

# *The House Special*



*Volume 32 Issue 7*

*Skyline House*

*July 2012*



## **BOARD OF DIRECTORS**

**Maria Elena Schacknies, President**

The educational effort on the By-Laws has progressed considerably in the past month or so. Following mailed invitations, two training sessions were held for prospective volunteers who could work with Unit Owners on the floor where they live to explain the proposed changes, answer questions on the proposals, and seek information on questions they cannot immediately answer. At these training sessions, the proposals were reviewed, and attendees were divided into groups to role-play as volunteer educators and Unit Owners wanting to know more about the proposals. At the end of these break-outs, each group reported its questions and concerns to all assembled. Their comments were addressed by Board members, and needs for additional written information/explanations were identified. These sessions have proven useful not only in preparing potential volunteers, but also in identifying additional questions and sharpening the focus of the educational effort.

Our next training session will take place on August 1 from 7:00 to 8:30 p.m. in the West Party Room. We are still looking for additional education volunteers to step forward, and we will do everything we possibly can to ensure that they are well prepared for this important task. Interested parties should contact the Management Office or send an email to [alice@shuoa.org](mailto:alice@shuoa.org).

The educational protocol has also evolved and become more specific. For example, the volunteer education effort will begin with a form letter notifying Unit Owners that a specified neighbor on their floor will be available to help them understand the proposals so that they will be more inclined to participate in the vote. It is being made clear that the educational objective is to help Owners understand the proposals, and not to pressure them to vote for any specific proposal. The process of explaining the proposals carefully and accurately should reveal their merits. Volunteers won't say "Please vote for this!" We are also hoping to develop a means for Owners, especially education volunteers, to ask questions and get answers via e-mail. Finally, the training sessions will contribute to a series of Frequently Asked Questions (FAQs) about the

proposed changes. We are hoping to be able to make these FAQs available for the educational effort and also to provide written versions to all Unit Owners closer to the voting deadline.

Since last month, the decision has also been made to develop a concise *Volunteer Handbook* that outlines the training protocol and how volunteers are expected to interact with Unit Owners. Above all else, volunteers need to be thoroughly prepared so that they can explain the proposals accurately because uniformity of information is vitally important, and incorrect information can seriously damage the effort. Needless to say, Unit Owners can expect their encounters with the volunteers to be characterized by respect for them, patience, courtesy, and a full appreciation for the value of their time.

The explanation of why we need a Reserve Fund in the July newsletter is a continuation of my effort to provide information that I believe helps Unit Owners to understand salient aspects of condominium living. We are rather unique in that we are self-managed, and the more Owners know how about how a large condo association is run, the better the outcomes will be.

On June 14, Mike Hanson posted the new updated and upgraded website. If you have not seen it yet, please do, by going to [www.shuoa.org](http://www.shuoa.org).

I met recently with the new Chair of the Recreation Committee, Sharon Milton, who will issue an invitation in the newsletter asking for volunteers. The first meeting will take place on Monday, July 16, in the West Party Room. She intends to start slowly and gradually build a strong, dedicated Recreation Committee. The survey that Management will be sending to all Owners includes a question about what types of activities residents would like to participate in at Skyline House. Activity preferences will be shared with the Recreation Committee.

At the next Board Meeting we should be able to approve the updated Committee Charters so that they can be made available to Committee members and also posted on the website.

### **Why Do We Have a Reserve Fund?**

Reserves are held in three Skyline House accounts to pay for *future planned* repairs, replacements, or restorations.

- Replacement Reserves are accumulated to replace equipment and appurtenances (such as carpets) at the end of their useful lives.
- Periodic Maintenance Reserves are built up for maintaining permanent structures, such as the building façade.
- Consulting Reserves are accumulated and used to hire expert professionals, who frequently hold technical certificates and licenses, to advise the Association on the identification, selection, and execution of reserve projects.

Every month the General Manager reports the status of our Reserve Funds, and both the Treasurer and the Financial Management Committee review this report. All Unit Owners are encouraged to track the progress of projects paid for with Reserve Funds and to consider the adequacy of these funds to address planned needs.

