

# *The House Special*



## **BOARD OF DIRECTORS**

**President, Maria Elena Schacknies**

A self-managed Home Owners' Association (HOA) has structures and processes that are similar to academia, corporations and other democratic governments, and faces many of the same technical and managerial issues. We have a complex structure that includes a Board of Directors composed of Owners, Owners serving on six different committees, a Garden Club and Good Neighbors, and a Management Team providing financial services, administrative services, engineering services, personnel management, physical systems management and reserves and capital planning. We have two different sets of workers: Owners and employees. Our By-Laws are our Constitution. We promulgate rules and regulations. We hold elections. And we must make the difficult decisions regarding revenues and expenditures that provide the best results at the most reasonable costs. Does this remind you of any other governments? These similarities are instructive. But we differ from many governments in some important respects: We cannot issue bonds to raise funds or engage in deficit spending. We must instead pay as we go and live within our means. But an even greater difference is that a self-managed HOA depends to a very great extent on the efforts of a handful of volunteers who serve their constituencies free of charge. While HOAs have basic issues and challenges in common with much larger governments, we should acknowledge and celebrate one final difference: because we are so much smaller, just one dedicated, civic-minded individual can make a wonderful difference in the lives of his or her fellow

residents. So many thanks to the dedicated volunteers—and staff—who make Skyline House a great place to live.

Our building is not young anymore, so to maintain the value of our investment, we must be engaged in projects that are often disruptive, for example, the garage restoration, which for the first time in 35 years will include the sand-blasting and repainting of the railings. This project will begin on November 3<sup>rd</sup> and run for two weeks. As we all know, difficult issues often require choosing between greatly upsetting the few or moderately upsetting the many. But in actual practice, either choice will almost inevitably yield both results to varying degrees. So we are all going to be inconvenienced and will be upset that we cannot, as usual, simply go to our own parking spaces in our own familiar garage to pick up and park our cars, but will have to walk across the street instead. We need to remind ourselves that all of this is being done to keep our investment going strong. That realization should help us to endure the garage repairs and feel better about them.

The Board approved (1) an assessment increase of three percent for 2015, (2) a contract to apply the garage sealant and paint the railings to Simpson Unlimited, (3) a contract to LanPerfect to provide Information Technology services through December 2015, and also selected James F. Wilson to provide project management services for the replacement and installation of the emergency generators.



## MANAGEMENT

**General Manager, Michelle Brown Slaughter**

### **Leaks from Rooftop HVAC**

To prevent further water leaks from the rooftop heating, ventilation, and air conditioning (HVAC) system into Unit #1707W, our contractor, James R. Walls, installed pressure treated wood around the duct opening, cleaned concrete around the duct, and installed urethane water proofing on the concrete pad. The same repairs were completed to prevent water leaks into Units 1713W, 1709E, and 1713E.

### **Skyline House Unit Owners Association Rental**

#### **Unit #114W**

After two years, the rental unit was vacated as of September 6<sup>th</sup>. The unit was painted, kitchen counter tops were replaced, the carpet was cleaned, new light fixtures were installed, and the master bedroom vanity cabinet was replaced. The prior tenant had spray-painted a table on the balcony. As a result, the balcony floor paint coating must be removed and re-coated. The tenant's security deposit was withheld, and the tenant has been billed for the remainder of the cost of the balcony resurfacing. Unit #314E, which was recently sold, required the same work on its balcony, and the cost was recovered from the seller escrow. The cost for Concrete Protection and Restoration (CPR) to re-coat the balcony of these two units is \$2,250 per unit for a total of \$4,500. But the Association intends to recover the balance due from the renter, so that we will not sustain any expense. Management is waiting for CPR to schedule the repairs.

