

The House Special



Volume 33 Issue 2

Skyline House

February 2013



BOARD OF DIRECTORS

President, Maria Elena Schacknies

This is our first Board meeting of 2013. Let's hope that it will be a great and successful year in every way for everyone at Skyline House.

Gary Akin, Chair of the PPOC, has sold his unit. We are most grateful to Gary for his many years of committed service to our Association and wish him and his wife Rose all the best in their life away from Skyline House.

We are fortunate that Howard Haymes will be the new Chairperson of the PPOC. Already a member of the Committee, he has stepped forward to accept this important additional responsibility. Howard is also the chair and founder of the Garden Club. The PPOC will have a very busy year, and it is critical that the Committee focus on the many projects coming its way. We encourage Owners who have an engineering and/or architectural background to consider joining the Committee.

Four contracts were approved at the Board meeting:

- Rolling garage doors to Derana, Inc. in the amount of \$49,991
- The reserve schedule analysis in the amount of \$10,125 to Mason and Mason.
- The garage repair project to Concrete Protection & Restoration, Inc. (CPR) in the amount of \$149,500.
- The electrical switchgear proposal to Kolb Electric in the amount of \$32,229.

The **Annual Elections and the voting on five proposed amendments to the By-Laws** will take place on March 26, 2013. Unit Owners should receive the packet with the candidates' bios, the information on the five-proposed amendments, and the ballot by March 1, 2013.

Mortgage holders must be informed of the proposed By-Law amendments. At the moment, 135 Unit Owners have no mortgages, 209 have provided the information necessary to inform their mortgage or loan holders, and 212 have not. **If you have a mortgage and you do not, by 30 March 2013, provide to the Management Office (1) the name(s) of the Unit Owner(s) on the mortgage paperwork, (2) the number of the Unit, (3) the account number of the mortgage/loan, and (4) the name and address of your mortgage holder, you will be charged for the cost of searching records to locate this information at Fairfax County Land Records Office.** This is the only additional notice to Unit Owners who have not yet provided the above information. It would not be fair or prudent to burden all Unit Owners with the cost of a second mailing to nonresponsive Unit Owners. Furthermore, fairness dictates that these Unit Owners, and not the others, should bear the cost of securing the information they decline to submit.

To serve on the SHUOA board is both an honor and a challenge. It is an honor in that Unit Owners place their trust in the Board to protect the value of their investment. It is a challenge in that the Board has to run this complex business in addition to everything else members have going on in their lives. Skyline House is a nonprofit corporation, and the Board has a fiduciary responsibility to make sound decisions. This responsibility presents a great challenge because we are a self-managed association as opposed to being managed by a management company. Therefore, the workload of the Board and its six Committees is much greater, as is the positive impact they can have on the general status of Skyline House and residents' very specific, directly experienced quality of life. These are positions for leaders with a strong sense of civic responsibility and pride.

The Skyline House Unit Owners Association, Inc. is governed by a Board of Directors elected by the Association members (i.e., the unit owners) at the Annual Meeting of the Association. All directors must be Association members. The normal term of office is three years. Immediately after the election of Board members, the Board, in turn, elects the President, Vice-President, Treasurer, and Secretary of the Association from its membership.

Between Annual Meetings, if vacancies occur on the Board, the remaining directors are authorized to appoint a temporary replacement to serve until the next election. Such temporary replacements are full voting members of the Board.

Under the authority of the Virginia Condominium Act and the Association's By-Laws, the Board of Directors has the authority and responsibility and all the necessary powers for administering the Affairs of the Association and the Condominium. Specifically, the Bylaws state that the powers and duties of the Board of Directors shall include, but not be limited to, the following:

- (a) Care, upkeep, and surveillance of the Condominium and its General and Limited Common Elements and services in a manner consistent with law, and the provisions of the Association's By-Laws and the Declaration.
- (b) Establishment and the collection of assessments and/or enforcement of liens therefore in a manner consistent with law and the provisions of the By-Laws and the Declaration.
- (c) Designation, hiring and/or dismissal of the personnel necessary for the good working order of the Condominium and for the proper care of the General and Limited Common Elements and to provide services for the Condominium in a manner consistent with the law and the provisions of the By-Laws and the Declaration.
- (d) Promulgation and enforcement of such rules and regulations and such restrictions and/or requirements as may be deemed proper respecting the use, occupancy, and maintenance of the Condominium and the use of the Common Elements as re-designed to prevent unreasonable interference with the use and occupancy for the Common elements by the Unit Owners, all of which shall be consistent with law and the provisions of the By-Laws and the Declaration.