We have a reserve fund, first, because we are required to do so by Virginia legislation. State law governing condominiums mandates that, at least once every five years, every condominium association (1) conduct a *study* of future necessary repairs, replacements, and restorations of capital assets, and (2) determine the amount of reserves that will be necessary to carry them out.

Our next reserve funding study must be conducted in 2013. In the meantime, we must, by law, review the results of the last study *every year* to determine whether the reserves are sufficient. (Sometimes the Board reexamines a scheduled need and finds that it can defer the work until a later date. For example, the garage

elevator repairs were originally scheduled for 2009, but were postponed until this year. The Board takes great care to control costs.)

Future needs must be funded by current and future income, and the association is therefore required by the State of Virginia to develop a *budget* that provides for adequate revenue for Reserves, in excess of immediate ongoing operational expenses. Every budget must indicate the current level of Reserves, the cost of work scheduled for the year, and the expected contribution to the Reserve Fund during the year.

The budgeting process must take into account the multi-year *repair-replacement-restoration schedule*, and must provide for adequate funding through condo fees and other income to get this anticipated work done on schedule. The schedule might specify, for example, that a boiler will have to be replaced three years from now and the expected replacement cost, or that the roof will need to be resurfaced in 2016 and at what expense.

All of the above are formal legal requirements, but they are also common-sense, responsible management practices that directly benefit Unit Owners.

A repair-replacement-restoration schedule based on *careful studies* conducted by properly credentialed professionals, *sound cost projections* based on study results, and *condo fees that contribute adequately to the accumulation of the necessary Reserves* in anticipation of these future costs all work together to minimize the possibility of unpleasant surprises, for example, the sudden and unanticipated need for major structural work on the garage. If something like this happened in the future, as it did at Skyline House in the distant past, Unit Owners would be subject to a *special assessment* in addition to their condominium fees. About 15 years ago, Owners of larger units faced a special assessment of several thousand dollars for garage repairs. Large, sudden financial requirements can seriously challenge a family's financial health. Unit Owners may have to borrow money to pay a special assessment, and loans require them to pay interest.

Development of sufficient Reserves is less painful for Unit Owners because they contribute to reserves on an ongoing basis, little by little, as part of their condo fees. It is easier to contribute a limited amount to Reserves every month than to pay a large special assessment all at once, on relatively short notice, when the time comes to undertake a major restoration project. Borrowing to pay a special assessment *increases the total cost to the Unit Owner*. In contrast, the gradual building of Reserves through the monthly condo fee *costs the Unit Owner less* because money gradually accumulating in the Reserves earns interest until it is spent.



## TREASURER'S REPORT

**Charles K. Roberts, Treasurer**

I attended the June 18 meeting of the Financial Management Committee (FMC), which is covered in the report of the Chairperson, Dr. Wynfred Joshua.

In May I reported my concern that size of the Unappropriated Members' Equity account--also referred to as the Working Capital Fund--has declined to such an extent that the Association no longer can count on it to defray unexpected results on the income or expense sides of the operating budget ledger. While the Association has every reason to be confident in the ability of General Manager Michelle Brown Slaughter to execute the operating budget with a keen eye on the bottom line, it is prudent to consider courses of action available to the Association should we end the year with a deficit in the operating budget. Under New Business I will introduce a resolution that the Association defray any such deficit by borrowing from the Replacement Reserves and repaying monies so borrowed in business year 2013, which begins January 1. If the resolution is seconded, I will move that it be referred to the Financial Management Committee for review at its July meeting so that the Committee can make a recommendation for further action at the July meeting of the Board.

Financial results through the month of May have shown some improvement. Actual net income year to date stands at \$10,417.35 versus a budgeted deficit of \$11,143.96, a positive variance of \$21,561.31. In early June the General Manager met with several members of the Board and the Financial Management Committee to present possible economy measures to limit operating expenses and possible measures to boost revenue through increased fees. These measures also were discussed at the June 18 FMC meeting.

As of May 31, the balance for all reserves stood at \$1,909,282.82 following further partial payments for façade, balcony, elevator and garage work. Association reserves are sufficient for current needs and on course to satisfy long-term requirements.