### **Garage Sealant Project**

On September 30<sup>th</sup>, Whitlock, Dalrymple, Poston & Associates (WDP) conducted a pre-bid meeting attended by Management; the Physical Plant and Operations Committee Chairperson, Al Lambert; and representatives from five bidding companies: (1) Consolidated Waterproofing, (2) Culbertson, (3) Structural, (4) Simpson Unlimited, and (5) CA Lindman. Bids were returned to WDP with follow-up questions that were submitted by bidders through October 17<sup>th</sup>. Many questions were related to the delay in awarding the contract, which resulted from extending the scope and duration of work to include the stripping and repainting of the garage railings. WDP subsequently recommended Simpson based on

previous work experience with the contractor, their ability to mobilize quickly for an earlier start date, and their overall project cost. To accommodate residents who park in our garage, Management reserved 600 parking spaces across the street at the PMI parking garage. Alternate parking will be at the Association's expense, \$3,000 per week (\$5.00 per space), and an \$18,000 refundable deposit (\$30 per transponder). The garage sealant project will begin November 3<sup>rd</sup> and end not later than November 16<sup>th</sup>. It is scheduled to take up to 14 days to complete due to the addition of the railing project, which, as indicated above, was not in the initial Request for Proposal. Residents should be prepared to park across the street, or find alternate parking on their own, for the duration of the repair project. Guest parking will not be available during this repair period.

### **Energy Management System Upgrade**

Hardware installation was completed, and software was installed. Several software modifications and corrections were made to the system.

### **Bridge Enclosure Replacement Project**

In September, the Board approved WDP's proposal to oversee the bridge enclosure replacement project. WDP is currently working with Kalwall (the manufacturer), to develop the design documents. WDP visited the site in mid-October to obtain detailed measurements.

### **Pool Deck Project**

Based on further research and documentation, WDP is going to present the argument to Fairfax County that Skyline House is exempt from ADA requirements, primarily because it is not a public multifamily property, since each unit is privately owned. A unit Owner who used to work for the County Attorney's Office has volunteered to assist in this matter.

### **Placement of Automated Teller Machine (ATM)**

The final agreement with Access One ATM Inc. was signed. Installation is scheduled for the first or second week of November. The location was changed from the Front Desk area to the corner next to the Accounting office, just off the West Garage

elevators. The chosen area is carpeted, so installation will not damage the flooring.

**Attorney Fees**

In September, the Association's attorney was paid \$1,301 for routine delinquency collections and \$450 for legal advice/general legal services.

**Collections Update: September Delinquencies**

Seven units owe \$18,279 for delinquencies that are 60 days or more past due. Seven other units owe \$5,569 for delinquencies that are 10-59 days past due. Collection is being handled by the Association's attorney.

**ACTIONS BY THE BOARD:**

- Approval of Simpson Unlimited's garage sealant and railing bid: \$99,300
- Approval of LanPerfect's Information Technology contract (for services thru 31 December 2015): \$11,940
- Approval of project management company James F. Wilson, which was recommended by the PPOC and the Financial Management Committee.

**MANAGEMENT REMINDERS**

If you have power of attorney for a unit Owner, please be sure the Management Office has a valid copy on file. This is important should we need to access the unit in case of emergency.



**Trash:** We continue to get complaints that residents are leaving trash on the floor in the trash rooms. Please do not send children to the trash room as they may not be tall or strong enough to open the trash chute door. This is your home. Let's keep it trash free!

A special **Thank You** message from Liza Ruiz, who donated \$50 to the Recreation Committee:

*"It can never be said too often that Skyline House is a caring community. You have expressed so much concern with your cards and attendance at Carlos Ruiz's funeral service. Words can never express the heartfelt gratitude of my family and myself. Here is just a simple THANK YOU!"*

**NEW STAFF MEMBER – MEET DEBBIE HARVEY!**

It is Management's pleasure to introduce Debbie Harvey, who started working at Skyline House on October 26<sup>th</sup>. You may have met her at the Front Desk or in the Management Office already.

Debbie has 30 years of experience as a Legal and Executive Assistant. In her quest for something new and exciting, she has switched careers to property

management. She loves meeting people, so this is the perfect job for her. Debbie looks forward to a long career here at Skyline House. In her spare time, Debbie enjoys organizing other people's clutter. Please help us welcome Debbie.