In effect, a condominium is a sub-unit of local government. Its Board of Directors consists of the elected officials responsible for governance of the condominium. There is an important difference, however: the members of the Board of Directors receive no compensation for their services.

I am pleased to announce that a new Administrative Assistant has joined the staff in the Management Office:

Welcome, Eric Gresham!



Administrative Assistant

Please help us welcome Mr. Eric Gresham to Skyline House! Hired as an Administrative Assistant, Eric started work on January 7th. He has over eight years' experience in the Property Management field.

Eric also has a unique hobby as a Videographer. He has completed courses in Video Production at Arlington Independent Media and has also taken a course in Computer Troubleshooting at the Northern Virginia Community College!

Eric is very excited about being able to transfer his Customer Service/Administrative Skills over to the Skyline House Condominium.



MANAGEMENT

General Manager, Michelle Brown Slaughter

Happy New Year! Management would like to thank everyone for their holiday well wishes and goodies. They were greatly appreciated by all of our staff!

Elevator Repair Project - Avery's mechanical work on the East garage elevators continues. The replacement of the interior walls, floors and ceiling of both cars will begin the week of January 22, 2013. The interior renovation of both garage elevators in the West Building was completed prior to the end of 2012 and looks very nice. The entire elevator project was scheduled to be completed by the end of last year but has fallen behind. We expect that project will be completed by or before March 30. The delay is primarily due to the additional time it took to remove and install new wire systems. All four garage elevators had tank heaters installed in December 2012 (at no additional cost), because the colder weather caused the elevators not to level properly. In addition, car #6 in the West Building continued to vibrate. The second East elevator car was scheduled for inspection in January; afterwards adjustments will be made. The West elevator cars were also scheduled for a brief shut-down on January 22. Notices will continue to be posted as the contractor notifies us when the elevators will be out of service.

Garage Repair Project – Management is awaiting recommendation from the Financial Management Committee (FMC) to the Board to obtain final approval for the recommended bidder, Concrete Protection & Restoration (CPR). We are also in the process of negotiating to obtain additional parking spaces to accommodate vehicles that must be removed from the Skyline House garage during the repair project. To date, we have contacted Vornado Management for 50-60 spaces of enclosed parking at Skyline Buildings 1, 2, and 3 across George Mason Drive, facing the entrance to the Sports and Health Club, to be available during the repairs.

This project is scheduled to begin in March of this year and will probably last through June. **If you plan to be away for an extended period during these months, but to leave your car parked in the garage, please contact the Management Office as soon as possible to indicate who will be responsible for moving your car(s) in your absence.**

Facade Window Leaks – Eastern Waterproofing completed and was paid for the work contracted on the 13 units with water leaks. Only one of the 13 original listed units (1014W) needs additional interior work that is beyond the scope of the contract specifications. The change order (#1) to perform the interior repairs in this unit was approved at the November Board meeting. A change order (#2) for 19 additional units was also approved by the Physical Plant and Operations Committee (PPOC) and the Board at the November meeting. A third change order request for eight additional units will be submitted by Management to PPOC, once costs have been provided by Eastern. Management needs the FMC's recommendation to the Board to approve facade repair work on the eight additional units, and any interior repair work required. Management anticipates that this process will occur via e-mails once a proposal has been obtained.

Smislova, Kehnemui & Associates, our consulting engineer, continues to inspect each unit after initial water testing to determine the extent of damage and recommend required repairs to Management and the contractor. A detailed report that charts the status of Unit repairs was provided via e-mail to each PPOC, FMC and Board member.

We have been advised by our insurance company that the cost of the exterior facade leak repairs is not covered by Skyline House's insurance. The exterior facade work that is being done was not related to damage caused by the storm, but rather is a maintenance function and as such would not be covered.

Electrical Switch Gear Project - During October 2012, infrared ray testing was conducted on our electrical panels prior to the mandatory electrical switch gear testing. Kolb Electric has submitted a report on the results and a repair proposal to correct deficiencies. One of the 30-year-old gang meter stacks which operates 36 unit meters for the East Building (3709 S. George Mason Dr.) needs to be replaced because it malfunctioned during the testing. The total cost to replace the gang meter stack is \$32,229. Although this cost is not included in the 2013 Reserve budget, the deficient equipment must be replaced within the first quarter of 2013. Failure to replace the this equipment could result in power outages throughout the building, including units and common areas, which would require Dominion Power to shut down all of the power in the entire East Building.