Total delinquencies continue to decline, although the number of those ten days late in paying June Association dues is back up to 23 unit owners, up from a low of 16 in May. Two foreclosure actions brought by the Association are scheduled for trial in July and August, and I intend to observe those proceedings. In May, eight Unit Owners owed a total of \$29,660. Seven other Unit Owners made complete payments totaling \$4,219, and three others made partial payments.

Renter-occupied units have increased by one to 132, still 24 percent of Association units.

The Association's finances remain in good condition. The Association persists in its efforts to collect all monies due.



## MANAGEMENT

**Michelle Brown Slaughter, General Manager**

### **Balcony Railing Repairs – East Building**

Management would like to **THANK YOU** for your patience and cooperation during the final phase of the balcony repair project! It's been a long four-year process but Concrete Protection and Restoration, Inc. (CPR) has finally completed all railing and tile work on the West building. All balconies were released, the swing stages were dismantled, and parking spaces were released as of July 3. We received many compliments on the success of this final phase. Each owner or resident should have received a copy of the *Balcony Care and Maintenance Guidelines* on how to care for your new balcony railings and floors. You may also visit the website at [www.shuoa.org](http://www.shuoa.org) to review a copy online.

### **Replacement of Balcony Window Panels – West Building**

Hi-Rise Windows completed installation of balcony panels in the West Building and we've received many compliments on their work. To care for the new balcony panels, you may purchase *Sheila Shine* at the front desk for \$9.00.

### **Replacement of Balcony Window Panels – East Building**

Hi-Rise Windows will begin to mobilize for installation of the East Building balcony panels, electrical outlet and door vent covers by mid-July, if not sooner (weather permitting). They have already measured several units in the East Building. Notices will be posted to notify owners and residents when each tier will be scheduled. **If you have a satellite dish on either end of your balcony railing, it must be removed immediately!** It can be placed in the middle of the railings but not on the ends because it will obstruct the contractor's access from the swing stage to the balcony.

### **Elevator Repairs**

Avery Elevator completed repairs on car #5 in the West Building hydraulic garage elevator. Car #6 is currently inoperable and will be out of service until the end of August. Notices will continue to be posted as the contractor notifies us when any of the elevators will be out of service.

### **Garage Repairs**

Whitlock, Dalrymple, Poston & Associates (WDP) completed the garage concrete repair assessment, and the bid proposal package with the scope of work is under review. Installation of the steel angles that were removed on garage levels B, C, and D was completed by Chesapeake Ironworks at the end of May. Notices will be posted once the garage repair work is scheduled to begin.

### **Facade Window Leaks**

Three proposals were received from JR Walls, CPR (our balcony railing contractor), and Eastern Waterproofing. Management reviewed all three bids and needs additional information before making a recommendation to the Physical Plant and Operations Committee (PPOC) and the Financial Management Committee (FMC). The bids range from \$27,000 to \$49,000. As soon as pertinent questions are answered, Management will propose a recommendation to PPOC, FMC and the Board for review and approval.

### **Pool Deck Repairs**

As requested by the PPOC, Management is conferring with Smislova, Kehnemui & Associates (SK&A), our engineering consultant, on requesting water tests of the pool deck prior to moving forward with a full contract for the pool deck repairs. SK&A advised that the water test would have a limited effectiveness given that the leakage is likely caused by faults in the old water-proofing concealed under the toppings on planter boxes. They recommend exploratory demolition during the specification writing stage, to verify construction and water-proofing details under the topping.

### **Bridge Repairs**

Management is conferring with SK&A on their \$4,400 proposal to provide consulting oversight of the East Bridge roof repair project. PPOC requested a not-to-exceed cost. SK&A's design would only cover the existing tinted glass and aluminum framed roof with a standing seam sheet metal roof system, and the side walls would remain glass for light infiltration. If the architectural details of the current bridge are not found, it will cost an additional \$1,500 to verify construction details. Management is awaiting confirmation from PPOC and the Board that this is the appropriate course of action.

