's own little home. To attempt to redecorate the home of 550+ owners and please them all is an impossible project to undertake. Although easily classified as the ultimate "thankless job," I, for one, say Thank You to each of you for a job well done.

Again this year, the brightly lit Christmas tree in the lobby is already assembled and gorgeously decorated. If you have not seen it, you should make a point to do so. It stands 12 feet tall, weighs approximately 250 pounds and displays roughly 350 ornaments. Also, keep in mind the tree is a

lovely backdrop for a group photo if you have friends or family visiting during the holidays. Thanks to Betty McLaurin and all the staff who take such pride in decorating our lobby area so wonderfully every year for this holiday season.

Those of you who frequent our in-house library (as well as those who do not) have probably noticed the sign on the easel in the elevator lobby areas every Monday reminding us the library is open that evening. As part of common area redecoration effort, the easel and sign will no longer be used for that purpose but be assured, the easel not being there DOES NOT MEAN THE LIBRARY IS NOT OPEN those evenings. As noted on the calendar in each month's newsletter and, from now on, on the east and west community bulletin boards as well, Library Coordinator Carol Cataldo and our other dedicated library volunteers continue to insure this wonderful amenity is available to all residents almost every Monday of the year (from 7:00 to 8:00 p.m.). If you have not visited our well-stocked library, promise yourself you will do so in the new year.

As 2009 comes to an end, I want to thank the Board members for their service to the community. I also thank all those who so loyally serve on Committees, Good Neighbors and Neighborhood Watch groups and in our in-house library, and to Joyce Routt, for her support of our website. All are so important to maintaining the lifestyle to which we are accustomed here at Skyline House. Last, but not least, thanks to General Manager Silva, Deputy General Manager, Haight and ALL of the Skyline House staff who work so hard, year-round, to make **The 'House' Our Home.**

IMPORTANT ANNOUNCEMENT

SKYLINE HOUSE ANNUAL ELECTION FOR THE BOARD OF DIRECTORS

MARCH 23, 2010

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

HOW TO BECOME A CANDIDATE

Nominations open Friday, January 1, 2010 and close Monday, February 8, 2010.

Applications can be picked up at the front desk.

Completed applications must be returned to the Management Office on, or before, close of business Monday, February 8, 2010.

MEET THE CANDIDATES

Meet the Candidates Program, March 19, 2010.

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 for the Board of Directors.

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.

CONDOMINIUM GOVERNANCE AFFECTS ALL OF US.

PLEASE CONSIDER RUNNING FOR OFFICE TO HELP INSURE SKYLINE HOUSE REMAINS A FIRST-CLASS COMMUNITY.

EVERY OWNER'S VOTE IS NEEDED -- BE SURE TO CAST YOUR VOTE.

A SPECIAL APPEAL TO ALL RESIDENTS

Bulletin Boards

STOP AND READ THE ELEVATOR LOBBY BULLETIN BOARDS EVERY DAY. Management and the Board use these bulletin boards to get important information to owners and residents in a timely manner. It only takes a couple of minutes to insure you are fully informed. Don't miss important updates. CHECK THE BOARDS EVERY DAY.

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 use this space even if only for a brief amount of time?" Promise yourself, if you forget to remove your car in the required amount of time, you will understand when your vehicle is towed at your expense.

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.

Please, DO NOT hold or prop this door open as doing so will damage the mechanism and, more importantly, **doing so creates a severe breach of our security**. If you see this door being held open please try to close it and report it immediately.



MANAGEMENT

General Manager, Gusbey Silva

Balcony Concrete Repairs and Railing Replacement Project

The contractor completed installation of all new rails on November 23rd. All tiers were inspected by the engineer prior to the balconies being released before the Thanksgiving Holiday, with the exception of tiled balconies on which tile repairs are estimated for completion on December 8th (weather permitting). The completion of all punch-list items and tile installation was delayed due to inclement weather. The contractor worked during some weekends in order to finish the work as soon as possible. Project completion and demobilization is estimated for December 10, 2009.

First Floor Redecoration Project

During November the contractor completed the remaining tasks of the First Floor Redecoration Project, including the replacement of the wall paper and bulletin boards in the passenger elevator lobbies, the wood panels, light fixtures and mail sorting cabinets in the mail lobbies, and the replacement of the carpet in the residential corridors, passenger elevator lobbies and galleries.

The in-house paint team is in the process of painting the gallery walls to be immediately followed by the painting of all doors and adjacent walls in the first floor residential corridors after the new colors are selected to match the new carpet colors.