Rolling Garage Doors Replacement- The two rolling garage doors need to be replaced. They were installed 10 years ago and have lasted 2.5 million cycles, well beyond their expected one-million-cycle usage and average lifespan of five to six years. The doors' mechanical parts and curtain are malfunctioning more frequently. Many parts have already been replaced over the years, and now the complete assembly needs to be replaced. Management cautions that these doors will not make it through this winter without spending more money to repair them, and security will be required to monitor the inoperable door throughout evenings when they are not functioning. Management provided additional information via e-mails in response to questions from PPOC members.

Mason & Mason Five-Year Reserve Analysis Plan (2013) – Management contacted Mason and Mason to obtain a schedule for 2013's next five-year reserve plan assessment. Our goal is to include the updated information for the next five years in the 2014 budget, and forecast monies needed for future reserve projects and replacement items, including the item that was not included in the current plan (i.e., replacement of remaining electrical switchgear equipment 24 gang meter stacks). The analysis cost is \$10,125.

Database Installation - The CPMS computer database system installation is still underway. The Front Desk has improved the process of recording and distributing packages. Please continue to be patient while we work toward completing the installation. We also ask that Owners and residents regularly check for mail and items that were not delivered by U.S. Postal Service or other carriers, but were instead left by friends or family at the Front Desk. Mail boxes at the Front Desk can fill up when items are not picked up regularly. The Amenities package was also recently installed and will be implemented soon. Equipment to manage the guest parking tracking system is still being upgraded and will be up and fully running in the near future. \$24,000 was approved with the 2013 Reserve Budget for this database system, but has not been paid yet, as the contractor agreed to allow a three-month trial period (October thru December 2012). Payments begin in 2013.

Consultants - Project Support Services assisted Management to renew our FHA application status, which expired January 13, 2013. Michael Blades, our elevator consultant, continued to provide oversight of the elevator renovation; and Whitlock, Dalrymple, & Poston has expensed 74% (\$28,000) of the \$38,000 approved for garage repair engineer consulting and bid oversight.

Collections update - The collection process is underway for 10 units that are delinquent in payments for 60 days or more. As of December 31, these units owed a total \$42,833. Collection is being handled by the Association's Attorney. Three units are pending Judicial Foreclosures with balances of \$28,643. At the end of December, the total delinquent balance for the remaining seven units was \$14,190.

General Information - Management requested volunteers from the PPOC and the FMC to serve on an informal, ad-hoc sub-committee to assist in reviewing the upcoming 2013 capital reserve projects. The projects are:

1. Garage repair project
2. Garage rolling door replacement project
3. Electrical switchgear repair project
4. Window leaks façade repair project (cont'd.)
5. Pool deck repair project
6. Bridge repair project
7. Landscape contract re-bid
8. Cox cable contract re-bid
9. East Party room renovation
10. Lobby gallery and corridor wall column replacement project
11. Lobby furniture project to reupholster two large couches
12. Toilet tune-up project
13. One-way mirror film for West Lobby doors

Parking Space Sale and Transfer Process: It has come to Management's attention that Owners have not been following the proper procedures for selling or transferring a parking space. Our attorney has advised us that in order to transfer a parking space from one Skyline House Unit to another, Owners must first review and agree to the procedures and terms set forth in the document titled : "***ACKNOWLEDGEMENT AND AGREEMENT REGARDING TRANSFERS OF LIMITED COMMON ELEMENT PARKING SPACES AT SKYLINE HOUSE CONDOMINIUM.***" Copies of this document are available from the Management Office and should be obtained well in advance (i.e., at least one or two months prior to any sale or transfer), so that you have time to take the necessary steps to complete your transaction.

Important: You cannot sell a Unit and keep a parking space, unless you own another Unit to which the parking space will be transferred. If you want to keep a parking space and you are selling the Unit to which it is assigned, you must record a transfer of the space to another Unit you own before you go to settlement on the sale. The transfer cannot be recorded after the sale of the Unit, unless the Unit purchaser signs the transfer.

By executing an Amendment to the Declaration and/or by recording the Amendment transferring a parking space, Skyline House Condominium Unit Owners Association does not in any way warrant good title to a Unit Owner's interest in the parking space. **Each Owner who seeks to acquire an assignment of a parking space is**

encouraged to retain the services of an attorney and have the title to the interest searched and certified in order to obtain such assurance.