**Collections Update: \$29,659.56 total delinquency for 8 units 60 days past due.** Collection is being handled by the Association's Attorney. Two units are still pending Judicial Foreclosures, with a total delinquent balance of \$10,191.89. The delinquent balance for the remaining six units is \$19,467.67. Management was instructed by our attorney to write off \$16,830.94 in Bad Debt for the two pre-petition bankruptcy units. The good news is that one of these units is currently paying post-petition condo fees.

### **REMINDERS:**

#### **Safety and Security:**

If you feel threatened by a situation, witness a crime, experience a theft, or have a medical emergency, please call 911--not the Front Desk or the Security Guard. They are just Courtesy Officers. They are neither armed nor trained for self-defense or crime-busting like law enforcement. And they are not medically trained. In the circumstances described above, call 911--not the Front Desk.

#### **Balcony Railings:**

Do not hang anything (plants, trees, clothing, supplies, etc.) over the new balcony railings. Please refer to the *Skyline House Unit Owners Rules and Regulations*, Rule #15(A), page 11, *Balconies, Patios, Windows and Sundecks*. To view the rule online, go to [www.shuoa.org](http://www.shuoa.org).

#### **Survey:**

Management has sent each owner and resident a survey to complete. Look for the envelope in your mailbox at the front desk. The survey will be compiled by Survey Monkey, a third party service. Please complete the survey and return it to the office no later than July 31<sup>st</sup>, 2012. We appreciate your feedback!



# INFO FROM THE ENGINEER

Greg Grimm, Chief Engineer

## How to Reset Your Air Conditioning

If your air conditioning fails to operate, you could have a power problem, and it may need to be reset. For all brands of heat pumps, perform the following steps:

- Turn off the circuit breaker in the kitchen
- Wait two minutes
- Turn back on
- Make sure the thermostat is set to "Cool." After a power outage, it may take up to fifteen minutes for your unit to restart.

**NOTE:** \*\* Carrier brand units also have a red reset button. In addition to taking the actions listed above, you may also have to push this reset button on the unit back into place.

## Replacing Water Heaters and Heat Pumps

We still find original water heaters and heat pumps in the apartments. Any water heaters and heat pumps that were installed when the building was new (32 years ago) have reached the end of their useful life, and could expire at any moment. In addition, water heaters should be changed after the warranty period expires, which is usually six or 10 years. Make sure you check both units and replace them as necessary. Replacing old units will prevent flooding from a blown water heater, or having no air conditioning during a hot summer until a new heat pump has been installed.



# PHYSICAL PLANT & OPERATIONS

Gary Akin & Al Lambert, Co-Chairs

The committee met on 14 June 2012 at 7:00 p.m. in the West Card Room. The following items were discussed and/or recommended for further action:

At the PPOC's April meeting the General Manager was asked by the Committee to procure two additional bids for a total of three bids (to be compliant with the current procurement policy) for the façade leak repairs, to be evaluated by the PPOC. Management provided copies of the bids on June 14. The Committee requested that Management submit the bid summary and Management's recommendation to the PPOC and the Financial Management Committee (FMC) for review, after which the PPOC will submit its final recommendation to the Board of Directors (BOD). Subsequent events and lack of bid information have precluded completion of PPOC's evaluation to date, as previously reported to the BOD during its May 2012 meeting. The PPOC needs to complete its evaluation, in cooperation with the FMC and Management, so that a prudent recommendation can be made to the BOD.

Regarding the three sump pumps being installed in the service elevator pits (only one sump approved for installation), electronic copies of the elevator signed contract(s) have been provided by Management and are currently under review. Upon completing this review, in cooperation with the FMC, findings/recommendations will be reported in September to the BOD for disposition.

The last PPOC walk-around was conducted on Thursday, May 24 at 7:00 p.m., beginning in the lobby. The group first visited the swimming pool area and then the pump room. New pool umbrellas and base stands recommended for purchase near the end of last season were inspected along with the condition of the pool deck, fence and surrounding shrubbery. As pointed out by our Chief Engineer, Greg Grimm, there are cracks

in the concrete deck causing water leakage into the garage area. Some of the planters are also leaking from the base, causing additional water seepage into the garage that is noticeable on the garage façade as one traverses the corridor from the lobby in the East Building.