## TREASURER'S COMMENTARY

Treasurer, Karen H. Johnson

The most notable event in September was the receipt of a federal income tax refund of \$90,005 that was entered into our bookkeeping records as miscellaneous income. This large sum represents a recalculation of the tax implications of all of our bond transactions in 2012 and 2013. In 2012 we paid a substantial tax on our large capital gain. In light of further transactions in 2013, which entailed loss, federal tax law permitted us to amend the tax return we had previously filed. Taken together, all of the bond transactions that we completed incurred a smaller tax liability than what we had paid, so we were issued a refund. This is a welcome development that improves the net result of our portfolio reallocation. This refund is not income for 2015 in the usual sense, and we should not think of it as such. It is part of the change in the value of our reserve assets that resulted from reallocating that portfolio. The refund amount was first put into the bank account that holds our operating funds, but was quickly moved to the accounts where we hold our reserve assets. All of these funds are available to meet our future reserve funding needs.

One other income item is worth mentioning. The rental unit owned by the Association is now vacant, so income from that rental was not earned during September. Upon completion of some repairs, the unit will be ready to be rented again. If one excludes in-unit maintenance income owing to the offsetting costs

that item entails, then the loss of the rental income and recognition of the special nature of the tax refund yields monthly receipt of regular income during September that was slightly below the budgeted amount.

With respect to expenses, several items in September came in significantly below budget. These included legal fees relating to unit Owners, insurance, non-contract spending on landscaping, the security contract, and outlays on federal and state taxes. Also, although we are setting aside additional funds to cover bad debt, we are doing so at a pace that is reduced somewhat from our original plan. Offsetting these savings were very large costs for electricity during September and above-budget costs for photocopying. Taken altogether, our net income/spending balance for September was slightly more favorable than budgeted when one completely excludes from the calculation the special tax refund of slightly more than \$90,000.

The situation with respect to delinquent payments from Owners has improved since August. The total number of units in arrears has fallen from 19 to 15. And the amount past due to the Association has decreased to \$20,576 from \$26,634. Our attorney continues to work to recover amounts more than 60 days in arrears.



## INFO FROM THE ENGINEER

Chief Engineer, Greg Grimm

### WASHING MACHINES

One of the questions residents frequently ask is, "What is the benefit of a front-loading washer versus a top-loading machine?"

Water consumption has become a big topic of discussion recently. If you have an older top-loading washing machine, you probably have no idea how much water you're using each time you wash a load

of laundry. Many older machines use somewhere between 45 and 55 gallons per load. This may not seem that bad on paper and may look like just a number, but imagine going to the grocery store to purchase 50 one-gallon bottles of spring water. That's the amount of water used each time a load of laundry is done in a top-loading machine. Many of them can adjust the load size to help lower that number, but it's still too high by today's efficiency standards.

In a front-loading washing machine that number is lowered dramatically. Most of the newer front-loading washers use an average 10 to 18 gallons per load depending on the model, and some use even less. Another key difference is that you're using this amount of water to wash a load of laundry that could be two to three times larger than what could be washed in a regular top-loading machine. As you probably have seen, front-loading washers don't have an agitator. So as long as you can comfortably close the washer door (without forcing it) you can completely fill the drum full of clothes. The machine will then sense how full the drum is, and it will fill with the appropriate amount of water. Whether you're washing a small or large load, you'll always use the correct amount of water.

Let's talk about the use of laundry detergent, fabric softener, and bleach inside these machines. Since these machines use so much less water than a traditional washing machine, they require a different type of detergent, less bleach, and less fabric softener. The type of detergent recommended is a high efficiency (HE) detergent. These can be purchased at any local supermarket and are usually located with their 'non-HE' counterparts. Look closely on the label of the bottle or box and you'll likely see the (HE) symbol. This type of detergent is a higher concentrated formula, and it also produces less suds, which allows for proper rinsing of the clothes. If you used the same amount of regular detergent in these machines, it would be necessary to add several additional rinses. But more importantly, using the wrong detergent could lead to service calls and may cause skin problems.