Fire Lane Parking in Front of the West Building and Front Circle

Residents and their guests continue park along the fire lane in front of the West Mail Lobby door. Parking along this fire lane is not only a violation of Skyline House Rules and Regulations but also blocks traffic making it very difficult to pass through when approaching or exiting the front circle, especially during rush hours. Doing this also interferes with cars backing out of the guest parking spaces located across from the fire lane in front of the West Building.

Please ask the driver coming to pick you up, to wait in the circle drive area until you come out of the building. Also, when you are being quickly picked up or dropped off; please ask your ride to pull ahead of the West Mail Lobby entrance, by the handicap ramp on the right, in order to allow your neighbors to come in and out of the building without blocking their way with the car.

IMPORTANT NEWS ABOUT THE GARAGE EXIT DOOR

On the recommendation of the Security, Safety and Neighborhood Watch and Financial Management Committees, the Board of Directors has approved, on a 30-day trial basis, having the garage exit door remain in a continuous open status during weekday morning peak user hours. This is an effort to reduce the extensive amount of wear and tear to the exit door.

Beginning **Monday, December 7th**, and continuing for 30 days, the garage EXIT door will remain open **from 7 AM to 9 AM Monday through Friday**, except on holidays.

Please note that before 7 AM and after 9 AM the door will resume cycling up and down with each vehicle and normal care should be taken when exiting the garage.

WHILE YOU ARE DRIVING IN THE GARAGE

USE YOUR HEADLIGHTS Always turn on 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 The speed limit in the garage is FIVE (5) miles per hour. Please obey it.

No Smoking In The Garage

The Association's rule against smoking in common areas does apply to the interior garage areas. Owners and residents should wait until they access their vehicles to ignite smoking materials and should extinguish smoking materials prior to exiting their vehicles to access the buildings. Just as with the other common areas of our buildings (including the area directly in front of the Front Lobby doors), the garage portions of the Skyline House buildings are a smoke-free zone.



INFO FROM THE ENGINEER

Chief Engineer, Greg Grimm

Christmas Tree Disposal Bags

Again this year, Christmas tree disposal bags are available at the front desk, at no cost, for those residents who decorate live Christmas Trees. You can pick up the bag at the front desk, anytime, 24 hours a day. After the holiday, you may take your bagged tree to the loading dock for the staff to dispose of it.

Cooking Odors

Several units have complained of smelling cooking odors from neighboring units. Please, when you cook, use the kitchen exhaust fan over your range to minimize the odors that can escape into your neighbor's homes and the public corridors.

Heating Problems

We still find most complaints of no heat are the result of dirty air filters. If your heat fails to operate, check your filter and change it if needed. Anytime your heat does not work, you can reset the unit by turning off the circuit breaker in the kitchen, leaving it off for 30 seconds or so, and then turning it back on. This will be necessary to do, if your heat has failed due to a dirty filter, but only after you change the filter.



PHYSICAL PLANT & OPERATIONS

Chair, Al Lambert

Greetings! The Physical Plant and Operations Committee (PPOC) conducted its final meeting of the year on November 12th. The first order of business was to welcome two new members, Howard and Elayne Haymes, who moved to Skyline House in late spring and have become active participants in the PPOC's activities. We welcome them and look forward to their contributions and participation in formulating recommendations to the Board.

The monthly review of the Maintenance Log (kept at the Front Desk) continues to illustrate the valuable role it plays when residents make timely entries to alert Management to Skyline House areas requiring repairs. If immediately repaired, small problems such as exterior doors not closing securely, automatic doors not opening with use of the key fob, signage needing repairs and interior/exterior lights being inoperative, can frequently cost less to fix than if the problem is ignored for a longer period. Just as important is our continued enjoyment of well maintained common areas and the positive visual impression given to our visitors. Costs are increased and aesthetics are impacted when we become aware of a deficiency and decide to let someone else report the problem or we consider ourselves too busy to make an entry in the Maintenance Log. A basic point in creating our upscale living environment is our realization that each of one of us can make such small contributions.