For the next walk-around, the Committee decided to inspect the East Building ground floor, contractor room(s), painting room(s), and trash chutes. The walk-around is scheduled for Thursday, June 28, at 7 p.m., beginning in the lobby.

Come join us at future PPOC meetings. Upcoming items/projects we will be involved with are: West Building entrance door, exercise room relocation/improvements, energy audit study, identifying ways/means to decrease cost of common area electricity, review of the request for proposal/procurement policy and procedures, information technology and computer system upgrades.



## **FINANCIAL MANAGEMENT**

**Wynfred Joshua, Chair**

The Financial Management Committee met on Monday, 18 June 2012. For the month of May, total income was \$340,195 with expenditures of \$209,712. Total income less expenditures amounted to \$130,483. The monthly Reserve contribution was \$116,214, leaving a net income before taxes of \$14,269.

Renter-occupied apartments increased slightly for the month of June to 132 units or 24%. The remaining 424 apartments or 76% were Owner-occupied with a few vacant ones because Owners did not wish to sell or rent them out at this time.

Expenditures for the month of May indicated the usual overruns for legal fees and the water and sewage account. Because of the Committee's concern that we are likely to end this year with a deficit, we decided to explore whether there were any accounts where we might be able to save some expenses. We worked very closely with the Management Office, which provided us with a list of potential expense reductions. Total possible cuts would probably run not more than \$6,500, if that much. We do not intend to change the current budget, and these reductions, if possible, would occur anyway and allow Management to offset overruns in other accounts. But the exercise gave us some indication of what to expect.

Management advised us to look at possible increases in fees and provided us with suggested raises to address the deficit. We discussed these in quite some detail. For example, we explored charging a single \$300 fee for move-ins rather than basing the fees on apartment size. Other potential changes included increasing the fee for the disposal of bulk trash from \$25 to \$50. Suggested raises, however, need to be vetted by the Covenants Committee before we can propose any changes to the Board, which we hope to be able to do in July.

The Committee could not yet vote on selecting a contractor to repair the façade leaks because the proposals had just come in, leaving insufficient time Management and PPOC to analyze the responses. To save time and have the leaks repaired as soon as possible we plan to handle the proposals by e-mail and advise Management and the Board accordingly.

In response to Management's request to move the July FMC meeting up a week, the Committee re-scheduled the next FMC meeting to Monday, July 23. I will be gone that week, but Mrs. June Baker has agreed to chair the session. All residents are cordially invited to join us.

**Dollars and Sense:  
Kudos to our GM and her Team – Why?**

- by trying to make every effort to deal with a budget which was handed to her and her team
- by vetting all incoming bids very thoroughly and even if it means to return them in order to contain costs
- by suggesting, for example, reducing the current snow-removal contract from \$5,000 to \$2,500
- by proposing to print 50 less copies of our Newsletter since it is electronically available
- by considering minimizing Exterior Maintenance from \$4,000 to \$1,000 and postponing items of the Reserve Budget

Don't you think that makes sense?

Inge Chilman



## **SECURITY, SAFETY AND NEIGHBORHOOD WATCH**

**Robert J. "Bob" De Mayo, Chair**

The Security, Safety & Neighborhood Watch Committee (SS&NWC) met on June 13 at 7:00 p.m. in the West Card Room. All members were present (Mr. De Mayo, Ms. Jones, Ms. Manrique, and Ms. Chilman) except Ms. Zierhoffer, who was on business travel. Ms. Tycia Height attended for the Management Office (MO). The main topics were review of progress on the Emergency Action Plan, planning for the Neighborhood Watch National Night Out on August 7, and various committee administrative issues.

**Citizen's Advisory Committee (CAC) Meeting:** The SS&NWC was not represented at the CAC meeting of June 5 due to schedule conflicts.

