

The House Special



Volume 30 Issue 6

Skyline House

June 2010



BOARD OF DIRECTORS

President, Norman Baker

The Board of Directors met on Wednesday, May 26, 2010. It was an exceptionally full and busy session during which, and after much discussion, the Board approved several “Action” and “New Business” items (most of which are discussed in greater detail elsewhere in this issue).

During its meeting, the Board,

instructed Management to allow the roof-top space rental lease with SiriusXM Radio, which is set to expire this September, to lapse if their renewal offer does not significantly improve;

approved Management pursuing a contract with Hi-rise Windows to replace façade and balcony panels and to simultaneously market to unit owners their services to replace unit balcony doors and entire unit window frame assemblies;

approved a proposed Covenants Committee rule related to the Resolution approved by the Board in April prohibiting any attachments, for any purpose, to the concrete soffit (slab) above any balcony or patio (at the same time, the Board added clarifying language in the rule related to railing attachments);

approved two documents (a Standard Operating Procedure statement and a Waiver and Release statement) related to the recently established Skyline House Garden Club;

approved a Board initiated Resolution clarifying the requirements owners must meet to obtain, and maintain, membership and voting status on the Association’s Committees;

approved a Covenants Committee recommendation to have Management again seek professional vote-counting services for the 2011 election of the Board of Directors;

and, approved a Resolution recommended by our Attorney concerning owner responsibility to closely monitor and frequently inspect all appliances installed in individual units (especially as they approach the end of their expected lifespan at which time replacement is recommended.) Unit owners are responsible for damage caused to common areas and/or adjacent units by failure to adhere with the said standards (see elsewhere in this issue).

THE MODIFICATIONS (IN UNDERLINED ITALIC) TO RULE 15 APPROVED BY THE BOARD ON 5/26 TO COMPORT WITH THE RELATED RESOLUTION APPROVED BY THE BOARD ON APRIL 28TH AND PUBLISHED IN THE MAY 2010 NEWSLETTER (AVAILABLE AT WWW.SHUOA.ORG) ARE AS FOLLOWS:

RULE 15 BALCONIES, PATIOS, WINDOWS AND SUNDECKS

E. Flower boxes, if attached to the railing, shall be on the inside of the railing and securely fastened in a manner that does not damage, dent, deform, penetrate, scratch, mar, abrade or otherwise alter the balcony railing structure.

F. Awnings, blinds, shades, screens and like items and appurtenances, except window screens as installed by the developer, shall not be installed by any unit owner/resident beyond the confines of his unit without prior written consent of the Association Board of Directors. Furthermore, no attachment point or anchorage of any kind shall be installed or allowed to remain on or into the underside (soffit) of the slab overhanging any balcony or patio. Suspension of any object from the underside of -- or from anything installed on or resting upon -- any slab above any balcony or patio is also prohibited.

As a result of Board approval of the Resolution on 4/28 and the above Rule on 5/26:

Management has been instructed to survey the buildings to collect information which will facilitate prompt enforcement of the Rule through rapid execution of actions necessary to notify residents to remove items currently hanging from attachments and to subsequently arrange for proper removal and repair of attachment installation locations.

RESOLUTION REGARDING COMMITTEE MEMBERSHIP AND VOTING STATUS
AS APPROVED BY THE BOARD ON 5/26

Whereas

Article VI, Section 4 of the Bylaws of the Skyline House Unit Owner’s Association states:

“The President shall have all of the general powers and duties which are usually vested in the office of President of a corporation, including, but not limited to, the power to appoint committees from among the membership from time to time as the President may, in his or her discretion, decide is appropriate to assist in the conduct of the affairs of the Association.”

And, Counsel advises, “...the Board can adopt "terms of reference" in creating a committee that can provide restrictions on a committee's mandate, and on its operating procedures.”

(A) It is hereby resolved with regard to all “standing” committees (those currently being, as of approval of this Resolution, Covenants, Financial Management, Physical Plant and Operations and Security, Safety and Neighborhood Watch) and the members thereof, now and appointed hereafter, of the Skyline House Unit Owner’s Association and its Board of Directors,

(1) Since Article VI, Section 4 of the Bylaws authorizes the President to appoint committees "from among the membership", it is therefore required that an individual’s name be a title owner to his/her property/unit in order to qualify to serve on a committee.