Last month the Committee recommended that the Board authorize Management to hire a Consultant Engineer to assess the electrical components within the garage to determine options for expanding its electrical capacity. The garage's electrical structure, providing ceiling lighting and operation of the entrance and exit doors, now works at maximum output and will require modifications to accommodate the charging of electric vehicles. At its October meeting, the Board chose not to pursue the proposal with the rationale that there was currently insufficient implementation information about the advent of electric cars and that adequate planning time existed for future research and resident installation of individual charging stations. The Board applauded the PPOC's initiative and suggested the Committee continue to monitor the automobile manufacturers' transition to electric vehicles. In response, the Committee decided to undertake two initiatives: First, it adopted a recommendation that the Board ask Management to write letters to appropriate Mason District and Fairfax County authorities and to Dominion Virginia Power requesting information about any planning initiatives to accommodate electric cars. This would include electrical code requirements, Fairfax County ordinances, expected calendar dates of implementation, and proposed hearings or planning meetings. [Editor's Note: At the December 3rd Board meeting the PPOC Chair noted that a PPOC member had recently received a communication from Mason District Supervisor Penny Gross offering to, in response to some questions posed by that Committee member to her about electrical outlets in garages, safety codes, and PEV metering, forward a staff analysis of those issues from the County Executive's office. Pending review of that document by the PPOC, the Chair deferred the PPOC recommendation to the Board.] Secondly, the Committee asks its members (as well as any resident who is interested) to conduct internet searches to obtain information on issues and ongoing projects associated with the integration of electric cars into Condominiums and provide the results to the Committee.

This concluded the business of the meeting. With the beginning of the Holiday Season there will be no meeting or property walk-around in December. The next PPOC meeting will be on January 14, 2010 at 7:00 p.m. As always, I welcome your feedback on this article or any matter pertaining to the PPOC. This is your home! We welcome you to join us. Thank You!

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

Report it in the Maintenance Log at the Front Desk

or Send an Email to the Resident Services Coordinator

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. If you observe something in need of attention in our common areas but for some reason you are unable to get to the front desk to enter it in the Maintenance Log, you can always send an email describing your observation to the Resident Services Coordinator, Noemi Najera. Her email address is NOEMI@SHUOA.ORG. Your emailed report will receive the same prompt attention as those entered in the Maintenance Log. Your input is always very much appreciated since it helps to maintain our common areas in the best condition possible at all times.



COVENANTS

Chair, Joseph Livingston

Looking back, our year was a most successful one. The Committee held all of its scheduled meetings and they were well attended. However, there is still room for improvement as well as a need for more members who are willing to work.

During this past year, the Committee recommended changes to the Association's Rules and Regulations, which the Board of Directors approved and issued in April 2009. Copies are available in the Management Office or you may view them on the Skyline House website (WWW.SHUOA.ORG). We urge you to acquaint yourself with the 2009 revisions.

Let me say a word or two about the Rules and Regulations. In reviewing records of recent incidents/infractions, it appeared that the most frequent complaints were about noise and driving inappropriately in the garage. Rule 13 pertains to noise disturbances. While it was unclear whether the disturbances came from floors being insufficiently covered or was from other sources, e.g., TV, radio, please take a moment to insure that we do not contribute to the noise level or unreasonably interfere with the peace and comfort of our neighbors.

Concerning the garage, Rule 18E provides guidance. It addresses the most frequently cited problems. At meetings and elsewhere, there has been much discussion about the speed limit in the garage (5 mph) and the flow (direction) of the traffic and the right-of-way to traffic on ramps.

While the "recently" posted signage directing drivers not to make left turns may have caused some to believe that it was a new change regarding the flow of traffic, in fact, that has been the rule for many, many years.

Although enforcement of rules or adherence to them may not guarantee safety, it will increase the odds of avoiding an accident or more seriously causing injury to a person in the garage.

Another subject which may be of interest was the initiation of training of all members of the Covenants Committee to assist them when called on to serve on Sub-Committee Hearing panels. We hope this on-going training will facilitate the conduct of hearings involving infractions of Association Rules and Regulations.

Before closing, a reminder, the Association's 2010 Annual Meeting and Election to fill two (2) vacancies will be coming up soon. A calendar of events is included in this issue and more will come from the Election Committee soon.

Finally, on behalf of all the members of the Covenants and Election Committees, our thanks for your support, and our best wishes for the New Year.

DECEMBER 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.

MARILYN BAKER 703-671-6759

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.

MAGAZINES FOR ALEXANDRIA HOSPITAL

This is just a reminder to bring your magazines to the front desk so Tony DiSalvo can deliver them to Alexandria Hospital. Please do not hold the magazines for long periods of time before doing so as they become outdated. The magazines are much appreciated by the Hospital patients, visitors, and volunteers. Any questions call Tony at 703-824-1958.



FINANCIAL MANAGEMENT

Chair, Wynfred Joshua

The Financial Management Committee (FMC) met November 23, 2009. Total income for the October was \$307,234 with expenditures of \$222,389. Total income less expenditures amounted to \$84,844. The monthly Reserve Contribution was \$104,317, leaving a deficit of \$19,472.