### **Management Office Updates:**

- Over Memorial Day holiday, someone, believed to be in the 13<sup>th</sup> Tier of the East Building, tossed what is believed to have been a glass bottle into the swimming pool area. Glass was found in the main swimming pool. Lifeguards spent a considerable amount of time vacuuming the bottom of the pool to prevent residents from being cut by glass shards. A stern notice was sent to all residents of the 13<sup>th</sup> Tier. Residents reported seeing people out on Tier 13 balconies earlier. One resident lodged a noise complaint (i.e., crowd noises, shouting, loud talk) that same evening coming from the balcony area on the east side of the East Building; source could not be determined.
- Neighborhood Watch patrols continue to discover and report items that need repair and maintenance. No visible decal reports could be verified.
- Security Guards: It will be reemphasized by the MO in the *House Special* that Security Guards are neither armed, as in a bank, nor trained for self-defense or crime-busting, as in law-enforcement organizations. If a resident feels threatened by a situation, he or she should call 9-1-1 and not ask the Security Guard to call. Security Guards are actually Courtesy Officers. Ms. Jones recommended that they be referred to as "Watchmen" since this is the function they actually perform.

### **Old Business:**

- **Emergency Action Plan:** The potential use of Skyline House floors in certain common areas and specific storerooms for sheltering-in-place during a natural or man-made disaster was discussed at length, as were other practical measures such as roles of floor captains and use of the building public address system for announcements.



- **SS&NWC Charter:** The Committee Charter was read aloud by the Chairman, and Committee responsibilities were discussed in detail. Of specific interest is revitalizing Committee contact with the Fire Marshall and sharing tips on fire safety with residents. Also, a review of all personal and physical security procedures and policies will be scheduled on a biennial basis. Finally, a SS&NWC annual budget must be prepared soon.
- **Garage Signage:** The Chairman recapped the previous committee selection of where to put Yield/Stop signs, reflective tape on railings, and paint roadway arrows and driving instructions. A walk-thru with the MO was scheduled but unfortunately cancelled; it will be rescheduled soon.

**New Business:** Options were discussed for the annual Neighborhood Watch National Night Out. A sundeck-centered cookout with banner and music was discussed as Plan A; Plan B was a more modest event in the Front Lobby, as held in past years. Both options were presented to the Board of Directors President. Due to budget considerations, Plan B was approved.



## **GARDEN CLUB**

### **Howard Haymes, Chair**

The Garden Club had a busy and productive month in June. Our efforts to beautify the grounds of Skyline included:

- At the front of West Building (at mail truck parking spot) planted more than 12 new shrubs to replace dead plants.
- At the back entrance to the West Building (to right of the big generator) established a new shrub bed.
- Killed poison ivy wherever it was found.
- At the front of West Building (200ft. from side entrance to the right) established seven-bush “rose garden area” behind smaller rock wall.
- Replaced diseased impatient plants around three trees with begonias (supplier happily issued a refund).
- Weeded and clipped shrubs in the driveway circle.
- New crimson king maple tree at entrance to garage. Planted a new weeping atlas blue cedar tree at extreme southern corner, near fence facing George Mason Dr.
- New “Garden Club” sign in flowerbed at rear of West Building.
- New “sign up” photos displayed on bulletin boards.



## **COMMUNITY RELATIONS**

### **Janice L. Hill, Chair**

The Community Relations Committee (CRC) met on Thursday, 21 June 2012, at 7:00 p.m. in the West Card Room with 12 residents attending the meeting. Delegate Alfonso H. Lopez, Member of the Virginia House of Delegates representing the 49<sup>th</sup> District of Virginia, was our special guest. Skyline House is located in Delegate Lopez’s district. This is his first term in office.

He provided us with a summary of the highlights of the legislative session. He also discussed the challenges and opportunities he faced as a freshmen representative and how he was able to be effective in the General Assembly despite being a first-term member. He provided his insights on the upcoming U.S. Senate race in Virginia as well as next year’s gubernatorial race. In addition, he answered questions on a variety of topics ranging from homeowners/condo association matters to transportation issues. The discussion was very well received, and we were all delighted to have such an exceptional person representing us in Richmond.

The next CRC meeting is Thursday, July 19, at 7:00 p.m. in the West Card Room. Please come and join us! At that meeting, we plan to discuss liaison activities with other homeowner/condominium associations in this area.

We are interested in your thoughts, concerns and matters you would like the CRC to address. If you have any questions or concerns, or need additional information, please e-mail [communityrelations.shuoa@gmail.com](mailto:communityrelations.shuoa@gmail.com).