TREASURER'S COMMENTARY

Treasurer, Charles K. Roberts

Good News and Good News

Beginning the new year on a positive note, many thanks to those members of our Association who joined the majority of their fellow Unit Owners by signing up for automatic debit of their monthly installments of the Association Dues, or condo fee, from their financial institution accounts. Approximately 15 Unit Owners chose for the first time to pay their 2013 condo fees by automatic debit. Over 300 Unit Owners now pay the condo fee in this manner. This saves everyone time and money and virtually eliminates late payments due to oversight or delays in the mail due to weather or unusual holiday dates.

Audited financial results for 2012 will be presented at the Annual Meeting on Tuesday, March 26th. At the next meeting of the Board of Directors on February 27th I will present the preliminary financial information submitted to our auditors for review. At this time I can report the following preliminary, unaudited figures for 2012:

- Excluding income from sale of government bonds, income exceeded budget by \$38,645.64.
- Expenses were lower than budget by \$17,078.68.
- Utility expenses were \$29,967.28 lower than budget.

On January 10th I attended the trial of a Judicial Foreclosure action the Association brought against a Unit Owner deeply in debt to the Association for failure to pay Association Dues for a prolonged period of time. The judge found in the Association's favor. Barring a successful appeal to the Virginia Supreme Court, a court-appointed trustee will market the unit and distribute proceeds to lien-holders. I am informed by the Association's attorney that the chances of a successful appeal are very low.

It is unlikely that the Association will receive the full amount due in condo fees and legal expenses. Nevertheless, foreclosure actions are necessary to protect the interests of the more than 96 percent of Association members who are up to date in meeting their financial responsibilities to the Association. I will attend another Judicial Foreclosure trial on February 7th.



INFO FROM THE ENGINEER

Chief Engineer, Greg Grimm

Toilet Tune Up!

This month Management will implement the **Toilet Tune-Up** project, which will replace your toilet with a water-saving toilet at a very reasonable cost. Instead of installing them over a two-month period as in past years, this project will operate throughout the year. Simply call the Management Office to schedule a work order for a toilet tune-up. **You must schedule it in advance.** Bonus: **Free installation!**

You can choose between two models:

- **Gerber Viper 21-512**
- This model has a Maximum Performance (MaP) of 800g. The MaP rating refers to the weight of solid waste that the toilet will flush. A rating of 500g or above provides excellent flushing performance.
- The rim of the bowl is 14^{5/8} inches off the ground. That is probably close to the height you have now.

- Cost: \$165.65 + a below-cost charge of \$15 to remove each old toilet + cost of supplies, including the toilet seat, wax rings, etc., which In-Unit Maintenance will provide.
- **Gerber Maxwell 21-418**
- This model has a MaP rating of 600g, which is adequate.
- The rim of the toilet bowl is 17^{1/4} inches off the ground rather than 14^{5/8} inches. According to *Consumer Reports*, “A toilet bowl that is about three or four inches higher than usual is yet another rapidly growing trend that is now approaching half the market. The added ground clearance of a ‘comfort height’ toilet makes getting on and off easier—especially for aging baby boomers, who have helped to boost sales of the toilets. But the additional comfort is likely to appeal to younger buyers too.”
- Cost: \$210.63 + a below-cost charge of \$15 to remove each old toilet + cost of supplies, including the toilet seat, wax rings, etc., which In-Unit Maintenance will provide.

We believe that either model will serve residents well. These toilets will also help to conserve water. And remember: In-Unit Maintenance will install them **for free**.

Below are some simple guidelines to follow to keep your toilet maintenance free. Remember, **nothing but toilet paper should be flushed down the toilet!**

The toilet is not a magical trash can. Simply toss, flush, and your garbage is marvelously whooshed away to some watery subterranean netherworld, never to be seen again. Or so we think. In fact, these practices clog toilets, damage water treatment facilities, require expensive cleanups, increase water bills, create raw sewage overflows by clogging pipes or the toilet itself, harm marine animals and create toxic environmental issues. **The following items should never be flushed down a toilet.**

Baby wipes: used to wipe your baby's bottom, they are not toilet paper. Baby wipes are thicker, sturdier, and do not break down easily, resulting in clogged systems.

Disposable diapers: It's hard to believe that one could even get a diaper to flush down the toilet, yet that hasn't stopped people from flushing them down, and clogging the toilet or pipes.

Band-Aids: Made of non-biodegradable materials, they easily tangle up with hair and fat to create blockages.

Cigarette butts: Although they seem flushable, cigarette filters don't easily biodegrade, and they are filled with chemicals which leach into the wastewater.

Cosmetics: Your old moisturizer and other beauty care products can be potentially toxic and disruptive to wastewater treatment plants and septic systems.