(2) That if qualified in accordance with (1) above, then the individual must attend two (2) consecutive meetings of a specific committee and, upon attendance at the third (3rd) consecutive meeting, can join in that instant meeting and, can continue to serve thereafter, as a member in good standing of that committee subject to (4) below.

(3) That there is no limit on the number of committees on which one can serve.

(4) That it is the responsibility of every committee member to maintain one’s active standing as a current member of their committee. Prior to any planned absence from a scheduled meeting, he/she must inform the Chairperson of said absence and, in the case of any unplanned absence from a scheduled meeting, he/she must contact the Chairperson in a timely manner after said absence in order to qualify for “excused” absences. A committee member will, after two

consecutive absences without any timely contact with the Chairperson regarding these absences, forfeit their status as a member of the committee as well as all associated rights.

(5) That the committee Chairperson will state in the minutes at the beginning of each meeting who is added to and who is subtracted from the Committee membership as of the beginning of that meeting.

(6) That it is a committee Chairperson's responsibility to keep both the Board and Management up-to-date on the status of their committee's membership. Compliance with 5 above shall serve to fulfill this obligation.

(7) That committee members who forfeit their status in accordance with (4) above, can only re-establish themselves as committee members in good standing after re-qualifying in accordance with (2) above.

Furthermore,

(B) With regard to establishment of new standing committees or ad hoc committees for specific purposes of limited duration, or re-establishment of inactive or dormant standing committees, the President shall appoint their Chairperson(s) and members. The initial qualifying attendance requirement stated in (A) (2) above is waived for initial members.

Furthermore,

(C) With regard to serving on any one or more of the Association's committees while also serving as a member of the Skyline House Unit Owner's Association's Board of Directors, it is hereby resolved:

(1) That if service on a committee is to be as the designated Board Liaison (as appointed by the Board) to that committee, the Board member's status shall be in an advisory capacity only and not as a voting member.

(2) That if service as a committee member in good standing is sought by an elected Board member, then all requirements specified in (A) (1) and (2) above shall first be met. Subsequent service will then be as a non-voting member of the committee.

(3) That any committee member in good-standing who is subsequently elected to serve on the Association's Board of Directors shall retain membership, but in a non-voting status, on their committee.

**RESOLUTION REGARDING MAINTENANCE OF UNITS AS APPROVED BY THE
BOARD ON 5/26**

WHEREAS:

a. Article I, Section 3 of the Declaration for Skyline House Condominium states

Any expense of maintenance, repair or replacement relating to any General Common Elements and any expense of maintenance, repair or replacement relating to any Limited Common Elements other than as provided in Section 3 of Article VIII of the By-Laws and all structural maintenance, repair or replacement thereof shall be treated as and paid for as a part of the common expense of the Unit Owners' Association, unless the same shall be caused by the negligence or deliberate act of an individual Unit Owner or other person having actual or implied consent or permission of said Unit Owner to make use of the damaged General or Limited Common Element, in which case expenses of maintenance, repair or replacement relating to such General or Limited Common Elements referred to in this paragraph shall be borne by and assessed against the individual Unit Owner;

b. Article VIII, Section 3(d) of the Bylaws provides:

each Unit Owner shall be responsible for all damage to any other Units or to the Common Elements resulting from his failure to make any of the repairs required by this Section 3 of ARTICLE VIII of these By-Laws and shall also be responsible for all damage thereto caused or permitted by his negligence, misuse or neglect;

c. Certain appliances in a Unit can cause damage to Units and the Common Elements if not closely monitored for maintenance needs near the end of its useful life and if not replaced at the end of its useful life; and

d. It is in the interests of the health and safety of the owners and residents of Skyline House Condominium, and of the proper maintenance of the Condominium property, to develop certain maintenance standards to which Unit Owners must adhere, or they will be deemed by the Association to be negligent and will be held responsible for damage caused by failure to adhere with the said standards in accordance with the Skyline House Declaration and Bylaws.

It is therefore RESOLVED as follows:

1. That the following appliances in a Skyline House Condominium Unit are deemed to require close monitoring and maintenance in the age range indicated below and require replacement at the age indicated below. A Unit Owner who fails to adhere to the standards set forth below shall be deemed negligent by the Association and shall be responsible for all losses not covered by the Association's master insurance policy occasioned by the failure of the Unit Owner, or a person for whom the Unit Owner is responsible, to adhere to those standards.