Our November water bill was some \$9,000 over budget. Water bills, however, arrive quarterly, and this one was one-third of the total July-September charges (the height of summer usage). Water usage/charges should be reduced substantially for the remainder of 2009/early 2010.

As to delinquencies, 11 owners were 10-30 days in arrears for a total of \$5,348, 2 owners owed \$1,886 for 30-60 days, and 4 owners were delinquent for 60+ days for a total of \$11,473. Our attorney is handling collection for the last 4. 2 owners owe \$1,100 in fines for rule violations.

The percentage of condos being rented remains 22%. There is one foreclosure, but it is already under contract. We understand that there is another apartment slated for foreclosure.

To complete the first floor redecoration, the FMC recommended to the Board to approve expenditure of approximately \$4,000 for paint to change the green doors to a more appropriate color and to paint the wallpaper in the first floor corridors. Painting will be done by in-house staff. Management will also seek access to allow our staff to clean and paint the mailrooms.

The FMC decided to withdraw a recommendation we made to the Security Committee to assess keeping the garage exit and entrance doors open during rush hours. Our basic reason is that the charges for additional guard duty plus increasing security expenses at night would not be worth the savings in repairs of the doors breaking due to extensive wear and tear. We supported, however, a recommendation of the Security Committee to keep the exit door open for a trial period during morning rush hours allowing us to have longer periods between repairs of the exit door. Keeping the exit door open during morning rush hours could be done without the presence of a security guard and without the extra security measures since it would be daylight.

The FMC discussed a *Washington Post* article on new FHA requirements on condominium reserve funds. Given the criteria discussed there, our Association is in good financial shape.

As is customary, there will not be an FMC meeting in December. Our next meeting will be Monday, January 25, 2010, rather than the third Monday of the month which falls on a holiday. We urge all interested residents to join us and give us their advice.



SECURITY, SAFETY AND NEIGHBORHOOD WATCH

Chair, Robert J. “Bob” De Mayo

Our November 10th Security, Safety and Neighborhood Watch Committee (SS&NWC) meeting was held as scheduled and had a fairly light but interesting agenda. Only two incidents of residents driving against the **LEFT TURN ONLY** arrows on ramps were reported and promptly acted upon by the Management Office. Folks, I guess we’re getting better in driving the correct way to the center, down-ramps in our garage. Remember – courtesy prevails!

We had to say goodbye this month to talented and dedicated CES Lead Security Officer, Mr. Mike Webb. He was offered a higher-paying position with CES and has moved on; he did mention to me that he might be back if CES needs augmentation after hours or on weekends for Skyline House. Best of Luck at the Dept of the Interior Mike! On a happier note, our new Security Officer, Mr. Jerome Pearson, completed his training and was assigned to the night shift.

Hey! I have noticed that our Neighborhood Watchers (NW) have been kicking back the last month or two! We received only one NW Report in October and only one in November. **Whatsup Watchers?** While no major security issues or maintenance issues were reported, the NW needs to put more “eyes on the property.” This is especially needed during the holiday buzz of people coming in and out of our high-rise complex. So, Watchers, please kick up the patrols and the reports! By the way, Watchers will notice that we are starting a trial period of keeping the Garage Exit Door open during rush hours in the morning. Please keep your eye out for any speeding violations and report them promptly to the Management Office. **Thanks** to all Watchers for your service to your neighbors! You epitomize the best attributes of a good citizen.

We had a real interesting and detailed presentation by Deputy General Manager Tycia Haight on the new Security Camera Upgrade proposal. She reviewed our Skyline House CCTV/camera coverage with the committee and highlighted the proposed improvements which will be incorporated into updated contract proposals. Those contract proposals will flow to the SS&NWC and then to other committees in accordance with our standard operating procedures. Our committee understood that funds have been budgeted last year for this camera upgrade which will also include **Infra-Red (IR) surveillance capability** - at night and for the first time! A modern flat screen TV will be utilized for certain camera displays at the front desk. On all upgrades, in-house installation by our engineers will be smartly used to keep our costs down. Great going guys! The end-game of the CCTV/camera upgrade is to maximize visual surveillance as well as to significantly improve the pixel resolution for better facial recognition on our Skyline House grounds. Our next SS&NWC meeting will take a walking tour of the in-place CCTV/cameras and view screen capabilities in order to fully appreciate the security impact of those proposed upgrades for both increased coverage and improved resolution. Come join us!