Cotton balls and swabs: Cotton doesn't break down at all, and although it may take a while for cotton products to accumulate into a clog, they are difficult to dislodge once they do.

Dryer sheets: Dryer sheets retain synthetic chemicals that can get into the water system, and they are made from non-biodegradable materials.

Feminine supplies: The padding and absorbent nature of these products make them too thick for the plumbing, and they do not break down in the same fast manner as toilet paper does.

Paper towels and napkins or anything that is used for cleaning: Too sturdy for the pipes.

Prescription medicines: No, no, no. Flushed meds can work their way back into our drinking water. See the Food and Drug Administration guidelines for proper disposal of unwanted medications.



PHYSICAL PLANT & OPERATIONS

Chair, Howard Haymes

The Physical Plant and Operations Committee (PPOC) met at 7:00 p.m. in the West Card Room on January 10th. Howard Haymes was selected as the new Chairperson, replacing Gary Aiken, who sold his unit.

Management reported that they are attempting to secure indoor parking for condominium residents behind Skyline Buildings 1, 2 and 3, directly below the outdoor parking, when **garage repairs** are going on at Skyline House. These buildings are the three black, glass-faced office structures across George Mason Drive and facing the entrance to the Sports and Health Club.

It was reported that Management has been busy with **general repairs** in the building. Chief Engineer Greg Grimm informed the Committee that they have been busy with pipe repairs/leaks both within units and in common areas. In addition they are replacing more in-unit heat pumps.

The next **monthly walk-around** will include revisiting the East Building contractor room, paint room, and swimming pool room on January 31, departing from the Main Lobby at 7:00 p.m.

The PPOC shared with the Financial Management Committee (FMC) its recommendation that the **Reserve Schedule Analysis Update Contract** be awarded to Mason & Mason, but that the FMC set aside funds in 2015 for the potential selection of another firm to do the next reserve schedule analysis. With FMC concurrence, this recommendation will be forwarded to the Board of Directors for final action.

The **window leak façade repairs project** was discussed, and the Committee was informed that more units would need to be repaired due to the discovery of new leaks.

The Committee recommended the addition of a **one-way mirror film to the West Lobby Door** as a first step in making the area safer.

A joint Management/PPOC ad hoc committee was established to help prioritize a work schedule to be undertaken by Management in 2013.

Upcoming Projects for 2013 include:

Garage Repairs. The Committee recommends to the Board that Concrete Protection and Restoration, Inc. be approved for the contract.

Rolling Door Replacement (Garage). The PPOC voted via e-mail on a recommendation to the Board. Cecil Williams recommended that, in order to save on wear and tear on garage doors, we leave the door open and post a Security Guard there for one hour in the morning. This idea will be discussed at the next meeting.

Electrical Switch Gear Repair Project. These repairs are essential to the functioning of our electrical system. The PPOC recommends that Kohl Electric be awarded a sole-source contract. A notation that Mason & Mason will review the other switchgear outlets was made.



FINANCIAL MANAGEMENT

Chair, Wynfred Joshua

The Financial Management Committee (FMC) met on Tuesday, Jan. 22, 2013. For the month of December total income was \$344,301 with expenditures of \$249,880. Total income less expenditures amounted to \$94,421.

The monthly Reserve Contribution was \$116,214, leaving a deficit before taxes of \$21,793. With payment of \$50,000 in estimated taxes, the deficit runs to \$71,793. Please note, however, that this deficit, after our auditor has adjusted and verified it, will be covered by the capital gains we had from the treasury bonds we sold in 2012. In fact, even if we did not have any capital gains, and thus no extra taxes, it is highly likely that we would have ended the year with a modest surplus. Our final figures will be confirmed once the auditor has completed its process.

The financial reports reflected the usual overruns for attorney fees and utilities. Legal fees in connection with delinquency collections were roughly \$2,000 over budget. For the entire year the total was about \$38,000 over budget. This is partly the result of the three judicial foreclosures which required legal preparations, including court testimony from our attorney. This figure also includes collection costs of other delinquencies that are more than 60 days late. We note that payments more than 60 days late grew in December to more than \$50,000.

While our water and sewage bill for the whole year was \$43,000 more than we had budgeted, the total utilities bills, including electricity, were slightly under budget. Note that the increase in the water bill was partly due to a raise in rates.

The FMC approved the successive repairs in the units that had water leaks. The Committee stressed that it had little choice in the matter. In fact, most of the additional repairs had already been approved by e-mail.