Appliance:	Close monitoring and frequent inspection required at the following age of appliance:	Replacement required at the following age of appliance:
Refrigerator	8 to 14 years	14 years
Washing Machines	11 to 14 years	14 years
Dishwashers	10-12 years	12 years
Water heaters	13-14 years	14 years

2. The required maintenance set forth in paragraph 1 above shall not be the limit of the actions or inactions of Unit Owners that may be deemed to be negligent by the Association.



MANAGEMENT

General Manager, Gusbey Silva

Balcony Concrete Repairs and Railing Replacement Project

The contractor finished forming all areas for the new concrete installation the first week of May. The new concrete pour was completed by Monday, May 10th.

The contractor is now in the process of preparing all areas for the coating of all balcony walls and ceilings. During this process all hooks/attachments will be removed from the balcony soffit (slab) by the contractor, to comply with the resolution approved by the Board last month (see above). Immediately thereafter, the contractor will proceed with the installation of the new seal coating of the balcony floor; this task is estimated for completion by mid-June.

The removal of the existing hooks/attachments from the south side balconies in the West Building will be accomplished next month. Management will contact the residents to arrange access for the contractor to these balconies through the unit.

The new railing installation will be completed during the last week of June, weather permitting.

2010 Pool Season

The whitecoat of both pools was replaced during the last week of April in order to have the pool ready for inspection by the Fairfax County Health Department. It was passed on May 11th.

As a preventive maintenance, the main pool pump was replaced the last week of May. The existing pump for the main pool was installed twenty years ago and even though it was working, it had deteriorated and could have failed during the pool season. This measure was taken in order to avoid any down time after the pool opening on Memorial Day Weekend.

The pool passes were available at the Front Desk to be picked up starting on May 15th, and notices were posted to notify residents. A copy of the Swimming Pool Rules and Regulations was provided to each resident at the time the pool passes were picked up at the Front Desk. As a reminder, any unit owner with unpaid assessments and/or invoices for over 30 days will not receive the pool passes until all amounts due are paid in full.



INFO FROM THE ENGINEER

Chief Engineer, Greg Grimm

Tips For Maintenance of Garbage Disposals and the Building's Plumbing

A garbage disposal seems like a fairly simple concept. Just put in food-type garbage, switch it on and rinse it out. But, the proper use and care of a garbage disposal is a bit more complex.

Scraping dishes into the garbage disposal can lead to major plumbing headaches, especially if foods which are prone to clumping are disposed of this way.

Pasta and rice are especially bad for the plumbing of the building as they tend to expand and clump when water is added. The grinding motion of the garbage disposal will make them into smaller hunks, but then as the hunks are flushed out of the disposal and through the pipes to the building's sewer system, the rice or pasta bits may collect in pipe elbows until they clog the drain. Rice is so small that it can also plow through the disposal without much breakdown.

Depending on where the clog occurs, this can mean backed up drains throughout the building's lower floors, and at least in the lowest floor's kitchen, and even in the kitchen where they were disposed.

Meat, especially gristly or fatty pieces, should also never be put through the garbage disposal. Gristle can dull the blades of the disposal making them less effective and meat is harder to grind up, so there may again be hunks that collect in the drain pipes below the sink.

Another reason to avoid putting these various foods down the garbage disposal is the smell that they can generate. Even if the drains flush properly, bits of decaying food can collect in the disposal leaving your clean kitchen smelling, well, rotten. To avoid this problem, be sure to flush the garbage disposal with cold running water during the grinding process every time it is used.

[Editor's Note]

The following helpful hints are reprinted from a 2009 "Info From the Engineer" article

Do's And Dont's When Using Your Garbage Disposal

DO turn on a strong flow of **cold** water and then turn on the disposal. Continue running water for fifteen seconds after food waste is grinded to flush the drain line.

DO grind peelings from citrus fruits to freshen the smell of the disposal/drain.

DO use a garbage disposal cleaner, degreaser, or deodorizer as necessary to relieve objectionable odors caused by grease build-up.

DON'T pour grease or fat down your disposal.

DON'T use **hot** water when grinding food waste.

DON'T fill disposal with a lot of vegetable peels at once, instead, turn water and disposal on first and then slowly feed small amounts of food waste into disposal.

DON'T grind fibrous materials like corn husks, artichokes, onion skins, potato peels, cigarette butts, any kind of bone, raw meat, eggshells, pasta, and rice.