Last month, I was contacted by the Chairperson of the Financial Management Committee (FMC) regarding their great out-of-the-box ideas on how to reduce the really high maintenance costs of both of our secure garage doors. One of their suggestions was to keep the garage doors open during the busiest times of day (e.g., “rush hour”) to curtail the opening/closing revolution load on the mechanisms. At present, the garage entrance door is activated approximately 1.5 million times per year (Wow!); the exit door is activated considerably less due to its pause function.

After considerable discussion of the security/safety pros and cons, the SS&NWC reached consensus that security risks were relatively low for keeping the Garage Exit Door open during daylight “rush hours”. Major factors were: that the garage exit door opens onto an easily monitored major portion of our Skyline House grounds behind the West Building; that the exit area is under constant CCTV surveillance (with upgrades planned); that during the day maintenance staff are in the area; that residents will be exiting and providing immediate visual surveillance of the exit area; that it would be for only a limited few hours in daylight. Conversely, the committee consensus on the Garage Entrance doors in the evening “rush hours” (5:00-7:00 PM) was that it was significantly more problematic for security. Factors were that: it extends into hours of darkness; it is an area relatively open to a public street with both a high number of transiting vehicles and high pedestrian foot traffic; that it is a semi-sunken roadway shaded by trees and difficult to monitor. Therefore, the committee recommended to the Board a

trial period for only the Garage Exit Door to remain open, commencing December 7, 2009, between the hours of 7:00-9:00 AM, Monday through Friday, excluding holidays. The SS&NWC will report results to the Board in January 2010.

Management and staff, Neighborhood Watchers, and members of the SS&NWC will monitor this trial run - as will all residents exiting the garage during these hours - and provide feedback to the SS&NWC on any issues at its next meeting in January 2010. The Management Office reserves the right to terminate the trial period and direct the door be closed if a security incident occurs or adverse effects are noted (e.g., excessive speeding out of the garage onto/around the roadway, excessive noise, accidents, vandalism or trespassing). A positive note is that this will not only conserve the usage of the Garage Exit Door mechanism but also move auto traffic out of the garage more quickly and more conveniently for our residents during the morning rush hours. Sounds like a good deal all around, so let's not zoom-zoom out of the garage!

Roadway and pedestrian safety concerns continue to be a high priority of our committee. A big issue is resident vehicles stopped or parked in front of the West Mail Lobby Doors, with flashers flashing, sometimes without a driver behind the wheel for up to 20-25 minutes! Such parking restricts the main roadway to a very narrow and dangerous neck, especially blocking emergency vehicles from responding to the Front Lobby. Digital videos of these violations are being made and will be shown on a laptop at the next SS&NWC meeting to illustrate this on-going safety issue. The bottom line here is: Don't stop or park a car in front of the West Mail Lobby entrance; it's against our regulations and creates a dangerous traffic bottleneck! *You must pull up 15-20 feet ahead to the right curb to off-load passengers safely onto the sidewalk and to get out of the main roadway.* Even there, never leave the car parked there without a driver present for more than 5 minutes unless permission is first received from the Front Desk receptionist. If you're gone longer, so may be your car. See you all at the next SS&NWC meeting in the new year!

“HOUSE” HINTS

FRONT DESK BOXES

Your Front Desk Box belongs to you. It is your responsibility to routinely check it for anything which might have been left in it. Yes, the Front Desk staff will call you for certain deliveries. But you never know when someone might leave something (a note, a card, incorrectly delivered mail, etc.) in your box for you. You will not always be called in those cases. Please make a habit of checking your front desk box routinely throughout the year.

RESIDENT VEHICLE REGISTRATION

Rule 18 E. 6. Of the Rules and Regulations states

“All vehicles...parked in the garage or outside spaces on a regular basis, shall display the Skyline House registration decal issued by the Association.” **If you park inside or outside on Skyline House property, register your car with the Association and display the sticker on your vehicle window as instructed or risk having your vehicle towed at your own expense.**

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.

SKYLINE HOUSE E-MAIL NEWSLETTER DELIVERY

300+ 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 via email before the hard copy is even back from the printer.

DO YOU STORE A BICYCLE IN THE BIKE STORAGE ROOMS?

Our bike storage rooms in both buildings are at, or almost at, capacity. There are bikes there that have not been moved in ages. Many have flat tires. Be honest with yourself and considerate of your neighbors. If you have a bike(s) in one of the rooms and have not used it in a long time and are not likely to do so again, please remove it.