Although the Physical Plant and Operations Committee (PPOC) chairman had sent the FMC a draft of the revised Procurement Policy, PPOC members apparently had not been able to review it. Another copy was made available to the new PPOC chairman for his committee's review. The basic changes were designed to make the procedures more realistic and flexible, allowing Management to operate within the parameters.

Committee members discussed at some length four proposals Management had submitted. The FMC recommended all four with the selected contractors to the Board as follows:

1. **The garage repair project** to be awarded to Concrete Protection & Restoration, Inc. in the amount of \$149,500. The consulting engineer from Whitlock, Dalrymple, Poston & Associates clearly supported this selection. While the price is higher than had been projected in our reserve schedule, funds were available in the Reserves. Guarantees are standard.
2. The **Reserve schedule analysis** to be awarded to Mason and Mason in the amount of \$10,125. Mason and Mason performed these analyses for us several times in the past. In fact, they have worked with us in transferring from accrual accounting to the cash-flow method for analysis of our reserves, and we have continued to work very closely with them. Generally, we have been satisfied with their performance, although we recommended to the Board/Management that Mason and Mason be asked to review carefully the estimated life span of the periodic maintenance and reserve items. We also recommended that consideration be given to inviting additional companies to submit bids for the next Reserve Schedule analysis.
3. The **electrical switchgear replacement** contract to be awarded to Kolb Electric, Inc. for the amount of \$32,229. The requirement to replace the electric switchgear is basically an emergency. Our switchgears are more than 30 years old, and all will eventually need to be replaced. The one to be replaced now malfunctioned during a test and caused an electric outage in the East Building. The FMC endorsed the selection of Kolb Electric because that is the company with which we have long worked; Kolb is intimately familiar with our setup and has always performed most satisfactorily.
4. The **rolling garage doors** contract to be awarded to Derana, Inc. for the amount of \$49,991. Our Chief Engineer strongly recommended this company, which would provide Albany doors, similar to what we have now but improved and up-to-date. Our experience with the current Albany doors is that they provided service way beyond expectations and have lasted 10 years, much longer than was expected.

The doors are now in such condition that they may not last the winter, which would require expensive repairs and expensive extra guard duty every time they break down. While other companies could also provide us with Albany doors, Derana offered us the lowest price and excellent warranties.

The final issue the FMC took up was the Manager's request to have an FMC representative join a sub-committee to work with her on the 13 new projects expected to be handled this year. Members decided that Michael Hanson and Bryant Stukes, who were already on the committee as representatives of PPOC, would serve in a dual capacity, also representing the FMC.

The next session of the FMC has been scheduled for February 25 because the third Monday in February is a holiday. We welcome all Skyline House residents and will be grateful for their advice.



COVENANTS COMMITTEE

Chair, Elayne Haymes

The Covenants Committee met at 7 p.m. on Wednesday, January 16th. The Minutes of the previous meeting were reviewed and accepted. There were only two incidents in the past two months, and both have been resolved.

New Business:

Rule 7 of the Skyline House Rules and Regulations, Proper Dress for common areas, was discussed. It was noted that “properly attired” is very difficult to define, but the Committee felt some identifying language should be included. It was therefore decided that the phrase “with foot wear and street clothes” should be added to the language.

The Committee will recommend to the Board that Rule 7 Proper Dress be **revised to read as follows:**

“All persons shall be properly attired **with foot wear and street clothes** when appearing in the lobbies, corridors, elevators and all other common areas within the buildings.”

Rule 8 Move-ins, Move-outs and Deliveries was also discussed. The Committee favors amending the language in Section D to clarify the activities noted in Section C that are permissible Monday to Saturday but prohibited Sundays and when National Holidays are observed.

The Committee will recommend to the Board that Rule 8 Move-Ins, Move-Outs, And Deliveries - Section D be **amended to read as follows:**

“Service elevators and loading areas may be used for **all activities stated in Rule 8 Section C** between the hours of 8:00 a.m. and 8:00 p.m. Monday through Saturday. Service elevators and loading dock areas may not be used for **any of the activities stated above in Rule 8 Section C** on Sundays or days National Holidays are observed.”

Old Business:

The Committee reviewed Rule 5 Access To Building. After some clarification from Tycia Haight of the Management Office, it was decided that the language should be left unchanged.

The Committee reviewed Rule 6 Reception Desk Services and discussed language changes to reflect current operations. In Section A the word “telegrams” should be replaced by the word “faxes.” In section D the word “dolly” should be deleted since the building does not have a dolly. And the word “valid” should be added in front of the phrase “photo I.D.”