Most washers also have a timed-release fabric softener dispenser, which adds the softener at a specific point of the wash cycle. Many machines still include a bleach dispenser, which also works on the same timed-release basis.

These machines are not just extremely energy-efficient on their own; they also cut your dry times dramatically since they spin out faster than a traditional top-loading machine. Most top-loaders usually max out at 600 revolutions per minute (rpm). But most of the newer front-loading washers spin out at 1000rpm, which reduces the overall drying times to a range of 35 to 45 minutes (sometimes less) depending on the size of your load. Compare that to the 60 to 90 minutes that the top-loading machines average. Therefore, the overall electric savings can be significant!

So there are many different benefits to upgrading your laundry pair. You can do more laundry, faster, and with better results, while also extending the life of your clothes. More importantly, it's a long term investment that will save you time and money.

## TOILETS

Our toilet-exchange program is still ongoing. As with the washing machines above, the new toilets also save water. And water is one of the costs you pay for in your condo fee. We offer two different toilets at this time. **The Euro height model is \$210.63 installed. The regular height toilet installed is \$193.17. These prices include installation/labor and disposal of the old toilet.**

## HEAT SEASON

Heating season is here. If you haven't already checked to make sure that your heat is working, please do so, to prevent a service call. As a reminder, **if you have an original heat pump, you are operating on borrowed time. Now is the time to replace your heat pump! Call the Management Office (703-578-4855) for more information.** We can save you time and money versus hiring an outside contractor to replace your heat pump system.



## PHYSICAL PLANT & OPERATIONS

Chair, Al Lambert

The first order of business at the October 12<sup>th</sup> meeting of the Physical Plant and Operations Committee (PPOC) was the selection of a firm to provide Project Management Services. The Committee had previously received presentations from three firms. Management had followed up by contacting the contractors' references to gather information on their experiences and satisfaction with the various contractors, as well as the quality of service provided for their projects. After a comprehensive discussion on the merits of each firm, the Committee elected to recommend the firm James F. Wilson (JFW) to provide project management services. The firm has extensive experience in managing complex projects in occupied facilities. Moreover, they have access to numerous suppliers (architects, engineers, contractors, flooring, furniture, and Information Technology vendors, not to mention the ability to obtain discounts on materials).

The chairperson announced that on behalf of the Committee he would recommend that the Board postpone all repairs on the pool deck until 2016, for the following reasons:

- Fairfax County is unable to provide substantive guidance and timely decisions on the applicability of American Disability Act of 2014 to this project.

- Therefore, project requirements and costs cannot be determined.
- There is no urgency, and the Association would not be harmed by a one-year delay.
- The top priority for the Association in 2015 should be the replacement of the enclosure over the bridge connecting the East Building and the garage.

The final order of business was to recommend a game plan for the installation of new emergency generators in 2015. These are the original generators from 1980. The Association has received three bids from contractors for replacement generators; each bid has different technical specifications for installation. Moreover, installing a new generator behind the East Building will require a new concrete pad for the generator. It was recommended that the selected project management firm (JFW) be asked to propose which contractor and generator manufacturer should be the selected.

The next PPOC meeting will be on Thursday, November 13<sup>th</sup>, at 7:00 p.m. As always, I welcome your feedback on this article or any matter pertaining to the PPOC. This is your home! We welcome you to join us. Thank you!

## THE U. S. MAIL & THE GOLDEN RULE

This is our home. Let's all do our part to keep the common areas neat and clean.

We all get far too much junk mail, but you can dispose of it easily by inserting it in the trash slot below the countertop in your mail lobby. Left out on the counter, this junk becomes an eyesore. Please don't subject your neighbors to a public mess in the mail lobby.