ACCEPTABLE RECYCLING PROCEDURES AND ITEMS

Unfortunately some of our residents are not following proper recycling procedures and placing regular trash into the recycling bins. This not only contaminates the recyclable goods, which voids the effort made and the expense incurred on the recycling pick up, but also generates a bad odor and attracts flies into the loading dock areas used by many residents. Everyone should be aware of the allowed recycling materials (listed below). Please also remember that all recycled food and beverage containers should be rinsed before you place them in the recycling bins.

There are recycling bins in each building. In the East, the bins are located in the loading dock area. In the West, there are bins in the enclosed recycling room and in the main loading dock area. Please use any of the empty bins instead of placing your bags of recyclable goods on top of already full bins or placing them on the floor. Please be considerate of fellow residents and staff.

Acceptable Recycling Material

- Newspapers (including all inserts)
- Magazines and catalogs
- Junk mail
- Cardboard and paperboard boxes (including cereal boxes without liners);
- Corrugated boxes
- Computer printouts
- Books (including paperbacks, textbooks, and hardbacks)
- Aerosol Cans
- Office paper (including typing, fax, copy, letterhead, NCR) and envelopes
- Brown paper bags (kraft)
- Telephone books
- Glass containers such as jars and bottles
- Ferrous and bimetal food and beverage containers
- Non-metallic wrapping paper
- Aluminum food and beverage containers
- Aluminum foil and aluminum pie pans
- Narrow-neck plastic containers (other than for motor oil) which carry plastic resin identification codes 1 through 7
- Wide-mouth containers such as peanut butter, margarine/butter tubs, yogurt, cottage cheese, sour cream, mayonnaise, whipped topping, and prescription bottles (lids and caps **do not** need to be removed)
- Rigid plastics which include plastic milk/soda crates, plastic buckets with metal handles, plastic laundry baskets, plastic lawn furniture, plastic totes, plastic drums, plastic coolers, plastic flower pots, plastic drinking cups/glasses, plastic 5-gallon water bottles, plastic pallets, plastic toys, and empty plastic garbage/recycling bins
- Bagged plastic film (for example: grocery bags contained within 1-bag, or stretch-film and/or shrink wrap contained within 1-bag)
- Aseptic/gable-top milk and juice cartons

BATTERIES AND FLOURESCENT BULBS SHOULD BE BROUGHT TO THE FRONT DESK FOR SAFE RECYCLING/DISPOSAL



SKYLINE HOUSE CALENDAR

DECEMBER 2009

(WWW.SHUOA.ORG)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
THERE ARE NO STANDING COMMITTEE MEETINGS IN DECEMBER. THE NOVEMBER 2009 BOARD MEETING WAS HELD DECEMBER 3, 2009						
THE IN-HOUSE LIBRARY ON THE EAST PENTHOUSE LEVEL WILL BE OPEN 7:00 TO 8:00 PM EVERY MONDAY IN DECEMBER.						
GOOD NEIGHBORS: MARILYN BAKER (703-671-6759)						

BOARD OF DIRECTORS

President, Norman Baker 1114W 671-6759 nbaker@fjc.gov
 Vice President, Charles Roberts, 914E 998-6080 charley.roberts@prodigy.net
 Treasurer, Maria Elena Schacknies 1302W 820-2239 cultura@att.net
 Secretary, Jean Orben, 205E 845-0119 rorben@msn.com
 Director, Budd Coutts, 1607E 931-3165 bcoutts@metronets.com
 Director, Al Lambert 709W 931-7314 myongal@verizon.net
 Director, Robert De Mayo 1213E 575-4464 jusbob2u@verizon.net

MANAGEMENT OFFICE (Central # 703-578-4855)

General Manager, Gusbey Silva gusbey@shuoa.org
 Deputy General Manager, Tycia Haight tycia@shuoa.org
 Chief Engineer, Greg Grimm greg@shuoa.org
 Accountant, Lincoln O'Gilvey lincoln@shuoa.org
 Administrative Assist., Alice Rodrigues alice@shuoa.org
 Resident Services Coor., Noemi Najera noemi@shuoa.org
 Chief Web Developer, Joyce Routt jlroutt@metronets.com

COMMITTEE CHAIRS

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THE HOUSE SPECIAL is published by: Skyline House Unit Owners' Association, Inc.,
 3711 South George Mason Drive, Falls Church, Va. 22041-3711 The House Special is printed by Dan Daniels Pioneer Press

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3711 South George Mason Drive
Falls Church VA 22041-3711