DON'T turn off disposal until grinding is completed and the only sound heard is that of the water and the motor.



SECURITY, SAFETY AND NEIGHBORHOOD WATCH

Chair, Robert J. "Bob" De Mayo

The SS&NWC did not meet in May. The Committee's recommendation to the Board to explore closure of the West Mail Lobby (WML) door due to security reasons is still awaiting action on their agenda. At the last Board meeting, the SS&NWC chairman also amended the initial SS&NWC recommendation by proposing a re-location of the on-duty Security Officer to a desk in the WML in order to very closely monitor the roadway security and reported trespassing situation at that location for a period of 3 months. In addition, the SS&NWC chairman suggested a resident "open-forum" at the next (July) SS&NWC meeting to discuss the WML situation.



COVENANTS

Chair, Joseph Livingston

The Covenants Committee met on May 19, 2010. Norman Baker, President of the Board of Directors, and Barbara Thode, the newly elected member of the Board, attended the meeting. Mr. Baker advised that he would serve as Board liaison to the meeting.

The Committee was requested to consider and recommend an amendment to the Association's Rules and Regulations to implement the Board's April 28, 2010 resolution to prohibit affixing or attaching anything to the underside of any balcony slab. The Committee, after discussion, with some reservations, recommended a rule change to provide that "Nothing shall be installed, attached or otherwise affixed to the underside of any overhanging balcony slab." For reference, see the President's article in the May 2010 House Special.

The Committee also received a report from the Election Committee on the 2010 election for members of the Board. The Committee considered the report and recommended that it be forwarded to the Board, and recommended that the Board give favorable consideration to the Election Committee's recommendation that the Association retain Ms. D. Ribis to continue to provide her counting services for our elections.

In reviewing Management's report of instances of infractions of the Rules and Regulations, it was noted that instances of driving in the wrong direction in the garage continue to be a problem in need of a resolution. To that end, we seek the cooperation of every resident to use the garage in a manner cognizant of our primary concern, the safety of all, resident, guests, invitees, and employees. This can best be done by adhering to the Association's Rules and Regulations, specifically Rule 18E3. You may check the Skyline House Website or contact the management office for a copy of the Association's Rules and Regulations. If you have any questions concerning these rules, you may contact the management office or the Covenants Committee.

As always, all Unit Owners/residents are invited to attend the Committee's meeting. Our next meeting is scheduled for July 21, 2010 at 7:00 p.m., West Card Room.

JUNE 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.

HANNALORE JONES 703-379-1473

LOUISE ALBIN 703-379-1645

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.



PHYSICAL PLANT & OPERATIONS

Chair, Al Lambert

Greetings! Due to unforeseen circumstances, the Physical Plant and Operations Committee (PPOC) meeting was postponed from the scheduled second Thursday of the month to Tuesday, May 25th. The Committee addressed several projects, some of which have an impact on the building's structure. The Committee also considered a review of our leasing agreement with Sirius/XM, and the establishment of a Garden Club.

Building Structure Discussion: 1) the Committee discussed the window panel deterioration on the façade of the building. We have two types of panels: those under balcony windows, and those near facade windows. The balcony panels were painted in 1995 and now there is faded and flaking paint, and some deterioration of the composite metal frame. Although this is also true of the façade panels, there is more extensive wear and tear on these panels due to continuous exposure to the weather as well as incidental damage from prior year façade repairs. In 2009, the Reserve Study analyst identified this situation and pointed out that painting the panels would be a temporary fix but the better long term solution was replacement of the panels.

When the Reserve Fund was established in the early 1990's, deterioration of the window panels was not considered, and a line item for their replacement was not created. The PPOC recommends that a new line be included in the Reserve Fund for the purchase and installation of new façade window panels in 2013. When the balcony window panels were painted in 1995, (thought at that time to be a long-term, but ongoing, solution for the deterioration), it was recommended that new balcony window panels be installed in 2011/2012. These projects will give us an aesthetically pleasing exterior, which will enhance our property values, reduce heat/air conditioning loss, and reduce road and weather noise seeping into units.