Even more important than helping to keep our common areas neat and clean is the way you handle mail that has been delivered to you by mistake. If you receive mail that is addressed to someone else, take it to the Front Desk so that the U. S. Postal

Service can be made aware of its error and re-deliver the mail to the right person. The Golden Rule clearly applies to this situation. If a letter or greeting card from a loved one, or a letter with sensitive financial information, or even a check, were accidentally delivered to someone else, how would you feel if the recipient just tossed it on the countertop and walked away? Or worse yet, if that letter, card, or check got accidentally swept away and destroyed along with any junk mail left on the countertop? Please do unto others as you would have them do unto you. When you get mail that belongs to someone else, carry it to the Front Desk. That's what you would want someone else to do with your mail.

Yes



No



## FINANCIAL MANAGEMENT

Chair, Wynfred Joshua

The Financial Management Committee (FMC) met on Monday, October 20<sup>th</sup>. A review of the financial statements for the month of September showed a total income of \$456,849. This figure includes a refund of \$90,005 from the amended 2012 federal tax return. Total expenditures for September were \$227,268.

Total reserve contributions for the month were \$119,409, leaving a net income before taxes of \$110,172. Estimated income taxes (state and federal) were \$4,500 this past month. Net income after taxes was some \$91,828 more than budgeted for September. It should be noted that the \$90,005

income tax refund has been moved to the Reserve Fund.

General operations expenses were close to budgeted amounts or under budget for the month. Utilities, however, were some \$10,000 over budget, basically as a result of an increased electricity bill, partly reflecting the surprisingly hot days in August/September. Expenditures for major projects as projected in the reserve budget for 2014 remained limited, reflecting a lack of progress thus far this year, but this can be expected to change as a result of an accelerated effort to implement a project by the end of this year that was originally scheduled for 2013 (that is, the garage sealant project).

As of the end of September, renter-occupied apartments increased to 137, or 25%. The remaining apartments are mostly Owner-occupied or empty, reflecting Owners' preferences.

FMC members briefly discussed the status of some revenue-generating projects. The issue of charging for bicycle storage had not run into any problems. The establishment of the Automated Teller Machine appeared to be on track; its location had been switched from the lobby entrance adjacent to the reception desk to the West garage alcove, where it would not damage the lobby floor. With respect to building additional storage space bins, the FMC requested that the Physical Plant and Operations Committee (PPOC) recommend a location for the bins and the number of bins that could be built, while keeping the expenses for this within \$10,000. At the same time, Management was asked to provide an estimate of the potential number of storage units that could be rented as well as the corresponding revenue. The FMC agreed that we had exhausted the possibility of raising revenue from condominium residents or guests; any other projects should be designed to gain income from outside sources.

The FMC dealt at length with the garage sealant project. It was originally supposed to have been done last year. After the General Manager assured the FMC that the selected company would risk a \$500 fine per day if it took more than 14 days, the FMC went along

with the recommendation of the PPOC chairman to award the contract to Simpson Unlimited for no more than \$99,300. Inasmuch as all cars had to be removed from the garage, FMC members strongly urged that the project start as soon as possible to ensure its completion before Thanksgiving week. The FMC also encouraged the General Manager to inform residents as soon as possible of the date when cars would have to be removed from the garage. The consulting engineering company, Whitlock, Dalrymple, Poston & Associates, confirmed that there was a one-year call-back warranty and a five-year workmanship-and-materials warranty. Funds are available in the reserve budget.

The FMC then passed a motion to recommend that the Board approve an Information Technology contract for 2015 with LanPerfect for the amount of \$11,940. It was noted that the contract was for unlimited tech support Monday thru Friday, but that any weekend support, as well as any hardware equipment, would be additional costs.

As a final item, the FMC considered the requirement of a project management company. The FMC urged that priority be given to replacing the emergency generators as well as the renovation of the East Building party room. At this point we do not have any figures for overseeing these projects, except a rough estimate of James F. Wilson (JFW)—the company selected by PPOC—of somewhere between \$20,000 and \$30,000 for overseeing the East Party Room project. We are recommending that the Board go ahead with a contract with JFW with the provision that the specific project would be determined subsequently. We strongly urge, however, that the selection of the project not be postponed and that the required steps for implementing it be taken as soon as possible.