## RECREATION COMMITTEE

**Sharon Milton, Chair**

You asked for the Recreation Committee to be revived, and now you have it! The basic purpose of this committee is to build a sense of Community at Skyline House by offering residents opportunities to gather in social settings. The Committee will actively explore ways we can have fun together. Serving on this committee will be an enjoyable activity in itself. We have a wonderful community here, and we should enjoy it to the fullest. If you would like to volunteer for this committee, please contact me at [segmilton@yahoo.com](mailto:segmilton@yahoo.com). I'd also like to hear from you if you have any suggestions about events or projects that residents might enjoy. In addition to full members, without whom the Committee can't function, there's a need for volunteers who can, from time to time, work on specific events. If you fit in this category, I hope you'll contact me. Here is a *formal* statement of the functions of the Recreation Committee:

1. Conduct periodic informal parties for the purpose of bringing residents together.
2. Take responsibility for gatherings for a specific purpose, such as holiday feasts, honoring volunteers, recognizing a special event, theme dinners, etc.
3. Sponsor a variety of outside activities for the entertainment and amusement of residents (e.g., theater parties, sightseeing trips, excursions, etc.)
4. Assist committees of the Association, when requested, in conducting get-togethers to stimulate participation on those committees and in the activities of Skyline House.
5. Plan for, or assist in, any activity which will enhance the volunteer involvement of residents.

An *informal* mission statement might be: To have fun while helping your neighbors to have fun.

### MAGAZINES KINDLY REQUESTED

Thank you very much to the Skyline residents who have been faithfully donating their magazines via the collection box located at the Front Desk. Your contributions are routinely distributed to Alexandria Hospital and other medical facilities such as Chemotherapy and Dialysis Units and Cardiology and Specialized Medicine waiting rooms. Your donated magazines provide much needed distraction for patients awaiting or going through difficult medical procedures and help to break up some very long hours for family members and friends accompanying and visiting those patients.

Please remember to donate your current (please no old/outdated) magazines to the Front Desk. If you have any questions regarding this much appreciated program, please call Marilyn Baker at 703-671-6759.

# THE NEW SKYLINE HOUSE WEBSITE

([www.shuoa.org](http://www.shuoa.org))

Mike Hanson, Webmaster

The new Skyline House website, at [www.shuoa.org](http://www.shuoa.org), made its debut on June 14. Improvements include the addition of a navigation menu, a photo montage called "Looking Around," floorplans, a Cox Cable channel listings update that you can download in PDF format, webpages for each of our committees and volunteer activities including the Welcome Wagon, and 11 Management Office forms in editable PDF format. These forms, which you can download, include vehicle registration and party room reservation paperwork. A useful feature is agendas and minutes of Board of Directors and Committee meetings that can be downloaded. An excellent introduction to the local area for our new neighbors called "Where Do I Find. . . .?," a component of our Welcome Wagon packet, is also included. Although I have lived here nine years, there were a few things in this introduction I didn't know about, so please check out the Welcome Wagon webpage under Governance. Also explore a Microsoft Translator. It may not translate the webpage perfectly, but new technologies like these will get better over time. I chose this over Google Translator to avoid a charge for commercial development.

Our website does utilize JavaScript for the menu, "Looking Around," Floorplans, and the Microsoft Translator. If you have JavaScript turned off on your computer, some of these features will not work. However, the navigation menu will work even if JavaScript is turned off on your computer.

Future enhancements under consideration include a classified section and reporting of maintenance issues in the common areas. If you would like to suggest improvements or additional enhancements, feel free to email me at [webmaster@shuoa.org](mailto:webmaster@shuoa.org).

Alice Rodrigues and I will be primarily responsible for updating and maintaining the website. If you have any questions or comments, email either of us [webmaster@shuoa.org](mailto:webmaster@shuoa.org) or [alice@shuoa.org](mailto:alice@shuoa.org), respectively.

## 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.**

**JULY**

**HANNELORE JONES 703-379-1473**

**MARYANNE SOLAK 703-845-9325**

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.