Accordingly, the Committee will recommend to the Board that Rule 6 Reception Desk Services – **Section A** be **amended to read as follows:**

“Reception desk personnel may accept packages, keys and **faxes** at the resident’s risk.” The rest of Section A remains the same.

The Committee will also recommend that Rule 6 **Section D be amended to read as follows :**

“Equipment, such as a luggage cart, exercise room key and billiard room key and equipment, is available for use by residents on condominium property only. Residents, upon signing for these items at the reception desk, will leave a **valid** photo I.D.”

Another discussion ensued about an anonymous e-mail sent to Michelle Slaughter Brown, Maria Elena Schacknies and myself regarding an ad placed on Craig’s List to rent a one-bedroom apartment in Skyline House for 4 nights at \$400 a night for the Inauguration. The ad was checked out by Elayne Haymes, but no reply was made to her inquiry. It was decided to have Management call Craig’s List to alert them to this illegal activity. It was noted that Craig’s List might take off the ad or flag it in some way. This will be pursued.

The Committee was briefed by the Chairperson about the formation of an Election Subcommittee that will finalize the format of the ballot and be prepared to stuff the envelopes after the process of nominations for Board members is completed.

The Committee was adjourned at 8:05 p.m.



SECURITY, SAFETY AND NEIGHBORHOOD WATCH

Chair, Robert J. “Bob” De Mayo

The Security, Safety, & Neighborhood Watch Committee (SS&NWC) met on January 9th at 7:00 p.m. in the West Card Room. Members present were Mr. De Mayo, Ms. Manrique, Mr. Mike Hanson, Ms. Zierhoffer and Ms. Jones. Ms. Chilman had an excused absence. Ms. Tycia Haight attended for the Management Office (MO) and introduced Eric Gresham, the new employee in the MO.

The minutes for November were read and adopted. The importance of continuing attendance at monthly meetings of the Citizen’s Advisory Committee (CAC) held at the Fairfax County Police Department Mason District Headquarters was emphasized to the members, since it offers a recurring opportunity to discuss issues of shared security and neighborhood safety importance with Skyline Plaza and Skyline Square representatives. Since this was my last meeting, I recapped some past accomplishments of the Committee and challenged members to continue their active participation in both the Committee and the Neighborhood Watch, capitalizing on the good work we all have accomplished to date.

The MO reported no major incidents since our last meeting. Courtesy Officers had a few minor changes in schedules and personnel but no significant changes. Neighborhood Watch reports indicated nothing major. Follow-up action was taken on all missing-decal issues. The MO reported that they are on the verge of using the sticky decals to highlight parking and other infractions; they are just awaiting guidance to implement their use.

Three Neighborhood Watcher Notices were posted this past month for resident safety and security. Particular attention should be paid to the one addressing Child ID Theft which is a silent crime that often goes undetected, sometimes for many years.

Members voted to meet every other month; the next meeting will take place in March. The Chairmanship is still open for candidates. If you are interested in this position, please contact the Board President, Maria Elena Schacknies, at mariaelena.shuo@gmail.com or (703) 820-2239.



RECREATION COMMITTEE

Chair, Sharon Milton

On December 14th we met in the West Party Room for a Pot Luck Meal to celebrate the coming holidays. The room was decked out in style. We had a dozen or so hidden-treasure door prizes-- candle sticks, gift cards, and poinsettias, to name a few. All were donated by members of the Recreation Committee. We also had a 50/50: The Committee sold tickets for a drawing. The winning ticket got half of the total ticket revenues, and the Committee kept the other half to help fund the events it hosts. People really seem to like 50/50. (We will continue to raise funds for future events in this way.) The food was delicious, and a good time was had by all. On December 31st we met at 9:00 p.m. to see in the New Year. Camaraderie flowed like wine, and several more people showed up, just in time for the champagne, to see the ball drop in New York City. Cora Balmat provided a TV for the event as the television in the Party Room is not working.

If you have a spare TV to donate, it could fill a real need in the Party Room.

Our next event is the Super Bowl Party, on February 3 from 5:30 p.m. until the end of the game, in the West Party Room. We will again have to borrow a TV for this event. If you would like to attend, **please sign up at the Front Desk.**

Children aged 15 or younger cannot attend by themselves. They must be accompanied by a parent, with one exception. Children aged at least 16 can bring only one younger sibling provided that their parents have approved this arrangement and have informed Sharon Milton in advance of their approval. Sharon can be reached at segmilton@yahoo.com or 870-310-5351.