The next session of the FMC has been scheduled for Monday, November 17<sup>th</sup>. This will be the last session of the year. If you are interested in how your condo fee is allocated, please join us and give us the benefit of your advice.



## COMMUNITY RELATIONS

Chair, Janice Hill

On Thursday, October 16<sup>th</sup>, at 7:00 p.m. in the Association Meeting Room, the Community Relations Committee (CRC) sponsored a workshop, "Protect Seniors from Fraud—How to Recognize and Prevent Scams Aimed at Seniors," led by Ms. Gift Wyatt, Home Instead Senior Care. The very well received workshop provided tips on preventing fraud, and Skyline House residents also offered very helpful suggestions and recommendations. We plan to have similar workshops next year on other topics of interest to residents.

### DID YOU KNOW?

- Metro has proposed a service change to the 28G Bus Route (Skyline City to Pentagon). The 28G Route would be restructured to incorporate most segments of the current 7B route from Pentagon Station via I-395; King Street; North Hampton Drive; Braddock Road; Beauregard Street, Seminary Road and the current 28G route to Skyline City. If implemented,

the proposed change will take place around March 2015.

- The Bailey's Crossroads Fire Station 10/Bailey's Crossroads Volunteer Fire Department has returned to its permanent home (3601 Firehouse Lane, Falls Church, VA). As you may recall, the station was severely damaged by a 2010 snow storm.
- For the rest of this year and into 2015, several projects aimed at pedestrian improvements are slated for completion. The projects, which comprise the Route 7 Pedestrian Improvement Initiative, will provide much-needed pedestrian improvements along Leesburg Pike in the Bailey's Crossroads and Seven Corners area.

The Committee's October 16<sup>th</sup> meeting was its last for 2014. There will be no CRC meeting in November. Our next meeting will be held on Thursday, January 15, 2015.

Please join us at a meeting next year!!



## SAFETY, SECURITY, & NEIGHBORHOOD WATCH

Chair, Diane Zierhoffer

Since the Safety, Security, & Neighborhood Watch Committee (SS&NWC) did not meet in October, no monthly report is presented in this issue of the newsletter. However, the SS&NWC Chairperson has provided the following valuable safety/security information on how residents can avoid becoming a victim of fraud or identity theft. Readers will find in the Community Relations Committee report a description of the October 16<sup>th</sup> workshop it hosted on this same important topic.

The Mason District of the Fairfax County Police Department is reporting an increase of fraud against residents. On October 6<sup>th</sup>, a citizen reported to the police that she had been scammed out of \$30,000. Detective Flynn reported that others have reported

being scammed of \$150,000! You might wonder: "How can someone I don't know steal that much money from me?" It seems to happen to senior citizens more than it does to younger people. DO NOT be a victim!

The Federal Trade Commission is helping to educate consumers on fraud prevention. Go to [www.ftc.gov](http://www.ftc.gov). Click on the top tab "Tips and Advice," then click on "Consumers." There is a box on that page named "Scam Alerts." Click on that box for a list of many ways criminals are using to try to steal money from people like you and me.

Fake companies and agencies are calling people, telling them they owe money, telling them they are going to jail for failing to report for jury duty. I

received an e-mail last week from an “attorney” telling me he was representing a deceased relative who had left my family millions of dollars. I just had to contact the sender of the e-mail to collect my relative’s wealth. Really?? I deleted the e-mail, although I should have printed it to give to the police as I reported attempted fraud.

If you do not know the caller on the other end of the telephone line, if you do not remember calling anyone for repairs to your unit, DO NOT let the person in, DO NOT give your personal information or bank information to anyone who calls you. Take as much information as you can get and call the police. If you get a phone call from an agency claiming to be someone you often do business with, such as the electric company or the cable company, take their information. Ask them for their phone number. But DO NOT call that number. If you think it might be legitimate, but are not sure, hang up, look up the phone number for the company, and call them. Call the Management Office and ask if the demand for your money is legitimate.