# SKYLINE HOUSE CALENDAR

## JULY 2012



([WWW.SHUOA.ORG](http://WWW.SHUOA.ORG))

| SUNDAY                                                                              | MONDAY                                                                                                                                       | TUESDAY | WEDNESDAY                                                                                 | THURSDAY                                                                          | FRIDAY | SATURDAY |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------|----------|
| 1                                                                                   | 2<br><b>Library Open</b><br>7:00 – 8:00 p.m.<br>East Penthouse                                                                               | 3       | 4                                                                                         | 5                                                                                 | 6      | 7        |
| 8                                                                                   | 9<br><b>Library Open</b><br>7:00 – 8:00 p.m.<br>East Penthouse                                                                               | 10      | 11<br><b>Security, Safety &amp; Neighborhood Watch Comm.</b><br>7:00 p.m.<br>W. Card Room | 12<br><b>Physical Plant and Operations Committee</b><br>7:00 p.m.<br>W. Card Room | 13     | 14       |
| 15                                                                                  | 16<br><b>Library Open</b><br>7:00 – 8:00 p.m.<br>East Penthouse                                                                              | 17      | 18<br><b>Covenants Committee</b><br>7:00 p.m.<br>W. Card Room                             | 19<br><b>Community Relations Committee</b><br>7:00 p.m.<br>W. Card Room           | 20     | 21       |
| 22                                                                                  | 23<br><b>Financial Management Committee</b><br>7:00 p.m.<br><b>W. Card Room</b><br><b>Library Open</b><br>7:00 – 8:00 p.m.<br>East Penthouse | 24      | 25<br><b>Board Meeting</b><br>7:00 p.m.<br>W. Card Room                                   | 26                                                                                | 27     | 28       |
| 29                                                                                  | 30                                                                                                                                           | 31      |                                                                                           |                                                                                   |        |          |
| <b>GOOD NEIGHBORS: Hannelore Jones (703) 379-1473 Maryanne Solak (703) 845-9325</b> |                                                                                                                                              |         |                                                                                           |                                                                                   |        |          |

### BOARD OF DIRECTORS

Pres., Maria Elena Schacknies 1302W 820-2239 mariaelena.shuoa@gmail.com  
 Vice President, Robert De Mayo 1213E 575-4464 rdemayo@shuoa.org  
 Treasurer, Charles Roberts 914E 998-6080 cxroberts@shuoa.org  
 Secretary, Barbara Thode 404E 888-3569 bthode@shuoa.org  
 Director, Norman Baker 1114W 671-6759 nbaker@shuoa.org  
 Director, Michael Cusato 906E 257-6234 mcusato@shuoa.org  
 Director, Karen Johnson 1511W 379-0322 kjohnson@shuoa.org

### COMMITTEE CHAIRS

Financial Management Wynfred Joshua 1414W 820-4471 diawin@metronets.com  
 Physical Plant/Operations Gary Akin 705E 989-8979 gary\_l\_akin@yahoo.com  
 Co-Chair Al Lambert 709W 931-7314 myongal@verizon.net  
 Covenants Elayne Haymes 902W 347-7918 haymes.elayne1@gmail.com  
 Community Relations Janice L. Hill 511W 415-1537janicelh21@gmail.com  
 Security, Safety, & Neighborhood Watch Robert De Mayo 1213E 575-4464 rdemayo@shuoa.org

### EDITOR Phil Cohen

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### MANAGEMENT OFFICE (Central # 703-578-4855)

G M, Michelle Brown Slaughter michelle@shuoa.org  
 Deputy General Manager, Tycia Haight tycia@shuoa.org  
 Chief Engineer, Greg Grimm greg@shuoa.org  
 Accountant, Huajun "Lucy" Bei lucy@shuoa.org  
 Admin. Assist., Rochelle Cunningham rochelle@shuoa.org  
 Resident Services Coord., Noemi Najera noemi@shuoa.org  
 Web Developer, Mike Hanson mike@hansonprogrammer.net

### GARDEN CLUB

Howard Haymes 902W 347-7918 hankee1@gmail.com

### GOOD NEIGHBORS COORDINATORS

Toska Prather 1003W 379-7849 t\_pra@verizon.net  
 Virginia Fissmer 601W 379-2901