There will be no meeting in March, and no events. Everybody is reminded to attend the annual meeting and elections on March 26.

The April meeting will be held on April 1st at 7:00 p.m. in the West Card Room.

The Committee will host a Spring TGIF on April 12th in the West Party Room. Details will follow.

Your ideas, suggestions, and participation are most welcome. We have a great place to live, and the Committee wants to help make it even better.



COMMUNITY RELATIONS

Chair, Janice L. Hill

The Community Relations Committee (CRC) met on Thursday, November 15, 2012 at 7:00 p.m. in the West Card Room with seven members attending.

The meeting began with Board President Maria Elena Schacknies providing a brief overview of **construction at Northern Virginia Community College**, Alexandria, expected to start this year. Mr. Donald Cole, Director of Campus Operations, will meet with the CRC this spring to provide a more detailed overview of the construction activities and address residents' questions. We will advise in the newsletter and/or bulletin boards of his appearance, which will probably be at the March meeting.

Next were updates from 2012 meetings. At the November meeting, Supervisor Penny Gross advised the Committee of **planned repair work on the George Mason Dr. elevated walkway**. During the repairs, it was

noted that some concrete repairs were needed on portions of the underside of the bridge. These repairs will require warmer weather (dry weather with temperatures above 45 degrees for several days) so that the concrete will cure properly. Also, this work will require partial lane closures on George Mason Dr. Additional information concerning this initiative will be provided when the weather gets warmer.

At the November meeting, there were also questions to the Supervisor concerning **the Build America facility**. There have been several communiqués between a resident and county officials concerning the need for better lighting at the facility to improve safety. No definitive responses have been received, but our county officials are aware of our Skyline House concerns, and we remain hopeful that they will take appropriate action.

We continue to plan programs for the 2013 year. In addition to Mr. Cole's visit, we are planning a healthy living workshop as well as an update on the 2013 Virginia State legislative activities.

We seek your ideas, suggestions and feedback and invite you to join us at an upcoming meeting (third Thursday). We will not have a meeting in February; our next meeting will take place on 21 March 2013.



GARDEN CLUB

Chair, Howard Haymes

The Garden Club put in its final seasonal plants for 2012 and ended the year with a small surplus of funds.

MAGAZINES DONATIONS FOR LOCAL HOSPITALS

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:

- **Magazines only**, and only magazines published **within the last three months**.
- **Please don't submit** store catalogs or ads, travel brochures, calendars, college/church/alumni bulletins, etc.

If you have any questions regarding this much-appreciated program, please call Marilyn Baker at 703-671-6759.

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.

FEBRUARY

ELAYNE HAYMES 703-347-7918

GERALDINE NAVEAU 703-931-4643

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.

HELP WANTED!

The Security, Safety, & Neighborhood Watch Committee Needs. . . .

A NEW CHAIRPERSON

What could be more important to Skyline House residents than their security and safety? The committee that focuses on this critical concern needs a leader who would enjoy:

- **reaching out to local police and fire departments**
- **coordinating the efforts of Skyline House Neighborhood Watch volunteers**
- **helping to develop activities, policies, and plans that make our community safer and more secure.**

What's in it for you? You will:

- **have the pleasure of working closely with other civic-minded residents who care deeply about our condo community**
- **have the opportunity to exercise and strengthen your leadership skills**
- **have the knowledge that you are making a real and positive difference in the lives of your fellow residents**
- **have the gratitude and respect of the Skyline House Community.**

For additional information on committee responsibilities, please consult the SS&NWC Charter on the Skyline House website at www.shuoa.org/governance/ssnwc. THEN PLEASE CONTACT MARIA ELENA SCHACKNIES AT 703-820-2239 OR mariaelena.shuoa@gmail.com TO EXPRESS YOUR INTEREST AND LEARN MORE.

SKYLINE HOUSE NEEDS YOU!



SKYLINE HOUSE CALENDAR

FEBRUARY 2013

(WWW.SHUOA.ORG)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11 Library Open 7:00 – 8:00 p.m. East Penthouse	12	13	14 Physical Plant and Operations Committee 7:00 p.m. W. Card Room	15	16
17	18 Presidents' Day SHUOA CLOSED Library Closed	19	20	21	22	23
24	25 Financial Management Committee 7:00 p.m. <u>W. Card Room</u> Library Open 7:00 – 8:00 p.m. East Penthouse	26	27 BOARD MEETING 7:00 PM W. Card Room	28		

GOOD NEIGHBORS: Elayne Haymes (703) 347-7918 and Geraldine Naveau (703) 931-4643

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