No legitimate agency will call you and surprise you with a threat of going to jail or a threat to shut off services if you do not wire money immediately. Gather the information they give you, call the real agency to confirm this is fraud, and then call the police.

I have ordered booklets from the Federal Trade Commission entitled: “Taking Charge: What to Do If Your Identity is Stolen.” The Spanish edition is here, and copies are available in the Management Office. The English edition should be here in days. They will also be available in the Office. In addition to information on fixing problems that result from fraud and identity theft, there are tips in the booklet on how to prevent becoming a victim in the first place. Please help yourselves to the booklet. If people want more copies, I can place another bulk order. Help your family and friends, especially older people, to protect themselves from fraud and identity theft.

Fraud and identity theft are highly prevalent. It is easier for some people to steal your money than to actually work. DO NOT help them steal the money for which you work so hard.



## RECREATION COMMITTEE

Chair, Sharon Milton

The Recreation Committee met in the West Card Room on October 6<sup>th</sup>.

The Committee finalized plans for Halloween, determining that trick or treat would take place from 6:00 to 7:00 p.m. and would only involve those units which had decorated their doors to indicate their participation. A Halloween Party was scheduled for the West Party Room from 7:00 to 8:00 p.m. At least one adult must accompany every four children. Adult chaperones were asked to bring a snack to share, and to help with games, refreshments, and cleanup. The Committee decided that it would provide water, fruit, veggies, and chips. The following games were selected for the party: a musical stop game similar to musical chairs, bean bag toss, and pin the hat on the witch. Volunteers were requested to help put up the decorations on Thursday at 7:00 p.m.

A TGIF was scheduled for Friday October 25<sup>th</sup> from 7:00 to 9:00 p.m.

The calendar of events for November began with a committee meeting on the 3<sup>rd</sup> at 7:00 p.m. A brunch is scheduled for Sunday, November 9<sup>th</sup>, from noon to 2:00 p.m. in the West Party Room. The Recreation Committee will furnish refreshments such as fruit, yogurt, croissants, quiche, coffee, tea, and cocoa, but attendees can bring a dish to share if they like. Reminders will be posted on the bulletin boards, and this event is also listed in the newsletter calendar. A TGIF is scheduled for November 21<sup>st</sup> in the West Party Room from 7:00 to 9:00 p.m.

Two Committee members volunteered to do orientation tours for new residents; they are awaiting appropriate guidance.



## GARDEN CLUB

Chair, Al Lambert

What's happening? Many of our residents may not have seen the two small urns installed at the front entrance to the West Building. Planted within each urn are pansies that like cold weather and should last until the first freeze. The good news is that they will begin to grow again in the very early spring, giving us an early indication of warm weather to come and the blossoming of trees, shrubs, and other flowers. In addition, pansies were planted along the front of the West Building, at the lobby entrance, and around trees leading to the garage entrance.

The "traffic circle" in front of the Main Entrance is continuing to undergo a modification, with a new landscape to be completed next year. Issues encountered included: (1) the evergreen bush in the urn was in distress because the root ball was too large, and it precluded growing wave petunias; and (2) some of the boxwoods were in distress. In the spring, replacement boxwoods will be planted in the circle. The objectives are to maintain a visually appealing area for the enjoyment of residents, astound potential buyers, and have low maintenance requirements to minimize our landscaping costs. Thank you.

## GOOD NEIGHBORS

The purpose of the Good Neighbors Program is to help residents of Skyline House who need assistance for health reasons, including residents who are housebound. This service is NOT available for medical emergencies. In the event of a medical emergency, the resident MUST call 911 for help. Good Neighbors volunteer to help in the following ways:

- Taking residents to medical appointments within a radius of approximately 10 miles. If the Good Neighbor wishes to wait for the resident at a hospital or doctor's office, this can be arranged in advance. If the Good Neighbor goes back home, pickup time can be determined between the two parties.
- Picking up prescriptions at local pharmacies.
- Picking up mail or packages at the Front Desk or the mailbox.
- Picking up groceries at the local supermarkets.