2) The second building structure related discussion was based on a proposal from Hi-rise Windows. The company would market their services—to replace balcony doors and entire window assemblies in living rooms and bedrooms—with price determined by the volume of sales. Hi-rise Windows has also given us a cost estimate to replace façade and balcony window panels. Since it is unlikely that all unit owners would participate in this offering, it is imperative that all of the new frames and doors blend in with the existing ones. Hi-rise Windows has done this work at Skyline Square, and PPOC will schedule a time when we can, in a group, view the new windows and balcony doors from the sidewalk adjacent to Build America.

Sirius/XM Lease: We have a leasing agreement with Sirius/XM radio, allowing space on our building roof to be used to house their wireless antennas and other devices. The agreement expires this September, and the company has substantially reduced its offered rental fee for renewal. PPOC recommends rejection of the offer, which is below market rate. The Association can make the space available to other wireless communication companies.

The PPOC discussed the failure of approximately 80 residents to relocate their cars when the concrete garage deck was to be power washed. That washing is essential as it removes salt and chemicals that will otherwise seep into the concrete and damage the garage structure. The PPOC is seeking a solution which can reconcile the need to wash the decks with the need of residents who have limited options for moving their vehicles. This will be an agenda item at the June PPOC meeting. I hope many residents will attend to participate in finding a solution the Committee can recommend to the Board.

The Committee had a wonderful topic to consider at the close of the meeting: we approved the two documents requested by the Board in support of establishment of a Skyline House Garden Club. Drafted by the Association's attorney, PPOC approved and forwarded to the Board a Waiver and Release statement and a Garden Club Standard Operating Procedure statement. Stay alert of our bulletin boards for the opportunity to join this unique club which will improve our community's landscaping while creating new friendships for all of those who take part.

Lastly, recall the old motto, "Deeds above Words." Consider attending a PPOC or any other committee meeting (and becoming a member after you attend three consecutive meetings) so you can share and apply your knowledge and experience to the activities and projects being undertaken by your Association..

As always, I welcome your feedback on this article or any matter pertaining to the PPOC. Our next meeting will be June 10th at 7:00 p.m. We welcome you to join us. This is your home!

The walk-around – also open to all residents – to survey the new windows, panels and balcony doors which Hi-rise Windows has installed at Skyline Square, and now proposes to provide and install here at Skyline House as discussed in items (1) and (2) in this report is scheduled for Tuesday, June 8th at 7:00 p.m. If you wish to walk along, meet us in the Front Lobby at that time.



Skyline House Garden Club

Purpose: To allow residents the opportunity to plant flowers or shrubs on the association grounds thus improving the beauty of the landscape and avoiding the contractor labor cost and hence saving money.

Eligibility: All residents (Owners & Renters) can participate by joining the Garden Club.

Time Period: All year the opportunity exists for planting shrubs and flowers.

Reasons to join:

- a. Friendship and camaraderie with those sharing your enthusiasm.
- b. Chance to improve our community and your home.
- c. Offer enlightening ideas to improve our home landscape.



Rules:

- a. All members must sign an agreement releasing the Association from liability.
- b. Plantings shall be undertaken by club member consensus: by majority if necessary.
- c. Plantings will be undertaken as a group activity.
- d. No power tools shall be used.
- e. Meetings shall be held each month, except for January and February.
- f. Tools will be supplied by Management and any other equipment purchased shall belong to the Association and stored by Management.
- g. Funds for plants and shrubs shall be disbursed by Management to Vendors.
- h. Chairperson (Mr. Howard Haymes) will be liaison with Management for necessary purchases of flowers and shrubs.



How to join the Garden Club:

Contact Howard Haymes by telephone (703) 347-7918 (preferred) or via email hankeel@gmail.com.





FINANCIAL MANAGEMENT

Chair, Wynfred Joshua

The Financial Management Committee (FMC) met May 24, 2010. Total income for January was \$333,797 with expenditures of \$259,087. Total income less expenditures amounted to \$74,709. The monthly Reserve Contribution was \$107,446, leaving a deficit of \$32,737 before taxes.

FMC noted that electricity costs had gone down to \$11,920 this month. Electricity bills, however, generally follow a cyclical pattern of 3 months with April, May, and June coming in low and rising again the next three months. The water bill ran about \$4,000 under budget, but we expect this to go up with the warmer weather coming. In short, for the first 4 month of the year utilities were still some \$42,700 over budget. Attorney fees remained over budget; some \$2000 was expended in April for collecting late condo fees; another \$2,200 was devoted to legal advice. As a result the legal budget this month ran about \$3,395 over budget.