Any requests of an unusual nature not listed above should be directed to Alina Gonzalez (703-379-5391) or Virginia Fissmer (703-671-7045).

Many thanks to residents who have served as Good Neighbors. This program really needs and wholeheartedly welcomes new volunteers. If you want to help neighbors in need, and to make the Skyline House Community even better, please contact Alina or Virginia.

### November

Alina Gonzalez, 703-379-5391

Geraldine Naveau, 703-931-4643

## **MAGAZINE 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.



# SKYLINE HOUSE CALENDAR

## November 2014

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



| SUNDAY   | MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY                             | SATURDAY |
|--|--|--|--|--|------------------------------------|----------|
|  |  |  |  |  |                                    | 1        |
| 2  | 3 <b>Recreation Committee</b><br>7:00 PM<br><b>Meeting Room</b><br><b>Library Open</b><br>7:00-8:00 p.m.<br>East PH              | 4  | 5  | 6  | 7                                  | 8        |
| 9 <b>Recreation Committee</b><br>Brunch<br>Noon – 2:00 p.m.<br>WPR | 10 <b>Library Open</b><br>7:00-8:00 p.m.<br>East PH  | 11   | 12 <b>Security, Safety, and Neighborhood Watch Comm</b><br>7:00 p.m.<br>Meeting Room | 13 <b>Physical Plant and Operations Committee</b><br>7:00 p.m.<br>Meeting Room | 14                                 | 15       |
| 16   | 17 <b>Financial Management Committee</b><br>7:00 p.m.<br><b>Meeting Room</b><br><b>Library Open</b><br>7:00-8:00 p.m.<br>East PH | 18 <b>Covenants Committee</b><br>7:00 p.m.<br>Meeting Room | 19 <b>Board Meeting</b><br>7:00 p.m.<br>Meeting room                                 | 20 <b>Community Relations Committee</b><br>7:00 p.m.<br>Meeting Room           | 21 <b>TGIF</b><br>7:00 P.M.<br>WPR | 22       |
| 23   | 24 <b>Library Open</b><br>7:00-8:00 p.m.<br>East PH  | 25   | 26   | 27   | 28                                 | 29       |
| 30   |  |  |  |  |                                    |          |

### **BOARD OF DIRECTORS**

Pres., Maria Elena Schacknies, 1302W, 703-820-2239, [mariaelena.shuoa@gmail.com](mailto:mariaelena.shuoa@gmail.com)  
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### **COMMITTEE CHAIRS**

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

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**THE GARAGE PROJECT STARTED MONDAY NOVEMBER 3<sup>RD</sup>, 2014**



**GUEST PARKING SPACES WILL NOT BE AVAILABLE TO VISITORS DURING REPAIRS!!!**

**IMPORTANT DATES & INFORMATION:**

|  |  |
|--|--|
| Sunday, Nov. 2 <sup>nd</sup>                     | PMI garage across the street open for parking                          |
| Monday, Nov. 3 <sup>rd</sup> to 17 <sup>th</sup> | Guest parking spaces <u>not</u> available to visitors                  |
| Monday, Nov. 17 <sup>th</sup>                    | Cars can park back at Skyline House garage                             |
| Monday, Nov 17 <sup>th</sup>                     | Return transponders to Management Office and pick up your \$30 deposit |

1. **PMI'S Parking Garage Security Number is 703-928-3032** if you have any problems, but they will not escort you to or from your car!
2. **The PMI garage resets the gate daily at 12:00 midnight. Arrive before 11:50pm or after 12:10am.**
3. **Height Restriction:** Vehicles over 6'2" need to park in PMI's G3 level near areas marked G3-5 or G3-6 where the ceiling height is higher. If you have a problem entering or exiting your vehicle, please call the PMI Security at 703-928-3032.
4. **Use of Loading Docks** – During the garage repairs, please quickly unload your cars and immediately leave the loading dock so others may use it.

**WE APPRECIATE YOUR CONTINUED COOPERATION AND PATIENCE DURING THIS REPAIR PROJECT!!!**