As announced at our last meeting, FMC members who could make it, met to explore possibilities to reduce the deficit and prevent a possible special assessment which Members strongly oppose. Members agreed a key expenditure causing the deficit was the electricity bill rather than the water bill. In any case, the option to install individual water meters was dismissed as inordinately expensive, too intrusive, and technically impossible. In addition, if the cost was greater than \$10,000, individual meters would require approval of the majority of owners per our bylaws.

The three items selected for helping to reduce the deficit were: 1. replacement of regular lights with LED lights; 2. turning off the garage lights in the upper floors during day time; 3. installing automatic switches in the store rooms. As the General Manager explained, none was possible: LED lights did not fit into the sockets of the lights we had and we had to wait to till these fittings were developed; the lights in the garage worked on a single vertical switch and could not be turned off per floor; and an automatic turnoff switch would darken the storage room too much for someone caught working on his storage space. If necessary, the FMC considered raising the condo fee by 1% or 2% at this time, yielding additional income of \$17,500 or \$35,000 respectively. The FMC decided to defer making a recommendation to the Board until the June meeting when bills for at least five months will be in, so we will have a clearer picture of what we should expect in expenses.

Arrears by owners not paying condo fees remained roughly the same: 16 owners were 10 to 30 days behind for a total of \$7,767; 7 owners were behind more than 60 days for a total of \$30,162. Three of the latter are expected to go into foreclosure. Another 3 owners have been assessed \$1,910 for covenants violations. We note the number of rentals has risen a bit to 125 or 22%.

The FMC fully supported the recommendation of the General Manager to sever relations with SIRIUS for using our roof for its antennas, if the company insists on reducing the fee to Skyline House inasmuch as this would barely cover our expenses for the electricity SIRIUS requires

The FMC also supported including in the cash flow projection for 2011, 2012, and 2013 the cost for the installation of replacement panels under balcony windows and on the façade. This will require including in the 2011 budget \$223,600 for replacement of the balcony panels in one building and a similar figure for 2012 for the second building. For 2013 it will require another \$638,425 for replacement of the façade panels. Replacement of the panels is in line with the recommendation included in the five-year reserve study. With new panels, however, allotments for painting panels will no longer be necessary, thereby barely changing the final figures of the cash flow projection over the years. For panel particulars we refer you to the PPOC's report.

Regarding the related proposal to make available at the same time, window frame and terrace door replacement, this would be the financial responsibility of individual owners and not the condominium. Therefore this was not seen as FMC business.

The final item of consideration was the possibility that the Board might adopt a resolution allowing Board members to become voting members of a committee. The FMC strongly opposed this because it felt that this could threaten the Committee's independence and undermine the viability of the FMC.

The next FMC meeting has been scheduled for Tuesday, June 22, 2010. Please note the change in day. We urge owners to join us and give us your advice and thinking.

Acceptable Recycling Material Reminder

Unfortunately some residents still place regular trash in the recycling bins. Doing so contaminates the recyclable goods, voids the effort and thus the expense incurred for the recycling pick up. It also generates bad odors and attracts flies to the area.

All food/beverage containers must be thoroughly rinsed before placed in the recycling bins.

In the East building there are ten recycling bins located in the loading dock area. In the West, there are 6 bins in the enclosed recycling room and four outside in the main loading dock area. Use any of the empty bins but do not place your bags of recyclable goods on top of already full bins or place them on the floor. Please be considerate of your fellow residents and staff members.

BELOW IS A COMPLETE LIST OF RECYCLABLE ITEMS:

- 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

JUNE 2010

(WWW.SHUOA.ORG)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 Library Open 7:00 – 8:00 p.m. East Penthouse	8 Physical Plant and Operations Committee Walk Around 7:00 p.m. Front Lobby	9	10 Physical Plant and Operations Committee 7:00 p.m. W. Card Room	11	12
13	14 Library Open 7:00 – 8:00 p.m. East Penthouse	15	16	17	18	19
20	21 Library Open 7:00 – 8:00 p.m. East Penthouse	22 Financial Management Committee 7:00 p.m. W. Card Room	23 BOARD MEETING 7:00 PM W. Card Room	24	25	26
27	28 Library Open 7:00 – 8:00 p.m. East Penthouse	29	30	31		

GOOD NEIGHBORS: LOUISE ALBIN 703-379-1645 and HANNALORE JONES 703-379-1473

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